

## **CHOCTAW COUNTY BOARD OF EDUCATION**



**Invitation to Bid**  
**ITB: 2024-CBOE-WAN**  
**E-Rate Year 2024-2025**

**Wide Area Network**  
**(WAN) Services**

**Deadline to Submit Bids**  
**Friday March 08, 2024 at 1:30 PM**

**Pamela Bass**  
**Technology Coordinator**  
**Choctaw County Board of Education**  
**Butler, AL 36904**  
**[pbass@choctawal.org](mailto:pbass@choctawal.org)**

## Invitation to Bid

### CHOCTAW COUNTY BOARD OF EDUCATION

All Bids will be received for **WAN and Internet Service** by the Choctaw County Board of Education, 107 Tom Orr Drive, Butler, Alabama 36904, until 1:30 P.M. local time March 08, 2024. Bids will be emailed to [pbass@choctawal.org](mailto:pbass@choctawal.org).

#### PROPOSAL SUBMISSIONS:

All proposals must be via email to [pbass@choctawal.org](mailto:pbass@choctawal.org) with a subject line **“2024 WAN and Internet Bid” no later than local time 1:30 P.M., March 08, 2024**. All bids must complete the **CHOCTAW COUNTY SCHOOLS ITB RESPONSE FORM TO BE CONSIDERED**.

Vendors must email their proposals [pbass@choctatwal.org](mailto:pbass@choctatwal.org) with a subject line **“2024 WAN and Internet Bid” no later than local time 1:30 P.M., March 08, 2024** and must include the **ITB RESPONSE FORM TO BE CONSIDERED**. It is the responsibility of vendors to assure that proposals are received no later than 1:30 P.M. local time, March 08, 2024. All bids must complete the **CHOCTAW COUNTY SCHOOLS ITB RESPONSE FORM TO BE CONSIDERED**. Proposals received after this time will not be considered.

**NOTE:** Each proposal must be submitted on the forms furnished by the Choctaw County Board of Education along with any other required or necessary documentation. Proposals submitted in any other manner will not be accepted.

**GENERAL INFORMATION:** The attached sheets contain system configurations that will be used as target configurations. The vendor should respond with the model name and/or number, catalog page number and price of the system that meets or exceeds this minimum configuration. Any item on the attached equipment/price sheet that is not presented will cause rejection of that group. The use of specific names and numbers in the specification is not intended to restrict the vendor, seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, products, services, or equipment considered best adapted to the Choctaw County Board of Education.

The Choctaw County Board of Education reserves the right to choose the “Best Buy”. That is, the Choctaw County Board of Education may purchase the items and services subject to this request for proposal that best conform to the specifications as set forth in this proposal, with consideration given to the purposes for which required, past performance and experience with the product and company, and other factors allowed by law. The Choctaw County Board of Education reserves the right to reject all proposals and to waive technical errors if the best interest of the Choctaw County Board of Education will thereby be promoted. Vendors may not withdraw proposals after the scheduled closing time for receipt of proposals for a period of thirty (30) days. The vendor will not be penalized by delays beyond his control. Such things as acts of God, fires, floods, strikes, and acts of war will not be considered the responsibility of the vendor.

**SECURITY STATEMENT:** The vendor shall ensure that personnel involved with any school system project shall be advised of and acknowledge the confidential nature of information contained in school system

files as well as the safeguards required and criminal and civil sanctions of non-compliance in federal, state, and local statutes.

**EVALUATION CRITERIA:** The target configurations will be used to evaluate the vendors' ability to offer a comprehensive line of products and the capability to offer complete bundled systems. The standard and optional components for a system bundle, peripheral or accessory should be clearly listed. The proposal evaluation may take approximately ten days.

**CONTRACT PERIOD:** The contract period will be for a one year with the option to renew an additional three years per approval of E-rate funding on an annual basis. Contract MUST provide option to extend.

**VENDOR QUALIFICATIONS:** Vendor must have personnel and manufacturer authorized or certified technicians on staff.

Vendor **must** be a valid E-Rate provider with an approved SPIN provided with the proposal. Vendor must submit all applicable E-rate 471 attachments with proposal.

**Account Representative:** The vendor must provide a dedicated account/sales representative and technical sales representatives with an 800 number to service contract participant accounts. The representatives must be able to assist contract participants in the analysis, configuration, and purchase of microcomputers, peripherals, and supplies. The representatives must be available on site, to any location within Choctaw County with twenty-four hours' notice. The account/sales representative will be the sole point of contact regarding contract issues.

