

# REQUEST FOR PROPOSAL

## HELENA PUBLIC SCHOOL DIST 1

55 S RODNEY ST, HELENA, MT 59601

The HELENA PUBLIC SCHOOL DIST 1 is accepting proposals for the following:

**Wide Area Network Service** (Vendor) with the 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.
- Must include connectivity to District hub at Central Elementary-402 N Warren St., Helena, MT 59601.
- Requires a minimum of 20 Gb between Central Elementary and Bryant Elementary School – 1529 Boulder Ave, Helena MT 5901
- Requires a minimum of 2 Gb between Bryant Elementary School and Capital High School – 100 Valley Dr, Helena, MT 59601.
- Incremental pricing options up to 100 Gbps bidirectional speeds without bursting capabilities. The service shall be non-throttled, nonfiltered. Vendor handoff shall be Single Mode Fiber. Please also include pricing adjustment (if any) to reduce or increase connectivity speeds during contract period.
- Requested speeds per location.
- Vendor shall provide bandwidth 24 hours per day, 356 days per year.
- 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.

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- 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 8227 students.

**Bid Duration.** All services shall be for a minimum of one year effective from July 1, 2020 and no more than three years with an end date of June 30, 2023. At its discretion, the School District shall have the option of extending the service agreement for an additional year. The service provider must state the charges for an additional year if different from the base year.

**Proposal Deadline.** Bids will be accepted through the Allowable Contract Date as stated on the associated Form 470 or 28 days after the latest posted RFP Amendment. Bids may be emailed to Pat Boles at [pboles@helenaschools.org](mailto:pboles@helenaschools.org) with a copy to Kristi Smith at [kristi.smith@midco.net](mailto:kristi.smith@midco.net).

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

Kristi Smith, E-Rate Consultant  
E-Rate Program Management, LLC  
605-484-9554  
[kristi.smith@midco.net](mailto:kristi.smith@midco.net)

**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.

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### 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. At the District's discretion, late bids may be accepted or rejected.
- Preference may be given to providers that offer flexible invoicing including SPI where the discounts are applied to the bills with no restrictions.
- Facilities must be returned to pre-installation condition once installation and/ or any work is complete.
- 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 through the contract term.
- Preference may be given to bids that have completed the pre-engineering.
- It is the responsibility of the service provider/ bidder to know, understand, and act within guidance of the E-Rate rules. It is the responsibility of the service provider/ bidder to monitor Form 470 updates and/ or newly posted Form 470s.
- Acceptance of winning bid is contingent upon approved E-Rate and/ or District Approval. An approved E-Rate Funding Notification alone is not grounds for moving forward with services. Service provider may move forward once received a Notice to Proceed from District. However, District may, at its Discretion, choose to allow for agreement to expire and not move forward with services.
- Preference may be given to bids that allow for a scalable solution in which the applicant may exercise the option increase of speeds during the bid period, without the extension of the term of the agreement.
- Preference may be given to bids that are all inclusive for a turn-key service in which the District has no additional costs to initiate service beyond what is in bid. Vendors that impose additional costs after bid submittal may be grounds for bid dismissal.

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- Bids should include appropriate network modulating equipment to support speeds.
- District not entertaining demonstrations, webinars, test packs, etc.