

**RFP**  
***Y18-Fiber\_Lourdes\_NebrNetwork***  
**E-Rate Year 18**  
**2015-2016**

**Diocese of Lincoln Schools**  
**3700 Sheridan Blvd, Ste 5**  
**Lincoln, NE 68506-6100**

RFP #	Date Posted:
<b>CDEO150213A</b>	<b>02/17/2015</b>
470#	Contact
<a href="#"><u>480920001327716</u></a>	<b>Ken Pinkerton</b>
Submission Deadline	Deadline for RFP/Bid questions
<b>03/16/2015 11:59pm</b>	<b>03/03/2015- 11:59 pm</b>
No bids will be accepted after deadline	

## Table of Contents

1	Introduction .....	3
2	Representations .....	3
3	Quote Procedure.....	3
	DEADLINE for submitting RFP questions is 11:59PM, CDT 03/03/2015. ....	4
4	Evaluation Criteria.....	4
5	Quotes Requested.....	5
6	Disqualifications and Special Requirements .....	5
7	Technology Refresh.....	5
8	E-RATE Information.....	6
	• 470- .....	6
	• SPIN Number .....	6
	• Lowest Corresponding Price (LCP) rule .....	6
	• Invoicing- BEAR/SPI.....	6
	• Document Retention.....	7
	Service Provider Identification Number (SPIN): _____ .....	7
9	Current Network Topography.....	7
10	Proposed possible solution if Diocese of Lincoln Schools joins Network Nebraska .....	8
11	Scope of Work .....	8
12	TECHNICAL REQUIREMENTS .....	10
13	Installation timeframe .....	10
14	BILLING.....	11
15	COST .....	11
	INSTALLATION COSTS.....	11
16	QUANTITY.....	11
	Form A Bidder Contact Sheet.....	12
	Appendices.....	14
	Appendix A- Lourdes Central High School Fiber connection to diocesan data center .....	14
	• Additional information about our schools-websites .....	14
	Appendix B- Diocesan Data Center .....	15
	Appendix C- Network Nebraska Sites Aggregating at the Following Locations:.....	16

## 1 Introduction

- The Diocese of Lincoln Schools (CDOL) is comprised of 32 Catholic schools in Nebraska, south of the Platte River. CDOL is seeking qualified candidates to submit proposals to provide *a fiber, point to point WAN circuit between Lourdes Central High School (See [Appendix A](#)) and the diocesan data center (See [Appendix B](#)).*
- CDOL is considering membership in Network Nebraska and is seeking qualified candidates to submit a proposal to provide a fiber Ethernet backbone between the diocesan data center (*See [Appendix B](#)*) and one of Network Nebraska’s aggregation points (*See [Appendix C](#)*).
- The diocesan data center is the aggregation point for connecting to the Internet and the source of internal services such as email, content filtering, student information system, etc. This document describes the requirements to be met in E-rate proposals.
- Time is of the essence. In order to meet the deadlines imposed by the USAC E-rate program, no proposals will be accepted after the 28<sup>th</sup> day following the posting of the Form 470 and RFP. CDOL requires time to evaluate proposals, select a vendor and file Forms 471. Special consideration will be given to respondents for early submissions.

## 2 Representations

- Each respondent, by making its quote, represents that:
  - They have read and understand these instructions, the RFP and its Quote is made accordingly.
  - Failure of the Respondent to fully acquaint itself with any applicable condition or matter shall not in any way relieve the Respondent from the responsibility for performing in accordance with and for the sum provided in RFP.

## 3 Quote Procedure

- A copy of the RFP shall include the legal name of the Respondent, be signed by a person legally authorized to bind the Respondent to its offer, and returned with a copy of the bidder’s quote(s).
- Quotes will be accepted until 11:59 P.M. CDT, 03/16/2015.

- Any explanation desired by a bidder regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing to:  
Ken Pinkerton, Network Coordinator  
Diocese of Lincoln Schools  
Email: [ken-pinkerton@cdolinc.net](mailto:ken-pinkerton@cdolinc.net)
- Answers to bidder questions can be found on our website in the form of FAQs or addendum to RFP <http://www.lincolndiocese.org/our-schools/e-rate>

