

**DeSoto County School District  
5 East South St.  
Hernando, MS 38632**

**Request for Proposals  
For Internet & WAN Service &  
DDOS Mitigation  
RFP #277-IAWAN-DCS-21**

**2020 - 2022 INTERNET & WAN SERVICE &  
DDOS MITIGATION  
RFP #277-IAWAN-DCS-21  
DeSoto County Schools**

*Table of Contents*

	<i>Page</i>
Purpose & Terminology .....	3
Vendor Proposal Instructions .....	4
Schedule of Events .....	8
Inquiries & Basis of Award .....	8
General Conditions .....	9
Detailed Specifications .....	15
District Responsibilities .....	17
Service Provider Responsibilities .....	17
Explanations of Circuits .....	20
Contact Information .....	26
Required Attachment List .....	27
District Building Information .....	28
References .....	31
Proposal Submission Form .....	32

## DeSoto County Schools

### RFP for School Years 2020 - 2022 INTERNET & WAN SERVICE & DDOS Mitigation

#### **Purpose and Terminology**

##### **SUBJECT:**

RFP is for a 2-year contract (July 1, 2020 – June 30, 2022) with the opportunity to add one additional year (July 1, 2022 – June 30, 2023) after Board approval to deliver High Speed Broadband Services to DeSoto County Schools and connect the schools together. Also to include DDOS Mitigation services.

##### **PURPOSE:**

Proposals are being sought by DeSoto County Schools for the purpose of securing the most cost-efficient means of connecting our schools and administrative buildings to each other and to provide Internet access to all of our district's students and staff.

##### **BACKGROUND:**

DeSoto County School's student, teacher, staff and administrator's needs for Internet access have grown dramatically over the past few years. This growth requires not only significant increases in Internet and WAN bandwidth at this time but demonstrates the need for potential growth during the term of this contract.

#### **Terms used throughout this RFP**

**USAC** – Universal Service Administrative Company

**SPAC** - Service provider Annual Certification

**SPIN** – Service provider Identification Number

**POP**—Point of Presence

## **Vendor Proposal Instructions**

### **REQUEST FOR PROPOSAL DELIVERY:**

1. The DeSoto County Schools Board of Education will receive sealed, competitive proposals and supporting documentation in the Superintendent's Office at 5 East South Street, Hernando, Mississippi, until 9:00 am, CST, December 18, 2019, at which time the proposals will be publicly opened, read aloud, and taken under advisement.
2. Specifications are on file at the Office of the Superintendent and will be posted on the DCS website at [www.desotocountyschools.org/purchasing](http://www.desotocountyschools.org/purchasing). To receive a copy of the specifications please contact the Purchasing Department by email at [dcs.purchasing@dcsms.org](mailto:dcs.purchasing@dcsms.org), specifications may be downloaded at [www.centralbidding.com](http://www.centralbidding.com) for a fee, or specifications can be obtained by reviewing posted FCC Form 470 at [www.usac.org/sl](http://www.usac.org/sl). All proposals must comply with the specifications provided.
3. The Proposal Submission Form must be received on or before said date and time. Neither the dating of the Proposal Submission Form nor placing it in the mail by this date will meet the requirements pertaining to this Proposal. Any proposal received after the proposal opening date shall be marked "**LATE PROPOSAL**" and returned to the proposer unopened.
4. The district will not be responsible for any delays in delivery. It is the sole responsibility of the proposer that proposals reach the above destination by the proposal opening date and time.
5. Proposals or alterations by fax, telephone or email **WILL NOT** be accepted.

### **PROPOSAL ADDENDUM:**

1. Any interpretation of the documents will be made in written addendum only, issued by the Office of the Purchasing Manager. A copy of such addendum will be emailed to each person requesting a set of bid documents and will be posted on the DCS website at [www.desotocountyschools.org/purchasing](http://www.desotocountyschools.org/purchasing). The district will not be responsible for any other explanation of the proposed document.
2. As per Mississippi Code of 1972, as amended, SEC 31-7-13 Bid requirements and exceptions, (iv) No addendum to bid specifications may be issued within two (2) working days of proposed bid opening date unless such addendum also amends the bid opening date to a date not less than five (5) working days after the date of the addendum. Any request for interpretation must be received by December 11, 2019 and will be posted to the website by December 12, 2019.

### **PROPOSAL – PROPER EXECUTION:**

1. All proposals must be submitted in accordance with Section 31-7-13 of the Mississippi Code of 1972 as amended, and must be properly executed and signed by a responsible office or employee of the proposer.

