

Notice to Proposers

Request for Proposal

Wide Area Network Services

RFP #LakeCountyWAN

NOTICE IS HEREBY GIVEN that **Lake County Office of Education (LCOE)**, acting by and through its Governing Board, will receive up to, but not later than **four o'clock p.m. of the 19th day of November 2021**, proposals for the award of contract for:

**Wide Area Network Services
RFP #LakeCountyWAN, revision 1**

(site added to pages 13 and 14)

Proposals will be received via emailed according to the following:

1. Kevin Mack - kmack@lakecoe.org
2. cc Rachel White - rachel@erateadvisors.com
3. Subject line: RFP #LakeCountyWAN
4. Attach proposal as PDF document. The cost portion of the proposal must be a stand alone document.

Failure to include all 4 components above may result in **disqualification**.

Each proposal must conform and be responsive to the requirements of this RFP.

Interested proposers should direct questions in writing via email to Kevin Mack (kmack@lakecoe.org), the Director of I.T. before November 15, 2021 at noon (PST). Answers to questions and any addenda, as needed, will be posted to all interested parties.

The LCOE reserves the right to waive any informalities or irregularities in received submittals. Also, LCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The LCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

BACKGROUND

Lake County Office of Education (LCOE) requests proposals for the Wide Area Network Services to serve the LCOE's network operations center (DO) and all of the service locations as identified in the Appendix A.

PRIMARY NETWORK NEEDS

LCOE currently has a fiber-based wide area network connecting thirteen (17) sites to the network operations center (NOC) at the LCOE. LCOE would like to compare two network options, the traditional options with fixed speeds vs a network on demand option with variable speeds. Proposals shall incorporate growth in the event additional sites need to be added in the future.

LCOE has existing agency-owned network core equipment consisting of Cisco switches and routers in the core and at all the remote sites. This proposal requires that a multi-mode fiber hand-off be provided to all remote locations and multiple multi-mode fiber hand-offs be provided at the DO. LCOE requires a hub and spoke configuration that is compatible with our existing Cisco equipment.

SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications attached to this RFP. The final scope of services will be appended as Exhibit "A" to the resulting contract.

LENGTH OF CONTRACT

The LCOE would like to see proposals for a three (3) year and a five (5) year term and will cover a period from approximately July 1, 2022 through June 30, 2027, depending on selected term.

SUBMITTAL REQUIREMENTS

Requirements for contents of submittals are:

1. Proposals will be received via emailed according to the following minimum standards:
 - a. Kevin Mack - kmack@lakecoe.org
 - b. cc Rachel White - rachel@erateadvisors.com
 - c. Subject line: RFP #LakeCountyWAN
 - d. Attach proposal as PDF document. The cost portion of the proposal must be a stand alone document.

Failure to include all 4 components above may result in **disqualification**.

2. Proposals submitted in response to this RFP shall become the property of the LCOE and be considered public documents under applicable state law.

3. Any proposer failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

CONTENT REQUIREMENTS

The following table describes the required format and content for the vendor proposal. Proposals must contain all sections described below, in the order shown. Failure to adhere to this outline may eliminate the proposal from further consideration.

1. TRANSMITTAL/COVER LETTER (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the proposer. If the proposer is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the LCOE's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Proposer shall certify that no official or employee of the LCOE, nor any business entity in which an official of the LCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the LCOE.
- Proposer shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Proposer shall sign and add the following language: *"By virtue of submission of this Proposal, [INSERT PROPOSER'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.

3. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last five (5) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - o District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - o Project name and location.
 - o Beginning and end dates of project.
 - o How long have you been participating in the California Teleconnect Fund (CTF) program?
 - o Square footage.
 - o Main program elements.
 - o Original budget, proposal amount & final amount at close-out.
 - o Briefly state relevance of projects included for consideration in this RFP.
 - o Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
 - o Key individuals of the firm involved and their roles in the project.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s).
- Each Proposal must include evidence that the proposer is legally permitted and properly licensed to conduct business in the State of California.
- The LCOE expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the LCOE reserves the right to approve that team member's replacement.

5. FEE PROPOSAL

- Fee proposal should clearly identify all costs, including the following:
 - Monthly recurring cost
 - Installation fees and other non-recurring costs
 - Early termination penalties
- Special Construction Costs:
 - Total project plan route feet
 - Fiber average cost per foot
 - Total strands quantity
 - Number of eligible fiber strands
 - Fiber installation cost

SELECTION PROCESS

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The LCOE retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The LCOE may disqualify any proposer for any reason without explanation.

