



DORCHESTER COUNTY PUBLIC SCHOOLS
Every Child A Success!

INVITATION TO BID

INTERNET SERVICE PROVIDER AND WIDE AREA NETWORK SERVICES

Sealed bids are being sought from pre-qualified bidders until January 18, 2018, 3:00 p.m., by the Dorchester County Board of Education, 700 Glasgow Street, Cambridge, Maryland, 21613, for the vendors to provide Internet access bandwidth and fiber optic cable in the Dorchester County, Maryland area.

The proposed solution is to interconnect the following buildings with fiber optics at minimum speeds of 10 Gb/s and core Internet connectivity of 100 Mb/s:

Dorchester County Board of Education
Sandy Hill Elementary School
Choptank Elementary School
Mace's Lane Middle School
North Dorchester High School
North Dorchester Middle School
Cambridge-South Dorchester High School
Warwick Elementary School
Vienna Elementary School
Dorchester Career and Technology Center
New Directions Learning Academy
Hurlock Elementary School
Maple Elementary School
South Dorchester School

The vendor will provide a network capable of less than 10 ms latency.

Internet Bandwidth

The data connection to the Internet will be supplied to the Board of Education building, located at 700 Glasgow Street in Cambridge, Maryland, via fiber optic cable terminating in a pair of single-mode SC terminators.

The fiber optic Internet feed will be generated in such a way as to be compatible with a direct connection to existing Cisco and/or Juniper routing equipment, including existing 1 or 10 GIG single-mode fiber optic transceiver modules. In the event that the vendor cannot directly connect to the existing edge equipment, the vendor will include with the lease or rental all applicable equipment to bridge the provided feed into the existing equipment.

The network must be capable of providing a minimum quality of service for Voice over IP traffic.

The leased bandwidth will include a minimum of 250 Internet IP addresses; allowing 4 addresses for the ISP's routing and/or monitoring equipment.

Fiber Optic Cable

Each of the fiber optic cables will be available through a pair of SC fiber optic terminators. The cable is to be the equivalent of a single direct connection. The fiber cable may be jumpered at any distribution point as necessary, but will not connect to any routing, terminating, re-transmitting, or other electronic monitor equipment. The leased fiber optic Wide Area Network is not to be shared with any other users, including the vendor themselves.

The vendor will provide the end user an approximate total length for each end-to-end fiber optic link.

Invitation to Bid: INTERNET SERVICE PROVIDER AND WIDE AREA SERVICES

The service provider shall provide the transceiver equipment required to light the leased fiber optic Wide Area Network as a means of providing “basic conduit access” to the Internet. Any equipment physically located on the premises of the Dorchester County Public Schools shall comply with USAC requirements for On-Premise Priority 1 Equipment.

Bid notices will be posted on the Dorchester County Public Schools’ Website and Dorchester County Public Schools’ Central Office Bid Board, 700 Glasgow Street, Cambridge, Maryland, on or after November 29, 2017.

Pre-qualification statements are required and must be submitted by January 4, 2018, to the Information Technology Manager at the Dorchester County Board of Education, 700 Glasgow Street, Cambridge, Maryland, 21613. All questions or requests for interpretation shall be submitted in writing or by fax to the above address or to fax number 410-228-1847.

All bidders shall be registered as a service provider with the Universal Service Administrative Company—School and Libraries Division (USAC-SLD) for the E-Rate Program. Bidders agree to comply with all requirements of the E-Rate Program for service providers. All bidders shall furnish their Service Provider Identification Number (SPIN) on their bid form.

This bid is for services to begin on July 1, 2018 and end on June 30, 2023 and must include annual pricing. Pre-qualification statements are included in the bid package. Minority business enterprises are encouraged to participate.

The Board of Education reserves the right to waive any informality in, or to reject any and all bids.

The Board of Education reserves the right to award the contract (subject to funding) to the vendor who offers the best solution in the sole opinion of the school system.

The Dorchester County Board of Education does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

By order of the Board of Education
Dr. Diana Mitchell
Superintendent of Dorchester County Public Schools

**THE BOARD OF EDUCATION OF DORCHESTER COUNTY
CONTRACTOR'S PRE-QUALIFICATION STATEMENT**

IMPORTANT

This questionnaire is intended for establishing the qualifications of vendors for providing Information Technology Services under the jurisdiction of the Board of Education.

If the vendor has not filled in such a questionnaire and turned it over to the local educational agency having jurisdiction setting forth its qualifications to the satisfaction of the Superintendent of Schools, he/she (the vendor) shall not be eligible to receive consideration for the bidding of vendor services through the Board of Education. Certification shall be valid for one calendar year only, and renewal must be applied for before January first of each succeeding year.

General:

PQ-1 – Legal Title and Address of Organization:

PO-2 – Maryland Representative's Name, Title and Address:

PQ-3 – Please Check One:

Corporation Co-Partnership Individual

PQ-4 – Capital Paid in Cash: \$ _____ Date of Incorporation: _____

State in which Incorporated: _____

PQ-5 – Have you or your firm ever failed to complete a project? If yes, explain (use additional sheets as required).

PQ-6 – Is any member of your organization employed by the County or in any way officially connected by the local government? If yes, explain.

PQ-7 – Have you or your organization ever been a party to criminal litigation as a result of installation methods, etc? If yes, explain (use additional sheets as required).

PQ-8 – Please describe how your Internet solution meets requirements set by the Schools and Libraries Division for priority 1 E-Rate reimbursement.

