

**Central Minnesota Education Research and  
Development Council (cmERDC)**

**Request for Proposal**

**Internet Transport, Internet Services and  
Optional Video Services**

January 26, 2018

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## SECTION I – GENERAL INFORMATION

### 1.0 Background/Purpose

In order to continue to provide cost effective Internet and E-Rate services to its members, Central Minnesota Education Research and Development Council (cmERDC) is issuing this Request for Proposal (RFP) for internet transport, access, management services, optional video services for distance education, and other desirable services.

cmERDC is planning to apply for E-Rate funding for these services. Vendors responding to this RFP must be willing to comply with E-Rate program rules, have a current Service Provider Identification Number (SPIN), and agree to keep its SPIN certified and current during the term of the contract.

It is the policy of cmERDC that all employees and Independent Contractors avoid any conflict between their interests and those of the respondents. The purpose of this policy is to ensure that cmERDC's honesty and integrity, and their reputation therefore is not compromised. The fundamental principle guiding implementation of this policy is that no cmERDC employee/independent contractor should have, or appear to have, personal interest or relationships that conflict with the best interest of cmERDC. Any responses not adhering to this policy will be rejected.

### 1.1 Vendor Questions and Dates

Questions and/or correspondence related to this RFP document or procurement must be in writing and e-mailed to:

Name: Stephen Hallan  
Phone #: 612-390-6169  
E-Mail: [shallan52@gmail.com](mailto:shallan52@gmail.com)

The following dates have been established:

RFP Issued:	January 26 <sup>th</sup> , 2018
Written Questions Received:	February 9 <sup>th</sup> , 2018 (4:00 pm local time)
Written Responses Provided:	February 16 <sup>th</sup> , 2018
RFP Response Due	March 2 <sup>nd</sup> , 2018 (2:00 p.m. local time.)

### 1.2 RFP Response, Bonds, Affidavit, and RFP Response Opening

Response to this RFP must be received at the following address.

cmERDC  
Attn: Tracey Fierek  
570 First Street SE  
St. Cloud, MN 56304

One original hard copy and an electronic version on a USB jump-drive of the RFP response must be submitted and clearly marked:

"cmERDC - RFP FOR INTERNET TRANSPORT , INTERNET SERVICES AND OPTIONAL VIDEO SERVICES"

The cost section of the RFP response must not contain any erasures, corrections, or white outs. Failure to comply will result in the response being rejected. The electronic version of cost tables should be submitted both as PDF and as an Excel file.

cmERDC will reject all responses received after the closing time identified above. Facsimile responses will not be accepted. cmERDC is not responsible if an improperly addressed response is opened prematurely. All requests to withdraw a response must be made in writing to cmERDC at the address listed above. Vendors may not withdraw their response within 90 days after the actual date of the RFP response opening, without forfeiting the security bond.

cmERDC reserves the right to waive technicalities or irregularities, to accept any portion of a response, when responses are by items, to reject any or all responses, and to make arrangements in the best interest of cmERDC.

The vendor must include as part of their response:

- A. A signed affidavit of non-collusion.
- B. A signed Statement of Affirmative Action for Equal Opportunity Employment.
- C. A signed Acceptance Form

The above forms are provided as part of the RFP document.

### **1.3 RFP Response Format**

Vendors must include the following in their response:

- A. Description (including diagrams) of the solution being proposed. Solution must comply with the requirements as outlined in the RFP.
- B. Vendor qualifications as outlined in Section 1.5.
- C. Cost information and additional information as required in the RFP

Failure to submit your response in accordance with the requirements of this RFP may, at the discretion of the cmERDC be grounds for rejection. Vendors must warrant that the proposed design solution meets or exceeds all specifications contained or referenced herein. The Vendor remains solely responsible for the accuracy of their response as to system performance, material quality, and material quantity.

#### **1.4 General Requirements and Instructions to Vendors**

The primary intent of this document is to provide vendors with sufficient information and a point of reference to propose a solution and associated services that will satisfy the objectives of cmERDC as stated in the RFP.

Vendors must respond to the base response and any alternates, if any, as set forth in the RFP. Final determination of what is procured is dependent on the responses provided by the vendors and other budgetary considerations.

The following must be considered in responding to this RFP.

