

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



WILLIAMSON COUNTY SCHOOLS
RFB #1232
E-Rate Procurement Invitation to Bid

Monday, February 15, 2021

TO: AT & T Corp, Education Networks of America, Granite Telecommunications
CC: Tim McNeese (WCS), Phil Folmar (WCS), Kirk Elliott (WCS), Skip Decker (WCS) and Vickie Robbins (WCS)

Dear Vendors:

The Williamson County School District will be applying for Category 1 E-rate funding for Funding Year 2021 using the Tennessee Education Broadband Consortium Statewide Master Contract(s). In accordance with E-rate rules that all equivalent product lines must be provided the opportunity to submit proposals, we are hereby conducting an E-rate Mini-Bid. Attached to this message is a list of the equipment and services for which we are seeking proposals. This mini bid specifically seeks proposals for Managed Network Access, which includes Managed Internet Access and Managed WAN (Transport) services.

PLEASE NOTE: There is one spreadsheet (Williamson County Schools 2021 TEBC Cat 1 Mini-Bid IA and WAN Transport.xlsx) with three separate tabs attached with this document.

- **TAB 1 requests a quote for Managed Bundled Internet Access**
- **TAB 2 requests a quote for Managed Transport Circuits**
- **TAB 3 includes Site Locations for all services requested.**

In addition to service price for Managed Internet and Managed Network WAN Access, you must also include:

- Describe your support services in detail including assignment of a dedicated first point of contact for all Service Level Agreement concerns such as outages, adds, moves, changes, etc.
- Provide a detailed organizational chart for the staff of your company that will be working with Williamson County Schools. Make sure to include both normal operation support services and installation/cutover service personnel.
- Describe in detail any major outages (at least 30 minutes downtime) you have had in the past year, in Middle Tennessee, and what the downtime was for each occurrence. What was your response time and how did you resolve this issue?
- Describe in detail all major degradations in service (at least 1 hour) effecting the business requirements of your customers in the past year, in Middle Tennessee, that required an escalation to remedy within your company or with your subcontractors.
- In the event of a major system failure or prolonged degradation in service, please describe your actions and response to Williamson County Schools both during normal operating hours and after hours.
- Describe the functionality of the basic firewall protection included in your proposed solution.
- Describe and include all pricing of all tiers and services you propose.
- Does your company have advanced firewall/intrusion protection/DDoS services etc. available as an additional purchase? Are there any additional support services available? **NOTE:** If available as an additional purchase, “advanced” services like this may be ineligible for E-rate support.
- List and Describe your advanced services and pricing and document if there are any parts of your proposed services that are not E-rate fundable?
- List all underlying carrier’s names and carrier contact information proposed for each individual Williamson County School site location. Williamson County Schools prefers the fewest total number of underlying carriers.



