

SECTION D: FORMAT, RESPONSE, SCORING AND CHECKLIST

D1. DEFINITIONS

D1.1. **PROPOSAL PRESENTATION REQUIREMENTS** - Each proposal should provide all of the information requested in this document in the following format outlined below. Submissions deemed by the evaluation committee to be incomplete or incomprehensible will not be considered for an award.

D1.1.1. Proposal Format:

- D1.1.1.1. Include a transmittal letter written on OFFEROR'S letterhead with full name, OFFEROR'S legal status (sole proprietor, partnership, corporation or other), address, telephone number and fax number.
- D1.1.1.2. BID RESPONSE FORMAT AND CHECKLIST, this section (**SECTION D**)
- D1.1.1.3. Include a complete Table of Contents.
- D1.1.1.4. **REFERENCE FORM (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.5. **PUBLIC DISCLOSURE FORM (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.6. **CONTACT PERSON FORM/PROPOSAL SIGNATURE (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.7. **FAMILIAL DISCLOSURE AFFIDAVIT (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.8. **DEBARMENT AND SUSPENSION CERTIFICATION (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.9. **IRAN ECONOMIC SANCTIONS ACT FORM (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.10. **FCC REGISTRATION NUMBER FORM (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.11. **FCC RED LIGHT STATUS (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.

- D1.1.1.12. **USAC ISSUED 498 ID (FORMERLY SPIN) FORM (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.13. **E-rate Program Integrity Assurance (PIA) Review (SECTION E)** - PLACE COMPLETED FORM IN FRONT OF OFFEROR'S RESPONSE.
- D1.1.1.14. **OFFEROR EXPERIENCE AND PERSONNEL**
- OFFEROR must include in the proposal a description of its company, including the organization's experience and history with providing services to similar organizations. The OFFEROR shall provide the following information:
 - Historical background on individual or firm making proposal;
 - Description of the division of OFFEROR'S firm that provides these services;
 - List of individuals who will manage this project and his/her professional qualifications;
 - Whether OFFEROR'S organization is national, regional, or local.
 - Whether OFFEROR is an E-rate telecommunications service provider.
 - Explain in detail the duration and extent of experience with similar school districts including name, address and phone number of the contact person for each operation.
 - OFFEROR should include any supplemental information such as samples of work, etc., which may be of assistance to the evaluation committee in determining the qualifications of the firm and/or individuals responding to RFP.
 - Contractor and Subcontractor Listing - Submit the names, addresses, phone numbers, and applicable licenses of all firms that will provide services in conjunction with the performance of this agreement.
- D1.1.1.15. **PROJECT APPROACH**
- Describe the approach to be taken including, but not limited to,

how the project will be organized, number and types of staff involved, project milestones, and estimated timelines and schedules.

D1.1.1.16. COMPLIANCE WITH MINIMUM QUALIFICATIONS

- Please provide a narrative to demonstrate how your company meets and/or exceeds the minimum qualifications listed in the RFP.

D1.1.1.17. TRAINING AND PROFESSIONAL DEVELOPMENT

- OFFEROR shall provide details with regards to the training and professional learning options available to APPLICANT's staff with regards to the solution proposed. Scope shall be limited to the functions of the wide area network and how the wide area network connects the APPLICANT's sites.

D1.1.1.18. PROPOSED AGREEMENT

- OFFEROR shall provide a copy of any proposed agreement form if applicable. APPLICANT shall not accept any agreement that does not include a specific cancellation clause that is in conflict with (SECTION A). In cases of dispute, APPLICANT'S contract and RFP language shall take precedence unless otherwise indicated.

D1.2. PRICING AND BILLING

D1.2.1. OFFEROR shall submit appropriate pricing sheet based on proposed solution(s) **(SECTION F)**

D1.2.2. OFFERORS shall have an authorized representative sign the included cover sheet **(SECTION F)** agreeing to the pricing terms proposed therein. Any pricing cover sheet lacking signature is grounds for immediate rejection of the proposal.

D1.2.3. Each OFFEROR that proposes special construction, as defined and detailed in **(SECTION C)**, must list it separately, in detail, on **(SECTION F)** regardless of proposed solution.

