

	Washington West Supervisory Union	340 Mad River Park, Suite 7 Waitsfield, VT 05673	Phone: (802) 496-2272 Fax: (802) 496-6515
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Request for Proposals

Revised September 22, 2016

Proposals due: October 21, 2016

I. Introduction

Vendors are invited to bid on any or all of the equipment and services listed below. Bids must be received by the contact person listed below by October 21, 2015, 1:00pm. The schools reserves the right to reject any or all bids. Purchase of the listed equipment or services may be dependent on approval of e-rate funding by the USAC School and Libraries Division and by funding approval of local WWSU school boards. You may e-mail, fax or mail your proposals. Each school which requires service is listed separately in each category below. Please note that there are two scenarios. Please provide a response for each scenario. Contact information regarding this RFP is at the end of the document.

Bids should be provided by October 21 at 1:00 PM to cdonnan@wwsu.org, or

Craig Donnan, Systems Administrator
WWSU
340 Mad River Park,
Suite 7
Waitsfield, VT 05673

Description: Category 1 Items:

Scenario 1:

Bidder decides to buy out existing Fairpoint contract which runs through April 2018 on the In-Service date. Bidder will provide bids on the following services to be assigned to the Harwood Union High School building.

Telecom services shall be provided by WWSU on an existing on-premise VOIP switch to provide phone services to the following schools or buildings: Thatcher Brook Primary School, Crossett Brook Middle School, Harwood Community Learning Center, Moretown Elementary School, WWSU Central Office, Waitsfield Elementary School, Fayston Elementary School, Warren Elementary School.

Currently Harwood, Crossett, and Thatcher schools are connected and using the existing phone switch.

VOIP services will be provided over lit Fiber and QOS terminating at Harwood Union High School.

Some POTS lines are required at each school per below for emergency fail-over as well as for FAX and other services.

The following services would cover all schools:

ISDN PRI at Harwood, 23 channels, with option to increase channels and cost

DID Blocks on Harwood PRI for each school/building

Harwood: 200 numbers

Waterbury-Duxbury: 120 numbers

Remaining schools: 160 numbers total, 40 numbers per school.

Existing Copper and DID numbers should be migrated to new vendor if a new vendor is elected

Waterbury-Duxbury Schools (Crossett Brook and Thatcher Brook Schools)

Item #	Item and description	Qty
1	Local carrier, 7 POTS Lines	7
2	Long distance, in-state carrier	7
3	Long distance, out-of-state carrier	7
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Harwood Union High School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID,	2

	Call Trace, Voice mail, Call Answering on primary circuit	

Harwood Community Learning Center, 270 Dovesville Road, South Duxbury, VT

Item #	Item and description	Qty
1	Local carrier, 1 POTS Lines	1
2	Long distance, in-state carrier	1
3	Long distance, out-of-state carrier	1
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	1

Moretown Elementary School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	5

Washington West Supervisory Union Central Office

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	5

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Waitsfield Elementary School

Item #	Item and description	Qty
1	Local carrier, 3 POTS Lines	3
2	Long distance, in-state carrier	3
3	Long distance, out-of-state carrier	3
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	3

Fayston Elementary School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	5

Warren Elementary School

Item #	Item and description	Qty
1	Local carrier, 4 POTS Lines	4
2	Long distance, in-state carrier	4
3	Long distance, out-of-state carrier	4
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	4

II. Internet Services and Circuits

Harwood Union High School

1. 1Gb/sec synchronous EDIA Data service or equivalent service to meet bandwidth requirements
2. 50mb/sec synchronous service over fiber to “Harwood Community Learning Center” building adjacent to Harwood HS property.