2. All proposals must be typed or written (legibly) in ink. Any alterations or changes made must be done in ink and initialed by the person who signs the Proposal Submission Form.
3. Proposals should be checked before submission for accuracy and correctness. The DeSoto County Board of Education **WILL NOT** be responsible for any errors for which the proposer is responsible.
4. The DeSoto County School District reserves the right to reject proposals from proposers who submit incomplete proposals which do not specifically adhere to the proposal instructions.
5. To prevent opening by unauthorized individuals, it is required that the Proposal Submission Form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:

**DATE:** (date the proposal is submitted)

**DUE:** (date the bid is due)

**PROPOSAL NUMBER:** (on the proposal documents)

**PROPOSERS NAME:** (company/full name)

**ATTN:** Tish Waugh

**CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

By signing the Proposal Submission Form the proposer certifies, in connection with procurement, to the best of their knowledge and belief:

1. That the prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or proposer.
2. That unless otherwise required by law, the prices have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the proposal opening date and time specified on page 4 of this RFP, directly or indirectly with any other vendor or proposer.
3. That no attempt has been made or will be made by the proposer to induce any other person or proposer to submit or not submit a proposal for the purpose of restricting competition.

**PROPOSAL WITHDRAWAL and MODIFICATION:**

1. Proposals may be modified or withdrawn by written notice from or in person by the proposer, if received in the Office of the Purchasing Manager, two (2) business days prior to the stated proposal opening date and time on page 4 of this RFP.
2. No withdrawals will be accepted by telephone, fax or email.
3. If a proposer withdraws his proposal, all documents shall remain in the possession of the DeSoto County Board of Education, marked as withdrawn and included in the permanent file of the proposal.

4. No proposals shall be withdrawn for a period of thirty (30) days following the proposal opening date, unless otherwise provided by law.

**PROPOSAL OPENING:**

All proposal openings are open to the public. The DeSoto County School District staff will read a summary of each proposal and answer questions to the extent possible at that time. Any information provided in the proposal which contains trade secrets or confidential commercial or financial information and which proposer does not wish to be disclosed other than for purposes of evaluation must be clearly labeled on each sheet as confidential.

1. All disclosures of proposal information to interested parties will be made in compliance with DeSoto County School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

**RIGHT TO REJECT PROPOSALS:**

1. The DeSoto County Board of Education reserves the right to reject any and/or all proposals or any groups thereof and waive any defect or informality in any proposal or proposal procedure.

**PROPOSAL ACCEPTANCE:**

1. If the DeSoto County School District accepts a proposal in response to this RFP, it will accept the proposal and award the bid to the lowest and best responsive proposer meeting specifications, price and other factors considered. The low proposal is not always the best proposal. Other factors to be considered include, but are not limited to:
  - Price of eligible products and service including full description of both – 40%
  - Ineligible cost factors – 5%
  - Qualifications & Management Capability: ability to secure any necessary permits, Helpdesk and Network Management System (24x7x365), ability to provide DDOS mitigation, internet, and WAN services , flexibility of altering speeds as needed, percentage of buried fiber versus aerial, existence of Disaster Recovery Plan, inclusion of description of the services provider’s NOC, including the times of operation, and any other information provided by the service provider – 40%
  - References of at least three installations of similar application size and complexity and three or more references of outside/wide area cable installation relating to fiber or other high-bandwidth capable media – 15%
2. Unless otherwise stated in the proposal specifications all proposals shall be binding for a minimum of thirty (30) days following the acceptance of the bid by the DeSoto County Board of Education.
3. If proposer wishes to be notified of the proposer who was awarded the bid, a self-addressed stamped envelope should be included with the bid submission. The

envelope should be marked with the proposal number located on the Request for Proposal Form.

**TERMS OF PAYMENT/BILLING/ORDERING:**

1. No payment will be made for any services started prior to July 1, 2020. DeSoto County Schools will, if possible, issue an SLD Form 486 on the day services begin.
2. All invoices are due in the Administrative Office Building of the DeSoto County School District, 5 East South St., Hernando, MS 38652, on or before the 20<sup>th</sup> of each month. If they are not received by that date, payment will not be made until the following month.
3. Payment of above described invoices shall be after the Board meeting on the first Thursday of each month.
4. No negotiations, decisions or actions shall be executed by any proposer as a result of any discussions with any district employees. Only transactions which are on a DeSoto County School District purchase order may be considered official.

**DELIVERY:**

1. The specifications will indicate if delivery is to be made to one (1) central location or to multiple locations within the district.
2. It is understood that the proposer agrees to deliver all items prepaid (F.O.B. Destination) to an inside point or points of receipt. All related cost for delivery are to be borne by the proposer and should be included in the proposal.
3. Any items requiring unpacking and/or assembly and/or installation will be unpacked, assembled, installed and set in place and made fully operational by the successful proposer at their own expense, at the time and place designated by the DeSoto County School District, unless otherwise stated in the proposal specifications.
4. Under no circumstances will the DeSoto County School District assume responsibility in connection with deliveries of the bid items.
5. If the successful proposer fails to deliver by the specified delivery date or a reasonable time thereafter, giving acceptable reasons for delay, the DeSoto County Board of Education reserves the right to cancel the portion which he has failed to deliver within the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the proposer.

