



Bid: 2010-001

Washington State Migrant Council

Request for Proposal: #2010-001 E-Rate Eligible Services

RELEASE DATE: Tuesday, January 12, 2010

PURPOSE:

WASHINGTON STATE MIGRANT COUNCIL (WSMC), a private non-profit organization, is in the process of requesting Proposals for E-Rate eligible services including: WAN Connectivity, PRI Services, Long Distance services, Internet Access and Basic Maintenance of Internal Connections. The purpose of this Request for Proposal (RFP) is to obtain the most competitive pricing for E-Rate eligible services. WSMC will contract with lowest responsible offeror whom best meets the needs of the Agency for a period of three (3) years.

REQUEST FOR PROPOSAL CONTENTS:

Section I Washington State Migrant Council's General Proposal/Proposal Requirements
Section II **Proposal Specifications, Information, and Instructions**
Appendix A Entity Listing
Appendix B Priority 2 Services Equipment Listing

CONTACT PERSON: Peggy Glossen, Purchasing Inventory Manager
Washington State Migrant Council
105 B South 6th Street
Sunnyside, WA 98944
Telephone: (509) 837-2225 ext 30820 Fax: (509) 839-5220
E-mail: procurement@wsmconline.org

Any inquiries or requests regarding this procurement must be submitted to the Procurement Manager in writing; electronic correspondence, via fax or email, is an acceptable method of written correspondence.

PROPOSAL DOCUMENT

This Proposal document and all attachments are available either by mail or online at:
www.wsmconline.org/rfp.phtml.

INTENT TO RESPOND

Prospective vendors who intend to respond to this solicitation are required to complete the Intent to Respond Form found on page two (2) of this document. Form may be submitted by mail or faxed to the contact person listed above.

PROPOSAL DUE DATE AND TIME:

Proposals must be received by the Procurement Manager (Peggy Glossen) **no later than 4:00 PM PACIFIC STANDARD TIME ON TUESDAY, FEBRUARY 9, 2010. Proposals received after this deadline will not be accepted. Proposals may be mailed, faxed or submitted electronically to the addresses provided above.**

GENERAL INFORMATION:

This procurement will be conducted in accordance with the Washington State Migrant Council's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The Proposals will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose Proposals/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.



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Intent to Respond

Company Name

Address

Phone Number

Name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the Proposal response.

Name

Title

E-mail Address

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By responding to this request for Proposal, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a Proposal award.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signature

Date

Please complete the Intent to Respond Form, mail to the address below or fax to 509.839.5220
Washington State Migrant Council Attn: Peggy Glossen 105 B South 6th Street, Sunnyside, WA 98944



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Washington State Migrant Council

Section I

Washington State Migrant Council's General Proposal/Proposal Requirements



Washington State Migrant Council

Section I

General Proposal/Proposal Requirements

This procurement will be conducted in accordance with the Washington State Migrant Council's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations.

1. Interpretation of Proposal Documents

Vendors contemplating submitting a Proposal who are in doubt as to the true meaning of any part of the Proposal documents, or find discrepancies in or omissions from this Proposal document shall submit to WSMC a written request for an interpretation or correction thereof. Such request shall be submitted and received no later than 5 days prior to the date specified for receipt of Proposals. Any interpretation or correction of the Proposal documents will be made in writing by addendum duly issued to all Vendors. WSMC will not be responsible for any other explanation or interpretation of the Proposal documents.

2. Incurring Cost

Any cost incurred by the Vendor in preparation, transmittal or presentation of any Proposal or material submitted in response to this solicitation shall be the sole expense of the Vendor.

3. Vendor's Rights to Withdraw Proposal

Vendors will be allowed to withdraw their Proposals at any time prior to the deadline for receipt of Proposals. The Vendor must submit a written withdrawal request signed by the Vendor's authorized representative addressed to the Procurement Manager.

4. Proposal Offer Firm

Responses to this Request for Proposal, including prices, will be considered firm for thirty (30) days after the due date for receipt of Proposals.

5. Disclosure of Proposal Contents

The Proposals will be kept confidential. WSMC is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of WSMC to disclose Proposals/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

6. Termination

This Request for Proposal may be canceled at any time and any and all Proposals may be rejected in whole or in part when the Agency determines such action to be in the best interest of Washington State Migrant Council.

7. Basis for Proposals

Only information supplied by the Agency in writing through the Procurement Manager or in this Request for Proposal should be used as the basis for the preparation of the Vendors' responses.



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General Proposal Requirements (cont.)

8. Rejection of Proposals

WSMC reserves the right to reject any Proposal which omits any one or more items for which Proposals are required; any Proposal which omits prices; or any Proposal, that in the opinion of Washington State Migrant Council, does not meet the special requirements specified in this RFP. WSMC, at its sole discretion, reserves the right to reject any or all Proposals at any time to the execution of a contract at no penalty.

9. Proposal Preparation, Presentation and Content Requirements

The Request for Proposal text contains the information to be provided for competing Vendors and is the sole basis for Proposals.

10. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities within the Proposals.