D1.2.4. OFFEROR is required to either affirm that there shall be no further Non-Recurring Charges (NRC) or Special Construction costs at a contract extension, or provide an estimate of costs due at the time of contract extension.

D1.2.5. OFFEROR must provide an hourly rate for future unidentified criteria, support

services, and consulting services when requested.

- D1.2.6. OFFERORS bids should be inclusive of all travel costs if required.
- D1.2.7. OFFERORS are strongly encouraged to include a milestone payment schedule in their bid response and resulting contract for projects that include special construction charges. OFFERORS must include an example of their contract with their bid response.
- D1.2.8. To provide the most accurate cost comparison between disparate solutions, APPLICANT shall apply the following rules to any proposal submitted with incomplete pricing:

D1.2.8.1. Incomplete Recurring costs (MRC or YRC) shall be calculated by applying the United States Long-Term Average Inflation Rate (**LTAIR**) - 3.28% - compounded annually over the remaining, incomplete duration requested. Example: If a 60-month term is requested and only 36-months are presented, the yearly cost will be calculated by multiplying the MRC by 12, with years 4 and 5 having the LTAIR applied as such:

- Year 4 = $(MRC * 12) * (1.0328)$
- Year 5 = $(MRC * 12) * ((1.0328)^2)$

D1.2.8.2. For incomplete Non-Recurring Charges (NRC) or Special Construction Costs, an estimate of the lesser of \$50,000 or 25% of the calculated annual cost ($MRC * 12$) shall be applied annually to any contract not supplying estimated non-recurring charges over the length of a contract extension **or** if OFFEROR does not affirm that there shall be no further non-recurring charges for the duration of a proposed contract extension.

D1.2.8.3. Incomplete contract extension requests shall be calculated by applying the principles found in this section (Section D) to gain a fairly estimated calculation.

An **example** follows where only a single, 60-Month Term is proposed.

- Year 6 = $((\text{Cost of 60 Month Contract } MRC * 12) * (1.0328)) + \text{FLOOR}((60 \text{ Month } MRC * 12 * 1.0328 * 0.25), 50000)$
- Year 7 = $((\text{Cost of 60 Month Contract } MRC * 12) * (1.0328)^2) + \text{FLOOR}((60 \text{ Month } MRC * 12 * (1.0328^2) * 0.25), 50000)$

D1.2.9. Any OFFEROR proposing a Leased Lit Fiber Solution as defined in **(SECTION C)** is required to provide the following information in their **(SECTION E)** response:

D1.2.9.1. Pricing options as follows:

- 36-Month Term with two (2) 12-month extensions for all requested transmission rates.
- 60-Month Term with two (2) 60-month extensions for all requested transmission rates.
- Month-to-Month or Annual cost after an initial contract period expires.
- Anticipated Non-Recurring costs due at term extension.

D1.2.9.2. OFFEROR is required to provide pricing for the following Transmission Rates:

- 1 Gbps;
- 2 Gbps;
- 5 Gbps;
- 10 Gbps;
- 40 Gbps

D1.2.9.3. If OFFEROR is unable to meet all required transmission rates, they should indicate on the pricing sheet **(SECTION E)**

D1.2.9.4. If OFFEROR does not provide pricing for all required transmission rates, a multiplier may be applied by the APPLICANT to the MRC of provided transmission rates to reach an estimated calculation for any missing information.

D1.2.9.5. Special construction, monthly recurring costs, and any additional non-recurring costs are required to be broken out and listed separately.

D1.2.9.6. OFFERORS are free to propose additional pricing terms provided they have also included pricing for required transmission rates in at least one service category on **(SECTION E)** pricing table.

D1.2.9.7. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.

D1.2.9.8. If an increase in bandwidth is requested by APPLICANT during the contract period the contract shall not renew or extend for any reason.

D1.2.10. Any OFFEROR proposing a Leased Dark Fiber Solution as defined in **(SECTION C)** is required to provide the following information in their **(SECTION E)** response:

D1.2.10.1. OFFEROR shall provide the following pricing terms:

- 36-Month Term with two (2) 12-month extensions for requested strand counts.
- 60-Month Term with two (2) 60-month extensions for requested strand counts.
- Month-to-Month or Annual cost after any initial contract period expires.
- Anticipated Non-Recurring costs due at term extension.