Bid Description:

Implementation of this project is expected to commence as soon as funding is secured, no later than July 1, 2018.

For this project to be financially feasible, it will be essential to qualify and receive funding from the Schools and Libraries Division (SLD). Any vendor to be considered for the award for this project must provide an Internet solution on a rental basis or lease basis, meeting all the criteria necessary to provide a functional system, as well as the criteria for Internet Access as required by SLD.

A portion of a vendor's response may include equipment installed on the Board premises. The vendor will have to comply with the requirements as established by SLD for Internet Access (and not as Internal Connections), see "On-premise Priority 1 Equipment," located in the Reference Area of the SLD Website. (www.sl.universalservice.org).

The Board of Education of Dorchester County reserves the right to award the contract subject to funding to the vendor who provides the best solution in the sole opinion of the school system.

Miscellaneous

1. The fiber optic Internet feed will be generated in such a way as to be compatible with a direct connection to existing Cisco and/or Juniper routing equipment, including existing Cisco single-mode fiber optic transceiver modules. In the event that the vendor cannot directly connect to the existing edge equipment, the vendor will include with the lease all applicable equipment to bridge the provided feed into the existing equipment.
2. Ownership of the provided equipment will not transfer to the school in the future, and the relevant contract or lease does not include an option to purchase the equipment by the school.
3. The equipment will not be used by the school for any purpose other than the receipt of eligible telecommunications or Internet access service of which it is part (if applicable).
4. The Local Area Network for data communications of the school is functional without dependence on the equipment (if applicable).

5. Responsibility for maintaining the equipment rests with the service provider, not the school (if applicable).
6. Must certify that products and service is HIPPA and CIPA compliant (if applicable).

SPECIAL INSTRUCTIONS:

1. The vendor shall provide all labor, materials, equipment and services necessary for and reasonably incidental to installing the network.
2. There are to be no product substitutions without written permission from the Board of Education.
3. Work is to be coordinated with the Dorchester County Public Schools' Information Technology Manager along with building principals at each school, when appropriate.
4. Any damage will be the responsibility of the vendor to repair.
5. Unless otherwise specified in the contract, all replaced equipment is to remain in the possession of Dorchester County Public Schools.
6. Dumpsters are not to be used unless the vendor makes arrangements to have them emptied, with billing directly to the vendor.
7. This contract will be administered by LeAnn McWilliams, Information Technology Manager, or her designated representative.
8. The successful vendor will be required to provide certified full time supervision for this contract. Additionally, the vendor shall provide manufacturer certifications stating that the specific installation crew is trained for installing approved products.
9. There will be no smoking in any Board owned facility *or* on its grounds.
10. Vendor facility access is strictly limited to locations of contracted work. Failure to abide by this, in the sole opinion of the contract administrator, will be deemed a breach of contract. This may lead to termination of the contract, replacement of the vendor personnel, additional vendor expense and/or removal of bidding privileges.
11. The contractor is responsible for the proper scheduling and:
 - a. No material shall be delivered to the site until job conditions are approved for installation.

- b. Old equipment shall not be removed before new equipment is ready to be installed.
 - c. Service shall not be disrupted during the transition for more than 6 hours at a time.
 - d. Materials shall be delivered in unopened packaging and shall carry the manufacturer serial number and model number.
 - e. Materials shall be stored in dry, well ventilated and secured spaces.
 - f. Work will need to be scheduled to prevent any down time during the student day, unless approved by the Information Technology Manager.
12. Clean Up: Debris resulting from this work shall be removed from the site at the vendor's expense. The inside project areas are to be swept daily. Waste and debris is to be removed in a timely manner. Site is to be restored to its pre-contractor condition.

Board of Education of Dorchester County

Bid Form-1

Vendor: _____

Date: _____

Each end of the fiber optic cable will be available through a pair of SC fiber optic terminators. The cable is to be the equivalent of a single direct connection; the fiber cable may be jumpered at any distribution points as necessary, but will not connect to any routing, terminating, re-transmitting, or other electronic monitoring equipment. **The leased fiber optic Wide Area Network is not to be shared with any other users including the vendor themselves.**

Please provide cost analysis below. Use additional sheets, if necessary.

Local Service Provider: _____

Address: _____

Contact Person: _____

Telephone: _____

Board of Education of Dorchester County

Bid Form-2

Vendor: _____

Date: _____

Leased bandwidth with a minimum of 250 Internet IP addresses from one contiguous Class C block; allowing 4 addresses for the ISP's routing and/or monitoring equipment.

Cost Analysis:

Board of Education of Dorchester County

Bid Form-3

Internet Access

Vendor: _____

Date: _____

E-rate Tier 1 or Tier 2 Non-Eligible Services or Equipment:

Indicate below any items that are necessary to provide Internet access as described in the bid package, that are not E-rate eligible as tier 1 or tier 2 Internet services.

Note: Internal connection Items are not considered E-rate eligible for category 1.

Item(s)	Cost

Board of Education of Dorchester County

Bid Form-4

Internet Access

Vendor: _____

SPIN #: _____

Date: _____

Please summarize below the total costs for tier 1 and tier 2 E-rate eligible services:

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Monthly cost Internet access per location					
Monthly cost of fiber					
Total cost all Board of Education locations					
Purchase cost of non E-Rate eligible items					
TOTAL MONTHLY PROJECT COST					

Additional information that the vendor wishes to provide should be attached to this bid package.

Vendor: _____

Address: _____

Contact Person: _____

Telephone: _____

Signature of Vendor Representative: _____