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November 30, 2017

**REQUEST FOR PROPOSAL (RFP)**  
**Dover School District – SAU #11**  
**Dover School District Leased Lit Fiber**

You are cordially invited to submit a proposal for **Leased Lit Fiber** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting.

Proposals must be submitted in both printed and electronic (CD or USB drive) formats in a sealed envelope, plainly marked:

***Dover School District – SAU #11***  
***Dover School District Leased Lit Fiber***  
***Superintendent's Office***  
**61 Locust Street, Suite 409**  
**Dover, NH 03820**

All interested vendors may optionally register via email, to provide an informal notice of interest, by sending contact information to [L.simmons@dover.k12.nh.us](mailto:L.simmons@dover.k12.nh.us).

Vendor representative must be available for on-site walkthrough on **Wednesday, December 6th**. See RFP details.

Proposal submissions must be received at the Superintendent's Office, 61 Locust Street, Suite 409, Dover, NH 03820 no later than **THURSDAY, JANUARY 4th at 1:00 PM**.

***\*IMPORTANT: IF you have not already please [click here](#) and sign up on our website in order to be notified of any future bids associated with your service.***

*Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.*

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*



# REQUEST FOR BID, PROPOSAL, QUALIFICATION

Request type    Proposal  
 Title            **Leased Lit Fiber**  
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### 1. INTRODUCTION

#### 1.1 Summary

The Dover School District (herein referred to as “District”) is requesting proposals for leased lit fiber delivery of Internet Access to the District. Internet Access is an essential service to the District that is required both for our regular operations and as a core requirement for the education of our students.

The vendor chosen to fulfill this requirement (herein referred to as the “Vendor”) must provide a District wide solution that includes, but is not limited to, the sale, integration, delivery, installation, maintenance and support of the entire School District. The go-live date is no later than April 1st, 2018.

#### 1.2 Contract Period

The contract period will be an initial 39-month term, with the option for two 1-year renewals upon mutual agreement of the District and the Vendor.

#### 1.3 Termination for Non-Appropriation of Funds

The terms of this Contract are contingent upon sufficient appropriations being made to the District by the Dover City Council. The District may terminate its obligations of this Contract if sufficient appropriations are not made to pay amounts due for multiple year agreements. The decision as to whether sufficient appropriations are available shall be accepted by, and be final and binding on, the Vendor.

The District will take all reasonable steps to seek appropriations, including the submission of budget requests each year that are sufficient to cover the District’s payment obligations to fulfill this Contract. The District agrees not to sign a similar Contract with a different Vendor for the same services for the duration of the initial Contract period if the Contract is terminated due to non-appropriation of funds.

#### 1.4 RFP Requirements

Vendors submitting proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this RFP and the specifications herein. Any additional information or tasks that are felt to be relevant by the responding vendor should be included together with the submittal requirements.

No late, email, or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The District reserves the right to select or reject any vendor as may be in the best interest to accomplish the specified objectives. The District reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The District reserves the right to award contracts to one or more vendors for additional systems of interest. The District reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The District reserves the right to waive defects and irregularities in proposals as informalities.



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## 1.5 Prohibited Contact

During the pendency of this RFP, vendors and their representatives are prohibited from discussing the RFP with the Superintendent, Business Administrator or any member of the School Board, or members or employees or agents of the District, except to seek clarification from the Business Administrator as provided above. The District reserves the right to disqualify any vendor found to have improperly made contact with regard to this RFP.

## 1.6 Governmental Record

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Business Administrator prior to submission of the response.

## 1.7 RFP Timeline

The following timeline was developed in order to provide the winning Vendor a chance to pull fiber through the underground conduit to the new high school prior to it freezing solid for the winter.

|                                   |  |
|-----------------------------------|--|
| November 30 <sup>th</sup> , 2017  | Public Release of RFP  |
| December 6 <sup>th</sup> , 2017   | Required site visit by Vendor representative @ 1:00 PM EST                           |
| January 4 <sup>th</sup> , 2018    | RFP Submissions Due @ 1:00 PM EST  |
| January 8 <sup>th</sup> , 2018    | Award Decision Date (Dover School Board)   |
| January 12 <sup>th</sup> , 2018 * | Contract Execution Date (* not prior to 1 <sup>st</sup> day of E-rate filing window) |

## 2. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

### 2.1 Current Environment

The Dover School District is a K-12 public school system serving approximately 4,000 students enrolled in three elementary schools, one middle school, one high school, one career and technical education center (attached to the high school) and one alternative school program (part of the high school campus but a freestanding building).