**DEADLINE for submitting RFP questions is 11:59PM, CDT 03/03/2015.**

- **REJECTION OF PROPOSALS-**  
The Diocese of Lincoln Schools reserves the right to reject any or all proposals, wholly or in part, or to award to multiple bidders in whole or in part. The Diocese of Lincoln Schools reserves the right to waive any deviations or errors that are not material, do not invalidate the legitimacy of the proposal and do not improve the bidder's competitive position. All awards will be made in a manner deemed in the best interest of the Diocese of Lincoln Schools.
- There is no guarantee that any or all of the institutions listed will purchase any or all of the services requested in this RFP.
- The Education Technology Office of the Diocese of Lincoln Schools bids these services on behalf of numerous schools in its organization. Each entity must be allowed a reasonable duration to review and approve its purchase from the resulting proposals and to file its E-rate Form 471 prior to the national deadline on March 26, 2015. Once a winning bidder has been declared by CDOL, each contractor must work expeditiously toward a signed contract in order to allow enough time for the local approval process. Failure to reach a signed contract with the Diocese of Lincoln Schools prior to Friday, March 20, 2015 at 3:00pm CST, may risk negation of purchases for the July 1, 2015 through June 30, 2016 E-Rate year.

## 4 Evaluation Criteria

- Cost of eligible goods and services
- Prior experience with vendor
- Internal cost to Diocese of Lincoln Schools to implement services
- Timeliness of bids
- Ability to meet or exceed technical requirements
- In State preference
- Vendor's E-rate support mechanism

## 5 Quotes Requested

- CDOL is requesting quotes for one (1) Ethernet, Layer 2 fiber WAN connection between Lourdes Central High School (See [Appendix A](#)) and the diocesan data center (See [Appendix B](#))
  - Minimum Speed: 200Mbps
  - Quote available speeds in 100Mbps increments ranging from 200Mbps up to and including 1,000Mbps.
- Quote one (1) Ethernet Fiber Circuit between the diocesan data center and one of Network Nebraska's listed aggregation points ([Appendix C](#)).
  - Minimum Speed: 200Mbps
  - Quote available speeds in 100Mbps increments ranging from 200Mbps to and including 1,000Mbps.

## 6 Disqualifications and Special Requirements

- Diocese of Lincoln Schools' strong preference is for a 1-Year agreement with optional contract extensions allowable in Years 2 and 3 at the discretion of Diocese of Lincoln Schools. All bidders should show costs for this option.
- Diocese of Lincoln Schools will entertain the option of a 3-Year agreement. Bidders should show costs for this option, but realize that this approach has typically not met our organization's business objectives in the past. Any multi-year agreement must include the Technology Refresh terms
- Service Providers must have SPIN number before bidding.
- Service Providers must provide SPI Invoicing Discounts and will set up the discounts for each account within two months' billing cycles of service starting.
- Extra points will be given to vendors for early bids.

## 7 Technology Refresh

The Diocese of Lincoln Schools and the Contractor will work in partnership to ensure the services provided under this contract will be continuously refreshed as technologies evolve and user needs grow. The Network Coordinator of the Diocese of Lincoln Schools, in conjunction with, or on behalf of, all other participants, will assume the primary role in seeking and proposing new technologies and enhancements. This technology refreshment clause will be a required condition of the contract.

The Diocese of Lincoln Schools and the Contractor will conduct periodic reviews of the contract at specific milestones during the term of the contract to review service offerings and pricing. These reviews may result in expanding the services offered by the Contractor to include new pricing elements or pricing modifications associated with improved economies of scale and/or technological innovations. Changes in the industry related to regulation and/or pricing mechanisms may also result in modification of rates identified in the services offered by the Contractor. These review periods will commence when

the Diocese of Lincoln Schools feels an improvement in economies of scale or technological innovation has occurred.

## 8 E-RATE Information

### 470-

The originating FCC Form 470 number for this RFP is 480920001327716.

### SPIN Number

Each Bidder must have a Service Provider Identification Number (SPIN) from the Universal Service Administrative Company and be eligible to participate in the Universal Service Fund discount program for telecommunications services provided to the E-rate eligible entities. Bidder agrees to provide any discounts, including any accrued credits, for which the entity is eligible under the Universal Service Fund for school telecommunications services. Bidder will, at its expense, prepare and file all carrier documents and reports required for the eligible entities to receive the benefit of such discounts and credits. The Bidder's Service Provider Identification Number (SPIN) issued to bidder by the Universal Service Administrative Company must be included in the responding bid.

### Lowest Corresponding Price (LCP) rule

As required by federal law, providers of eligible services must comply with the Lowest Corresponding Price (LCP) rule:.

- 47 CFR § 54.500(f)

Lowest corresponding price is the lowest price that a service provider charges to non-residential customers who are similarly situated to a particular school, library, or library consortium for similar services. ("Similarly situated" means the "geographic service area" in which a service provider is seeking to serve customers with any of its E-rate services.)

