

Request for Proposals for the Internet Infrastructure Project – Internet Access

JCLD RFP #2018-03

FCC Form 470 #190006775

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Proposal Due Date: January 7, 2019, 5 pm

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Request for Proposals for the Internet Infrastructure Project – Internet Access

Josephine Community Internet Consortium (herein “JCIC” or “Consortium”), on behalf of Josephine Community Library District (herein “JCLD,” “Library,” or “District”) and Sunny Wolf Charter School (herein “SWCS” or “School”) invites qualified service providers to submit proposals to provide high-speed wide area network (WAN) and/or Internet access connections at all four library branches and the Sunny Wolf Charter School between July 2019 and June 2022.

This request for proposals adheres to the formal, competitive sealed proposal process governed by Oregon Public Contracting Law as defined in Oregon Revised Statute (ORS) 279A.065 and 279B.060 and by JCLD Finance Policy 2-8, Contracts.

Proposals must be submitted on or before 5:00 pm on January 7, 2019.

Proposal schedule

The following are key dates for this proposal process and the final deliverables.

Tuesday, November 27, 2018	Publication of the FCC Form 470 #190006775 and RFP #2018-03 for the Internet Infrastructure Project – Internet Access
Tuesday, December 4, 2018, 5 pm Pacific Time	Questions deadline for emailed questions about proposals sent to Library Director Kate Lasky at jobs@josephinelibrary.org ; please do not mail or call with questions about proposals
Friday, December 7, 2018	Question responses posted to the EPC portal and RFP web page
Monday, January 7, 2019, 5 pm Pacific Time	Emailed proposals due at 5 pm PT to Library Director Kate Lasky at jobs@josephinelibrary.org . Early proposals received in advance of the deadline are appreciated.
Tuesday, January 8, 2019	Proposal opening at 9 am in the JCLD Ben Bones conference room
Friday, January 11, 2019	Bidder interviews completed
Friday, January 18, 2019	Proposal review and evaluation complete
Wednesday, January 23, 2019	Vendor(s) selected
Friday, February 22, 2019	Send Notice of Intent to Award to all bidders
Thursday, February 28, 2019	Contract awarded

Project goal

The goal of the Internet Infrastructure Project – Internet Access is to:

- Install high-speed wide area network connecting the libraries of the JCLD and provide high-speed Internet access to Sunny Wolf Charter School
OR
- Install high-speed Internet access separately at each of the four library branches (allowing the libraries to form a virtual wide area network via a virtual private network) and to provide high-speed Internet access to Sunny Wolf Charter School.

Definitions

The following definitions apply to this RFP:

Applicant The entity that will file E-rate forms. The Josephine Community Internet Consortium, the Josephine Community Library District, and/or the Sunny Wolf Charter School may be the applicant, depending on the contract and application.

Bid The response of a service provider to this RFP. These responses may also be referred to as “bid responses,” “RFP responses,” “responses,” and “proposals.”

Bid process The term for the entire process, extending from the release of the RFP to the selection of and contracting with the awarded service provider.

Billed entity The entity that will pay the bills associated with this contract. The Josephine Community Internet Consortium, the Josephine Community Library District, and/or the Sunny Wolf Charter School may be the billed entity, depending on the contract and application.

Category 1 The category of services under the E-rate program that include digital transmission services and Internet access.

Consortium The Consortium (or “consortium”) is the Josephine Community Internet Consortium, which includes the Josephine Community Library District and Sunny Wolf Charter School as members.

EPC portal The [E-rate Productivity Center \(EPC\) portal \(https://portal.usac.org\)](https://portal.usac.org), which is maintained by the Universal Service Administrative Company for the purpose of managing E-rate applications and data.

E-rate or E-rate program means the “Schools and Libraries Universal Service Support Mechanism,” which is the funding support program established under the Telecommunications Act of 1996 to provide discounts on eligible services to eligible schools and libraries.

FCC Federal Communications Commission.

FCCRN FCC Registration Number.