The current Internet Access is provided via Comcast coaxial modems at each school, as follows:

- High School: 150 Mbps coaxial modem for students AND
- High School: 100 Mbps fiber connection for faculty/staff
- Middle School: 150 Mbps coaxial modem
- Elementary Schools: 50 Mbps coaxial modems EACH
- SAU: 50 Mbps municipal internet connection via coaxial modem



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Enhanced fiber services are now required to support rapidly growing bandwidth needs and to meet the one (1) Mbps per student State Education Technology Directors Association standard recognized in the FCC Second E-rate Modernization order as the benchmark standard for bandwidth for school districts.

### 2.2 Physical Locations

Internet Access will be delivered to two (2) connection sites.

The first location will be the new Dover High School and Regional CTC (currently under construction) located at 25 Alumni Drive, Dover, NH 03820. The run from the nearest utility pole 302XA to the demarcation point in the MDF room is approximately 800 feet. The underground duct bank has been newly installed as part of the construction project.

The second location should be on a circuit that is isolated from the first location. Based on our fiber loop between schools and geographical locations, options would include either the Horne Street School located at 78 Horne Street, Dover, NH 03820 or the SAU 11 office located in the McConnell Center at 61 Locust Street – Suite 409, Dover, NH 03820.

### 2.3 Vendor Eligibility

The Vendor must be capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered vendor with USAC, and have a USAC issued 498 ID (formerly Service Provider Identification Number-SPIN).

Vendor representative must be available for on-site walkthrough on Wednesday, December 6<sup>th</sup> at 1:00 PM. Meeting location will be the construction trailer located at 25 Alumni Drive, Dover, NH 03820.

### 2.4 Technical Specifications

Vendor must provide dedicated, constant symmetrical bandwidth circuits (upload and download) with Service Level Agreement (SLA) guarantees to the specified sites.

The first connection will provide a 2.5 GB connection that will primarily service the Dover High School (1,344 students) and Dover Middle School (1,209 students).

The second connection will provide a 1.5 GB connection that will primarily service the three (3) elementary schools (1,455 students total) and the SAU Office.

Vendor will establish and maintain a Border Gateway Protocol (BGP) to manage internet traffic to the District through either of the connection points, with burstable speeds up to 4 GB, should 1 of the 2 vendor provided circuits become unavailable.



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### 2.5 Service Level Agreement

The Vendor will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.

- Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
- Outage response times
- 0.25% frame/packet loss commitment
- 25ms network latency commitment
- 10ms network jitter commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

### 2.6 Summer Service Reduction

Price comparisons will include lower pricing during the summer for any service provider willing to allow the district to save money by reducing bandwidth totals as low as 1.5GB during week-long vacations and the months of July and August. Cost per month evaluations will be calculated on average across the entire year, including the cost of any lower bandwidth periods.

### 2.7 Project Constraints

Fiber will need to be pulled through the conduit to the new High School at 25 alumni drive shortly after the Contract is executed. The construction company will provide a reasonable attempt to keep the conduit unfrozen. However, the Vendor will be responsible for any additional cost associated with running fiber through the conduit should it be frozen at the time of installation. The second location does not share this project constraint.

## 3. SOLICITATION PROCESS INSTRUCTIONS/INFORMATION

### 3.1 Overview of Solicitation Process/Timeline

- **Solicitation Release** – The solicitation will be available on the web at [http://www.dover.k12.nh.us/about\\_us/business\\_office/current\\_bids](http://www.dover.k12.nh.us/about_us/business_office/current_bids).
- **Vendor Registration** – All interested vendors may optionally register via email, to provide an informal notice of interest, by sending contact information to [L.simmons@doover.k12.nh.us](mailto:L.simmons@doover.k12.nh.us).
- Proposal submissions must be received at the Superintendent's Office, 61 Locust Street, Suite 409, Dover, NH 03820 no later than Thursday, January 4<sup>th</sup> at 1:00 PM. Proposals will be opened at that time. Late responses will neither be considered nor opened.
- All responses will be reviewed and evaluated by the Director of Technology, Lead Systems Administrator, Business Administrator, and any trusted advisors.
- A recommendation will be made to the School Board by January 8<sup>th</sup>, 2018.
- It is expected that a contract will be signed with the Vendor by January 12<sup>th</sup>, 2018 with service activated no later than April 1<sup>st</sup>, 2018.



