



**REQUEST FOR PROPOSAL
FOR
Artesia Public Schools
Internet Services 2024-2027**

RFP NO: **Internet Services 2024-2027**

For Contracting Agency: **Artesia Public Schools**

Contact Person: **Cody Skinner
Assistant Superintendent – C.P.O.**

Address: **301 Bulldog Boulevard
City/State/Zip: Artesia, NM 88210**

Telephone: **575-746-3585** E-Mail: **cskinner@bulldogs.org**

DEADLINE FOR RECEIPT OF PROPOSALS IS AS FOLLOWS:

DATE: **January 12, 2024** TIME: **2:00 PM Local Time**

DELIVER TO: **Artesia Public Schools
Attn: Cody Skinner**
Address: **301 Bulldog Boulevard
City/State/Zip: Artesia, NM 88210**

Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the Owner's address stated in the solicitation.

Note: Any unauthorized change to the language or forms issued in this request for proposal or identified in any addenda may render your proposal "nonresponsive".

Legal Notice

Notice is hereby given that the Artesia Board of Education is seeking sealed proposals for internet services for the Artesia Public Schools. Proposals will be received by Mr. Cody Skinner, Assistant Superintendent of Operations, at 301 Bulldog Boulevard, Artesia, New Mexico 88210 until Friday, January 12, 2024, 2:00 PM. Proposals received after 2:00 PM will not be considered and will be returned to the vendor unopened. Vendors submitting a proposal must do so on the prescribed forms. Proposal documents may be obtained by visiting www.bulldogs.org or by contacting Cody Skinner by e-mail at cskinner@bulldogs.org. The Board of Education reserves the right to accept or reject any or all proposals and to waive any technicality.

**Request for Proposal
Artesia Public Schools
Internet Services 2024-2027**

I. REQUEST FOR SERVICES

The Artesia Public School District wishes to secure proposals for internet services. The Artesia Public School District has multiple instructional sites including one kindergarten, five elementary schools, one rural K-8 school, one middle school, one junior high, and one high school. APS also has multiple non-instructional sites that utilize internet service. Our current enrollment is 3,852 students with approximately 470 staff members.

Internet Specifications:

- a. Offeror shall provide no less than 2 gbps upload and 2gbps download of business class internet transit.
- b. Offeror shall provide connectivity via ten (10) Gigabit Ethernet (GE) interface.
- c. Offeror shall provide proof of two redundant upstream providers.
- d. Offeror shall provide bandwidth 24 hours per day, 365 days per year.
- e. Offeror shall have network engineering support 24 hours per day, 365 days per year. Engineer must be actively troubleshooting any problem within 15 minutes and be physically onsite within 30 minutes of first phone call.
- f. Offeror shall maintain network monitoring capability and notification to district at the point of any disruption of service.
- g. Offeror shall provide web-based bandwidth utilization reporting with live monitoring capabilities for district information technology personnel.
- h. Offeror shall provide a contiguous range of up to 15 Public IP addresses.
- i. Offeror shall grant district control over DNS services as primary with authoritative control.
- j. Offeror shall install all services and equipment included in proposal.
- k. Offeror shall guarantee quality of service – minimum uptime 99% per month with minimum of 2 hours response and resolution to problems, with documented discounts given for outages exceeding 2 hours. District will allow for brief pre-arranged outages during off-hours for vendor maintenance.
- l. Offeror will provide fiber ring maintenance including gateway, routing and associated network infrastructure.
- M. Internet services are for the period beginning July 1, 2024, to June 30, 2027. The term of the contract shall be one year with the option to extend for two successive one-year terms at the same price, terms, and conditions as stated in the original proposal. The maximum duration of the agreement, including all extensions, shall be three (3) years.

II. INSTRUCTIONS TO OFFERORS

Offerors shall provide **five (5)** copies of their “technical proposal” as well as **one (1)** original. Offerors shall provide **one (1)** original of their “price proposal”. “Technical” and “price” proposals should be placed in separate sealed envelopes. The exterior of the envelopes should be marked in the lower right-hand corner “Internet Services 2024-2027”.

Proposals may be mailed or delivered in person. Fax copies will not be accepted and are prohibited by New Mexico State Purchasing Rules and Regulations from being faxed directly to the entity calling for the proposal. Proposals will not be opened publicly and shall not be open to public inspection until after an offeror(s) has been selected for award of a contract.

Proposal shall include a maximum of **25 pages**, including title, index, etc. not including front and back covers.

Offeror must sign the proposal. Unsigned proposals will not be considered.

Offerors are cautioned that departure from the enclosed specifications and instructions may result in their being

disqualified at the discretion of the Artesia Public School District. The school district reserves the right to accept or reject any or all proposals, and to waive all technicalities or formalities.