- We are requesting pricing models on speeds 10Gbps, 20Gbps for Managed Internet Access to exercise upgrades throughout the term of the contract.
 - Please make as many copies of TAB 1 of the attached workbook you need in order to provide pricing for each bandwidth tier for Managed Internet Access.
- We are requesting pricing models on speeds 1Gbps, 5Gbps, 10Gbps for Managed WAN services to exercise upgrades throughout the term of the contract.
 - Please make as many copies of TAB 2 of the attached workbook you need in order to provide pricing for each bandwidth tier for Managed WAN services.
- Explain your company's billing process. Do you provide online billing access? Do you invoice monthly or annually?
- Williamson County Schools prefers a SINGLE access circuit to a building rather than multiple access circuits to 'total' the requested bandwidth. For example, if we are requesting minimum 5Gbps Bundled Internet Access, we would prefer a single 5Gbps circuit rather than (5) 1Gbps circuits.
- Williamson County Schools requests Bundled Internet Access Service at two separate sites, the Williamson County Schools Data Center ("Data Center") and Summit High ("Summit"). The combined active Internet Access Service at these two locations will serve all District Internet access. In the event of an outage at either the Data Center or Summit, all District traffic would need to automatically traverse the other site for ingress and egress Internet traffic. For example, if the Data Center's internet access circuit goes down or if the Data Center cannot be reached due to a circuit failure, then all traffic at all locations would be automatically routed to Summit (or vice-versa). During the term of the contract resulting from this mini-bid, Williamson County Schools reserves the right to change the locations receiving Bundled Internet Access or add additional sites to receive Bundled Internet Access and will require the service availability requirements above be configured into any changed network configuration.
- Provide a detailed installation timeline for each Williamson County School location. We prefer the detail of each of the installation steps with dates and the amount of time involved in each process. This detailed information should be itemized for each of our locations.
- How many class C IP addresses will be provided to WCS in this proposal?
- Williamson County Schools currently uses Cisco network access equipment at all locations. (Cisco Nexus 9K and Cisco Catalyst 3850x). We require that any service provider's on-premises equipment be compatible with our existing equipment. If your proposed solution includes on-premises equipment that is not manufactured by Cisco, please provide detailed information that the routers/switches you install will be compatible with our current infrastructure.
 - Initial release & posting of WCS RFP #1232 As of Monday, February 15, 2021 bidding is open for ENA, ATT and Granite.
 - Closing / Deadline date for WCS RFP #1232: Confidential Proposals are required to be submitted via e-mail no later than Friday, February 26, 2021, 2:30 PM CST no proposals accepted after this time. Proposals must be sent to the following email addresses:

Primary Name: Skip Decker skipd@wcs.edu
Secondary Name: Tim McNeese.... timm@wcs.edu
 - This open bidding period allows an ample 11 consecutive calendar days from start to closing date.
- All WCS RFP #1232 inquiries and questions related to this mini-bid, e-rate or equipment and technical questions must be submitted in writing via e-mail to the following by or before 4:30 pm CST on Thursday, February 19, 2021.
Primary Name: Skip Decker..... skipd@wcs.edu
Secondary Name: Tim McNeese.... timm@wcs.edu

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- If needed, the WCS Purchasing Department will facilitate and coordinate a consistent & consolidated answer addendum to all proposers, through WCS Purchasing, Skip Decker, WCS E-rate coordinator Vickie Robbins and WCS IT Department, Tim McNeese and Phil Folmar... Said addendum will be released from WCS Purchasing Dept. to all 3 proposers on or before 4:30 pm CST on Monday, February 22, 2021.
- It is the intent of WCS to have this analysis complete and the award decision made by or before Thursday, March 4, 2021.

Proposals must be submitted in the attached Excel format, citing the proposer's information at the top of each page. By submitting a TEBC Mini-Bid proposal, vendors are agreeing to the following statements/conditions:

- The speeds and quantities shown on the attachment are estimates. The Customer reserves the right to increase or decrease quantities as is needed to meet District needs.
- We prefer to award to a single vendor for all the equipment listed in a single Category.
- Vendors must have a valid E-rate SPIN number and must submit it with the proposal.
- Vendors must agree to provide discounted billing to the District, whereby the vendor submits a Form 474 invoice to USAC to seek reimbursement for the discounted share of the eligible costs.
- Vendor shall maintain copies of all proposals, correspondence, receipts, purchase orders, delivery information, memoranda and other data relating to Vendor's equipment and services related to this procurement. All such records shall be retained for 10 years following completion of services and/or installation of equipment and shall be subject to inspection and audit by the District.
- In addition to the foregoing, the winning vendor must maintain and enforce an internal E-rate audit process that ensures that vendor complies with all E-rate program rules and regulations. This process must include the following:
 - Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Ensuring that services or products are not provided to the Customer without the customer's express written permission or official purchase authorization
 - Ensuring that all substituted products are Customer-approved prior to ordering
 - Documenting that E-rate funded equipment/services were provided within the E-rate funding year
 - Charging USAC for proper FRN(s)
 - Ensuring that invoices are submitted to the Customer in a timely manner