- a. The specifications provided herein are intended to facilitate an understanding of cmERDC's needs and are to be considered the *minimum* requirements. It is the vendor's responsibility to propose a technically sound and operationally functional system.
- b. The proposed network must be designed and installed to provide a highly reliable grade of service. All parts, materials, and service proposed must be currently available on the market and in continuing production (no discontinued manufacturers or parts). Any component to be provided must be new except for any equipment currently used at cmERDC or its user locations which the vendors proposes to continue to use as long as the vendors agrees to manage and support the equipment. In addition, the vendor must clearly demonstrate that they have installed all components needed to provide service as proposed and that those components or service are fully operational. Vendors must document conformance with the performance requirements identifies in the relevant sections of the RFP.
- c. Each vendor is required to submit proposed contracts, catalog data, and technical information including design calculations and layout drawings that completely describes the network and associated services. Information provided will be used during the evaluation process. All general contents of this RFP and technical specifications herein, as well as the complete response of the successful vendor, will be included in any contract between cmERDC and the successful vendor.
- d. cmERDC reserves the right to determine whether a vendor is responsive and has the ability and resources to perform the contract in full and comply with the specifications. Inability to demonstrate vendor experience will result in rejection of the response.
- e. cmERDC reserves the right to request additional information from the vendor to satisfy any

questions that might arise. cmERDC further reserves the right to reject any or all RFP responses and/or to issue invitations for new responses.

- f. cmERDC assumes no responsibility for understanding or representations concerning conditions made by its officers or employees prior to the execution of a legal contract, unless such understanding or representations are specifically incorporated into this RFP.
- g. Verbal discussions pertaining to modifications or clarifications of this RFP will not be considered part of the RFP unless confirmed in writing. Any information provided by the vendor verbally will not be considered as part of that vendor's response until written confirmation is received by cmERDC at the address provided in this RFP.
- h. The vendor is required to review this document and to become familiar with the requirements necessary to make a complete response in compliance with local, state, and federal codes and the RFP specifications. Failure to review the provided information regarding this project will not relieve the vendor from submitting a complete and fully responsive bid.
- i. Where specific manufacturer's components and materials are listed, "equivalents or equals" will be considered, *but technical specifications for all "equivalents or equals" must be included with the response*. Responses without such documentation may be rejected at cmERDC's discretion. cmERDC reserves final approval of "equivalents or equals".
- j. cmERDC is not responsible for locating or securing any information that is not identified in the RFP and reasonably available to cmERDC. To ensure that sufficient information is available, the vendor must furnish as part of the response, all descriptive material necessary for cmERDC to determine whether the response meets the requirement of the RFP and establish exactly what the vendor proposes to furnish as to supplies, materials, and services.
- k. Subcontractors working for the vendor must meet all the requirements of the RFP and any contract between the vendor and the subcontractor must include all contract terms agreed to between cmERDC and the successful vendor.

## 1.5 Response Evaluation

It is important that vendors review this subsection to understand cmERDC evaluation process.

### A. **Vendor Qualification.** Vendors responding to the RFP must have the following minimum qualifications:

- 1. The company or the subcontractors used must have a minimum of 5 years experience in providing and supporting proposed services.
- 2. The company or subcontractors used must have successfully installed networks of similar scope, size, and configuration for at least two customers.
- 3. The company or subcontractors used must have a service and support capability.
- 4. Vendors must include their E-Rate Service Provider Identification Number (SPIN) for use in E-Rate applications. If a SPIN number is not available, vendors must be

willing to apply for it within 10 days of contract award.

Vendor must include information that substantiates their qualification as part of their response to the RFP. Vendors that do not qualify will not be considered further.

**B. Proposed Solution Against the Requirements of the RFP.** Solutions not meeting the requirements stated in the RFP will be eliminated from further consideration at this stage in the review process.

**C. Cost.** One time and/or multi-year cost(s) will be used to evaluate the total cost of the service for the term of the contract

cmERDC will use the same cost evaluation method for alternates if any. cmERDC may choose not to award contracts for alternates.

In developing their cost, vendors must keep in mind that no adjustments will be allowed (including corrections) to the cost after the public opening of the cost section. Cost sheets must contain no corrections or erasures.