1. The LCOE may choose to ask clarification questions in writing and include the additional information gathered in this process.
2. Evaluation and rating of the responses will be based on:

- a. Information provided by the proposer in their response;
 - b. Information provided by the proposer in response to LCOE clarification questions;
 - c. Information from reference checks;
 - d. Experience and performance history of the firm with similar services;
 - e. Experience and results of proposed personnel;
 - f. Technical capabilities and track record;
 - g. Value of services under proposed fees; and
 - h. Overall responsiveness of the proposal.
- 3.** The quality of the response(s) will be evaluated using the following criteria:
- a. Completeness
 - b. Thoroughness
 - c. Accuracy
 - d. Compliance with proposal instructions
 - e. Organization and conciseness of descriptive text material
- 4.** RFP proposals will be rated on the following:
- a. Pricing (40%)
 - b. Service, Experience, and Knowledge (20%)
 - c. Responsiveness to RFP (20%)
 - d. References (10%)
 - e. Prior K-12 Experience (10%)

Additional Scoring: The LCOE reserves the right to select, up to, the top three (3) finalists for oral interviews based on the LCOE's analysis and rating of the proposal package. These interviews will have an additional point rating of up to 15 points. These interviews will be conducted in order to evaluate company expertise, qualifications, operations and services deemed by the LCOE to be in its best interests. The key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the LCOE's evaluation committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. *Any comments or proposed changes to the form of Agreement attached hereto as Attachment "A" shall be provided in writing before the interview and may be the subject of inquiry at the interview.* Upon announcement of recommendation for contractor award, terms and conditions for service submitted by proposers may be subject to negotiation, as well as any specific terms in the proposals submitted.

- 5.** The LCOE may perform investigations of responding parties that extend beyond contacting the references identified in the submittals. The LCOE may request a proposer to submit additional information pertinent to the review process. The LCOE also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the evaluation committee's discretion, firms may be asked to arrange a tour of a representative facilities.
- 6.** LCOE reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The

LCOE reserves the right to award all, part, or none of the work described in this RFP. Each submittal will be scored by an RFP evaluation committee. The LCOE reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as non-responsive, and/or not to contract with any proposer for the services described herein. The LCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The LCOE reserves the right to contract with any firm not participating in this process. The LCOE shall in no event be responsible for the cost of preparing any proposal in response to this RFP, including any supporting materials.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the LCOE. The LCOE reserves the right to contract with any entity responding to this RFP. The LCOE makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The LCOE shall in no event be responsible for the cost of preparing a response to this RFP. The awarding of the contract(s), if at all, is at the sole discretion of the LCOE.

The proposals, and any other supporting materials submitted to the LCOE in response to this RFP, will not be returned and will become the property of the LCOE unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the LCOE to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, proposals shall be held confidential by the LCOE and shall not be subject to disclosure under the California Public Records Act until after either: (1) the LCOE and the successful proposer have completed negotiations and entered into an agreement, or (2) the LCOE has rejected all proposals. Furthermore, the LCOE will have no liability to the proposer or other party as a result of any public disclosure of any proposal.

FULL OPPORTUNITY

The LCOE hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit proposals in response to this RFP and no proposer will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation/selection process, or the award of the contract with any member of the LCOE, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

MODIFICATIONS

Changes in or additions to the proposal, recapitulations of the work proposed upon, alternative proposals, or any other modification of the proposal which is not specifically called for in the contract documents may result in the LCOE's rejection of the proposal as not being responsive to the invitation to propose. No oral or telephonic modification of any proposal submitted will be considered and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the proposer was placed in the mail prior to the opening of proposals.

EXAMINATION OF SITE AND RFP DOCUMENTS

Each proposer shall fully acquaint himself with the conditions so that he may fully understand the facilities, difficulties, and restrictions attending the execution of the work under the contract. Proposers shall thoroughly examine and be familiar with the specifications. The failure or omission of any proposer to receive or examine any contract documents, form, instrument, addendum, or other document or to visit the site and acquaint himself with conditions there existing shall in no way relieve any proposer from obligations with respect to his proposal or to the contract.