Form 470 The FCC form for the E-rate program in which an applicant provides a description of the services requested and makes relevant certifications. The Form 470 supplements this RFP.

FRN Funding Request Number.

Internet access or Internet access service Category 1-eligible Internet access service, as defined by the FCC, for the purposes of receiving discounts under the E-rate program.

Josephine Community Internet Consortium The entity requesting bids in this RFP. It may be identified in this document by name, as “JCIC” or “the Consortium.”

Lit fiber or leased lit fiber Category 1-eligible leased lit fiber digital transmission services, as defined by the FCC for the purposes of receiving discounts under the E-rate program.

Proposed contract The contract that would result from the successful selection of a winning vendor and subsequent negotiations. The proposed contract may also be identified as the “contract” or “final contract.” These terms will be used interchangeably.

RFP Request for Proposals, which is the designation for this document and the associated attachments (including but not limited to the cost proposal worksheets, any Q&A documents, and any amendments). All components of the RFP are available via the FCC Form 470 filed by the Applicant covering these services.

Service provider The entity responding to this RFP. Service providers may be identified as “service providers,” “providers,” “respondents,” “contractors,” or “vendors.” These terms are used interchangeably.

SLD The Schools and Libraries Division of the Universal Service Administrative Company.

SPIN Service Provider Identification Number.

Subcontractor A person or entity performing or proposed to perform a portion of the service provider’s contract.

USAC or Administrator The Universal Service Administrative Company, which oversees the E-rate program.

Background

The Josephine Community Internet Consortium (JCIC) is a partnership of the Josephine Community Library District and Sunny Wolf Charter School. Both JCLD and SWCS are E-rate eligible entities who are in need of high-speed Internet connectivity to their various locations, and the two organizations have come together as JCIC for the purpose of procuring these services. The Wolf Creek branch of JCLD is directly adjacent to the SWCS. Both organizations are eligible and qualify for E-rate discounts or reimbursements, and both need to obtain high-speed Internet access services.

As members of JCIC, both JCLD and SWCS are joint parties to this RFP. The members of the consortium will review and score the proposals together, but will award contracts separately. Therefore, the outcome of this procurement will be two separate contracts with the winning vendor: one with JCLD and one with SWCS.

About Josephine Community Library District

Josephine Community Library District serves library patrons in Josephine County, Oregon, with four branches. These branches are located in Grants Pass, Cave Junction/Illinois Valley, Williams, and Wolf Creek. The Grants Pass location is the main branch of the library.

Josephine Community Library District was officially formed in June 2017, the result of a ballot measure which voters approved in May 2017. Before this time, the library system had been managed by the nonprofit organization Josephine Community Libraries, Inc. (JCLI). After a six-month startup period, on January 1, 2018 the library district assumed full operations and governance of the library system. Because the nonprofit had fulfilled its mission to operate the libraries until permanent public funding could be achieved, JCLI dissolved as an organization as of June 2018.

The library district is governed by an elected five-member board of directors. As a special library district, JCLD is a municipal corporation and therefore adheres to State of Oregon public contracting and public meeting laws.

Library buildings and Internet status

The following table summarizes the four buildings included in the Josephine Community Library District, along with the current number of Internet-connected computers and Internet speed.

Library building	Built	Square feet	Current number of Internet computers	Current Internet speed
Grants Pass main library branch 200 NW C Street Grants Pass, OR 97526	1959	15,470	25 patrons 29 staff/volunteer	Varies between 11 and 100 Mbps
Illinois Valley branch library 209 West Palmer Cave Junction, OR	1959	4,264	10 patrons 4 staff/volunteer	1.5 Mbps
Williams branch library 20695 Williams Hwy Williams, OR	1977	864	5 patrons 2 staff/volunteer	Varies between 11 and 100 Mbps
Wolf Creek branch library 102 Ruth Avenue Wolf Creek, OR 97497	2002	2,594	8 patrons 2 staff/volunteer	1.5 Mbps

About Sunny Wolf Charter School

Sunny Wolf Charter School (SWCS) is a public school located in Wolf Creek, Oregon. SWCS believes it takes the involvement of parents, teachers, and community in a working relationship in order to reach a high level of student achievement and learning.