**D. Selection:** cmERDC will consider a number of items when evaluating responses. These include costs (including impact of E-Rate), support, future flexibility, growth potential, public/private partnership that benefits cmERDC and its members both financially and qualitatively, etc.

As part of the RFP evaluation process, cmERDC may invite a short list of vendors to provide a final review of proposals prior to making a final selection. However, no such presentation is guaranteed.

cmERDC will award the contract to the **lowest responsible** vendor. The lowest responsible vendor may not be the lowest cost provider.

cmERDC reserves the right to waive minor defects in a response during the evaluation process if it is deemed not to have any material effect on the final outcome.

## 1.6 Contract Terms and Conditions

1.6.1 **Contractual Conditions.** The following contractual conditions, in addition to system requirements and installation terms, shall be included in the contract entered into by cmERDC and the successful vendor.

1.6.1.1 Number of Vendors. ***There shall be one contract*** between cmERDC and the

vendor(s). All materials and services proposed will be procured under this contract. The vendor may have subcontractors. Any agreements between the vendor and subcontractors must not conflict with the terms of the agreement between cmERDC and the vendor.

**1.6.1.2** *Laws of Minnesota and Effective Date:* The contract between cmERDC and the successful vendor shall be governed by the laws of the State of Minnesota. The contract shall be effective on the date it is approved and signed by cmERDC.

**1.6.1.3** *Assignment of Interest:* The successful vendor shall not assign any part of its interest in this agreement without prior written consent of cmERDC or agents thereof.

**1.6.2** **Date of Acceptance.** The contract will be considered substantially complete under the following conditions:

- a. All of the work has been completed in accordance with the contract and specifications.
- b. The system operates in conformance the specifications of this RFP and in conformance with manufacturer's published specifications.
- c. Completion of 30 consecutive days of operation without major network failure from after the system or service is turned over to cmERDC for use. Failure within this period would re-start the 30-day period.
- d. All documents and manuals as specified and agreed upon has been provided.

The vendor shall certify in writing to cmERDC Project Manager when the service is installed, operational in accordance with the specifications stated above, and ready for use. Upon receiving the certification, cmERDC will schedule acceptance testing. At the end of the acceptance period, upon cmERDC's written acceptance, operations control becomes the responsibility of cmERDC. This constitutes Date of Acceptance.

**1.6.3** **Contract Duration Pricing.** During the contract term the successful vendor must pass on to cmERDC all discounts and price reductions made available to other customers using similar services. At no point will pricing the vendor be allowed to raise cost above the stated contract price.

**1.6.4** **Reimbursement of Liquidated Damages.** If the vendor fails to provide a complete and operational system by the specified or otherwise agreed-upon date of completion, cmERDC will receive reimbursement for liquidated damages of \$500 per calendar day until such is provided.

**1.6.5** **Installation.** Prior to installation of equipment or service, approval of installation



plan shall be obtained from cmERDC.

### 1.6.6

**Insurance.** The successful vendor shall purchase and maintain insurance to protect the vendor from claims set forth below which may arise out of or result from the Vendor's operations under the contract, whether the operations be by the vendor, by a subcontractor, or by anyone directly or indirectly employed by anyone of them or by anyone for whose acts any of them may be liable.

The insurance shall be written for not less than the limits of liability specified below or required by law, whichever coverage is greater. Coverage shall be written on an occurrence basis and shall be maintained without interruption from the date of the commencement of the work until the date of final payment.

cmERDC shall be named as an additional insured on a primary basis with respect to operations of the vendors or its subcontractors under the required liability policy. At a minimum, the vendor shall be required to carry the following insurance coverage and types:

- a. *Commercial General Liability:* Coverage shall have minimum limits of \$1,000,000 each occurrence, and \$1,000,000 aggregate combined single limit for bodily injury liability and property damage liability. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability. Coverage shall not exclude explosion, collapse or damage in or around the facilities.
- b. *Business and Auto Liability:* Coverage shall have minimum limits of \$1,000,000 per accident for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.
- c. *Property Insurance:* Vendor shall purchase and maintain, in a company or companies lawfully authorized to do business in Minnesota, property insurance written on an "all risk" or equivalent policy form in the amount of the contract Sum, plus value of subsequent contract modifications and the cost of material supplied or installed by others, comprising total value for the entire Project on a replacement cost basis. The coverage also must include offsite and in transit exposures. The vendor shall be responsible for all losses that fall under any deductibles on required insurance coverage. The vendor shall include cmERDC, subcontractors as additional insured. If cmERDC is damaged by the failure of the vendor to procure or maintain such insurance, then the Vendor shall be liable for all damages, injury, costs and/or expenses, including attorney's fees, arising out of or resulting from the Vendor's failure to procure or maintain such insurance.