- Each proposer, by making his proposal represents that he has read and understands the Contract and Proposal Documents and any and all related reports and information. After executing the Agreement, no consideration will be given to any claim of misunderstanding of the documents.
- Each proposer, by making his proposal, represents that he has familiarized himself with the area of the work and local conditions under which the work is to be performed, including subsurface conditions. Such inspection shall specifically consider requirements for accessing the site and determining the work can be completed as required by, and as shown in, the RFP Documents.
 - o Proposer must schedule any site visit in advance. Walk-ons are not permitted. Contact Kevin Mack (kmack@lakecoe.org) to schedule a site visit.

OTHER LCOE REQUIREMENTS

1. **Fingerprinting.** By law it is the LCOE's responsibility to determine whether a contractor must provide fingerprint certification. Pursuant to Education

Code section 45125.1, a fingerprinting compliance certificate is included as part of the contract documents.

2. **Tobacco-Free Policy.** The Governing Board of the LCOE, in order to create a clean, healthy environment for students and employees, has prohibited the use of tobacco products on LCOE Property or in LCOE Vehicles. All LCOE consultants, contractors and vendors shall inform their employees and agents that are performing services for the LCOE, of the LCOE’s objectives of a smoke free environment (Board Policy 1331, Ed Code 48901).
3. **Drug-Free Workplace.** Proposer warrants that Proposer is knowledgeable of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.), regarding a drug-free workplace and shall abide by and implement its statutory requirements.

SCHEDULE

The LCOE reserves the right to change the dates on the schedule without prior notice.

EVENT	DATE
LCOE Publishes RFP	November 1, 2021
Deadline for Questions from Proposers	November 15, 2021; noon (PST)
LCOE Publishes Addenda and Responses to Proposers in EPC	November 16, 2021
Deadline to Submit Proposals	November 19, 2021; 4:00 p.m. (PST)
Award of Contract	TBD, prior to January 30, 2022

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

PROJECT SPECIFICATIONS

1. TECHNICAL SPECIFICATIONS

- The LCOE requests proposals for a Wide Area Network to provide bandwidth from the LCOE NOC to approximately seventeen (17) sites with ability to increase bandwidth as needed.
- The LCOE intends to implement a minimum of 1 Gbps Ethernet connection to the listed sites, expandable to 2 Gbps, 3 Gbps, and 5 Gbps as needed. The initial bandwidth to the LCOE NOC is 10 Gbps, and not subject to this procurement.
- Option for growth including, but not limited to, increases or decreases in service and bandwidth and/or additions of locations, as determined necessary by the LCOE.
- The LCOE retains the sole option to remove sites due to closures or re-organization requirements, as deemed necessary by the LCOE. The LCOE will require that there be no early termination fees or other penalties assessed in such situation that is determined to be outside the control of the LCOE.

2. PROJECT IMPLEMENTATION

- Schedule will be based on available funding, vendor responses and recommendations, and vendor negotiations.
- Timing will be discussed during negotiations. Exact dates to be determined after award of contract. The LCOE would prefer an expedited plan. The LCOE's intent is to complete the implementation as soon as possible with service delivery no later than July 1, 2022.

3. LCOE OFFICE NETWORK OPERATIONS CENTER

- Multiple 1000 Base SX fiber handoffs to the LCOE NOC are required and shall be connected to the seventeen (17) remote locations.

4. SCHOOL SITES

- Connect all schools to the LCOE NOC with a Multi-Mode fiber optic Ethernet service that offers flexible bandwidth options ranging from 500 Mbps to 10 Gbps. Fiber optic circuits should be end-to-end fiber with initial bandwidth of 1 Gbps for each school.

5. NETWORK SPECIFICATIONS

- a. Vendor is required to provide, plan, configure, install, monitor, and maintain the vendor supplied Metropolitan Wide Area Network hardware at all locations.
- b. Network availability is reliable and accessible at each site at 99.9%.