Internet Pricing

- a. Pricing shall be quoted on a one (1) year term and include an option to extend for two (2) additional one year terms.
- b. Pricing shall communicate ALL monthly recurring costs and one-time installation costs, if any.

E-rate Information

The offeror shall provide a valid E-rate SPIN number, in the proposal submitted. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and therefore qualified to receive discounts under the Telecommunications Services bucket of the program. The offeror also shall provide the company's FCC Registration Number.

The offeror agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD for the Offeror. The offeror must also agree to provide a copy of the completed Form 473 to the District.

The offeror shall separately itemize the cost of E-rate eligible and ineligible products/services and separate installation costs, if any.

The offeror must agree to provide discounted monthly billing for products and/or services and seek reimbursement of the discount according to the invoicing guidelines of the Schools and Libraries Division.

III. GENERAL CONDITIONS

It is understood and agreed that the delivery date and/or date of service after award of the contract is the offeror's best offer. In its acceptance, the school district is relying on the promised delivery date as material and basic to its acceptance. In the event the offeror fails to deliver as and when promised, the school district reserves the right to cancel its contract and offeror agrees that the school district may charge seller with any loss or expense sustained as a result of such failure to deliver as promised.

Offerors are advised that they have the right to protest any phase of the procurement process in accordance with the New Mexico Procurement Code. The time limit for protest is fifteen (15) days from the date of the alleged occurrence and the Artesia Public School Board of Education is the authority in the resolution of any protest.

Offeror agrees to comply with state laws and rules pertaining to workers' compensation insurance coverage for its employees. If the proposer fails to comply with the Workers' Compensation Act and applicable rules when required to do so, the contract may be canceled immediately.

No employee of the school district shall have a direct or financial interest in any contract with the district, nor shall an employee have a direct financial interest in the sale to the district of any land, equipment, supplies and materials, or service of any kind. Any violation of this will render the contract void unless such contract of sale is approved by the Board of Education after full disclosure.

IV. NEGOTIATIONS AND AWARDS

The Artesia Public Schools reserves the right to hold discussions with any or all offerors who submit proposals determined to be acceptable or potentially acceptable in order to promote understanding of the offeror's proposal. Any substantial oral clarification of the offeror's proposal shall also be submitted in writing by the offeror to be made a permanent part of the procurement file. Negotiations may be held to facilitate arriving at proposals evaluated to be advantageous to the Board. (13-1-115, NMSA, 1978)

Proposals will not be disclosed so as to be available to competing offerors. (13-1-116, NMSA, 1978) Offerors may request, in writing, non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

V. EVALUATION CRITERIA

An evaluation will be performed based on the stated evaluation criteria. A rating system will be used in accordance with New Mexico state statute. Factors not specified will not be considered.

The "price proposal" is comprised of criteria "A".

The "technical proposal" is comprised of criteria "B, C, and D".

Proposals will be evaluated in accordance with the following criteria:

A. Cost of Eligible Service (40 points)

Vendor must agree that the price for services and equipment will remain the same for the life term of the contract (up to three years).

B. Quality and Reliability of Internet Service (30 Points)

It is imperative that our teachers, students, faculty, and administrators are able to connect with the world wide web and one another with uninterrupted consistency. Offeror should provide detailed information which supports the quality and reliability of service.

C. Government Customer Support (15 Points)

Ability of government account customer support. List any special services which would be provided to the district. List the names as well as job titles, job descriptions and years of experience of specific personnel that would be assigned to the Artesia Public Schools.

D. Past Performance (15 Points)

Provide information from other New Mexico school districts and/or large business customers that document the vendors past performance. A minimum of three letters of reference is required.

TOTAL POINTS 100

**SIGNATURE PAGE
INTERNET SERVICES 2024-2027**

TO BE A VALID PROPOSAL, THIS PAGE MUST BE SIGNED AND RETURNED

ACCEPTANCE CONDITIONS:

THE UNDERSIGNED HEREBY agrees to deliver and/or service the items specified in accordance with the terms, condition, specifications and prices set forth. He/She also certifies that he/she has not used any outside agent at arriving at the figures, and has not contacted any competitors in arriving at these figures.

ARE ANY OWNERS OR EMPLOYEES OF YOUR BUSINESS RELATED TO ANY SCHOOL EMPLOYEE OF THE ARTESIA PUBLIC SCHOOL DISTRICT? NO _____

IF YES, WHO AND HOW RELATED: _____

NAME OF FIRM	SPIN Number	FCC Registration Number
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MAILING ADDRESS OF FIRM

TELEPHONE NUMBER OF FIRM	E-MAIL ADDRESS OF AUTHORIZED AGENT
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TYPE OR PRINT NAME OF OWNER, PARTNER, OR AUTHORIZED AGENT

SIGNATURE OF OWNER, PARTNER, OR AUTHORIZED AGENT