School building and Internet status

SWCS has a single location. The following table summarizes the location, age of the building, enrollment, number of computers, and current connectivity level of SWCS.

School building	Built	Current Enrollment	Current number of Internet computers	Current Internet speed
Sunny Wolf Charter School 100 Ruth Avenue Wolf Creek, OR 97497	1930	108	153 devices including 29 computers, 31 laptops, and 93 tablets, but not including phones	7 to 40 Mbps on two separate connections

About the FCC E-rate Program

Created as part of the Telecommunications Act of 1996, the Universal Service Program for Schools and Libraries (more commonly known as the “E-rate”) provides discounts on eligible telecommunications, Internet access, and internal connections services to eligible entities. The program is administered by the Universal Service Administrative Company (USAC), which also oversees the other Universal Service programs for the FCC.

The level of discount is based on the number of local students eligible for free and reduced lunches through the USDA National School Lunch Program. Based on this formula, JCLD and Sunny Wolf Charter School have each qualified for a 90 percent discount.

This RFP is part of the E-rate request for services process and is also aligned with Oregon Public Contracting Law. In order to respond to this RFP, vendors must be registered with the E-rate program and eligible to receive payments from the E-rate program.

For more information about E-rate and the Universal Service Administrative Company (USAC), visit www.usac.org/sl.

Scope of work

The consortium is seeking bids on wide area network and Internet access services for its member entities. The consortium envisions that bids will propose services in one of two models which are outlined below. Both arrangements are sought for the time period(s) outlined below under “Contract period.”

Under either model, the service provider will be expected to provide a managed, end-to-end service. The handoff at each location must be a Cat 6 Ethernet cable.

In addition to the transport outlined in the models below, the consortium members require the provider to include the following as part of the services bid:

1. Technical support services, available 24 hours a day, 365 days a year
2. Proactive notification and troubleshooting in the event of a network outage
3. Bandwidth utilization reporting (preferably available via a real-time or near real-time web interface)
4. A minimum of five routable IP addresses per location

Model A proposals should provide a wide area network configuration connecting the Wolf Creek, Illinois Valley, and Williams branch libraries to the Grants Pass main library at a variety of different speeds (specified below). Model A proposals should also include Internet access and connectivity to the Grants Pass location at the speeds indicated below. In addition, Model A proposals should include Internet access and connectivity to Sunny Wolf Charter School at the speeds specified below.

Model A Network Connections Summary		
Connection Origination	Connection Termination	Connection Speed Options
Illinois Valley branch library	Grants Pass main library branch	100 Mbps, 250 Mbps, 500 Mbps
Williams branch library	Grants Pass main library branch	100 Mbps, 250 Mbps, 500 Mbps
Wolf Creek branch library	Grants Pass main library branch	100 Mbps, 250 Mbps, 500 Mbps
Grants Pass main library branch	Internet (via service provider)	500 Mbps, 1 Gbps, 2 Gbps
Sunny Wolf Charter School	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps

In addition to Model A, the consortium is seeking bids for Model B (either in lieu of or in addition to bids for Model A). Under Model B, the consortium is seeking dedicated Internet connections to each of the four JCLD locations as well as SWCS. The JCLD locations must be able to use these connections to form a virtual private network (VPN) for intra-JCLD traffic. Proposals and pricing under Model B should be structured such that the consortium members may choose to purchase a subset of services (that is, services only to certain locations) rather than being required to purchase services to all locations. The speeds required and locations are outlined below:

Model B Network Connections Summary		
Connection Origination	Connection Termination	Connection Speed Options
Grants Pass main library branch	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps, 1 Gbps
Illinois Valley branch library	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps, 1 Gbps
Williams branch library	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps, 1 Gbps
Wolf Creek branch library	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps, 1 Gbps
Sunny Wolf Charter School	Internet (via service provider)	100 Mbps, 250 Mbps, 500 Mbps

Vendors are encouraged to submit proposals for both network models. The consortium anticipates it will only purchase services under one of the two models. Bids at varying speeds are sought in order to allow the consortium members to upgrade services during the term of the agreement.