- b. 47 CFR § 54.511(b)

Providers of eligible services shall not charge schools, school districts, libraries, library consortia, or consortia including any of these entities a price above the lowest corresponding price for supported services, unless the Federal Communications Commission, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory.

### Invoicing- BEAR/SPI

The Billed Entity Applicant Reimbursement (BEAR) FCC Form 472 is filed by the applicant and approved by the service provider after the applicant has paid for services in full. The Service Provider Invoice (SPI) FCC Form 474 is filed by the service provider after the applicant has been billed for the non-discount portion of the cost of eligible services. Note: Applicants can choose their method of invoicing; service providers cannot force applicants to use a particular method.

Diocese of Lincoln Schools requests SPI invoicing on all E-rate services and bidder shall set up the SPI discounts for CDOL accounts within two (2) billing periods after service has begun.

**✚ Document Retention**

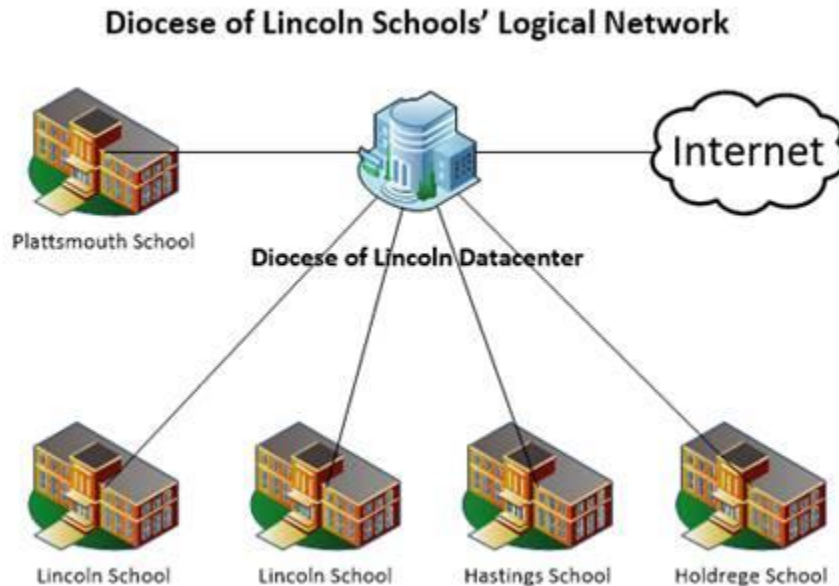
As required by USAC policy, the contractor must retain documents from the bidding process through ten (10) years past the last date of service. Documents may be retained in electronic format or paper. The document list includes, but is not limited to, copies of bids, signed contracts, proof of service delivery, invoices, documentation of any service down time, and any other document retention required by the FCC.

The bidder must provide the following information in response to this Request for Proposal.

