

REQUEST FOR PROPOSAL

HELENA PUBLIC SCHOOL DIST 1

55 S RODNEY ST, HELENA, MT 59601

Pat Boles

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The HELENA PUBLIC SCHOOL DIST 1 (Helena Public Schools) is accepting proposals for Internet services and/or Wide Area Network (WAN) services for the following:

Internet Service (Vendor) with the following minimum requirements:

- Minimum of 1 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered dedicated Internet connectivity. Vendor handoff shall be Single Mode Fiber.
- Vendor shall provide a /26 range of public IP addresses
- Pricing options for internet service to be provided to the following locations:
 - CENTRAL ELEMENTARY SCHOOL, 402 N WARREN ST HELENA, MT 59601
 - CAPITAL HIGH SCHOOL - 100 VALLEY DR HELENA, MT 59601

Wide Area Network Service (Vendor) with following minimum requirements:

- All sites connected on the Wide Area Network must have layer 2 adjacency
- Core network infrastructure must support integration with districts Enhanced Interior Gateway Routing Protocol (EIGRP) usage
- Pricing options for WAN service provided to the following locations. Requested speeds are per location:
 - BROADWATER ELEMENTARY SCHOOL - 900 HOLLINS AVE HELENA, MT 59601 - Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
 - BRYANT ELEMENTARY SCHOOL - 1529 BOULDER AVE HELENA, MT 59601 - Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
 - C R ANDERSON MIDDLE SCHOOL - 1200 KNIGHT ST HELENA, MT 59601 - Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
 - CAPITAL HIGH SCHOOL - 100 VALLEY DR HELENA, MT 59601 - Minimum of 20 Gbps bandwidth with pricing options up to 100 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber. Please also include pricing penalty (if any) to reduce connectivity to minimum 2 Gbps bandwidth with pricing options to 10 Gbps during contract period.
 - CENTRAL ELEMENTARY SCHOOL - 402 N WARREN ST HELENA, MT 59601 - Minimum of 20 Gbps bandwidth with pricing options up to 100 Gbps

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bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.

- ☑ FOUR GEORGIANS ELEMENTARY SCHOOL - 555 W CUSTER AVE HELENA, MT 59602 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ HAWTHORNE ELEMENTARY SCHOOL - 430 MADISON AVE HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ HELENA HIGH SCHOOL - 1300 BILLINGS AVE HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ HELENA MIDDLE SCHOOL - 1025 N RODNEY ST HELENA, MT 59601 - Minimum of 20 Gbps bandwidth with pricing options up to 100 Gbps bidirectional speeds without bursting capabilities. The service should be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber. Please also include pricing penalty (if any) to reduce connectivity to minimum 2 Gbps bandwidth with pricing options to 10 Gbps during contract period.
- ☑ JEFFERSON ELEMENTARY SCHOOL - 1023 E BROADWAY ST HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ JIM DARCY ELEMENTARY SCHOOL - 900 LINCOLN RD W HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ KESSLER ELEMENTARY SCHOOL - 2420 CHOTEAU AVE HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ ROSSITER ELEMENTARY SCHOOL - 1497 SIERRA RD E HELENA, MT 59602 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ SMITH ELEMENTARY SCHOOL - 2320 5TH AVE HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.

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- ☑ WARREN ELEMENTARY SCHOOL - 2690 OLD YORK RD HELENA, MT 59602 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ LINCOLN LEARNING CENTER – 1325 POPLAR, HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ FRONT STREET LEARNING CENTER / PROJECT FOR ALTERNATIVE LEARNING – 815 FRONT STREET, HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ MAY BUTLER – 55 S RODNEY, HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ RAY BJORK LEARNING CENTER – 1600 8th AVE, HELENA, MT 59601 – Minimum of 2 Gbps bandwidth with pricing options up to 10 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, non-filtered. Vendor handoff shall be Single Mode Fiber.
- ☑ Please include penalty cost (1 – 4 years left of contract) for removing Wide Area Network Service at a location.