## **SCHEDULE OF EVENTS**

The following is a timetable for the procurement process:

Public Notice to Newspaper	November 8, 2019
Post 470	November 14, 2019
Legal Advertisement Run Dates	November 14 & November 21, 2019
Release of RFP	Thursday, November 14, 2019
Deadline for Written Clarifications/Questions	Wednesday, December 11, 2019
RFP Closing and Open Date	Wednesday, December 18, 2019, 9 am CST
Contract Approval by Board	January 16, 2020

## **Inquiries**

Inquiries should be submitted via email to [tish.waugh@dcsms.org](mailto:tish.waugh@dcsms.org). If a service provider does not receive a response within 48 hours, it is the responsibility of the service provider to call Tish Waugh at 662-449-7291 and confirm the email message was received. Leave a message if necessary. Any interpretation of the documents will be made in written addendum only, issued by the Office of the Purchasing Manager. A copy of such addendum will be emailed to each person requesting a set of bid documents and will be posted on the DCS website at [www.desotocountyschools.org/purchasing](http://www.desotocountyschools.org/purchasing) by December 12, 2019. The district will not be responsible for any other explanation of the proposed document.

## **Basis of Award**

1. E-rate approval by USAC
2. Provider must have current USAC SPIN and SPAC
3. At least 3 references from existing K-12 customers for similar services
4. Must be able to secure any necessary permits if construction is needed
5. Helpdesk and Network Management System (24x7x365)
6. Disaster recovery plan
7. Any provider wishing to respond to this RFP MUST complete a **MANDATORY** site visit walkthrough. Site visits may be scheduled with Lendon Balch by sending an email to [lendon.balch@dcsms.org](mailto:lendon.balch@dcsms.org). Site visits may be scheduled from November 15, 2019 through December 11, 2019. CSpire and Comcast will be exempt from the mandatory walkthrough due to previous knowledge of the district. Should CSpire or Comcast desire a walkthrough one can be arranged. Any service provider other than CSpire or Comcast who have not completed the required walkthrough will not be considered.

## **General Conditions**

The following are the general conditions for the work to be performed as outlined in the detailed specifications:

### **1. Location of Sites**

The location of the work is on property owned by DeSoto County Schools and through negotiated services on right-of-ways.

### **2. Scope of Work**

It is understood that, except as otherwise specifically stated in this RFP, The service provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the service provider. This would include all pole rights and other right-of-way needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to DeSoto County Schools. The service provider will be fully responsible for securing all required right-of-ways, construction permits and cross connects required to complete this project.

### **3. Protection in General**

The service provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the service provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

### **4. Change in Contract**

DeSoto County Schools will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Chief Technology Officer before such work is begun.

### **5. Existing Conditions**

The service provider, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions which might affect this work. The demarc shall be in the MDF closet in each building or another location approved by DeSoto County School's Chief Technology Officer. No consideration will be given to any claims based on a lack of knowledge of existing conditions, as site visits are a requirement for consideration. To set up a site visit, contact Lendon Balch at [lendon.balch@dcsms.org](mailto:lendon.balch@dcsms.org). If a service provider

does not receive a response within 48 hours, it is the responsibility of the service provider to call Lendon Balch at 901-413-6673 and confirm that the email message was received. Leave a message if necessary

## **6. Insurance**

Within ten (10) days after notification of award, the service provider shall furnish to DeSoto County Schools a Certificate of Insurance showing compliance within the following limitations:

a) The service provider must carry worker's compensation insurance and be in compliance with worker's compensation laws of the state of Mississippi.

b) It shall be understood that on all insurance policies relating to business operations between DeSoto County Schools and the service provider that the insurance company agrees the policy shall not be canceled, changed, or allowed to lapse during the term of the contract. If cancellation of said policy becomes necessary due to unforeseen events DeSoto County Schools must receive written notification, including the reason for cancellation, at least 30 days prior to the date of policy termination.

c) The service provider shall maintain other insurance (with the limits shown below) that shall protect the service provider and DeSoto County Schools from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the service provider shall furnish DeSoto County Schools with certificates and policies of such insurance as follows:

Below is a list of the insurance coverage that must be procured by the service provider at its own expense. The service provider agrees to the coverage limits indicated in each case:

### *DeSoto County School's Protective Liability Insurance:*

Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

### *Service provider's Public Liability Insurance:*

Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Property Damage limits of \$1,000,000.00 for each accident and \$2,000,000.00 for the aggregate. DCS must be listed as a certificate holder and named as an additional insured.