Crossett Brook Middle School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Thatcher Brook Middle School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Moretown Elementary School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

WWSU Central Office

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Waitsfield Elementary School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Fayston Elementary School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Warren Elementary School

100mb/sec synchronous Data service with 5 static IP's to Harwood Union HS

Scenario 2:

No vendor elects to buy out the existing Fairpoint contract at Harwood, and Fairpoint retains its contract with WWSU to 2018, but upgrades existing services to Harwood, Crossett and Thatcher schools to meet the criteria below. A vendor may provide fiber service and other telecom voice services to meet the needs of the remaining schools to connect to Harwood: Moretown, HCLC building, Central Office, Waitsfield, Fayston, and Warren at the specifications outlined below. The data circuits will be used to provide both data and voice with QOS control for voice traffic managed by WWSU. Or, a vendor may provide broadband services only without connecting to Harwood.

Telecom services shall be provided by WWSU at Harwood Union High School on an on-premise VOIP switch to provide phone services to the following schools or buildings: Thatcher Brook Primary School, Crossett Brook Middle School, Harwood Community Learning Center,

Moretown Elementary School, WWSU Central Office, Waitsfield Elementary School, Fayston Elementary School, Warren Elementary School.

Some POTS lines are required at each school per below for emergency fail-over as well as for FAX and other services.

The following services would cover all schools:

PRI at Harwood, 23 channels, with option to
 DID Blocks on Harwood PRI for each school/building
 Harwood: 200 numbers
 Waterbury-Duxbury: 120 numbers
 Remaining schools: 160 numbers total, 40 numbers per school.

Existing Copper and DID numbers should be migrated to new vendor if a new vendor is elected

Waterbury-Duxbury Schools (Crossett Brook and Thatcher Brook Schools)

Item #	Item and description	Qty
1	Local carrier, 7 POTS Lines	7
2	Long distance, in-state carrier	7
3	Long distance, out-of-state carrier	7
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Harwood Union High School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

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Harwood Community Learning Center, 270 Dowesville Road, South Duxbury, VT

Item #	Item and description	Qty
1	Local carrier, 1 POTS Lines	1
2	Long distance, in-state carrier	1
3	Long distance, out-of-state carrier	1
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	1

Moretown Elementary School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Washington West Supervisory Union Central Office

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Waitsfield Elementary School

Item #	Item and description	Qty
1	Local carrier, 3 POTS Lines	3
2	Long distance, in-state carrier	3
3	Long distance, out-of-state carrier	3
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Fayston Elementary School

Item #	Item and description	Qty
1	Local carrier, 5 POTS Lines	5
2	Long distance, in-state carrier	5
3	Long distance, out-of-state carrier	5
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

Warren Elementary School

Item #	Item and description	Qty
1	Local carrier, 4 POTS Lines	4
2	Long distance, in-state carrier	4
3	Long distance, out-of-state carrier	4
4	Supporting telephone services including 100 number blocking, Caller ID, Call Trace, Voice mail, Call Answering on primary circuit	2

II. Internet Services and Circuits

Harwood Union High School

3. 300 mb/sec synchronous EDIA Data service or equivalent
4. 50mb/sec synchronous service over fiber to “Harwood Community Learning Center” building adjacent to Harwood HS property.

Crossett Brook Middle School

100mb/sec synchronous Data service with 5 static IP's

Thatcher Brook Middle School

100mb/sec synchronous Data service with 5 static IP's

Moretown Elementary School

100mb/sec synchronous Data service with 5 static IP's

WWSU Central Office

100mb/sec synchronous Data service with 5 static IP's

Waitsfield Elementary School

100mb/sec synchronous Data service with 5 static IP's

Fayston Elementary School

100mb/sec synchronous Data service with 5 static IP's

Warren Elementary School

100mb/sec synchronous Data service with 5 static IP's

2.0 Technical Requirements

Vendors should provide a response to each technical requirement as pertains to the items that are being bid upon.

3.0 VENDOR Service

3.1 Maintenance and Warranty

1. A complete maintenance and warranty agreement must be included as part of the bidder's proposal to support the business between 8a.m.and 5p.m. Monday through Friday.

