

**E-RATE Year 26 (2023-2024)
REQUEST FOR PROPOSAL
RFP #2022-4
470 # 230018522**

**Goleta Union School District
401 N Fairview Ave
Goleta, CA 93117**

Fiber Transport Service RFP

PROCUREMENT TIMELINE	
RFP ISSUED:	02/06/2023
REQUESTS FOR INFORMATION DEADLINE	02/21/2023 at 4:00 PM PST
PROPOSALS DEADLINE:	03/06/2023 at 4:00 PM PST
SERVICE START DATE:	07/01/2023
SERVICE END DATE:	06/30/2026 plus 2 optional extensions

Request for Proposal #2022_4
Fiber WAN Service
E-Rate Year 26 (2023-2024)

SCOPE OF SERVICES

In accordance with Federal E-Rate funding requirements Goleta Union School District (GUSD) wishes to receive bids on fiber services for their district Wide Area Network (WAN). This bid requires connecting SB County Office of Education to the GUSD School District Office.

The WAN network hub location is:
Goleta Union School District
401 N Fairview Ave
Goleta CA

The SB Office of Education location is:
4400 Cathedral Oaks Blvd

For each building site, respondent must run infrastructure or service to an existing network closet designated by GUSD located at the “Locations” (listed below) **A building penetration and cable route is provided by Goleta Union School District from the exterior of each school site to existing data closet (MDF).**

The service must be available by July 1, 2023. If the bidder’s solution is not available by July 1, 2023 any and all services fees and charges to operate the district’s current leased lit solution will become the financial responsibility of the awardee.

Response may include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. Based on the bids and both a short term and long term cost effectiveness analysis, GUSD will determine which, if any, of the solutions is acceptable. The specifications related to the proposal are as follows.

Lit Fiber Optic Service:

GUSD must have dedicated Lit Transport Bandwidth throughput (upload and download) of 10 Gbps and 20 Gbps with Service Level Agreement (SLA) guarantees between the designated endpoints. **All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism.**

GUSD will NOT accept wireless proposals for lit service connections. All connections must be single mode fiber based connections only.

Lit Service Price Proposal

Each respondent is required to complete the pricing worksheet attached as the Price quotes are requested for 36 month terms of service. Respondents are encouraged to separate special construction charges as defined by E-rate eligibility rules. Prices should be all inclusive. All inclusive in this case means, including all **special construction or non-recurring costs (NRC)** (see description in later section) required by the vendor to commence service and all **monthly recurring costs (MRC)** should be included.

Additional Description

Each fiber WAN service response must also include description of proposal, SLA, timeline, network diagram, demarcation, references, and description of service redundancy

Fiber Specification

All fiber solutions must comprise of single mode fiber end to end.

Service Level Agreement

Respondent will provide a description of the proposed services and service levels provided with the lit fiber and operations responses. The respondent will provide a proposed Service Level Agreement (SLA) which **minimally** meet the requirements listed below:

- Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.9-99.99% network availability of each circuit.
- Latency: 45ms
- Jitter: 15ms
- Packet Loss: <.02%

In addition to the required SLA listed above, the proposal must commit to and include descriptions of the following items:

- Statement that provider will not limit or throttle the capacity of the circuit at any time for any reason
- **Network Operations Center:** Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- **Trouble Reporting and Response:** Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.

- **Escalation:** In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- **Resolution:** The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- **Trouble Reporting, Escalation and Resolution:** A detail trouble reporting, escalation and resolution plan will be provided to the district.
- **Measurement:** Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts Vendor and identifies the problem. Credits for Outages of service will be identified.
- **Reports:** Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- **SLA Link Performance per segment:** The service will maintain the proposed SLA Link Performance throughout the term of the contract.

Timeline (Lit Fiber)

For each response, respondents must include a construction roadmap timeline for all sites. For all responses, preference is given to responses with a service start for all sites on August 1, 2023.

Demarcation (Lit and Leased Dark Fiber)

All solutions must terminate service or infrastructure to an existing network closet inside of the designated demarc address specified. Solutions bringing service to the property line but not inside of the demarc address are not acceptable. A building penetration and cable route is provided by GUSD from the exterior of each school site to existing data closet.

Respondent must specify your expected demarc setup included in proposal

Network Diagram

For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint at each site.

One-Time Costs: Special Construction and Non-recurring Cost Definitions

Respondents providing options which require “one-time” costs for special construction or non-recurring costs should categorize them as follows. One-time costs are considered **special construction** if any new fiber is being installed. If new fiber installation is not necessary, the one-time costs is considered a **non-recurring cost** and must be specified accordingly.

All respondents must be able to provide detailed billing, in both hard copy and electronic formats with access provided to the GUSD. Equipment and service billings must be kept separate for E-Rate program purposes.

All respondents must demonstrate a capacity to provide high-quality customer service and technical trouble-shooting, with reasonable response times and emergency situation response times of 8 hours or less, as well as network performance data.

It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. The awarded service provider agrees to comply with applicable federal and California laws, including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900 and Labor Code section 1735. In addition, the awarded service provider agrees to require like compliance by any subcontractors employed on the work by such service provider.

The awarded service provider shall fully comply with the provision of Education Code 45125.1 (Fingerprint Requirements), when it is determined that the service provider and any employees or sub-contractors will have contact with District pupils in the performance of the work of the Agreement. All costs for preparing responses are the responsibility of the respondent and shall not be chargeable in any manner to the District.