RFP requirements

For their proposals to receive consideration, proposing service providers must adhere to the following RFP requirements.

Communications

Service providers are prohibited from having contact with the consortium or the consortium’s members regarding any RFP-related issues outside of the processes outlined below. Any contact or questions outside of these requirements, including but not limited to any contact with other staff or board members of consortium members, may be cause for rejecting that service provider’s bid(s).

Questions regarding the RFP can be submitted via email to jobs@josephinelibrary.org with the subject line “RFP 2018-03 Questions.” Questions must be submitted by the time listed in the Proposal Schedule above. Questions received after the deadline above will not be considered.

It is incumbent upon the service provider to point out any possible discrepancies, omissions, or ambiguities in the RFP using the procedure outlined above to submit questions. This includes alerting the consortium that the services requested are non-standard. By failing to do so, the service provider waives the right to claim any provision of the RFP is ambiguous.

Responses to questions will be posted as an addendum to the [RFP website](https://josephinelibrary.org/get-involved/rfp03/) (<https://josephinelibrary.org/get-involved/rfp03/>) and to the [EPC portal](https://portal.usac.org) (<https://portal.usac.org>) under the Form 470 associated with this procurement. The consortium intends to have all responses posted by the time listed in the Proposal Schedule above. It is incumbent upon service providers to review these locations for addenda and to comply with the information provided in the addenda, if any. In the event of a conflict with the RFP, the addenda shall govern.

Should the consortium or its members have questions regarding the service provider's bid, the consortium or its representatives may reach out to the service provider during the vendor selection process for clarification. Similarly, the consortium or its representatives may contact the service provider during the vendor selection process to negotiate terms or conditions.

Contract term

The selected vendor(s) will be expected to begin providing services on July 1, 2019. The term of the initial agreement will be 36 months (terminating on June 30, 2022), with the option of five one-year renewals at or below the pricing provided in the initial contract (as negotiated by the consortium members and the awarded service provider).

Contract negotiations and award

The consortium and its members reserve the right to determine which proposal(s), in their judgement, best meet the needs of the consortium's members. Contract awards are subject to review and approval by governing authorities of JCLD and SWCS.

The consortium and its members also reserve the right to award a contract for any or all parts of this RFP to one or more service providers, and to negotiate terms and conditions to meet requirements consistent with this RFP, the right to utilize any and all ideas submitted in the RFP process, and the right to purchase the most cost-effective proposal(s) and not necessarily the lowest-price proposal(s) in accordance with E-rate rules where the price of E-rate eligible goods and services is the factor given the most points in the evaluation process among all the factors considered in the evaluation. The consortium members will open negotiations with the service provider with the highest-scoring proposal first; should negotiations fail, the consortium members will then open negotiations with the second highest-scoring proposal, and so forth until either an agreement is reached with a service provider or the consortium members decide to abandon the bids.

Additional proposal rights and requirements

The consortium and its members reserve the right to:

- Cancel this procurement or reject any or all proposals in accordance with ORS 279B.100.
- Reject any or all proposals not in compliance with all public proposal procedures.
- Reject any proposals not meeting the specifications set forth herein.
- Waive any or all irregularities or informalities in proposals submitted.
- Waive any or all requirements of the RFP.
- Award any or all parts of any proposal.
- Make the final selection by exercise of its own discretion for the best interest of the consortium and its members.