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### 3.2 Format & Contents of Proposal

- Each vendor submitting a proposal shall:
  - Provide a brief and formal cover letter outlining the vendor's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the District must sign the letter. Please include all contact information.
- Provide the vendor's background, to include:
  - Years in business under present name
  - Any business name changes and the reason for the change(s)
  - Name and address of each office location
  - Names and titles of professional staff members who will be involved in this engagement, the experience each possesses and the location of the office from which they work
  - Company trade organizations / associations / affiliations
  - Description of the firm's philosophy
  - A statement regarding any past or pending litigation with a client
- Provide a listing and description of similar contracts and/or projects awarded with other schools giving dates of service.
- Provide at least three (3) business references from similar sized school districts who are or who have used your services in the past.
- Claims history report from the vendor's insurance company.
- Provide any additional information that the vendor believes would distinguish their company in its services to the District.
- **FORMAT OF PROPOSAL:** Proposals should be formatted to 8.5"x11" pages. Submissions in both printed and electronic (CD or USB drive) formats shall be delivered in sealed envelopes/packages clearly marked "Dover School District – SAU #11 Leased Lit Fiber."

### 3.3 Risks / Insurance Requirements

**INSURANCE:** The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, types of liability coverage and worker's compensation. Thirty-day notice is required for cancellation of policy and Dover School District shall be listed as an additional insured.

**INDEPENDENT CONTRACTOR RELATIONSHIP:** The vendor shall perform services as an independent contractor, and shall have and maintain complete control over all of its employees, agents, and operations. Neither the vendor nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the Dover School District.

The vendor selected by this request will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the Dover School District, any local or regional governmental agency, the State of New Hampshire, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.



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### 3.4 Selection

After determining that a proposal satisfies the requirements stated in the RFP, the process will be to review submissions through objective analysis and subjective judgment in conducting a comparative assessment of the proposal. References may also be contacted. After review of submissions and prior to final ranking, interviews may be conducted with a limited number of vendors(s).

The District is under no obligation to grant interviews to any vendors receiving a copy of this RFP and/or submitting a written response to this RFP.

The evaluation committee will evaluate the vendors, their proposals, and their interviews on a consensus basis based on the criteria outlined below. The evaluation committee will make a recommendation to the School Board for consideration. The School Board will make the final award of the contract, subject to successful negotiation and execution of the contract.

### 3.5 Evaluation

Criteria will be based on, but not necessarily limited to the following factors:

| <u>Weight</u> | <u>Criteria</u>  |
|---------------|--|
| 30%           | Competitiveness of E-rate eligible costs, including the stability of these costs through any possible extended contract period |
| 15%           | Value of incentives offered (minus the cost of any E-rate ineligible expenses)   |
| 15%           | Service Reliability  |
| 15%           | Customer Support   |
| 10%           | Overall suitability of the proposal for current and future needs of the Dover School District                                  |
| 5%            | Ability to deliver services in a timely manner   |
| 5%            | Financial stability and ability of Firm to fulfill the contract  |
| 5%            | Conformance of proposal to instructions for format and contents of proposal  |

Negative findings or judgments on the basis of any one of the above criteria may result in elimination of a given response from further consideration.

## 4. GENERAL PROCEDURES OF THE DISTRICT

### 4.1 Bid Protests

Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of a bid or contract may protest and seek resolution of complaints with the Business Administrator. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the time for





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the opening of bids on the closing day for submissions, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposal. In that event, the protest shall be submitted within three (3) calendar days after the aggrieved person knows or should have known of the facts giving rise thereto.

If a satisfactory resolution of the protest is not achieved by submitting a complaint with the Business Administrator, the person submitting the protest shall submit a written appeal to the Superintendent within three (3) calendar days of a decision by the Business Administrator. A decision by the Superintendent on the protest shall be final.

Purchasing procedures shall be stayed pending a decision of the Superintendent unless the Superintendent decides that the award of a contract is necessary to protect substantial interests of the School District.

### 4.2 Bid, RFP and Quote Terms and Conditions

**BID ACCEPTANCE AND REJECTIONS:** The Dover School District (DSD) reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous and/or cost effective solution to the District"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.

**FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could affect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.

**LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.

**PAYMENT TERMS:** It is the custom of the Dover School District to pay its bills within 20 – 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, the Bidder should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.

**BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the DSD Business Administrator so that it may be checked into for bids for the coming year. The Bidder will state in the proposal the brand name and any guarantees of the material the Bidder proposes to furnish. The brand name is to be for the material that meets all specifications.



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**SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the Dover School District reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.

**PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Superintendent's Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.

**BID RESULTS:** The Superintendent's Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low Bidder and the associated total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to the Dover School District Business Office after a bid opening and asking to look through the file or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

The use of the term "bid" or "bidding" in this RFP shall not be construed to mean that this solicitation is a competitive bid process, in which cost is the sole selection criteria and the contract must be awarded to the submission offering the lowest cost.