**Service Provider Identification Number (SPIN):** \_\_\_\_\_

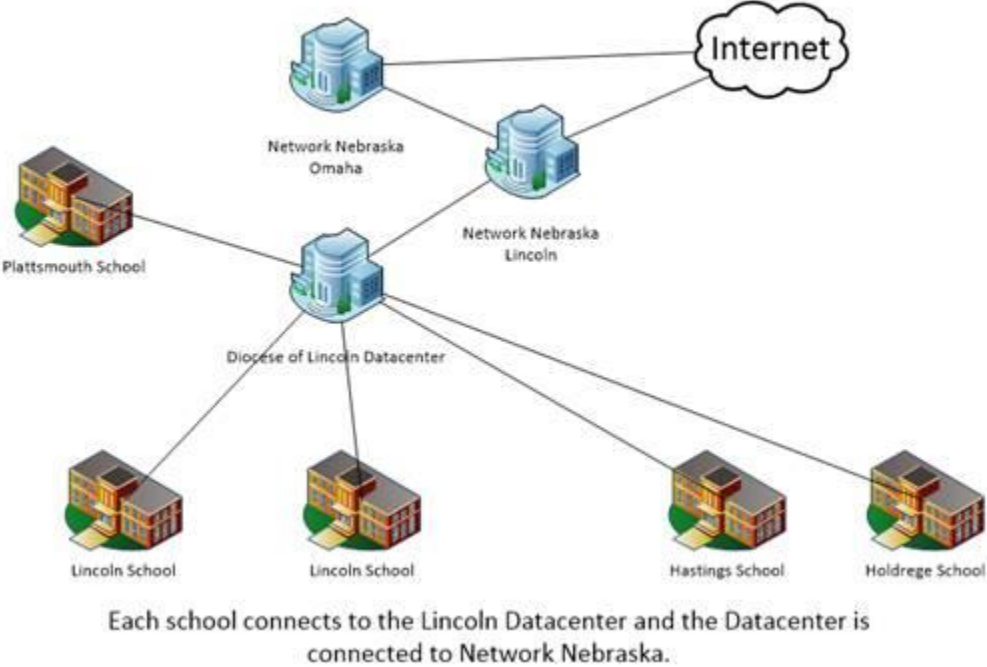
**9 Current Network Topography**

The current wide area network (WAN) consists of sixteen (16) schools connected with DSL via a Private DSL network. Transport to the central data center and Internet is provided via a 100Mbps ENAL circuit to the Diocese of Lincoln Schools Data Center. Fifteen (15) additional schools, which are not part of the Private DSL network, are purchasing Internet services through local cable providers or DSL and connecting via VPN tunnels back to the data center. One (1) school is connected with a point-to-point Layer 2 fiber connection to the data center. Content Web Filtering is managed by an appliance at the data center entrance to the Internet.



\*A more detailed drawing of the network is available by emailing Ken Pinkerton [ken-pinkerton@cdolinc.net](mailto:ken-pinkerton@cdolinc.net)

**10 Proposed possible solution if Diocese of Lincoln Schools joins Network Nebraska**



**11 Scope of Work**

The Contractor shall design, develop and implement a high-speed, IP-based, layer-2, Ethernet, wide area network to connect eligible CDOL schools to diocesan data center. The network interface to the customer’s CPE must physically be Ethernet with the capability to provide multiple virtual Ethernet interfaces via 802.1Q VLAN tagging.

The eligible entities’ network connections must be bid according to the bandwidth ranges and to the acceptable aggregation sites as stipulated in the [Quotes Requested](#) section. The conversion will be performed over the summer of 2015 and must be as transparent as possible with completion by August 1, 2015.

For [Appendix A](#), each connection that is bid must be connected between the identified school and the Diocese of Lincoln Data Center. Customer based MPLS protocol will be utilized on the site to site link and must be supported. A separate Ethernet fiber based handover connection must be provided on both ends of all circuits bid under Appendix A.

For [Appendix B](#) the connection that is bid must be connected from the site address identified to an aggregation site address also identified in [Appendix C](#).

For locations where multiple speeds have been requested, the Diocese of Lincoln Schools will disclose which speed is being tabulated at the moment of bid opening via a written document.

Bids under Appendix A will be separate from those for Appendix B, with separate awards being given for each site/service based on our evaluation criteria with the lowest cost being most heavily weighted.

The support of end-to-end customer VLANs (C-VLANs) is REQUIRED on the circuit between the diocesan data center and Network Nebraska; it is desirable on the connection from Lourdes to the data center. Support can be provided either by using the IEEE 802.1ad provider bridging standard (also referred to as QinQ tunneling), or by directly bridging the customer VLANs from end-to-end, without C-VLAN modification and without provider interaction. For example; as a customer VLAN tagged packet travels from a customer to the service provider, a customer-specific 802.1Q tag is added by the provider to each packet. This additional tag is used to segregate traffic into service-provider-defined service VLANs (S-VLANs). The original customer 802.1Q tag of the packet remains and is transmitted transparently, passing through the service provider's network. The Service Provider VLAN (S-VLAN) tag is added on egress for incoming packets, optionally including untagged packets. As the packet leaves the S-VLAN in the downstream direction, the service provider 802.1Q tag is removed, leaving the original customer tag on the packet.

Eligible entities that select this service will purchase their own network equipment and video equipment. The Contractor will need to work closely with these eligible entities to ensure that the appropriate network equipment and video equipment delivery is coordinated and ready for installation at the time the network conversion takes place.

This connectivity will transmit Internet, distance learning, and data transport between the eligible entities of Diocese of Lincoln Schools and Network Nebraska.

## 12 TECHNICAL REQUIREMENTS

These are requirements on the circuit between the data center and Network Nebraska. They are desirable on the circuit between Lourdes and the data center.