Proposal submission requirements

To receive consideration, proposals must be submitted as follows:

1. Proposals must include a completed copy of Appendix A of the RFP, the Cover Page.
2. Proposals must include a completed copy of Appendix B of the RFP, the SPIN Information Certification
3. Proposals must include a completed copy of Appendix C of the RFP, the FCCRN Information Certification.
4. Proposals must include a completed copy of Appendix D of the RFP, the Red Light Status Certification.
5. Proposals must include a completed copy of Appendix E of the RFP, the Debarment Status Certification.
6. Proposals must include a completed copy of Appendix F of the RFP, the Free Services Listing.
7. Proposals must include a completed copy of Appendix G of the RFP, the Duplication of Services Certification.
8. Proposals must include a completed copy of the Cost Proposal Worksheet(s) for the Model(s) proposed (see Appendix H).
9. Proposals must include a narrative that speaks to the qualifications in the Scope of Work section and Proposal Content and Evaluation Criteria section outlined in this RFP. This narrative should also describe the services proposed, the provider's implementation plan, information about the provider's previous experience with the E-rate program, a description of the provider's approach to customer service (including contacts, hours of availability, and the process for escalation of concerns), references, and any exceptions to the terms and conditions included in the RFP.
10. A representative of the company submitting the proposal should be available by phone on January 9-11, 2019, as scheduled to answer questions from consortium members. Include this representative's contact information and a direct-dial phone number for scheduling.
11. Proposals must be received by email by JCLD by 5 pm on Monday, January 7, 2019. Proposal receipt will be acknowledged by email. Early proposals received in advance of the deadline are appreciated.
12. Proposals must be a single PDF file with electronic signatures as applicable, no larger than 20MB in a single email, and sent to Library Director Kate Lasky at jobs@josephinelibrary.org. Mailed, hand-delivered, or faxed proposals will not be accepted. Late proposals will not be accepted.
13. All proposing vendors will receive an email Notice of Intent to Award by February 22, 2019.

Note that the cost of preparing the proposal is the sole responsibility of the responding bidder and will not be chargeable in any manner to the consortium or its members. Any material submitted by a proposer shall become the property of consortium and its members.

Proposing vendors must comply with all provisions of Oregon Revised Statutes, as well as JCLD and SWCS policy.

Proposal content and evaluation criteria

The consortium shall evaluate all qualifying proposals that meet the Proposal Submission Requirements, outlined above, to determine which proposal best meets the needs of the consortium members. Proposals that do not meet the proposal submission requirements will not be evaluated. The vendor may bid on some or all of the items in the Scope of Work. Proposals should include a narrative that addresses the following information, as the consortium shall make its selection according to these criteria:

1. Cost of E-rate eligible goods and services: 30 points.

Provide (via the included cost proposal worksheet(s)) the not-to-exceed fee estimates for E-rate eligible costs associated with implementing the project (or elements of the project). The not-to-exceed fee estimates must be inclusive of all fees including taxes and fees, travel expenses, telephone, and other anticipated expenses. Costs not included in the cost proposal worksheet – whether E-rate eligible or ineligible – will not be paid by the consortium or its members.

2. Cost of E-rate ineligible goods and services: 5 points.

Provide (via the included cost proposal worksheet(s)) the not-to-exceed fee estimates for the E-rate ineligible costs associated with implementing the project (or elements of the project). The not-to-exceed fee estimates must be inclusive of all fees including taxes and fees, travel expenses, telephone, and other anticipated expenses. Costs not included in the cost proposal worksheet will not be paid by the consortium or its members.

3. Experience of the vendor and prior experience with installing, configuring, and deploying high-speed Internet and wide area network infrastructure: 20 points.

- Identify the vendor's principal(s) and provide a professional biography of less than 500 words for each, specifying relevant experience within the past five years.
- Describe the vendor's relevant project examples within the past five years.
- List three references with contact information. References may be asked about work schedule adherence, quality of work, flexibility, and responsiveness to client inquiries.
- Describe the vendor's experience with the E-rate program over the last three years. If the vendor has been audited, red-lighted, has had funding placed on hold, or otherwise found in violation of E-rate program rules, disclose the details of the incident(s) and explain them. Describe the vendor's safeguards for ensuring compliance with E-rate program requirements.

4. Vendor's approach to the project: 15 points

- Describe the Model(s) and elements of the Scope of Work that the vendor is bidding on. Vendors bidding on one or both Models in full are likely to earn more points in this category than those bidding on a partial scope of one Model.
- Describe the vendor's approach to implementing the project (or elements of the project) outlined in the Scope of Work.
- Identify and describe any known or anticipated issues with implementing the project, the vendor's approach to resolving those problems, and any special assistance that will be requested from the consortium.

