

Lawton-Bronson Community School will receive proposals for Leased Dark Fiber (Dark Fiber) and Leased Lit Fiber (Lit Fiber Service). Attached is information relating to minimum specifications of services, data to be included in the proposal, and evaluation criteria.

Sealed proposals will be accepted until 2:30 p.m., March 1st, 2017, at the district office in Lawton, Iowa. If mailed, the proposals should be mailed to:

Lawton-Bronson Community School District
Attn: Director of Technology
100 Tara Way
Lawton, IA 51030

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for the Transport Fiber RFP and the name of the firm submitting the proposal.

Timeline:

January 30th: Release of Request for Proposal to vendors and public notice on www.LB-Eagles.org.

February 3rd, 6th, 7th: Site walk-through of locations upon request and appointment (contact sheetsj@lb-eagles.org for appointments)

February 8th: Questions must be submitted on or before this date to sheetsj@lb-eagles.org

March 1st, 2:30 PM: RFP responses are due.

The Lawton-Bronson Community School District reserves the right to reject any and all proposals received.

Only proposals received at the location described and in the time frame given will be considered.

The Lawton-Bronson Community School District reserves the right to adjust timeline and/or ask additional questions of bidders based on initial responses with understanding that this is a cardinal change in E-rate terms and therefore the minimum 28 day window must be restarted.

SCOPE OF SERVICES

The Lawton-Bronson Community School District wishes to compare Leased Dark Fiber (Dark Fiber) and Leased Lit Fiber (Lit Fiber Service) for delivery of Wide Area Network Services to the district. The current Wide Area Network Services are provided via leased dark fiber.

- Service is expected to be delivered to the district hub, the Lawton-Bronson Jr./Sr. High School at 100 Tara Way, Lawton, IA 51030
- Service is expected to be delivered to the eligible service locations from the district hub at the following locations:
 - o Eligible Entity 1, the Lawton-Bronson Elementary School at 113 W. 1st Street, Bronson, IA 51007

At the specified sites, respondent must run infrastructure or service to an existing network closet designated by Lawton-Bronson Community School District, identified by "Location on campus" field on the "Addresses" worksheet of attached pricing spreadsheet or by site walk-through.

The new service is being planned to begin on July 1, 2017, which represents the expiration of the current leased service.

The Lawton-Bronson Community School District is seeking two options for bids. Respondents may bid one or both options.

1. The first option is a fully managed, leased lit fiber transport service from the hub to the specified eligible applicant sites. One-time special construction can be bid separately from the vendors proposed monthly recurring cost for the fully managed leased lit service.
2. The second option is for a leased dark fiber solution that includes special construction, the monthly lease fee, maintenance, and operations. One-time special construction costs should be bid separately from the monthly lease fee. Maintenance and operations fees can be included in the monthly lease fee.

In E-rate terminology, **Special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components:

1. construction of network facilities;
2. design and engineering;
3. project management

Note: The term “special construction” does not include Network Equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for Network Equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

Both options can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. Based on the bids and both a short term and long term cost effectiveness analysis, Lawton-Bronson Community School District will determine which, if any, of the lit service, leased dark fiber or some combination of solutions is acceptable. The specifications related to each solution option are as follows.

Lit Service:

The Lawton-Bronson Community School District must have dedicated Lit Transport Bandwidth throughput (upload and download) of 1Gbps with Service Level Agreement (SLA) guarantees to all specified sites. **All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism.**

Lit Service Price Proposal

The “Lit Pricing Sheet” worksheet includes pricing for symmetrical service from the hub to each eligible entity location 1Gbps. Price quotes are requested for 12 month terms of service. Prices should be all inclusive. All inclusive, in this case, means including all **special construction or non-recurring costs (NRC)** (see description in later section) required by the vendor to commence service and all **monthly recurring costs (MRC)** should be included in the requisite columns of the pricing sheets. No increased pricing will be allowed during the term of the quoted special construction/NRC and MRC rate in each pricing cell of the spreadsheet.

Additional Description

Each lit service response must also include description of proposal, SLA, timeline, network diagram, demarcation, references, and Connect America Fund status as described in later sections.

Leased Dark Fiber

As an alternative, respondents can quote a leased dark fiber network solution from the specified hub to the eligible service locations. The price quote should be for a lease of 2 strands of fiber from the hub to each eligible entity location.

Leased Dark Fiber Price Proposal

Each respondent is required to complete the pricing matrix appended as the “Leased Dark Fiber” worksheet in the spreadsheet accompanying this RFP. Respondents are encouraged to separate special construction charges as defined by E-rate eligibility rules. Preference will be given to proposals that offer pricing with most of the costs being paid up-front and minimal MRC and annual maintenance costs.

Additional Description

Each leased dark fiber response must also include description of proposal, description of maintenance, SLA, timeline, network diagram, demarcation, references, and Connect America Fund status as described in later sections. Operations and Internet Services can be bid “bundled” with a leased dark fiber bid, or as a stand-alone bids and must be described as such.

General Terms for Leased Dark Fiber

The following are general terms that apply to leased dark fiber builds. Respondents may offer maintenance and operations services, and network equipment purchase (if applicable), installation, and operations either themselves or through 3rd party subcontractors. In the case that respondents use external 3rd party service providers or contractors to deliver some or part of the solution, these should be clearly indicated in the response.

Fiber Specification

- All dark fiber solutions must comprise of single mode fiber end to end.