d.	<i>Worker's Compensation:</i>	
*	State:	Statutory
*	Applicable Federal:	Statutory
*	Employer's Liability:	\$100,000 per accident \$500,000 Disease, Policy Limit \$100,000 Disease, Each Employee

The vendor shall provide cmERDC with a certificate of insurance in a form acceptable to cmERDC prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies can not be cancelled, materially altered or allowed to expire until at least 30 days prior written notice has been given to cmERDC.

**1.6.7 Risk of Loss or Damage:** cmERDC shall be relieved from all risks of loss or damage to the materials during periods of transportation, installation, and during the entire time it is in possession of the successful vendor and until such time as unencumbered title for the system is vested in cmERDC it is in the exclusive possession of cmERDC. Should the system components be lost or damaged, under such circumstances, cmERDC is relieved from the risk of loss or damage.

**1.6.8 Independent Contractors.** The vendor and all his employees shall **not** be considered employees of cmERDC while engaged in the performance of any work or services required herein, and shall be Independent Contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of cmERDC.

**1.6.9 Other Required Contract Terms.** The following other contract terms shall apply.

**1.6.9.1 Indemnifications:** The vendor shall indemnify, hold harmless, and defend cmERDC, its officials, and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees that cmERDC and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the vendor or its agents, servants, employees, or subcontractors, in execution, performance, or failure to adequately perform the vendor's obligations pursuant to this contract.

cmERDC shall also be indemnified for any attorney's fees it incurs to enforce this

indemnification provision or any other indemnification provision in the contract.

### 1.6.9.2

#### Default:

- a. *Force Majeure:* Neither party shall be held responsible for delay or failure to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action could have been taken to prevent the delay or failure:
- \* Fire
  - \* Flood
  - \* Epidemic
  - \* Strikes
  - \* Wars
  - \* Acts of God
  - \* Unusually severe weather
  - \* Acts of public authorities
  - \* Delays or defaults caused by public carriers

Provided the defaulting party gives notice as soon as possible to the other party regarding the inability to perform.

- b. *Inability to Perform:* The vendor shall make every reasonable effort to maintain staff, facilities, and equipment to deliver the system or service purchased by cmERDC. The vendor shall immediately notify cmERDC in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, cmERDC shall determine whether such inability requires a modification or cancellation of the contract.
- c. *Duties to Mitigate:* Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder.

### 1.6.9.3

Nondiscrimination: During the performance of this contract, the vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list

includes, but is not meant to limit, laws that may be applicable:

- \* Minnesota Statute Ch. 363
- \* The Equal Employment Opportunity Act of 1972
- \* Executive Order 11246
- \* The Rehabilitation Act of 1973
- \* The Age Discrimination in Employment Act of 1967
- \* The Equal Pay Act of 1963
- \* Minnesota Statute 181.59
- \* The Job Training Partnership Act of 1982

*1.6.9.4 Access to Records/Audit:* Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by cmERDC and either the Legislative or State Auditor, as authorized by Minnesota Statute 16B.06, subd. 4. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

*1.6.9.5 Termination by cmERDC for Cause:* cmERDC may terminate this contract in the event the vendor is in non-compliance and after appropriate written notice has been provided and the vendor has failed to come in compliance.

*1.6.9.6 Security Compliance on cmERDC and Member Property:* All work performed on cmERDC or its member property shall be in compliance with security policies. At a minimum:

- All vendor and subcontractor personnel on site shall wear and display photo identification badges that contain a recent photo of the individual, company name, employee name and date of issuance.
- Each person who needs to enter the building system shall sign in on the designated contractor log in the respective building custodial room, or other cmERDC designated location, with date, employee name, contractor name, time in and sign out with time out when leaving the building.
- Contractor activities in the building shall be limited to those required to perform the work in that building.