- Indicate any possible disruptions of existing Internet service, disruptions to general library or educational services, or the need for consortium member staff to assist in the project.
- 5. Project timeline: 20 points.**

Submit a work plan with a timeline of the deliverables outlined in the Scope of Work, with a realistic service start date for each location included in the bid. The desired service start date is July 1, 2019, and vendors committing to that date may receive more points in this category than those who cannot meet that deadline.
 - 6. Exceptions to RFP terms and conditions: 5 points.**

List all exceptions to the contract terms and conditions and E-rate requirements included herein, as well as any additional contract terms and conditions proposed by the service provider. Such terms of conditions must be set forth with specificity. Service providers may not make reference to extraneous documents or attempt to incorporate documents by reference.
 - 7. Preference for Oregon products and services: 5 points.**

Specify whether the vendor does business in Oregon, that is, whether it has paid unemployment taxes or income taxes in Oregon during the 12 calendar months immediately preceding submission of the proposal and whether it has a business address in Oregon [ORS 279A.120(2)].
 - 8. Additional information**

Provide any other information that might assist the consortium in making its selection.

E-rate requirements

It is the intention of the consortium members to apply for discounts under the E-rate program for some or all of the services sought in this RFP. Therefore all service providers responding to this RFP must participate in the E-rate program and must comply with all applicable FCC rules.

E-Rate rules are accessible via the USAC Administrator's website (<http://www.usac.org/si>) and/or from the FCC website (<http://www.fcc.gov>). Providers must be familiar and compliant with all applicable federal E-Rate program requirements, including but not limited to the timely completion of all required service provider forms:

- Form 498 (Service Provider Identification Number and General Contact Information Form)
- Form 499-A (annual and quarterly filings to the extent they are applicable)
- Form 473 (Annual Service Provider Certification)
- Form 474, Service Provider Invoice Form, which invoices SLD for the E-Rate discount amount
- Provision of discounted bills (net of the E-Rate discounts) to the district if requested

The service provider must agree that the parties' contract and any subcontracts, amendments, extensions, or other modifications of the contract shall be executed in compliance with all E-rate program requirements (including, but not limited to, those cited herein). Should the service provider use subcontractors, the service provider is responsible for its subcontractors' compliance with all statutory and regulatory requirements associated with the E-rate program and applicable federal, state, and local laws. In addition, the service provider must designate a single point of

contact within the service provider's organization to assist in the timely compliance with all E-rate program requirements.

Document retention, production of records, and audits

The service provider must, in compliance with E-rate program rules, retain all documentation associated with their proposal and service provided pursuant to this contract for a minimum period of 10 years after the last date to receive service (or whatever retention period is required by the rules at that time). Any and all documents that demonstrate compliance with statutory or regulatory requirements associated with the E-rate program must be retained as well.

The service provider shall produce those records upon request from either a representative of an authorized state agency, the FCC, the USAC Administrator, their subcontractors, or the consortium members.

In the event of an audit or other review, the service provider must receive written consent from the relevant consortium member(s) prior to producing or submitting any documents that contain confidential information.

Lowest Corresponding Price

Pursuant to federal regulations, service providers shall not charge entities participating in the E-rate program a price above the lowest corresponding price for supported services, unless the FCC (with respect to interstate services) or the state commission (with respect to intrastate services) finds that the lowest corresponding price is not compensatory.

Eligible Services

It is the responsibility of the service provider to identify those services that are eligible and those that are ineligible in their response. Eligible and ineligible services (and related equipment) must also be explicitly identified in the RFP response. The Cost Proposal Worksheets included in this RFP contain a mechanism for separating eligible and ineligible costs. If a provider is unsure about eligibility, the provider should seek a response from the Schools and Libraries Division of USAC regarding the eligibility of the component of the service; if the provider is still unable to determine the eligibility, the service provider must call this to the consortium's attention in the RFP response and allow the service provider and the consortium to jointly research the issue, if necessary. If any services are incorrectly identified as eligible in the bid response, the service provider must honor the discounted price generated in the Cost Proposal Worksheet for the item(s) which were incorrectly identified as eligible. The consortium members will not pay prices above those generated in the Cost Proposal Worksheet.