Maintenance

The Lawton-Bronson Community School District requires on-going maintenance of the fiber on all Leased Dark Fiber solutions. Maintenance responses are required as follows:

- All dark fiber responses require maintenance as part of the response, even if maintenance is subcontracted out to a third party. In the case of the third party maintenance, the respondent must hold and manage the subcontract and is ultimately responsible for the SLA. For a leased dark fiber solution, it is assumed that the Fiber Network is part of a more comprehensive fiber infrastructure of the service provider. The respondent will include only the portion of maintenance that is required to support the Lawton-Bronson Community School District fiber segments versus overall network maintenance. If the fiber serves multiple customers, the cost of maintenance should be shared among all the recipients.

Respondent shall maintain the applicable fiber seven days per week, twenty-four hours per day. Upon notification from the district of a malfunction relating to the applicable fiber, respondent shall respond to such malfunction within two (2) hours and thereafter proceed to correct the

malfunction with reasonable diligence.

When pricing maintenance, the respondent should include an overview of fiber maintenance practices including:

- Routine maintenance and inspection,
- Scheduled maintenance windows and scheduling practices for planned outages,
- Marker and handhole inspection and repair,
- Handling of unscheduled outages and customer problem reports
- What service level agreement is included, and what alternative service levels may be available at additional cost,
- What agreements are in place with applicable utilities and utility contractors for emergency restoration,
- Repair of fiber breaks,
- Post repair testing,
- Mean time to repair,
- Replacement of damaged fiber,
- Replacement of fiber which no longer meets specifications,
- Policies for customer notification regarding maintenance,
- Process for changing procedures, including customer notification practices,
- Process for moves adds and changes,
- Process for responding to locate requests.

Equipment, Installation, and Operations

The Lawton-Bronson Community School District requests that the respondent provide a quote for an annual operations cost to oversee the technical support of the circuit once the leased dark fiber is available for service. Include price details in the “Operations” worksheet of the spreadsheet attached for equipment necessary to place the circuit into service at different bandwidth levels, managing each fiber run between the hub and the eligible entity location, installation and configuration of equipment at both the district hub and each eligible entity location, and annual cost to operate the equipment/circuits. Operations on leased dark fiber may be bid as a stand-alone service, however, “bundled” holistic solutions will be preferred, as outlined in the evaluation criteria.

The annual operations cost should include provision of:

- Manage initial inquiry and contracts needed to place equipment and cross connect to the Internet provider at the co-location facility
- Installation and configuration of equipment to put circuits into service
- Network monitoring on a 24x7x365 basis
- Creation and communication of service tickets to Lawton-Bronson Community School District escalation list
- Incident response with timing standards that are in accordance to a Respondent provided service level agreement that meets general industry standards
- Other industry standard provisions of broadband service technical support
- Re-provisioning of equipment necessary to put circuits back into service after an outage

Description of Proposal

Respondent will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, other detail Lawton-Bronson Community School District may find useful or necessary (or could differentiate the solution from a competing proposal).

Service Level Agreement

Respondent will provide a description of the proposed services and service levels provided with the lit fiber, dark fiber, and operations responses. The respondent 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 99.9-99.99% network availability of each circuit.
- Lit and Operations proposals only: Frame/packet loss Commitment
- Lit and Operations proposals only: Network Latency Commitment
- Lit and Operations proposals only: Network Jitter Commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

In addition to the required services, the proposal may include but is not to be limited to the following services:

- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble Reporting, Escalation and Resolution: A detail trouble reporting, escalation and resolution plan will be provided to the district.
- Measurement: Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts Vendor and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- Link Performance per segment: The service will maintain the proposed Link Performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing the Lawton-Bronson Community School District.

Timeline

For each response, respondents must include a construction roadmap timeline. For lit and dark fiber responses, preference is given to responses with a service start for all sites on July 1, 2017. Include how the timeline changes per site given an earlier or later start date.

Demarcation

All solutions whether lit fiber or leased dark fiber construction must terminate service or infrastructure to an existing network closet inside of the site specified. Solutions bringing service to the property line but not inside of the demarc address are not acceptable.

Respondent must specify your expected demarc setup included in base fees, e.g. fiber shelf with set-top box CPE and Cat6a handoff.

Special Construction and Non-recurring Cost

Respondents providing lit fiber proposals which require an upfront payment may include a special construction cost or non-recurring cost. This upfront payment is considered **special construction** if any new fiber is being installed. If new fiber installation is not necessary, the payment is considered a **non-recurring cost** and must be entered into the pricing sheet accordingly.

New fiber special construction charges for lit service or leased dark fiber projects as defined by the E-Rate Second Modernization order include construction, design, engineering and project management. The applicant requests that the respondents consider allowing Lawton-Bronson Community School District to pay the non-discount share (share of special construction costs that are the responsibility of the applicant) to be paid in equal annual installments over the four years from Funding Year 2017 to Funding Year 2020 inclusive. Responses must include agreement or non-agreement of this request.

The amount of special construction capital requested will be reviewed based on the cost of historical fiber builds in the region. Respondents should consider other business that may be generated by building fiber into the region and request only the special construction capital allocable to the Applicant's service.

Required Notice to Proceed and Funding Availability

Lawton-Bronson Community School District will follow the purchasing policies of the Lawton-Bronson Community School District Board and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

All responding vendors must be a registered vendor with USAC and have a USAC issued Service Provider Identification Number-SPIN. Responding vendors who do not have a USAC issue SPIN must demonstrate reasonable efforts to obtain a SPIN before the service start date.

E-rate Modernization Order Note

Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information.