(Vendor Response)

2. One Year Warranty - The system and all associated equipment in the bidder's proposal must be warranted by the bidder and by the manufacturer to be free of defects in equipment, software, and workmanship for a period of at least one year following system cutover.

(Vendor Response)

3. Defective Parts - During the warranty period and any subsequent maintenance agreement, any defective components shall be repaired or replaced at no cost to the schools.

(Vendor Response)

4. Maintenance Personnel - All system maintenance during the warranty period and under any maintenance agreements shall be performed by the successful bidding organization and at no additional cost to the schools other than those charges stipulated to maintain the warranty.

(Vendor Response)

3.2 Logistical Support

1. Bidder should identify the address of the vendor's local service centers and the number of service personnel trained on the proposed system.

Response:

(Vendor Company Name)

(Vendor Company Address 1)

(Vendor Company Address 2)

(Vendor Company Address 3)

Trained Personnel – (Number) Engineers with various levels of training to support the proposed system.

Response:

(Vendor Response)

2. Include in this section any other support levels in the local area available to The School District/Middle School for the maintenance of the proposed system.

Response:

(Vendor Response)

3.3 Repair Response

1. Repair Commitment - The bidder must include a description of the bidder's repair commitment from time of trouble discovery through the time the trouble is cleared.

Response:

(Vendor Response)

2. Response Time - The school system will be provided with a response time of 8 hours for all major system problems and a maximum of 24 hours response to other system problems.

Response:

(Vendor Response)

3. Major/Minor Problems - Bidders must describe their definitions of major and minor problems.

Response:

(Vendor Response)

4. Replacement Time - Explain the amount of time required for full replacement of the central operating hardware/software of the system, assuming a suitable site exists for locating the replacement components.

Response:

(Vendor Response)

5. Emergency Installation - How long does it take trained personnel to install and load operating system software and database software, if a major disaster destroys the call processing component (gatekeeper) of the system?

Response:

(Vendor Response)

4.0 Configuration / Pricing

Bidder must itemize all charges for individually identifiable components of the proposed system, including all associated installation, programming, and cabling. Bidder must include charges for all components required to connect all applications, all design charges, and training charges.

Response:

(Vendor Response)

Description	Man	Part #	Quan	Unit List Cost	Unit Sell Cost	Extended Cost

Components \$ (##,###.##)
 Installation \$ (##,###.##)
 Engineering Services \$ (##,###.##)
 Cabling Components and Services \$ (##,###.##)
 Training \$ (##,###.##)
 Annual Maintenance Agreement \$ (##,###.##)

 Total \$ (##,###.##)

5.0 Financial Requirements

5.1 Payment Options

1. Bidder shall offer methods of payment to include leasing options.

Response:

(Vendor Response)

- Capital Expenditure
- Operational Expenditure
 - Fair Market Value Lease
 - Dollar Buyback Lease

5.2 Payment Schedule

1. Bidder must include payment schedules available with any leasing options.

Response:

(Vendor Response)

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5.3 Terms and Conditions

1. Damage Liability - The successful vendor is liable and responsible for any damage to the premises (e.g., floor, walls, etc.) caused by vendor personnel or equipment during installation and is responsible for the removal of all project-related debris.

Response:

(Vendor Response)

2. Permits - The vendor shall obtain and pay for any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances and regulations bearing on the conduct of the work, as specified herein. On any work that requires an inspection certificate issued by local authorities, National Board of Fire Underwriters, or any other governing body, such inspection certificate(s) shall be obtained by and paid for by the vendor. The chosen vendor shall procure all required certificates of acceptance or of completions issued by the state, municipal or other authorities and must deliver these to the school system.

Response:

(Vendor Response)

3. Insurance - The vendor shall, at vendor expense, procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and The School District against damages for bodily injury, including death, that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's subcontractor, or anyone directly or indirectly employed by the vendor.