## **7. Written Warranty of Installation/Configuration**

The service provider shall provide a written warranty that describes the services proposed under these specifications. It is understood that the service provider is not responsible for the warranty/function of existing equipment already installed by the schools. However, limited troubleshooting of existing equipment or cabling will be provided by the service provider free of charge to determine if the existing equipment or cabling can be reutilized. The service provider must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment, as assurance that a warranty can be provided.

## **8. Workmanship**

All work shall be performed in a professional manner. Personnel from DeSoto County Schools may observe the work procedures and workmanship of the service provider, but such observation will not relieve the service provider from any responsibility of performance or constitute acceptance of the work performed.

## **9. Financing**

The service provider will provide a binding contract to DeSoto County Schools for submission to the Schools and Libraries Division of the Universal Service Administrative Co. After notification of award from the Schools and Libraries Division, the service provider will receive a purchase order for the services for which the service provider will be responsible as a result of this RFP. This purchase order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the service provider will be subject to the rules of the Schools and Libraries Division (SLD). After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the contract, the contingency will be removed and the purchase order will be submitted to the service provider in accordance with the rules and regulations of the SLD.

## **10. Application for Payment**

All applications (invoices) for payment shall be submitted to DeSoto County Schools according to the USAC regulations. DeSoto County Schools will pay the monthly bills in full then file a FCC Form 472 to receive reimbursement for the discounted portion.

## **11. Proposal Submission**

In order to be eligible for submission of a proposal, the service provider must complete a site visit to all locations in the proposal. Exceptions are listed on page 8 of this document. Any submissions submitted by a company that has not completed a site visit will be returned unopened.

Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for DeSoto County Schools. The possibility that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until DeSoto County Schools has determined the best proposal based on all factors.

## **12. The Service provider's Qualifications**

The service provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Category 1 Services. This includes a current USAC Service provider Annual Certification Form (SPAC) and service provider Number (SPIN). The service provider will be

responsible for all discounted charges not paid by USAC due to the service provider's failure to comply with all USAC, SLD and FCC guidelines. Service provider will submit their SPIN and proof of current SPAC with their proposal.

If construction is part of the proposal, the service provider must hold a general contractors license in the State of Mississippi. A legible copy of the license must be attached and noted.

It is preferred that the service provider has been in business for at least 5 years. A legible copy of incorporation papers must be attached and noted. Service providers must give examples of experience with installation of similar projects that have equal broadband connectivity.

### **13. Stored Materials**

Any materials stored on the job site shall be the service provider's responsibility.

### **14. Specifications**

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

### **15. Time of Completion**

Work must be completed and operational by July 1, 2020 presuming the service provider is selected, contract signed and E-Rate forms are submitted by DeSoto County Schools in a timely manner.

### **16. Accident Prevention**

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property, and hazardous conditions shall be guarded against or eliminated. DeSoto County Schools or the building principal will determine what constitutes a hazardous condition on any campus and the service provider will be responsible for rectifying the issue to the satisfaction of DeSoto County Schools.

### **17. Contract Form**

Upon contract award and a binding contract signed, the standard written purchase order form will be issued to the winning service provider. Issuance of the purchase order will be contingent upon USAC acceptance and funding of the project.

### **18. Indemnification**

The Service provider agrees to hold DeSoto County Schools harmless and to indemnify DeSoto County Schools for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the service provider or subcontractor.

## **19. The Service Provider's Representative**

DeSoto County Schools reserves the right, with sole discretion, to refuse to allow any representative of the service provider to service the contract in any manner. In this event, the service provider shall furnish another representative that is acceptable to DeSoto County Schools. Examples of reasons for refusing to allow a service provider representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should the service provider use subcontractors for portions of the work, DeSoto County Schools reserves the right to reject any subcontractor without explanations or recourse by the service provider or subcontractor.

## **20. DeSoto County Schools Regulations**

The service provider and his representatives shall follow all applicable school district regulations while on DeSoto County School's property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the principal or person in charge gives permission. All service provider personnel shall be easily identified by the use of identification badges and uniforms or shirts with the service provider's logo clearly visible

## **21. Governing Law**

All RFPs and related documents submitted to DeSoto County Schools by the service provider are governed under the laws of the State of Mississippi, excluding its conflict of law provisions; and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. Service provider shall comply with, and all activities under related documents and shall be subject to all Federal, State of Mississippi, and local laws and regulations, including but not limited to all HIPPA, FERPA, and CIPA requirements and all policies of the DeSoto County School Board, as now exist, and as may be amended or modified.

## **22. Comprehensive List of References**

All references should include a contact person, telephone number, email address, and description of work done by the service provider.

## **23. DeSoto County Schools reserves the right to:**

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such service provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.