D1.2.10.2. APPLICANT must have a minimum of two (2) strands (1 pair) of fiber optic cable between the HUB SITE and each connecting SITE.

- OFFEROR shall indicate whether they are able and willing to provide the following if so requested by APPLICANT:
 - Four (4) strands / two (2) pairs of additional fiber optic cable.
 - Ten (10) strands / five (5) pairs of additional fiber optic cable.

D1.2.10.3. OFFERORS are free to bid the minimum and/or both strand options. It is not required to bid all strand count options.

D1.2.10.4. Special construction and monthly recurring costs are required to be listed separately.

D1.2.10.5. OFFERORS are free to propose additional pricing terms provided they have also included pricing for required transmission rates in at least one service category on **(SECTION E)** pricing table.

D1.2.10.6. No increased pricing will be allowed during the term of the quoted special construction and MRC rate in each pricing cell of the matrix.

- D1.2.11. Any OFFEROR proposing an IRU Solution as defined in (**SECTION C**) is required to provide the following information in their (**SECTION E**) response:
- D1.2.11.1. 5, 10, 15 and 20 year agreements are requested with an option to extend for one (1) year at the end of any contract term.
 - D1.2.11.2. Special construction fee is required to be listed separately. Monthly recurring costs should include IRU and fiber maintenance fees.
 - D1.2.11.3. OFFERORS are free to propose additional pricing terms provided they have also included pricing for required transmission rates in at least one service category on (**SECTION E**) pricing table.
 - D1.2.11.4. No increased pricing will be allowed during the term of the quoted special construction, IRU fee, and MRC rate in each pricing cell of the matrix.
 - D1.2.11.5. If special construction is required, OFFEROR shall guarantee APPLICANT significant reductions from prevailing market rates for the IRU fee and annual maintenance charges on all newly built segments.
 - D1.2.11.6. The fiber owner (not the APPLICANT) must claim responsibility for repairs in the event of a catastrophic cut or service relocation.
 - D1.2.11.7. Fiber maintenance shall be combined with IRU fee and represented as a single monthly recurring cost. (**SECTION C** for details)
 - o Fiber maintenance must meet the SLA terms found in (**SECTION B**).
 - D1.2.11.8. If maintenance cannot be quoted for the entire time span of the IRU, OFFEROR shall include alternate time span quotes as well as explanation for the shorter time span.
 - D1.2.11.9. OFFERORS shall describe the process for relocates including assumption of costs.
- D1.2.12. Any OFFEROR proposing a Self-Provisioned Network Solution as defined in (**SECTION C**) is required to complete (**SECTION E**) with this RFP.
- D1.2.12.1. APPLICANT desires a fully "turn-key" project so respondents should provide explanation for APPLICANT'S involvement in the process including ownership and sourcing of permits, etc.

- D1.2.12.2. OFFEROR shall indicate any cost allocations, where applicable, for non-E-rate eligible materials and/or services.
- D1.2.12.3. All “make-ready” and “pre-engineering” costs including, but not limited to: permitting, sub-contracting, easements, railroad fees, flag crews, etc. shall be included in the initial bid.
- **OFFEROR acknowledges that any make-ready costs in excess of 5% of the initial make-ready portion of a submitted proposal shall be at the expense of the RESPONDENT.**
- D1.2.12.4. Refer to USAC’s Fiber Summary Overview for costs eligible as special construction and other considerations related to the construction of new network facilities: [Fiber – Summary Overview](#)
- D1.2.13. Any OFFEROR proposing Category 1 Network Equipment as defined in **(SECTION C)** is required to complete **(SECTION E)** with this RFP.
- D1.2.13.1. If any part of the equipment cost is ineligible for Category 1 funding, this must be identified. Respondents must clarify equipment eligibility with USAC before submitting proposals.
- D1.2.13.2. Network equipment may be bid as a stand-alone service by anyone, even if they are not bidding on any other service.