Response:

(Vendor Response)

4. Vendor Responsibility - Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work. Vendor shall verify conditions at the building, particularly door openings and passages. Any pieces too bulky for existing facilities shall be hoisted and otherwise handled with apparatus as required.

Response:

(Vendor Response)

5. RFP Responses - All materials submitted by the vendor in response to this RFP become the sole property of the school district upon receipt of the proposal. The material contained in these responses will be appended to the final contract, further defining the contractual responsibilities of the vendor.

Response:

(Vendor Response)

6. Expectations and General Requirements of All Vendors

6.1 . ORGANIZATIONAL RELATIONSHIPS:

1. WWSU Systems Administrator is the Contract Administrator
2. Building Principals shall have the authority to direct the immediate removal of contractor personnel engaged in inappropriate or unprofessional behavior from their building at any time.
3. The contract may contain contract extension terms for multiple years; however, there shall be no automatic contract renewal provisions. If the contract is extended, it must be with board approval after discussion with WWSU Superintendent and Systems Administrator.

6.2 . ASSIGNMENT OF PERSONNEL. Vendor personnel are required to meet the same legal requirements for employment in the United States and the State of Vermont as WWSU employees.

Vendor personnel shall have a current background investigation on file in the WWSU Central Office before being assigned to work around students.

6.3. INTELLECTUAL PROPERTY. All hardware, software, property and services purchased by the Vendor in the performance of their duties on behalf of WWSU with district funds remains the property of WWSU. An inventory of district owned material purchased through the Vendor shall be prepared by the Vendor and provided to the WWSU Systems Administrator upon receipt. In addition, the Vendor shall provide all license keys, media, online locations, and all other documentation related to software ownership of software loaded on district computers, servers and any other computer equipment, including but not limited to servers, routers, switches, etc., to the WWSU Systems Administrator. All documentation pertaining to system configurations, network configurations, network addressing schemes, or any other aspect of WWSU or member schools computer technology systems produced by the Vendor in the course of the performance of the contract shall be the intellectual property of WWSU. The Vendor shall not purchase domain names, organizational memberships or enter into any agreements for goods and services as a representative of or for use by WWSU without the written consent of the Superintendent or designated representative and a properly executed Purchase Order.

7.4. SOFTWARE All software regardless of function loaded or preloaded on WWSU computers is the exclusive property of WWSU. WWSU shall retain the master copies, access to downloads, and keys to all software. WWSU will provide the information and access necessary for the Vendor to perform their contracted responsibilities. However, the use of this information or access to load software on computers in locations outside of WWSU or WWSU member schools is strictly prohibited.

E. MODIFICATION. Any contract or portions thereof may be modified at any time provided 90 days written notice is given. In the case of a multi-year contract, if funding is not appropriated in succeeding years, a contract shall be terminated on the last day of the fiscal year in which funding was appropriated without prejudice.

F. TERMINATION. A contract may be terminated at any time for the following reasons:

1. **Default by Vendor.** A Contract, or portions thereof, may be terminated by WWSU upon thirty (30) Days written notice to the Vendor in the event the Vendor is in default under any of the provisions of a Contract. In the event a Contract or portions thereof are terminated due to default by the Vendor, the Vendor shall not be entitled to receive any compensation for services performed or for any reimbursable expenses incurred.

2. **Automatic Termination.** A Contract will automatically terminate on the occurrence of any of the following events:

- a) Bankruptcy or insolvency of either party;
- b) Failure to comply with federal, state or local laws, regulations or requirements, or
- c) Expiration of the Contract.