- c. Accept any alternative proposal believed to be in the best interest of DeSoto County Schools.
- d. Waive any formality in the proposal submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

#### **24. Proposals**

Proposals are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. DeSoto County Schools will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi sales tax. In case of discrepancy in computed proposal prices, the total price will prevail.

#### **25. Turnkey Solution**

All proposals are to provide a turnkey solution for installation of circuits for connecting the buildings of DeSoto County Schools to DeSoto County School's internet connection located at the Central Services building and the internet connection itself. DeSoto County Schools agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in the detailed specifications section of this RFP. DeSoto County Schools will be responsible for no equipment between the core switch or firewall at each location and the service provider's connection point in each building.

#### **26. Term of Contract and E-Rate Subsidies**

Payment for the district's networking circuits is dependent on E-Rate subsidies. The district will file for the E-Rate subsidies throughout the term of the contract. In the event that the district E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the district will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

## **Detailed Specifications**

The specifications provided in this section are for both (A) the provision of broadband access to the internet including transport circuit to DeSoto County School's internet POP located at 5 East South Street, Hernando, MS and the connection of buildings to each other and to the internet POP.

Any resulting contracts from this proposal must allow for the district to upgrade to a higher bandwidth circuit at the proposed price for the higher bandwidth circuit anytime within the term of the contract at the price specified for the upgrade with two weeks notification to the service provider.

### **Internet Circuits**

*NOTE: The transport circuit to the provider's internet connection in the following section must be dedicated (not shared) high-speed bandwidth service.*

1. Bandwidth will be as specified in the bid worksheets beginning on page 21 of this document. Specified bandwidth speeds must be both incoming and outgoing.
2. The district will connect to the service provider's internet connection with a Single Mode fiber optic connection to a 10 Gbps Gbic to be specified by the service provider for the connection.
3. The circuits required include access to the internet and a dedicated transport circuit from the district host at 5 East South St to the service provider's internet connection.
4. All circuits proposed **MUST BE FIXED** not "burstable" circuits. Circuits that are "burstable" to the specified bandwidth are not acceptable and will not be considered. They may be burstable above the specified bandwidth but they must be continuous to the bandwidth specified.
5. The service provider will provide a LC fiber (Multi Mode) connection to which the district will connect to the district firewall. District will provide all necessary jumper cables.
6. The service provider will provide to the District Technology Coordinator, at least daily, a document showing circuit utilization for the previous 24 hours. The time of day the document will be delivered is left up to the service provider.

### **WAN Circuits both 1 gig and 2 Gig**

1. Bandwidth will be as specified in the bid worksheets beginning on page 21 of this document. Specified bandwidths must be both incoming and outgoing.
2. All circuits proposed **MUST BE FIXED** not "burstable" circuits. Circuits that are "burstable" to the specified bandwidth are not acceptable and will not be considered. They may be burstable above the specified bandwidth but they must be continuous to the bandwidth specified.
3. The service provider will provide to DeSoto County Schools Chief Technology Officer, upon request, a document showing circuit utilization for the previous 24 hours and/or 1 week for both Internet circuit and WAN connection.

**DDOS Mitigation**

1. The Internet service provider must provide DDOS Mitigation in order to protect DeSoto County Schools from DDOS attacks.
2. This service must be monitored. DeSoto County Schools should not be required to contact the Internet service provider to request mitigation.

**External Dedicated IP Numbers.**

1. DeSoto County Schools requires a minimum of 25 dedicated external IP numbers available from the provider of Internet services.

## **District Responsibilities**

### **1. Access for Installation**

The district will, during the progress of the installation, allow the service provider and its employee's access to the premises and facilities at all reasonable hours or at such hours as the district representative and the service provider agree upon. The district will provide access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide service provider access to these adjacent areas where and when required.

### **2. Heating/Cooling**

Provide heat or cooling when required and general illumination in rooms where work is to be performed by the service provider.

### **3. Inspections**

Promptly make inspections when notified by the service provider that the equipment or any part thereof, is ready for acceptance.

### **4. Electrical**

The district will provide all electrical needs within the district buildings.

### **5. Delay in Work**

It is understood that the service provider will not be held accountable for any delays or lack of access caused by DeSoto County Schools.

## **Service Provider's Responsibilities**

### **1. Provision**

The service provider must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the service provider both to furnish and/or install materials, unless specific provisioning/installation of the materials by the district is denoted.

### **2. Firewalls**

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

### **3. Ceiling Tiles**

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

### **4. Identification**

The service provider will identify to the district any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

### **5. Permits**

The service provider shall obtain all necessary county, municipal, and/or state work/building

permits. This includes any permits that may be needed to gain the right of way for outside cabling.