D2. SCORING

D2.1. APPLICANT shall apply the following scoring rubric for all proposed connectivity solutions. APPLICANT has weighted e-rate eligible costs as the single highest percentage of the scoring criteria.

D2.2. STANDALONE DATA TRANSMISSION SERVICE **PROPOSAL SCORING RUBRIC**

% Weight	Criteria
PRICING (45% of TOTAL)	
25	E-rate eligible recurring and non-recurring costs
10	E-rate ineligible recurring and non-recurring costs
10	Site Preparation and Maintenance cost for Solution
PROPOSAL MERIT (40% of TOTAL)	
20	Proposals merits and ability to deliver requested services
10	Service Reliability and Dedicated Infrastructure
10	Proposed contract terms and conditions
MISCELLANEOUS (15% of TOTAL)	
5	Complete bid submission
5	Previous experience with OFFEROR
5	OFFEROR reference check

D2.3. CATEGORY 1 NETWORK EQUIPMENT **SCORING RUBRIC**

% Weight	Criteria
PRICING (30% of TOTAL)	
30	Prices / Charges
PRIOR RELATIONSHIP (10% of TOTAL)	
5	Prior experience with OFFEROR
5	Understanding of APPLICANT’S Needs
MANAGEMENT / SUPPORT (25% of TOTAL)	
5	OFFEROR Financial Stability
20	OFFEROR Personnel Qualifications
COMPATIBILITY (20% of TOTAL)	
5	Align with and support the objectives outlined in APPLICANT’S long-range technology initiative
5	Ensure alignment with APPLICANT’S hardware and software standards
5	Offering reduced total cost of ownership over the long term
5	Capable of being upgraded and adapted to future technological advancements
RESPONSIVENESS (10% of TOTAL)	
5	Thoroughness of the response and compliance with bid specifications
5	Summary of project implementation plan
INSTALLATION (5% of TOTAL)	
5	The OFFERER’S capability to successfully complete the installation within the specified time frame

D2.4. FIBER MAINTENANCE SCORING RUBRIC

% Weight	Criteria
PRICING (30% of TOTAL)	
30	Prices / Charges
PRIOR RELATIONSHIP (10% of TOTAL)	
5	Prior Experience with OFFEROR
5	Understanding of APPLICANT'S Needs
MANAGEMENT / SUPPORT (15% of TOTAL)	
5	OFFEROR Financial Stability
10	OFFEROR Personnel Qualifications
COMPATIBILITY (15% of TOTAL)	
5	Align with and support the objectives outlined in APPLICANT'S long-range technology initiative
5	Offering reduced total cost of ownership over the long term
5	Capable of being upgraded and adapted to future technological advancements
RESPONSIVENESS (10% of TOTAL)	
5	Thoroughness of the response and compliance with bid specifications
5	Summary of project implementation plan
SLA DESIRABILITY (20% of TOTAL)	
20	The OFFERER'S capability to fulfill the SLA requirements as outlined in RFP

D3. CHECKLIST

D3.1. OFFEROR shall include this completed checklist as part of their response

Cover Letter	
Bid Response Format and Checklist	
Table of Contents	
Reference Form (ATTACHMENT A)	
Public Disclosure Form (ATTACHMENT B)	
Contact Person Form/Proposal Signature (ATTACHMENT C)	
Familial Disclosure Affidavit (ATTACHMENT D)	
Debarment And Suspension Certification (ATTACHMENT E)	
Iran Sanctions Form (ATTACHMENT F)	
FCC Registration Number Form (ATTACHMENT G)	
FCC Red Light Status (ATTACHMENT H)	
USAC Issued 498 Id (Formerly Spin) Form (ATTACHMENT I)	
E-rate Program Integrity Assurance (Pia) Review (ATTACHMENT J)	
Experience / Personnel	
Contractor / Subcontractor Listing	
Project Approach	
Compliance with Minimum Standards	
Proposed Schedule	
Proposed Agreement	
Detailed Material Listing	
Engineering and Sales Conference Q & A Addendum	
“Living” Q & A Addendum	
Signed Copy of Other Addendum(s)	

Miscellaneous Vendor Documentation (**Optional**)

Signed Copy of RFP Pricing Sheet (**SECTION F**)