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) E-RATE CONTINGENCY

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) SERVICE PROVIDER REQUIREMENTS

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html
- e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2023.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
- h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must**

match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.

- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC <http://www.usac.org/sl/applicants/step07/invoice-check.aspx>
- k. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. This offer is in full compliance with USAC's Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION


The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract “effective date”, E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2023 funding year (July 1, 2023). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

EARLY FUNDING CONDITIONS

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:


<http://www.usac.org/sl/applicants/step05/installation.aspx>

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or*

after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Service Provider Name: _____

Submittal Requirements: All responses must include the following to be considered responsive:

1. Cover page with Respondent's Company information, contact information, and signature of person authorized to submit a proposal on behalf of the company.
2. Maintenance, trouble reporting and escalation procedures, and hours of operation.
3. Monthly service costs on a scalable basis. Minimum 10 Gbps with an option to scale to 20 Gbps .
4. Potential hardware costs, if any. **New carriers must include potential hardware costs or identify "none" in their proposal.**
5. Three-year pricing agreement, including the possibility of increasing bandwidth at any time during the contract term with costs for increasing bandwidth.
6. Your E-Rate Service Provider Identification Number (SPIN) must appear on your proposal. In addition, GUSD will require that the awarded service provider insure that all eligible components of service are filed with the California Public Utilities Commission (CPUC) and are eligible for the California Teleconnect Fund (CTF) discount. **New carriers must provide an explanation of the process for the District to obtain California Teleconnect (CTF) discounts.**
7. Estimated taxes and surcharges.
8. FOR NEW SERVICE PROVIDERS: Detailed customer implementation / transition plan, including timeline showing full implementation by 7/1/2023. -As the cut-over date for any new carrier is required to be on July 1, 2023, the DISTRICT requires a transition plan to be provided with any proposal response from responsible suppliers that are not the incumbent carrier. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the DISTRICT transition team. The transition plan is to outline the expectations the supplier team would have of the DISTRICT and the information or task the DISTRICT is to provide the supplier and the date any information or task would be required
9. Customer contact information for all services, to include billing, orders, trouble-shooting and technical support, and E-Rate program concerns.
10. Signed E-rate Supplemental Terms and Conditions included in RFP document
11. All respondents must be able to provide detailed billing, in both hard copy and electronic formats with on-line access provided to GUSD.
12. Description and amount of all taxes and surcharges must be included in the response.

Proposal Evaluation

All proposals satisfying the requirements of this Request for Proposal (RFP) will be evaluated to establish which of the offers best fulfills the needs of the District and this project. The District reserves the right to be the sole judge of the qualification of products, and/or services being offered, suitability of the services offered by the bidder.

The District has the right to reject any, all, or any part of the proposal. The District may waive any irregularities or informalities in any proposal, or in the bidding process.

The District reserves the right to reject all proposals and issue another RFP.

The District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.

§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.

Therefore, the District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.

Selection Criteria:

Eligible Price/Charges	50%
Non-eligible Costs	15%
Customer Service	10%
Transition Plan	15%
RFP Response	10%
Total	100%

Special Conditions:

1. Questions submitted in connection with this RFP must be submitted by the date on Page 1 via e-mail to:
Conrad Tedeschi, CPA
Assistant Superintendent, Fiscal Services
Goleta Union School District
E-mail: ctedeschi@gusd.us

All addendum(s), questions and answers will be posted to the E-rate EPC website at <https://portal.usac.org/suite/>

Please "Follow" the Form 470 to receive all EPC updates pertaining to the Form 470.

1. A listing of GUSD schools and facility locations is included – Attachment "A"
2. It is anticipated contract award will take place in March.
3. No respondent may withdraw its response for 60 days.
4. The RFP document will be distributed through the Goleta Union School District Fiscal Services office. Any copies obtained through any other source may be considered non-responsive.

All respondents to this RFP must conform to and be responsive to the RFP documents.

All responses to this RFP should be submitted via e-mail **no later than the deadline on Page 1** and clearly marked with the RFP number and "Fiber Transport service" in the subject line. Please e-mail your proposal to:

Conrad Tedeschi
Assistant Superintendent, Fiscal Services
Goleta Union School District
E-mail: ctedeschi@gusd.us

Receipt verification can be made by contacting Conrad Tedeschi at (805) 681-1200 Ext. 2205.

Late proposals will be considered non-responsive. Fax copies will not be accepted.

It is the sole responsibility of each respondent to ensure all submittals and attachments are received by the District. The District assumes no responsibility for transmission failures. The District assumes no responsibility for verification calls received after the proposal deadline.

The District will not be responsible for any errors or omissions on the part of the respondent in developing the proposal.

Locations:

Site	Address	City	State	Zip
Goleta Union School District Office	401 N Fairview Ave	Goleta	CA	93117
Santa Barbara Office of Education	4400 Cathedral Oaks Dr	Santa Barbara	CA	93110

BID Pricing - Leased Lit Fiber

	Required Minimum	Option(s) for Growth
Minimum Upload and download required	10 Gbps	20 Gbps
Special Construction (if applicable)		
Non-Recurring Costs (if applicable)		
Monthly Recurring Costs		
Total Cost Per Year		