**6. Damage**

The service provider will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The service provider will promptly report to a representative of the district any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

**7. Installation**

Install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined. All labeling shall correspond with the guidelines of the authorities provided in Item 15 below.

**8. Test and Inspections**

Conduct tests and inspections in the presence of the district technical representative after installation has been completed in order that the district may be assured that the requirements for the installation are met.

**9. Completion Notification**

Promptly notify the district designated contact of completion of this proposed project.

**10. Defects**

The service provider will promptly correct all defects for which the Service provider is responsible.

**11. The District Contact**

The Service provider must coordinate all work with the district designated contact.

**12. Cleanup**

Upon completion of the work each day, the service provider must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

**13. Subcontractors**

The service providers may use subcontractors to perform work. However, all responsibilities rest with the service provider.

**14. Warranty**

The system is to be provided as an E-rate funded telecommunication service and requires the service provider to provide complete maintenance and warranty the system in full.

**15. Codes, Standards, and Ordinances**

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI *Telecommunications Distribution Methods Manual* shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation.

**16. Safety**

The service provider shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The service provider shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. The service provider shall indemnify and hold harmless the district from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on the district because of the service provider, subcontractor, or supplier's failure to comply with the regulations stated herein.

**17. Patents and Royalties**

The service provider, without exception, shall indemnify and hold harmless the district and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the district. If the service provider or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**18. USAC Certifications**

The service provider must be an approved USAC service provider with a current SPIN and SPAC. It will be the responsibility of the service provider to maintain all USAC certifications throughout the term of the contract.

**19. Indemnification**

The service provider shall indemnify and hold harmless the district, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this contract; or by consequence or any negligence (excluding negligence by the district, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said service provider or its subcontractors, agents, servants, or employees. The service provider further agrees to indemnify and hold harmless the district, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the service provider, its agents, associates, or employees. The indemnification provided above shall obligate the service provider to defend at its own expense or to provide for such defense, at the district's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the district which may result from the operations and activities under this contract whether the installation operations be performed by the service provider, subcontractor, or by anyone directly or indirectly employed by either. The award of this contract to the service provider shall obligate the service provider to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

## **Explanation of the Circuits for Internet and WAN, Including bandwidth options**

Internet bandwidth provided for Internet access to DeSoto County Schools, located at Central Services 5 East South Street, Hernando should be quoted in three options available to be increased or decreased with no more than two weeks' notice.

1. 5000 mbps (5 gig)
2. 7000 mbps (7 gig)
3. 10000 mbps (10 gig)

The initial Internet bandwidth will be 5000 mbps (5 gig) unless DeSoto County Schools requests an increase to 7000 mbps (7 gig) or 10000 mbps (10 gig). DeSoto County Schools may request for the bandwidth to be dropped back down to a lower bandwidth of 5000 mbps (5 gig).

WAN bandwidth provided for WAN connections to DeSoto County Schools, between Central Services and all other buildings should be quoted in two options available to be increased or decreased.

1. 1000 mbps (1 gig) provided to all schools initially.
2. 2000 mbps (2 gig) provided to individual schools as the need for more bandwidth arises.

Individual schools should be allowed to raise and lower their WAN bandwidth depending on the individual needs of each school with no more than two weeks' notice.

The initial WAN bandwidth will be 1000mbps (1 GB) unless DeSoto County Schools requests an increase to 2000 mbps (2 gig). DeSoto County Schools may request for the bandwidth to be dropped back down to a lower bandwidth of 1000 mbps (1 gig).

## WORKSHEET FOR INTERNET CONNECTION

All blanks in this worksheet must be completed.

<b>Bandwidth In Mbps Located at Central Services</b>	<b>E-Rate Eligible (One Time) Cost</b>	<b>E-Rate Ineligible (One Time) Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
5000				
7000				
10000				

**WORKSHEET FOR WAN with 1GB or 2GB SERVICE**

**All blanks in this worksheet must be completed.**

Below are the options that the district is considering. The district will evaluate the options based on the best value for the services being provided.

The assumption is that the WAN will come together in a provider owned switch then be passed to DeSoto County Schools via connection to the Central Service Host. The bandwidths are for that host circuit.

