

Request for Proposal
Arp ISD
Transport

1. Summary and Background

Arp ISD is requesting proposals for Lit Fiber Transport from the existing Arp ISD Network Operations Center (NOC) to The Vault NOC located at 110 N College Ave, Tyler, TX 75702. The transport must support from 200Mbps to 1Gbps capacity

The proposal must include a full site visit with an evaluation of the current location and/or relocation of current fiber being leased through SuddenLink. The current connections are still intact but the integrity of existing fiber must be certified. Proposals must include the delivery of services and a certified connection between the 2 NOCs (described above) with projected time frames. The full scope of the project and responsibilities for each segment of the project should be provided with a scheduled priority given to connecting The Vault & Arp ISD NOCs before the beginning of the 2020_21 school year. All equipment should be itemized by single price and extended price for optics, terminals and connections. A map of current and proposed conduit will be provided upon site visit for help in clarifying current network configuration and future needs.

Current Capabilities: Arp ISD has a fiber backbone of 12 pairs per campus currently connecting at 1 Gbps and a 200 Mbps transport to The Vault.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 pm CST January 15, 2020. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs. Costs should indicate per piece and the extended cost. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Arp ISD's legal consultant and will include scope, budget, schedule, and other necessary items pertaining to the project.

This project will be scheduled to begin no sooner than July 1, 2020, and end no later than August 10, 2020.

3. Project Purpose and Description

The purpose of this project is as follows:

Arp ISD's current fiber transport was implemented in 2016 at a bandwidth of 200 Mb. Access, speed, and reliability needed for all Arp ISD students and stakeholders must be prioritized. Additionally, most of the components in the Arp ISD infrastructure were updated with E-rate funding in 2017. This has allowed us to effectively in achieve our district's goals for a blended educational experience. Arp ISD believes that by

using current technologies and a more effective network design, we can provide our stakeholders with reliable digital resources, a more user-friendly environment, and expansion of our wireless access network.

Project Description:

Arp ISD is seeking a provider to utilize the latest technology to create a reliable, robust, and future-ready network. The provider of transport should incorporate the latest and most reliable components, which are easy for a small district technology team to manage and maintain.

The final bandwidth must allow Arp ISD's IT group to easily monitor and maintain each component while being easy to troubleshoot, diagnose, and update. All components need to be laid out neatly, labeled with connection information & date of installation, and should be aesthetically pleasing, simple for the IT team to determine connectivity and easily accessed. Please provide descriptions of all services, management training provided, references, and contact information. Each site must also be completely secure against intrusion. All sites should be neatly organized, well labeled and mapped properly. A schematic of the project is also required. Complete certification of the network must be done before final checklist completion.

4. Project Scope

The scope of this project includes all design, setup, licensing, and installation of all components, connections, optics, ties, and management training. All documentation will be provided to the selected bidder by Arp ISD Technology department for inclusion in the final project.

The selected bidder will be responsible for planning and conducting a thorough installation and certification test for all sites. The following criteria must be met to achieve a successful project:

- Complete installation of all components, connectors, optics, and updates to the district's satisfaction
- Visually and aesthetically pleasing wire management upon completion
- Proper grounding of all components
- Appropriate redundancy for maintaining a viable network
- The consistency and reliability of the bandwidth must be certified across each site
- The provider will assure that increase on-demand of additional bandwidth is possible through an agreed upon pricing structures provided at the time of the bid.
- All licensing requirements should be included as part of this project
- Each site should be well labeled and documented
- The site should be compatible with all current technology and easily upgradeable
- Ability to work closely with Arp ISD IT Director on the coordination of project tasks and resources
- Plan and perform a complete testing process on site and schematic in order to ensure functionality

5. Request for Proposal and Project Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5 pm CST January 15, 2020.

Evaluation of proposals will be conducted from January 16, 2020, until February 9th, 2020. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified on the Arp ISD Website.

The selection decision for the winning bidder will be made no later than February 20th, 2020. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by February 28, 2020, and presented to the Arp ISD Board of Trustees by first board meeting in March 2020.

Notifications to bidders who were not selected will be completed by March 15, 2020 on the Arp ISD Website.

Project Timeline:

Project initiation phase must be completed by July 1, 2020

Project implementation phase must be completed by August 10, 2020.

6. Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation, Planning and Engineer Consultation

Itemized Pricing for each Site

Training & Staff Development

Installation & Deployment

Certification & Documentation

Any Additional

NOTE: All costs and fees must be clearly described in each proposal.

7. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and implementing network and infrastructures
- Documentation as to membership in approved vendor coops or bid lists
- List of how much full time, part-time, and contractor staff in your organization that will be involved in the project
- Examples of 3 or more references of ISDs that have utilized your expertise
- Testimonials from past clients on building and maintaining

- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full testing plan
- The timeframe for completion of the project
- Project management methodology
- A complete list of any subcontractors or temporary hires

8. Proposal Evaluation Criteria

Arp ISD will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall proposal suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Organizational Experience:** Bidders will be evaluated on their experience as it pertains to the scope of this project
- **Previous work:** Bidders will be evaluated on examples of their work pertaining design and implementation as client testimonials and references
- **Value and cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- **Technical expertise and experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 2 copies of their proposal to the address below by January 15th, 2020 at 5 pm CST:

Arp ISD Technology Department

Att: Dr. Joy Rousseau

101 Toney Drive, PO 70

Arp, TX 75750