## SECTION II – SERVICE REQUIREMENTS AND SPECIFICATIONS

### 2.0 Overall Service Requirements

cmERDC is interested in obtaining internet transport (circuits), internet access and support services for a number of sites listed in Appendix A, Appendix B, and Appendix C. In certain instances, sites already have circuits to a designated hub or sites have terminating router and switches. In those instances, cmERDC is requesting vendors to provide terminating equipment and management of that terminating equipment or management of existing customer owned terminating equipment.

In addition to Internet transport and services, cmERDC is requesting vendors to provide video services to certain sites (Appendix D). Vendors may choose to propose all services or may choose to provide only video services. Vendors proposing only video services should assume that their equipment would connect to an IP based transport network.

Currently, service is provided by the State of Minnesota – Minnesota IT Services (MNIT). MNIT uses Cisco equipment at cmERDC and user sites to support internet service.

The following lists the various configuration of sites listed in the three appendices.

1. Appendix A – This appendix lists school sites. These are categorized into four groups.
  - i) Group A – There is no designated hub location for this group. The vendor may select one or more hub locations to aggregate internet traffic as appropriate. Vendors are asked to provide access circuits from these sites to a hub. Vendors are asked to provide terminating equipment and management of terminating equipment at end-user sites. Vendors are asked to provide network hub equipment with management as well as provide transport from the hub to the Internet.
  - ii) Group B – There is a designated hub location for this group. Fiber based access circuits exist. Vendors are asked to provide terminating equipment and management of terminating equipment at end user sites. Vendors are asked to provide network hub equipment with management as well as provide transport from the hub to the Internet.
  - iii) Groups C – There is a designated hub location for this group. Access circuits and end-user terminating equipment already exists. Vendors are asked to provide network hub equipment with management as well as provide transport from the hub to the Internet.

- iv) Group D – There is a designated hub location for this group. Fiber based access circuits exist. Vendors are asked to provide terminating equipment and management of terminating equipment at end-user sites. Vendors are asked to provide network hub equipment with management as well as provide transport from the hub to the Internet.
2. Appendix B – This appendix lists sites for Great River Regional Library System. There is no designated hub location for these sites and the vendor may select a hub location to aggregate internet traffic as appropriate. Vendors are asked to provide access circuits to these sites. Vendors are asked to provide and manage the terminating equipment.
3. Appendix C – This appendix lists sites for East Central Regional Library System. There is no designated hub location for these sites and the vendor may select a hub location to aggregate internet traffic as appropriate. Vendors are asked to provide access circuits to these sites. Vendors are asked to provide and manage the terminating equipment.
4. Appendix D – This appendix lists sites interested in the optional video services.

## **2.1 Internet Transport**

Unless otherwise noted, vendors are asked to respond to internet access circuits for 10 mbps, 100 mbps, 250 mbps, 500 mbps, 1 Gbps, and 10 Gbps for sites identified in Appendix A, Appendix B and Appendix C where need for access circuits has been identified. In certain instances, cmERDC has left it up to the vendor to select hubs to enable aggregation and sharing of internet service. In providing access circuits, vendors should clearly identify what level of capacity they are able to provide to each site.

## **2.2 Internet Service from Hub**

cmERDC is requesting vendors provide pricing for internet service at varying levels of capacity from the hub sites identified in the appendices. In providing internet service, vendors should provide

- a) Network Hub Equipment and management
- b) Required IP addresses for use by cmERDC.
- c) DNS service.
- d) BGP routing if needed.

Costs associated with providing IP addresses and DNS service if there are any shall be included.

The following capabilities are desirable and vendors are asked to provide cost for it.

- a) UPS as backup power for hub equipment
- b) Redundant circuit from the hub to the Internet.
- c) The ability to expand the capacity to the Internet with minimal service impact.

Internet and Internet 2 packets must be free to pass through the network indiscriminately with respect to the user, content, site, platform, application, type of equipment or mode of communication, with the exception of packet examination, filtering for security reasons and DDoS protection.

### **2.3 Connection to Internet 2**

cmERDC is interested in interconnecting to the University of Minnesota Internet 2 Gigapop at the 511 building in Minneapolis. Vendors are asked to provide transport and internet connection to Internet 2 from each of the hubs to the Gigapop at the 511 building. Capacity to the Gigapop must be a minimum of one-third capacity of internet service from each of hubs.