<b>Building</b>	<b>Bandwidth</b>	<b>E-Rate Eligible (One Time) Cost</b>	<b>E-Rate Ineligible (One Time) Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
Hernando High	<b>1GB</b>				
Hernando Middle	<b>1GB</b>				
Oak Grove Central Elem	<b>1GB</b>				
Hernando Hills Elementary	<b>1GB</b>				
Hernando Elementary	<b>1GB</b>				
Lewisburg High	<b>1GB</b>				
Lewisburg Middle	<b>1GB</b>				
Lewisburg Intermediate To open Aug 2021	<b>1GB</b>				
Lewisburg Elementary	<b>1GB</b>				
Lewisburg Primary	<b>1GB</b>				
Olive Branch High	<b>1GB</b>				
Olive Branch Middle	<b>1GB</b>				
Olive Branch Intermediate	<b>1GB</b>				
Chickasaw Elementary	<b>1GB</b>				
Olive Branch Elementary	<b>1GB</b>				
Center Hill High	<b>1GB</b>				
Center Hill Middle	<b>1GB</b>				
Center Hill Elementary	<b>1GB</b>				
Overpark Elementary	<b>1GB</b>				
Pleasant Hill Elementary	<b>1GB</b>				
Career Tech Center - East	<b>1GB</b>				
DeSoto Central High	<b>1GB</b>				

<b>Building</b>	<b>Bandwidth</b>	<b>E-Rate Eligible (One Time) Cost</b>	<b>E-Rate Ineligible (One Time) Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
DeSoto Central Middle	<b>1GB</b>				
DeSoto Central Elementary	<b>1GB</b>				
DeSoto Central Primary	<b>1GB</b>				
Southaven High	<b>1GB</b>				
Southaven Middle	<b>1GB</b>				
Southaven Intermediate	<b>1GB</b>				
Southaven Elementary	<b>1GB</b>				
Greenbrook Elementary	<b>1GB</b>				
Hope Sullivan Elementary	<b>1GB</b>				
Horn Lake High	<b>1GB</b>				
Horn Lake Middle	<b>1GB</b>				
Horn Lake Intermediate	<b>1GB</b>				
Shadow Oaks Elementary	<b>1GB</b>				
Horn Lake Elementary	<b>1GB</b>				
Career Tech Center West	<b>1GB</b>				
DCAC/Magnolia	<b>1GB</b>				
Lake Cormorant High	<b>1GB</b>				
Lake Cormorant Middle	<b>1GB</b>				
Lake Cormorant Elementary	<b>1GB</b>				
Walls Elementary	<b>1GB</b>				
Transportation	<b>1GB</b>				
Food Services	<b>1GB</b>				

<b>Building</b>	<b>Bandwidth</b>	<b>E-Rate Eligible (One Time) Cost</b>	<b>E-Rate Ineligible (One Time) Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
Hernando High	<b>2GB</b>				
Hernando Middle	<b>2GB</b>				
Oak Grove Central Elem	<b>2GB</b>				
Hernando Hills Elementary	<b>2GB</b>				
Hernando Elementary	<b>2GB</b>				
Lewisburg High	<b>2GB</b>				
Lewisburg Middle	<b>2GB</b>				
Lewisburg Intermediate	<b>2GB</b>				
Lewisburg Elementary	<b>2GB</b>				
Lewisburg Primary	<b>2GB</b>				
Olive Branch High	<b>2GB</b>				
Olive Branch Middle	<b>2GB</b>				
Olive Branch Intermediate	<b>2GB</b>				
Chickasaw Elementary	<b>2GB</b>				
Olive Branch Elementary	<b>2GB</b>				
Center Hill High	<b>2GB</b>				
Center Hill Middle	<b>2GB</b>				
Center Hill Elementary	<b>2GB</b>				
Overpark Elementary	<b>2GB</b>				
Pleasant Hill Elementary	<b>2GB</b>				
Career Tech Center - East	<b>2GB</b>				
DeSoto Central High	<b>2GB</b>				
DeSoto Central Middle	<b>2GB</b>				
DeSoto Central Elementary	<b>2GB</b>				
DeSoto Central Primary	<b>2GB</b>				
Southaven High	<b>2GB</b>				
Southaven Middle	<b>2GB</b>				
Southaven Intermediate	<b>2GB</b>				
Southaven Elementary	<b>2GB</b>				
Greenbrook Elementary	<b>2GB</b>				
Hope Sullivan Elementary	<b>2GB</b>				
Horn Lake High	<b>2GB</b>				

Horn Lake Middle	<b>2GB</b>				
Horn Lake Intermediate	<b>2GB</b>				
Shadow Oaks Elementary	<b>2GB</b>				
Horn Lake Elementary	<b>2GB</b>				
Career Tech Center West	<b>2GB</b>				
DCAC/Magnolia	<b>2GB</b>				
Lake Cormorant High	<b>2GB</b>				
Lake Cormorant Middle	<b>2GB</b>				
Lake Cormorant Elementary	<b>2GB</b>				
Walls Elementary	<b>2GB</b>				
Transportation	<b>2GB</b>				
Food Services	<b>2GB</b>				

**SERVICE PROVIDER  
CONTACT INFORMATION**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Check preferred method of contact:  Email  Phone

## **Required Attachment List**

The following Attachments are to be submitted with the worksheets above:

- *Copy of Mississippi Contractors License*
- *Description of Help Desk Procedures*
- *Description of Service Response Procedures*
- *Service providers Disaster Recovery Plan*
- *3 References for similar installations as described in the specifications.*
- *Full Description of the Network Service to be provided (to include bandwidth, network performance specifications and all necessary installation and equipment) for the connections*
- *Complete description of the service provider's NOC, including times of operation*

## **DISTRICT BUILDING INFORMATION**

<b>Name</b>	<b>Address</b>	<b>City/State/Zip</b>
Central Services (Host Site where internet Connection is located)	5 East South St	Hernando, MS 38632
Hernando High School	805 Dilworth Lane	Hernando, MS 38632
Hernando Middle School	700 Dilworth Lane	Hernando, MS 38632
Oak Grove Central Elem School	893 Oak Grove Rd	Hernando, MS 38632
Hernando Hills Elementary School	570 McIngvale Rd	Hernando, MS 38632
Hernando Elementary School	455 Riley Rd	Hernando, MS 38632
Lewisburg High School	1755 Craft Rd	Olive Branch, MS 38654
NEW Lewisburg Middle School To be opening August 2021	To be announced	Olive Branch, MS 38654
Lewisburg Middle School	1711 Craft Rd	Olive Branch, MS 38654
Lewisburg Elementary School	1717 Craft Rd	Olive Branch, MS 38654
Lewisburg Primary School	1707 Craft Rd	Olive Branch, MS 38654
Olive Branch High School	9366 E. Sandidge Rd	Olive Branch, MS 38654
Olive Branch Middle School	6530 Blocker St	Olive Branch, MS 38654
Olive Branch Intermediate School	8631 Pigeon Roost Rd	Olive Branch, MS 38654
Chickasaw Elementary School	6391 Chickasaw Rd	Olive Branch, MS 38654
Olive Branch Elementary School	9549 Pigeon Roost Rd	Olive Branch, MS 38654
Center Hill High School	13250 Kirk Rd	Olive Branch, MS 38654
Center Hill Middle School	8756 Forest Hill Irene	Olive Branch, MS 38654

Center Hill Elementary School	13662 Center Hill Rd	Olive Branch, MS 38654
Overpark Elementary School	8530 Forest Hill Irene	Olive Branch, MS 38654
Pleasant Hill Elementary School	7686 Pleasant Hill Rd	Olive Branch, MS 38654
Career Tech Center - East	8890 Deerfield Dr	Olive Branch, MS 38654
DeSoto Central High School	2911 Central Pkwy	Southaven, MS 38672
DeSoto Central Middle School	2611 Central Pkwy	Southaven, MS 38672
DeSoto Central Elementary School	2411 Central Pkwy	Southaven, MS 38672
DeSoto Central Primary School	3210 Getwell Rd	Southaven, MS 38672
Southaven High School	735 Rasco Rd	Southaven, MS 38671
Southaven Middle School	899 Rasco Rd	Southaven, MS 38671
Southaven Intermediate School	175 Rasco Rd	Southaven, MS 38671
Southaven Elementary School	8274 Claiborne Dr	Southaven, MS 38671
Greenbrook Elementary School	730 Rasco Rd	Southaven, MS 38671
Hope Sullivan Elementary School	7985 Southaven Cir. W.	Southaven, MS 38671
Horn Lake High School	3360 Church Rd	Horn Lake, MS 38637
Horn Lake Middle School	6125 Hurt Rd	Horn Lake, MS 38637
Horn Lake Intermediate School	6585 Horn Lake Rd	Horn Lake, MS 38637
Shadow Oaks Elementary	3780 Shadow Oaks Pkwy	Horn Lake, MS 38637
Horn Lake Elementary	6341 Ridgewood Dr	Horn Lake, MS 38637
Career Tech Center West	1005 Kuykendall Lane	Horn Lake, MS 38637
DCAC/Magnolia	6870 E. Center	Horn Lake, MS 38637
Lake Cormorant High School	10201 Star Landing Dr	Lake Cormorant, MS 38641

Lake Cormorant Middle School	3203 Wilson Mill Rd	Lake Cormorant, MS 38641
Lake Cormorant Elementary School	3285 Wilson Mill Rd	Lake Cormorant, MS 38641
Walls Elementary School	6131 Delta View Rd	Walls, MS 38680
Transportation	2211 Central Parkway	Southaven, MS 38672
Food Services	325 Kapik Dr.	Hernando, MS 38632

**References**

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of Project	

**Proposal Submission Form**

Service provider/Company Name	
Corporate Address	
City/State/ZIP	
Service provider Contact Name	
Service provider Contact Phone #	
Service provider Email Address	
E-Rate Service provider Name	
E-Rate Service provider ID (SPIN)	
Address of Mississippi Office	
City/State/ZIP	
24hr Toll-Free Help Desk Number	