



**Solicitation Information**  
**October 28, 2014**

**RFP# 7549107**

**TITLE: PROVIDE INTERNET ACCESS FOR PUBLIC & PRIVATE SCHOOLS AND LIBRARIES**

**Submission Deadline: Tuesday, November 25, 2014 at 2:30 PM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b>
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>Friday, November 7, 2014 at 5:00 PM (ET)</b> . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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<b>SURETY REQUIRED: NO</b>
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<b>DISK BASED BID: YES, Click on the Letter 'D' in the Column Labeled 'Info'</b>
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Gail Walsh  
Chief Buyer  
Division of Purchases  
RI Department of Administration

Applicants must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

***Request for Proposals (RFP)***  
***Rhode Island Internet Access for Schools and Libraries***

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting proposals from qualified vendors to provide Internet Access on behalf of all schools, public and private, and libraries in the State of Rhode Island, in accordance with the terms of this solicitation. The list of sites, Appendix A, is *not* all-inclusive and will be amended throughout the duration of any MPA created. The appendix only serves as a guide and/or tool to aid vendors and is not meant to be exclusive of future schools or libraries yet to be identified.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Intent will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov> .

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

#### Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

## **BACKGROUND/OVERVIEW**

RIDE and the Library network operate a high-speed wide area network(s) through relationships with consortia serving each type of entity with equitable access to network services regardless of location for all school or library sites. It is comprised of a wide range of network circuits inter-connected to create an information network. The telecommunications lines over which Internet Access will be provided are the subject of a separate telecommunications request for proposals.

Under this Internet Access RFP, the RIDE is interested in establishing a master price agreement for a shared, technology-based infrastructure that delivers safe and reliable access, at an affordable cost, to Rhode Island public, private, charter, state-operated, and select private libraries and consortia. The selected vendor(s) will be placed on a qualified vendor list through a master price agreement (MPA) that districts can access to procure the services of the applicable vendor(s). In addition, RIDE will also access this MPA for the agency's Internet Access.

RIDE makes every effort to provide Internet Access for all RI schools and districts that is economical and at a high quality. RIDE must also guarantee a safe Internet experience for our most vulnerable citizens, including school-age children, educators, librarians, and others who support the education of RI's children.

## **SCOPE OF WORK**

***TASKS:*** RIDE is limiting its request to the provision of basic conduit access to the Internet, and certain related services integral to the reaching of the public Internet. Service providers for Internet Access need not be eligible telecommunications providers, but they must be prepared to provide installation and services to all sites for the various technologies which might be deployed at the eligible schools/sites.

***SERVICES:*** Internet Access services should include those necessary features associated with adequate functionality and performance. Such features could include Domain Name Service (DNS) (registration), to assist use of the standard Internet naming convention; Dynamic Host Configuration Protocol (DHCP), to assist with providing devices with a unique address; Firewall services; or other such services necessary for the operation of the network. Such access may include transport of digital communication using any Internet-based protocols, including encapsulation of data, video, or voice so long as this is the most cost effective way to access the Internet. On-premise leased equipment for Internet Access may be of interest to consortium members.

***SCHEDULE:*** Service provider would commence on July 1, 2015 and end June 30, 2016. However, an extension of up to four additional years is an option (through June 30, 2019).

### **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

### **TERMS OF THE CONTRACT**

Individual contracts will be signed by RI schools, districts and libraries with the selected vendor. In addition, RIDE will also contract with the selected vendor(s) to procure its own Internet Access. The selected vendor(s) services will begin July 1, 2015 and end June 30, 2016. This RFP will result in a multi-year MPA. The local schools, districts, libraries, or agency may have specific and/or additional requests and contract requirements (could include multi-year contract options). The scope of the work, such as site locations, may be modified by RIDE prior to the start of the contract or a given task. Because this program is funded and/or subsidized by public or federal funds, there should be no expectation that funding can exceed the original request or that costs not explicitly listed on this bid will be accepted.

RIDE is exempt from state and federal taxes. The Department will not accept added taxes and added charges to the pricing submitted by the Vendor, including but not limited to gross earning taxes. RIDE reserves the right to request from vendors information regarding which sites they have been contracted to service and at what costs.

If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to remove the vendor from the resulting MPA.

**PRICING PROPOSAL**

Rhode Island school and libraries participate in the FCC USAC/Schools and Libraries Division process known as E-rate. Therefore, all vendors submitting proposals to this RFP must comply with all rules and regulations set forth by the FCC. As a reminder to vendors, this includes the Lowest Corresponding Price (LCP) requirements as detailed here:

<http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

Service Providers cannot charge E-rate applicants above the LCP for E-rate services. Vendors are required to notify RIDE in the event that they are triggering the LCP option for a site, in order to maintain equity for all sites.

Qualified vendors on the resulting MPA will be required to submit to RIDE annually, all pricing changes in effect for each year of the MPA. This should occur not later than February 1st of each year for the duration of the MPA. Any vendor, who does not comply with this requirement, will be subject to removal from the MPA.

Our constituencies have a broad range of needs. Therefore, the vendor must prepare a pricing grid that demonstrates the ability to serve the full range of demands from the consortium members. The vendor must prepare a pricing grid that fully describes all services that can be provided, the various bandwidths available, minimum and maximum bandwidth, price breakpoints, technologies used for the bandwidth offered, end user equipment requirements, or equipment provided by the vendor. Special service level pricing, such as incentives, multi-year offers, or technical enhancements should be explained. Be advised that services that are not integral to providing basic Internet Access will not be used in the evaluation of your offer in comparison to other offers.

Please use a pricing template similar to the one offered below to demonstrate your Internet Access cost proposal.

**Mandatory:** Listing of all available service levels offered.

Basic Internet Access (including IP addresses, DNS, DHCP, and basic firewall service)

<b>Bandwidth (in mbps)</b>	<b>Annual Cost</b>
5mbps	\$\$\$\$\$\$
10mbps	\$\$\$\$\$\$
20mbps	\$\$\$\$\$\$
30mbps	\$\$\$\$\$\$
40mbps	\$\$\$\$\$\$
100mbps	\$\$\$\$\$\$
200mbps	\$\$\$\$\$\$
1000mbps	\$\$\$\$\$\$

### **Proposal Submission**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed.

**Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help desk at (401) 222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov).

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A ***separate sealed*** Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Deliver to: Department of Administration  
Division of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered.

### **TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

1. Technical Proposal (including Understanding of Issues, Work Plan, Vendor Capacity, and Quality of Key Personnel) (45 points)
2. Pricing Proposal (55 points)

*NOT WITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN ITS BEST INTEREST.*