### **2.4 Video Service**

Some of cmERDC users may be interested in video service for distance education. Vendors are asked to provide cost for providing standards-based video service to an individual site. Service specifications are as follows:

- a) Support for H.323/SIP IP video for room based distance education sites.
- b) Quality of Service (QoS) support.
- c) Appropriate call control systems (gatekeeper or other systems) to manage and translate E.164 number systems and/or SIP URIs for routing and connection between end-points.
- d) Gateway and bridging service to connect end-points with dissimilar equipment as well as provide multi-point bridging capability between endpoints within the cmERDC wide area network as well as other regions in the state of Minnesota and entities throughout the world.
- e) Must provide centralized management of all video conferencing end-points, desktop clients, multipoint bridges, gatekeepers and gateways.
- f) Service that support scheduled software upgrades of video codecs.
- g) Service that provides monitoring, diagnostics and reporting capabilities.
- h) Service that include ability to schedule multipoint calls.
- i) Service that supports both hardware-based end-points (codecs) and software-based end-points that use computers or smart devices.
- j) Service that connects to a statewide video peering point. This gateway will be configured to facilitate E.164 and/or SIP URI calls using the same Quality of Service (QoS) standards and reservation protocols that have been adopted by the State of

Minnesota regional education networks and supported by Minnesota IT Services. The peering point is intended to allow different regions within the State of Minnesota to interconnect room-based video traffic with QoS without traversing the public internet. The bandwidth available to the peering point will be no less than 20Mbps.

## **2.5 Additional Desirable Capabilities**

cmERDC is interested in the following additional capabilities.

- a) Shared firewall service, which allows a number of sites to share a common firewall service, yet allows each site to customize its policies.
- b) Shared content filtering service, which allows a number of sites to share a common content filtering service, yet allows each site to customize its filtering policies.
- c) Shared packet-shaping service that allows a number of sites to share a common packet shaper and shape traffic at using varying protocol parameters.
- d) Shared Distributed Denial of Service (DDoS) protection capable of mitigating at least 20Gbps attacks at the start of the contract and the capability of doubling this capacity over the duration of the contract. A shared DDoS protection system will minimize the impact on cmERDC members internet access during DDoS attacks.

Vendors who are able to provide these capabilities are ask to describe how these might be implemented and include cost for these services.

## **2.6 Problem Management Support**

Vendors must provide a 24-hours-by-7 days problem-reporting telephone number with a response time of 4 hours for repair during M-F, 7:00am to 5:00pm. Vendors must include as part of their response Service Level Agreement they offer. The service cost must include all maintenance cost.

*Special Note: The provider shall designate a representative and/or network administrator who can be contacted during typical business hours by cmERDC designated technical contacts for the purpose of troubleshooting network issues in an efficient manner. Procedures will be clear for contacting the provider at hours outside of typical business hours for similar network troubleshooting needs. Additionally, if the provider identifies issues with the network that may affect uses, timely notification shall be provided to the cmERDC designated technical contacts*

## **2.7 Project Schedule**

cmERDC would like to complete the service installation by July 2, 2018. Vendors must include a schedule that they believe is reasonable to accomplish and list any assumption used in developing the schedule, including any obligations cmERDC has to meet. A mutually agreed upon final schedule should be provided 30 days after contract award.



**SECTION III – COST AND ADDITIONAL INFORMATION****3.0 Cost Information**

Vendors must include the following cost information. cmERDC is looking for a three-year or a five-year contract term. cmERDC will determine contract term based on pricing. cmERDC may choose to award contract for internet transport and internet service and video service to multiple vendors. Please note that cmERDC is tax exempt.

**3.1 Table A – Access Circuit Cost**

Use Table A to provide one time and monthly recurring cost for transport circuits from an end user site requiring circuits to either vendor designated hub(s) or cmERDC specified hub for a three year contract and five year contract.

**3.2 Table B - Terminating Equipment and Maintenance Cost**

Use Table B to provide one time installation cost and monthly cost for terminating equipment including, management and maintenance. As an option vendor should include cost to upgrade and manage 10Gbps speed capable terminating equipment for Group B School sites.