FCCRN and "Red Light" Requirement

Any provider submitting a response must have an FCC Registration Number (FCCRN) and should be in good standing with the FCC (that is, not in "Red Light" status). The FCCRN should be included in the bid proposal and certification of the vendor's current "Red Light" status should be included in the bid response (see Appendix D- FCC Red Light Status). Providers may obtain a FCCRN and document their "Red Light" status via the FCC website: <http://www.fcc.gov>. The provider will have a continuing obligation to notify the consortium members of any change in "Red Light" status. Failure to maintain good standing with the FCC and to be classified as on "Red Light" status may constitute grounds for terminating the parties' contract for cause. If a service

provider that is currently on “Red Light” status wishes their bid to be considered, the provider must include with their bid response a written explanation of the circumstances that led to being placed on “Red Light” status, indicate what steps have been or are being taken to rectify the situation, and indicate how “Red Light” status would affect the service provider’s ability to provide discounts under the E-rate program. Such service providers may have their proposals rejected at the sole discretion of the consortium or its members.

SPIN Requirement

Providers must also have an up-to-date Service Provider Identification Number (SPIN), and must maintain eligibility to provide services under the E-rate program. The provision and use of multiple SPINs is discouraged. Providers that have multiple SPINs should select a single corporate entity with a single SPIN as the prime contractor submitting the proposal to this RFP. The provider should agree that all E-rate eligible service billing resulting from a contract awarded pursuant to this RFP will be provided under this single SPIN. The provider’s SPIN should be included in the bid proposal (see Appendix B, SPIN Information Certification).

Invoicing Requirement

In compliance with E-rate program rules, applicants have the right to require vendors to bill them using either discounted invoices (the Service Provider Invoice, or SPI method) or through a reimbursement process (the Billed Entity Applicant Reimbursement, or BEAR, method). The consortium members intend to require the discounted (SPI) billing method.

Service substitutions

The consortium and its members reserve the right to make service substitutions, as permitted under E-rate program rules, provided such substitutions are allowed by federal, state, and local law and procurement policies.

SPIN changes

The consortium and its members reserve the right to change service providers if there is a legitimate reason to do so (for example, breach of contract by the service provider or an inability on the part of the service provider to perform requested services) and the service provider agrees to cooperate in this process.

Contract terms and conditions

Josephine Community Internet Consortium and/or its members will select and award the project contract(s) to the best-qualified proposing vendor(s). The successful bidder and the individual members of the consortium will then mutually discuss and refine the scope of services for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contracts.

The final decision of the selection of the vendor(s) to carry out the project will be made by the consortium.

The contract between the selected vendor(s) and the consortium or its members shall include the following terms and conditions:

- The term of the agreement will match the Contract Term, above.
- The contract will be with a specific principal, and the full engagement may not be subcontracted to another party.
- The vendor's principal(s) whose biographies have been considered during the selection process will provide supervision of project staff.
- The contract will include commercially reasonable contract terms such as insurance, warranty, and so on.
- Should the vendor fail to perform the identified scope of work or meet the established performance and quality standards, payment may be reduced or withheld; the vendor may be required to perform, at the vendor's expense, additional work necessary to perform the identified scope of work or meet the standards; and/or the contract may be terminated and the consortium or its members may seek damages and other relief available under the terms of the contract or applicable law.
- The consortium member that is a signatory on any contract may cancel the contract with a 30-day written notice with no penalties.
- Materials submitted after a contract is signed shall be subject to the ownership provision of the executed contract.

Appendix A: Proposal Cover Page

Request for Proposals (RFP) Internet Infrastructure Project – Internet Access Cover Page

This cover page must be completed and included in the bid response.