**RESPONSE SUBMISSION:** The vendor should submit a minimum of two copies of each proposal in addition to all other requested information. All proposals received shall guarantee items proposed meet or exceed the specifications listed. Complete product information (pictures, descriptions, model numbers and specifications) shall accompany ALL proposals for items that **do not** have a specific brand name and model number listed in the specification, complete product data shall accompany the proposal. **PROPOSALS THAT DO NOT CONTAIN THIS INFORMATION WILL NOT BE CONSIDERED.**

**VENDOR REGISTRATION WITH SLD:** The vendor must provide proof of registration with the Schools and Libraries Division (SLD) for reimbursement as a Provider under E-rate guidelines. If the vendor fails to file the appropriate forms with the SLD or fails to receive a SLD vendor number, the Choctaw County Board of Education is not responsible for the discounted portion of the vendor's bill. The vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations and for filing the appropriate 472 for reimbursements. The vendor is responsible for supplying the SLD SPIN with the proposal response. The vendor must also enclose its FCCRN number and certification of their current FCC status in the form of a printout from the FCCRN site. Vendors that do not currently have green light status will not be considered. The loss of green light status with the FCC shall render any contracts entered into with the vendor to be immediately null and void. Vendor must be a valid E-rate provider with an approved SPIN. Vendor must also submit all applicable E-rate 471 documents and attachments with the proposal.

**TECHNICAL DOCUMENTATION / LITERATURE:** The vendor should attach technical documentation/literature supporting the specifications of the terms being proposed. Without this supporting documentation/literature, the proposal may be rejected. Reference to technical documentation/literature submitted with a previous proposal on file with the Choctaw County Board of

Education will not satisfy this requirement. The vendor is to supply one copy of the manufacturer's installation, maintenance, and operations manual.

**INQUIRIES:**

Questions concerning this ITB must be submitted via e-mail to [pbass@choctawal.org](mailto:pbass@choctawal.org). Vendor may request an on-site pre-response inspection meeting by contacting Pamela Bass at [pbass@choctawal.org](mailto:pbass@choctawal.org) with the subject heading **2024 WAN and Internet Bid**. All questions and/or inquiries must be submitted by February 28, 2024.

**DELIVERY AND SET-UP:** Any delivery and set-up are to be included in all orders. Vendors should include policy, availability, pricing and criteria for providing any installation services with proposal response. This includes set-up, network connection, software, options/accessories, testing and removal of all debris. Indicate individual installation prices in the ITB response.

**PRICE DECREASE/INCREASE:** The Choctaw County Board of Education technology coordinator shall be notified immediately of any price decreases/increases affecting a contract item. The contract participants shall receive the benefit of the decrease as soon as possible in accordance with the written notification from the contract vendor.

**DISCONTINUATION:** The Choctaw County Board of Education technology coordinator shall be notified immediately regarding any manufacturer's product that will be potentially discontinued. If a product is included in the proposal that has been discontinued since proposal preparation, the vendor should provide evidence of the discontinuance and must propose a comparable product.

**UPGRADE SERVICES:** Vendor should provide their procedure for upgrades and expansion to installed systems. Vendor should include any additional information not explicitly asked for elsewhere in this proposal, but that is believed to be pertinent.

**AWARD:** Awards may be by grouped or separated. The proposal may be awarded as a whole to one vendor or portions may be awarded to multiple vendors, if it is beneficial to the district. Any item on the attached equipment/price sheets that is not proposed, other than the item that is being discontinued, will cause rejection of the proposal. A vendor must propose all line items within a manufacturer group and include the catalog/list in order to be considered for an award. Vendor will not assign, sublet or transfer any resulting contract without written permission from the Choctaw County Board of Education.

**CANCELLATION:** The contract resulting from this solicitation may be canceled by the Choctaw County Board of Education by giving 30 days' written notification to the vendor. Failure to provide all items as proposed including delivery, set-up, timely technical support, warranty service, and etc. will be justification for cancellation.

**NOTE:** Failure to deliver ordered items within the specified time frame will result in a review of the vendor's contract status and possible subsequent removal from the contract.

**NON-APPROPRIATION OF FUNDS:** Choctaw County reserves the right to terminate services due to reduction of funding available or vendor's lack of prompt and effective service to maintain connectivity per specifications. The Choctaw County Board of Education is applying for E-rate funding for this project. If this project or any part thereof is not funded by E-rate, the Choctaw County Board of Education

reserves the right to change or cancel any or all projects or parts thereof. If funding is denied due to vendor error, the vendor is obligated and held responsible for providing services outlined in the contract and the Choctaw County Board of Education will be liable for only their discounted amount. After notification of award by the Choctaw County Board of Education, the vendor will receive a signed contract for the products/services. This signed contract will show the amount of the purchase that is the responsibility of the Choctaw County Board of Education under the E-rate discount. This contract is totally contingent upon the E-rate approval by the SLD. The Choctaw County Board of Education personnel will work with the vendor to ensure that the proper forms have been filed with the SLD to ensure payment to the vendor is made in a timely fashion.