Internet Service or Wide Area Network Service (Vendor) with following minimum requirements:

- ☑ Pricing options for Internet or Wide Area Network service provided to the following locations.
- ☑ TRANSPORTATION - 3020 BIG SKY LOOP, HELENA MT 59602 – Minimum of 100 Mbps bandwidth with pricing options to 1 Gbps. Pricing can be direct Wide Area Network (bidirectional bandwidth requirement) connectivity to rest of district (Layer 2 adjacency) or Dedicated Internet Access (download bandwidth requirement). Seeking bids for internet services with either internet access, ISP service only, transport only or internet access and transport bundled or leased lit fiber service. If providing connectivity via DIA, please include 1 Public IP Address for VPN connectivity. VPN connectivity will be provided by district. The service shall be non-throttled, non-filtered. Vendor handoff shall be via Ethernet.

Common Service Requirements:

- ☑ Vendor shall provide bandwidth 24 hours per day, 356 days per year.

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- Vendor shall have network engineering support 24 hours per day, 365 days per year.
- Vendor shall maintain network monitoring capability and notify Helena Public Schools at the point of any disruption of service, at no time shall it take longer than thirty (30) minutes to send notification from the time the outage occurs.
- The proposal should include all costs associated with bringing a circuit from outside to the district designated MDF. Any conduit or trenching from the street to the MDF must include replacement of conduit, pavement, and returning any disturbed ground to its original condition, as determined by Helena Public Schools. Any new construction and the pathways used by the Vendor within district grounds shall be pre-approved by Helena Public Schools prior to starting construction. Preference will be given to bids that include all of the cost.
- Technical support shall be available by person-to-person contact Monday through Friday during the hours of 7:00 AM through 7:00 P.M. Proposal must state in writing how this service is provided.
- Vendor shall state in writing what, if any, detail technical support offered – either at no charge or at a stated fee.
- Vendor shall provide web-based bandwidth utilization reporting including monthly traffic monitoring and analysis to the school district.
- Vendor shall install all services and equipment included in the proposal.
- Vendor shall guarantee quality of service – minimum uptime 99.999% per month with minimum of four (4) hours response and resolution to problems, with documented discounts given for outages that exceed four (4) hours. Helena Public Schools will allow for brief pre-arranged outages during off-hours for maintenance between the hours of 12:00 am and 6:00 am.
- Network/Transit delay shall not exceed an average of 80milliseconds over a 5-minute period where the circumstances are under the Vendor's control.
- Packet loss shall not exceed an average of .1% over a 5-minute period where the circumstances are under the Vendor's control.
- Vendor must specify how the above conditions are met.
- Vendor agrees to bill E-rate discounts on bills once they receive a Form 486 Notification Letter from USAC. If not, no late charges may be billed.

School District Characteristics. The School District currently serves approximately 8,243 students.

Bid Duration. All services shall up to five years effective from July 1, 2019 with an end date of June 30, 2024. The service provider must state the charges for an additional year if different from the base year.

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Proposal Deadline. RFPs are due at the Helena Public Schools, May Butler Center, Business Office for time and date stamping on or before 4:00 p.m., of the Allowable Contract Date as stated on the associated Form 470. One original proposal of the RFP must be submitted in a sealed envelope, clearly marked eRate Internet and/or WAN Service, Janelle Mickelson, Business Manager, Helena Public Schools, 55 S Rodney; Helena, MT 59601. Please allow at least 2 days for delivery of USPS Priority and Express Mail. All RFPs must be received and time/date stamped by the above due date and time. Sole responsibility rests with the Responder to see that their RFPs are received on time at the stated location. Any RFPs received after due date and time will not be considered. No exceptions will be allowed. Faxed or emailed RFPs will not be accepted.

Additional Information: Questions regarding this bid should be directed to:

Pat Boles, Technology Manager, Helena Public Schools

Email: pboles@helenaschools.org

Telephone: 406-324-2121

Conditions Affecting Award of Bid. The School District reserves the right to accept or reject any or all bids in whole or part. The decision as to which proposal is most appropriate and is accepted rests solely with the School District.

- **Other RFP Requirements:**

- All quantities are estimates and looking for service provider recommendations.
- It is the responsibility of the service providers to monitor any amendments to the posted Form 470 or newly posted Form 470s.
- District reserves the right to accept or reject any and/ or all bids and/ or parts of any one bid.
- District is not responsible for late bids.
- Preference will be given to providers that offer flexible invoicing including SPI where the discounts are applied to the bills with no restrictions.
- Preference may be given for bids that include all terms and conditions in which there are no additional terms and conditions applied once winning bid(s) is accepted. Additional terms and conditions applied after bid submission may be grounds for bid dismissal.
- Preference may be given to bidders that can honor their pricing until receipt of a funding commitment decision letter.