- c.** Service response time for the LCOE NOC is 7 days x 24 hours x 4 hour response.
- d.** Service response time for the sites is 5 days x 10 hours x 4 hour response.
- e.** Unlimited, free access to "Help Desk" and automatic problem escalation.
- f.** The vendor and LCOE will formalize the point of demarcation (E-rate requirement) for each site. The vendor is responsible for all installation costs, including trenching and conduit installation between vendor facilities and the school-site point of demarcation. No overhead installation will be allowed.
- g.** LCOE assumes that the minimum standard for point of demarcation and/or MDF closet will include:
 - 1)** Vendor equipment that requires no more than one nearby, dedicated, grounded outlet, 20 amp, 110 VAC single phase circuit for power services;
 - 2)** One 4' x - 3/4 inch plywood backboard for wall-mounted services; and
 - 3)** If existing rack space is not available, the space allocated to new equipment will not exceed 12 U of additional rack space, the environment is suitable in existing rooms, and security is suitable in existing rooms.
- h.** The final timeline is subject to LCOE and vendor discussions. A scheduling meeting will prioritize the upgrade at the sites.
- i.** Vendor must be a US company, have a local office within 100 miles of the LCOE office, and provide an account team, project manager(s), and installation and repair crews.
- j.** The Vendor will provide printed circuit test reports and will coordinate with the LCOE's IT Department to resolve any bandwidth and equipment hand-off issues.
- k.** Vendor has tools and procedures to measure the "Five Attributes of Carrier Ethernet" as established by the global Metro Ethernet Forum. These attributes describe requirements for Standardized Services, Scalability, Reliability, Quality of Service, and Service Management.
- l.** Vendor will formally test and balance the recommended initial bandwidth requirements listed below against the above "Five Attributes of Carrier Ethernet" to provide a quality, cost-effective network. (Do not simply over-subscribe bandwidth in order to satisfy proposal requirements.)

m. Network acceptance will require:

- 1.** Vendor will provide printed circuit test reports which certify the required bandwidth for each circuit.
- 2.** Each site will operate for thirty (30) days without a single equipment, software, configuration, or dependent equipment failure.

Service delivery locations

Network On Demand option (speeds between 1 and 10 gbps)	
Site	Address
Main Office - NOC	1152 S Main St, Lakeport
ALL SITES BELOW WILL CONNECT TO NOC	
Riviera Elementary	10505 Fairway Dr, Kelseyville
Kelseyville Community Day	3980 Gard, Kelseyville
Kelseyville High	5480 Main, Kelseyville
Mt Vista Middle	5081 Konocti Rd, Kelseyville
Terrace Middle School	250 Lange St, Lakeport
Coyote Valley Elementary	18950 Coyote Valley Rd, Hidden Valley
Cobb Mt Elementary	15895 Hwy 175, Middletown
Lake County International Charter	15850 Armstrong, Middletown
District Office/Upper Lake High	675 Clover Valley Rd, Upper Lake
District Office/Lucerne Elementary	3351 Country Club Dr, Lucerne
Hance Community School	1510 Argonaut Rd, Lakeport
Clearlake Creativity School	6945 Old Hwy 53, Clear Lake
Kelseyville USD Main Office	4410 Konocti Rd, Kelseyville
Middletown USD Main Office	555 Lakeport Blvd, Lakeport
Middletown High School	15846 Wardlaw St, Middletown
Taylor Observatory	5725 Oak Hills Ln, Kelseyville

Traditional network with multiple collector circuits		
Site	Address	Minimum speed
Main Office - NOC (Collector 1)	1152 S Main St, Lakeport	10 gbps
Terrance Middle School	250 Lange St, Lakeport	1 gbps
Middletown USD Main Office	555 Lakeport Blvd, Lakeport	1 gbps
Coyote Valley Elementary	18950 Coyote Valley Rd, Hidden Valley	1 gbps
Cobb Mt Elementary	15895 Hwy 175, Middletown	1 gbps
District Office/Upper Lake High	675 Clover Valley Rd, Upper Lake	1 gbps
District Office/Lucerne Elementary	3351 Country Club Dr, Lucerne	1 gbps
Lake County International Charter	15850 Armstrong, Middletown	1 gbps
Middletown High School	15846 Wardlaw St, Middletown	1 gbps
Main Office - NOC (Collector 2)	1152 S Main St, Lakeport	10 gbps
Kelseyville High	5480 Main, Kelseyville	2 gbps
Mt Vista Middle	5081 Konocti Rd, Kelseyville	2 gbps
Kelseyville Community Day	3980 Gard, Kelseyville	1 gbps
Kelseyville USD Main Office	4410 Konocti Rd, Kelseyville	1 gbps
Riviera Elementary	10505 Fairway Dr, Kelseyville	2 gbps
Main Office - NOC (Collector 3)	1152 S Main St, Lakeport	2 gbps
Hance Community	1510 Argonaut Rd, Lakeport	1 gbps
Clearlake Creativity School	6945 Old Hwy 53, Clear Lake	1 gbps
Taylor Observatory	5725 Oak Hills Ln, Kelseyville	1 gbps

[END OF SPECIFICATIONS]