11. Right to Publish

Throughout the duration of this procurement process, potential Vendors must secure, from WSMC, written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement. Failure to adhere to this requirement may result in disqualification of the Vendor's Proposal.

12. Ownership of Proposals

All Proposals and accompanying documentation become the property of WSMC and will not be returned.

13. Electronic Mail Address Required

A part of the communication regarding this procurement may be conducted by electronic mail (e-mail). Vendor must have a valid e-mail address to receive this correspondence.

14. Consideration of Small, Minority and/or Women owned Business Enterprises

In the evaluation of the Proposals provided in response to this Request for Proposal, special consideration may be given to the businesses that contribute to the agency's goals in one of two ways:

- a) The business submitting the Proposal is owned and operated by minorities or women, or
- b) The business submitting the Proposal can certify that a percent of the contract price is paid to a minority owned business or women owned business, respectively, for services those businesses perform under this procurement.

Businesses may be given preference if they:

- a) State that they are a minority or women-owned business and provide a current certification to that effect, or



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General Proposal Requirements (cont.)

- b) Submit the name and the estimated amount to be paid to each minority owned or women owned business for services they will perform under this contract. These minority-owned or women-owned businesses must be certified as specified in the above paragraph.

15. Contract Award

Proposal will be awarded to the lowest responsible Vendor meeting specifications (see Section II).

The evaluation criteria used by the WSMC's Review Committee for this procurement will be:

- Cost
- Service

Preference (not priority) is given to the following types of vendors, providing this involves no sacrifice in quality, service, or price; Vendors historically underutilized (small, minority, and/or women owned business); Vendors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Vendors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.



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Section II

Proposal Specifications, Information, and Instructions



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Proposal Specifications, Information, and Instructions

Services Requested:

Please Note: Only vendors with an active FCC Service Provider Identification Number (SPIN#) will be considered.

Please provide detailed solution descriptions on how services requested would be fulfilled.

PRIORITY 1 CATEGORIES

1. **WAN Links:**
 - a. *MPLS - Vendor must be capable of providing the entire MPLS solution. Partial coverage bids will not be considered. MPLS Service for the following Entities:*
 - i. Minimum 25 Mbps DS3 link from Admin Office (Entity #16038663) to MPLS.
 - ii. Minimum 1.544 Mbps T1 link from all School class entities to MPLS
 - a. *Metro Ethernet- RJ45 Copper termination at each end*
 - i. Minimum 1000Mbps Metro Ethernet for Site to Site connection between Admin Office (Entity #16038663) and Program Office (Entity #16038664) Entities.
2. **Long Distance Telephone Service for the following entities:**
 - a. 7500 minutes per month average monthly usage for a 3 Year Term – All entities.
3. **Local Phone Service for the following Entities:**
 - a. Month to Month Service for all WSMC Entities
4. **PRI Phone Services:**
 - a. Qty 2, Fully populated PRI Circuits located at the Admin Office (Entity #16038663)
5. **Wireless/Cellular Service:**
 - a. Month to Month Cellular Service for all WSMC Entities
6. **Internet Access for 1300 Users:**
 - a. Minimum 35/Mbps circuit type Internet connection to serve agency centrally at Admin Office (Entity #16038663)

PRIORITY 2 CATEGORIES

Maintenance and Technical Support for:

Cisco Smartnet(SNT) /Essential Software(ESW) / Unified Communications Software Subscription(UCSS) – See Appendix B for Equipment Listing



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- Minimum Response Time: Next Business Day, M-F, 8AM-5PM.

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Section II

Proposal Specifications, Information, and Instructions

Polycom Premier Support – See Appendix B for Equipment Listing

- Minimum Response Time: Next Business Day, M-F, 8AM-5PM

APC Preventative Maintenance Visit Warranty Support – See Appendix B for Equipment Listing

- Minimum Response Time: Next Business Day, M-F, 8AM-5PM

Network/Phone Support for E-Rate Eligible Services and Equipment

- Minimum Response Time: Next Business Day, M-F, 8AM-5PM
- Provide E-Mail / Phone / Remote support

Relevant Project Information:

Please see Appendix A for a listing of WSMC entities and their respective address and phone number. Please see appendix B for the listing of equipment for Basic Maintenance. Additional Basic Maintenance / Support (ESW, UCSS, SNT, Polycom Premier Support, Network Support, and APC support may be purchased later under contract as demand changes)

Response Format:

1. Proposal must include a Letter of Transmittal with the following information:
 - a. Identify the submitting organization.
 - b. Identify the name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the Proposal response.
 - c. Product return policy, product guarantee and product warranty.

Proposal Submittal:

1. Each proposal submission must include a contract for review.
2. Each proposal and contract must include the vendor's **active** Federal Communication Commission(FCC) Service Provider Identification Number(SPIN #).
3. Proposals must be received no later than **4:00 PM PACIFIC STANDARD TIME ON TUESDAY, FEBRUARY 9, 2010**. Proposals received after this deadline will not be accepted. Proposals may be mailed, faxed or submitted electronically to:



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