Continuation of any agreement between the Choctaw County Board of Education and a vendor beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this proposal and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidation damages shall accrue to the Choctaw County Board of Education as a result. The Choctaw County Board of Education will not incur liability beyond payment of accrued agreement payment.

#### **CHOCTAW COUNTY SCHOOLS WAN AND INTERNET – SPECIFICATIONS**

The six locations are:

1. Choctaw County Elementary School (50 Classrooms and offices)
2. Choctaw County High School (56 Classrooms and offices)
3. Southern Choctaw Elementary School (49 Classrooms and offices)
4. Southern Choctaw High School (52 Classrooms and offices)
5. Choctaw County Board of Education – approximately 25 employees at this site
6. Choctaw County Transportation Department – 1 administrator with clerical assistant and approximately 36 bus drivers.

**WIDE AREA NETWORK DESCRIPTION:** The Choctaw County School System has a wide area network (WAN) connecting all locations. This request for proposal however seeks a 1Gbps fiber solution for connectivity to each school site. Proposed configurations for this contract must provide Choctaw County Schools with a **ONE-year contract WITH the option to renew an additional three years** for a Wide Area Network that meets specified requirements listed below and within the ITB. If a vendor cannot meet the minimum specifications, then detailed documentation must be provided that justifies the alternative solution.

The vendor must support a 1Gbps fiber connection as a minimum to all locations specified in this ITB. The Choctaw County School System is asking for fiber to all locations. The Choctaw County School System is also seeking Internet access with a 6 MB bandwidth minimum. More bandwidth may be offered but proposal evaluations will reflect the inclusion of the minimum only. The WAN must be able to support two way interactive, full duplex operation at 30 (FPS) and be able to support a Master Control Unit, MPEG Video Encoder, Multipoint Control Unit, Video Amplifiers, Video Channel Modulator and any other equipment necessary to provide distance learning capabilities.

The WAN must be able to support Voice over IP, with QOS and other functions that provide a high standard of voice transmission. The Choctaw County Board of Education is currently utilizing Voice over IP converging Voice, Video, and Data with leased equipment and services. The vendor must also provide

a managed fully routed IP network to each site. Each site must be segmented on its own IP space independent of any other site on the local network to provide for the secure and efficient use of the network resources. The vendor must provide monitoring of all infrastructure components and node locations for the entire network between the hours of 7:00 AM – 5:00 PM. The vendor must provide a toll-free number and email address for use by the Choctaw County Board of Education personnel for reporting and obtaining problem resolutions.

**Performance Guarantee:** A performance guarantee shall be required between the vendor and Choctaw County Board of Education. The purpose of this guarantee is to ensure that adequate and timely services are delivered to the Choctaw County Board of Education. The vendor is required to provide periodic measurement data to certify that the established links meet the minimum requirements outlined in this ITB. This information should be made available to the Choctaw County Board of Education.

The vendor will be required to provide an uptime of 96% during each school day (from 7:30 – 4:00) at the minimum requested bandwidth. If a site does not have the required uptime for the month, the Choctaw County Board of Education will not be charged for that month's service at that school site. The month shall be calculated from the 1st day of the month to the end of each month. The vendor must provide dispatch support services for maintenance on its infrastructure equipment. These dispatch services should occur within **3 hours** of a notified failure in an infrastructure equipment component. The vendor is required to provide the full amount of bandwidth requested for each link location during the entire course of the agreement.

**ADDITIONAL SERVICES:** IP Management Services: Vendor can provide, as an inherent function of its network, IP management services to include: IP (DHCP Scope) assignment, DNS, and Network Address Translation services. All proposals must include attachments clearly identifying E-rate eligible services and Non-E-rate eligible services.

### CHOCTAW COUNTY SCHOOLS ITB RESPONSE FORM FOR ITB 2024 WAN AND INTERNET

The Choctaw County Board of Education reserves the right to reject any part of or all proposals. Choctaw County Board of Education ▪ 107 Tom Orr Drive ▪ Butler, Alabama 36904

#### DESCRIPTION

WAN: \_\_\_\_\_

Internet Access: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Additional Services (IP Management Services): \_\_\_\_\_

Erate Eligible: \_\_\_\_\_

Non-Erate Eligible: \_\_\_\_\_

**Exceptions to Specifications:** \_\_\_\_\_

Time of delivery (after receipt of order): \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

SLD SPIN #: \_\_\_\_\_

Company Submitting ITB: \_\_\_\_\_

Point of Contact (Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### Proposal Evaluation Matrix

Factors	Points Available
Price for Services Products & Fees	40
Vendor Qualifications	25
Prior Experience w/Vendor	20
Local or In-State Vendor	10
Flexible Invoicing	5
<b>Total</b>	<b>100</b>

**NOTE:** The contract period will be for a one year with the option to renew an additional three years per approval of E-rate funding on an annual basis. of E-rate funding on an annual basis.