**3.4 Table C – Internet Service and Internet 2 Connection Cost**

Use Table C to provide varying levels of internet service and Internet 2 connection cost from each of the hubs and other hub related cost as requested. Internet service and Internet 2 connection cost should include all transport cost from the hub site to vendor's point of presence for Internet service. Costs associated for IP addresses, DNS service and BGP routing should also be included in this table. Cost for Hub related desirable capabilities should also be provided in this table.

**3.5 Table D – Video Service Cost**

Please use Table D to provide one time and recurring monthly cost to provide video services. Cost to connect to the State video peering point gateway should be included in this table. Assume annual contract for service.

**3.6 Table E – Additional Desirable Capabilities Cost**

Please use Table E to provide one-time and recurring monthly cost to provide the additional desirable capabilities cost. Assume annual contract for service.

### **3.7 Client References**

Vendors must provide two references of clients of similar and scope using proposed service. Reference information must include the following:

- Name, Organization, Address, Telephone Number.
- Short description of project including size and date of service installation.

cmERDC will make all attempts to contact the references provided. cmERDC's inability to contact provided references after a number of attempts will be considered a no reference.

### **3.8 Additional Information**

Vendors as part of their proposal must provide the following information.

- b. Vendor's hub locations where transport circuits are aggregated.
- c. Address of vendor's Internet point(s) of presence.
- d. Any network diagram that would enable cmERDC to evaluate vendor's network capabilities.

**Appendix A**

**Appendix B**

**Appendix C**

**Appendix D**

Please see site list spreadsheets provided separately.

**Cost Tables A-E**

Please use cost spreadsheets provided separately.

**ATTACHMENT A – AFFIDAVIT OF NON-COLLUSION FORM**

**cmERDC INTERNET TRANSPORT, INTERNET SERVICES AND  
OPTIONAL VIDEO SERVICE**

I hereby swear (or affirm) under the penalty of perjury:

- (2) That I am the responder (if responder is an individual), partner in the responder (if the responder is a partnership), or an officer or employee of the responding organization having authority to sign on its behalf (if the responder is a corporation or other organization);
- (3) That the attached response or responses have been arrived at by the responder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common source of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to response designed to limit independent responding or competition;
- (4) That the contents of the response or responses have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder of its surety on any bond furnished with the response or responses, and will not be communicated to any such person prior to the official opening of the response or responses; and
- (5) That I have fully informed myself regarding the accuracy of the statements made in this affidavit:

**SUBMITTED BY:**

Firm Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Date \_\_\_\_\_

Subscribed and Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 2018

Notary Public \_\_\_\_\_

Commission Expires \_\_\_\_\_

**ATTACHMENT B – STATEMENT OF AFFIRMATIVE ACTION FOR EQUAL OPPORTUNITY EMPLOYMENT**

**cmERDC INTERNET TRANSPORT, INTERNET SERVICES AND OPTIONAL VIDEO SERVICE**

Being a duly authorized agent of the firm, I do hereby certify that \_\_\_\_\_ is actively participating in an affirmative action program. No person, on the basis of race, color, creed, religion, national origin, sex, age, marital status, or status with regard to public assistance, is excluded from full employment rights or otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable Federal and State laws against discrimination, including Civil Rights Act of 1964 and Minnesota Statute 363.

It is also agreed that, upon request, cmERDC will be furnished all necessary information and reports to support compliance with such laws.

Signed \_\_\_\_\_

Typed Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_ 2018

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

**ATTACHMENT C – ACCEPTANCE FORM**

**cmERDC INTERNET TRANSPORT, INTERNET SERVICES AND  
OPTIONAL VIDEO SERVICE**

I, the undersigned, hereby certify that I am a duly authorized agent of \_\_\_\_\_ to submit this response for consideration and acknowledge that all of the pages of the RFP document for Internet Transport and Internet Services and Optional Video Services have been received and agree to terms contained therein.

Receipt of the following Addenda/Amendments to the RFP Documents and their costs being incorporated in the response is acknowledged.

Document No. _____	Received _____ (date)
Document No. _____	Received _____ (date)
Document No. _____	Received _____ (date)

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_  
(print or type name)

VENDOR  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

INCORPORATED IN THE STATE OF: \_\_\_\_\_