6.5. NON-SOLICITATION COVENANT.

1. Non-solicitation covenant agreements shall not exceed 12 months from the date of contract expiration or a former vendor employee's termination date if an employee leaves the vendor before the expiration of the contract.
2. Non-solicitation covenant agreements shall not extend to vendor employees who are unknown to WWSU, do not work directly on an WWSU technical support contracts, are substitute and occasional employees or are applying for publicly advertised positions within WWSU which are unrelated to any contractor positions filled under a technical support contract.
3. Non-solicitation covenant agreements shall not extend to contractor employees who pursue and become licensed educators and apply for professional educator positions within WWSU.
4. WWSU and member schools shall not be bound by a Non-Solicitation Covenant if the contract is terminated for any reason in section 5.a) Default of Vendor.

6.6. **SEVER-ABILITY.** If any provision of a Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of a Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

6.7. **APPLICABLE LAW.** All Contracts shall be governed by the laws of the State of Vermont

7. Evaluation of Proposals

WWSU will review submitted proposals based upon, but not solely limited to, the criteria. Note that cost will be a factor, but not the only factor, in evaluating submitted proposals.

A. Rejection of Proposals

WWSU reserves the right to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements.

If a proposal fails to meet a material requirement in the Request for Proposal, or is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

B. Evaluation Process and "Best Qualified Proposal"

A selection committee will review in detail all proposals that are received to determine the best qualified proposal.

WWSU reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, business objectives, technical requirements, the review team's assessment of the quality and performance of the equipment and services proposed, cost, and other criteria as assessed by the review team.

WWSU may require the vendor to clarify an answer. Failure to do so may result in sufficient

cause for being non-responsive. The following factors will be considered during the evaluation process:

- 1. Responsiveness:** Adherence to the requirements of this RFP and timeliness of submission.
- 2. Qualifications and Experience:** The ability, capacity, flexibility, financial stability and skill of the Vendor to perform the contract, as evidenced by related factors such as personnel qualifications, strategic partnerships, customer base, standard financial reports, and ability to deliver acceptable service within a reasonable time without delay, etc. Also includes client reference information from current or prior customers.
- 3. Technical Approach and Quality:** The ability of the Vendor to provide quality service in fulfillment of the contract based upon business efficiencies, organizational structure, technician training and qualification, customer service, and technological competitiveness.
- 4. Cost:** Cost consideration will be reviewed only if a proposal is determined to be otherwise qualified. All figures entered on the vendor proposal must be clearly legible. After reviewing all proposals, WWSU may ask that the finalist make a formal presentation to the local school board or WWSU Executive Board at an WWSU Board meeting.

C. Award and Execution of Contract

The best qualified vendor(s) will be recommended to the local school boards and/or the WWSU Executive School Board. WWSU reserves the right to reject all proposals or award portions of a contract to multiple vendors based on qualifications to perform positions in the scope of work. Prospective Vendors may apply for only those positions they can comfortably and competently fill.

D. Errors in the RFP

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the vendor should immediately provide WWSU with written notice of the problem and request that the RFP be clarified or modified.

E. Withdrawal and Resubmission/Modification of Proposals

A vendor may withdraw their proposal at any time prior to the deadline for submitting proposals by notifying WWSU in writing of their request for withdrawal. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed after the evaluation process begins.

F. News Releases

News releases pertaining to the award of a contract may not be made without the prior written approval of WWSU.

G. Disposition of Materials

All materials submitted in response to an RFP will become the property of WWSU and will be returned only at WWSU's option and at the expense of the vendor submitting the proposal or bid. After the contract award has been made one copy of a submitted proposal will be retained for official files. Disclosure of those documents shall be governed by applicable Vermont Statutes.

H. Form of Notice

Where any notice is required or permitted in writing, the notice must be sent by U.S. mail and e-mail.

8.0 APPENDIX

8.1 Product Specification Sheets

(Vendor Response)

8.2 References (Vendor Response)

8.3 Network Drawing (Vendor Response)

8.4 Maintenance Agreement (Vendor Response)

8.5 Sample Contract (Vendor Response)

Please contact me for any questions or clarifications.
Craig Donnan, Systems Administrator

cdonnan@wwsu.org

Phone: 802-496-2272x120

Fax: 802-496-6151