Josephine Community Internet Consortium (on behalf of its members, the Josephine Community Library District and Sunny Wolf Charter School) is soliciting competitive sealed proposals from Service Providers to provide leased Internet access, lit fiber service, or equivalent services, complying with all terms and conditions described in this RFP. Proposals will be accepted no later than January 7, 2019 at 5:00 PM Pacific Daylight Time. Proposals must be submitted in the manner and in the format set forth in the RFP. Bidders are expected to meet all bid requirements, so please review all documents and instructions closely.

By signing below, the Service Provider’s representative certifies on behalf of the Service Provider that:

- Signatory has the legal authority to bind the Service Provider responding to the RFP; to provide the services subject to the RFP, and to provide those services under the name of the holder of the Service Provider Information Number (“SPIN”) listed in Appendix B;
- Signatory has read and agrees to the Contract Terms and Conditions set forth in the RFP;
- Signatory has read and agrees to the requirements set forth in the RFP; and
- The prices in the Service Provider’s Proposal have been arrived at independently, and have not been divulged, discussed, or compared with the Proposals of other respondents. No attempt has been made or will be made to induce any other person or firm to submit or not submit a Proposal for the purpose of restricting competition.

Name of Person Signing on Behalf of Service Provider

Title of Signatory

Signature of Signatory

Date

Signatory Email Address

Signatory Phone Number

Appendix C – FCC Registration Number

Submit this Appendix filled out as part of the Service Provider’s response.

Service Provider’s FCC Registration Number is as follows: _____

Check here to confirm Service Provider has provided its FCC Registration Number:

Yes

No

If “No” is checked, the RFP response may at the sole discretion of the Consortium or its members be deemed non-responsive and ineligible for award.

Appendix D– FCC Red Light Status

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider confirms that it has not been placed on “red light” status either currently or at any time during the prior three E-rate funding years:

Yes

No

If Service Provider has checked “No”, please provide relevant information regarding the circumstances that Service Provider was placed on “red light” status:

The Consortium and/or its members may, at their sole discretion, fail the Service Provider if it is deemed that underlying reasons for the “red light” status to be materially detrimental to the Consortium or its members’ E-rate funding request(s).

Appendix E – Debarment Status

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider certifies that neither the Service Provider or its principals; its subcontractors or their principals are or have been suspended or debarred from the E-rate program:

Yes

No

If Service Provider checked “No”, the RFP response will be deemed non-responsive and ineligible for award.

Appendix F – Free Services

Submit this Appendix filled out as part of Service Provider’s response.

Service Provider certifies that there are no free products or services offered in conjunction with this proposal:

Yes No

If “No” is checked, please identify what the free products and services are in the provided space:

The value of the free products or services listed above is as follows: \$_____

Please check “Yes” or “No” to indicate that the value of the free products or services associated has been included in the Cost Proposal Worksheet:

Yes No

The Service Provider may, at the sole discretion of the Consortium and/or its members, be failed if the Consortium and/or its members deem the value or nature of the free services being offered may be materially detrimental to the E-rate funding request(s) related to this RFP.

Appendix G – Duplication of Service

Submit this Appendix filled out as part of Service Provider’s response.

Certify “Yes” if Service Provider’s Proposal does not contain any duplication of service.

Yes

No

If “No” is checked, the RFP response may in the Consortium and/or its members’ sole discretion be deemed non-responsive and ineligible for award.

Appendix H – Cost Proposal

Submit this Appendix and all relevant tabs of the Appendix H Cost Proposal Worksheet (the Excel workbook provided with this RFP) filled out as part of the Service Provider’s response.

Check here to confirm Service Provider’s understanding that the Consortium and/or its members will not be responsible for any costs not expressly included in the Cost Proposal Worksheet:

Yes

No

If “No” is checked, the RFP response may at the Consortium and/or its members’ sole discretion be deemed non-responsive and ineligible for award.

Note that if “Yes” is checked, Service Provider shall be prohibited from charging the Consortium or its members any charges or fees, however labeled, not specifically set forth in the Cost Proposal Worksheet.