The bidder must provide a network design in which:

1. Layer 2 (802.1q/802.1p) VLAN and QoS tags must be allowed through the provided network connection and must remain unchanged by the provider.
2. Ethernet frames containing a 1500 byte payload (for a total minimum supported Ethernet frame size of 1542 bytes), must be allowed and flow as a single complete frame without any fragmentation by the provider's equipment. Reference: [http://en.wikipedia.org/wiki/Ethernet\\_frame](http://en.wikipedia.org/wiki/Ethernet_frame)
3. Layer 2 performance must be adequate to support jitter and latency sensitive applications (i.e. video over IP).
4. The network interface to the customer's CPE must be an Ethernet-based handover connection. The connection must support either 802.1q tagged frames or must support 802.1ad provider bridging. Network Nebraska WILL NOT coordinate customer VLAN tags with the provider; the provider must either tunnel the customer VLAN tags through the provider network or must leave the customer VLAN tags unchanged from end-to-end.
5. Customer based MPLS protocols will be used on all aggregation to aggregation site connections. Customer based MPLS must be supported for all circuits bid under Appendix C.
6. Allow participating institutions to manage their own IP address space and routing.
7. Performance metrics on contracted circuits must be provided to Diocese of Lincoln Schools staff within 24 hours of request.
8. Diocese of Lincoln Schools must be notified within 24 hours of performing QoS changes, network monitoring changes or any other network changes that may have a positive or negative effect on performance as outlined in the RFP.
9. The provided connection must be tested to prove performance before it will be considered complete and usable. Testing according to ITU-T Y.156sam or RFC-2544 for performance, frame-loss and latency is preferred but detailed performance, frame-loss, latency and QOS test disclosure is also acceptable. Testing must validate the minimum frame size specified is supported.
10. Every connection's receive AND transmit capacity must each meet or exceed the bandwidth amount that is bid. Testing must validate that capacity meets the amount purchased before the connection will be considered complete and usable.

## 13 Installation timeframe

Diocese of Lincoln Schools requires that any new service(s) must be converted between July 1, 2015 and August 1, 2015. The circuits should be installed and tested by July 1, 2015, however neither the Diocese of Lincoln Schools (Ed Tech Office), nor any of the participating schools can incur charges on these circuits until after July 1, 2015 due to E-rate requirements. The cutover to the customer must be complete by August 1, 2015. Existing service must remain active until the final cutover.

The Diocese of Lincoln Schools is cognizant of a growing demand for bandwidth. The Diocese of Lincoln Schools is interested in identifying contractor(s) who will meet the current and future

telecommunications needs of eligible participants. The contractor(s) will provide a cost-effective, scalable, and flexible service that will be able to meet the demands of the network participants and it is expected the services would meet any future needs of other eligible participants as deemed appropriate. Bidders shall identify services that are a normal part of their offering without additional fees.

## **14 BILLING**

The contractor will bill each entity directly to ensure that appropriate E-rate processing can be accomplished. The Contractor must comply with all applicable E-rate requirements. The Diocese of Lincoln Schools may request a copy or summary of billings to other entities. Billings for the Individual schools must comply with the following specific requirements:

1. The billing to all eligible participants in the diocese, for services under this section, must reflect the cost per Individual location.

## **15 COST**

All prices shall be proposed as an individual location/school cost showing recurring and/or non-recurring costs. All bidder costs must be reflected in either the monthly recurring or non-recurring charges. The Diocese of Lincoln Schools shall not be required to purchase any specific service or minimum quantities of network services. The quantities provided are for the sole purpose of assisting the Bidders in preparation of their proposals and for the Diocese of Lincoln Schools to consider the feasibility of the proposed network solutions. The Diocese of Lincoln Schools shall not be responsible for any cost that is not identified in the Bidder's proposal. The Diocese of Lincoln Schools will not consider bids that offer discounts based upon the number of network locations that join the network.

### **INSTALLATION COSTS**

If non-recurring installation/set-up charges are applicable, these rates shall be delineated in the cost portion of the proposal. This cost for the circuit installation shall include all one-time costs associated with termination to the demarcation point from the network side and/or fees associated with interconnection to local exchange carriers.

## **16 QUANTITY**

The Diocese of Lincoln Schools has the option of purchasing any quantity of services in any increment proposed. The Diocese of Lincoln Schools reserves the right to purchase any quantity of service. There will be no minimum or maximum quantities imposed as a result of any contract. All members of the Diocese of Lincoln Schools will be allowed to purchase off of this proposal.

## Form A

### Bidder Contact Sheet

#### Request for Proposal Number CDEO150213A

The Bidder Contact Sheet should be completed and submitted with each response to this Request for Proposal. This is intended to provide the Diocese of Lincoln Schools with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response. Each bidder shall also designate a specific contact person who will be responsible for responding to the Diocese of Lincoln Schools if any clarifications of the bidder's response should become necessary.

<b>Preparation of Response Contact Information</b>	
Bidder Name:	
Bidder Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Each bidder shall also designate a specific contact person who will be responsible for responding to the Diocese of Lincoln Schools if any clarifications of the bidder's response should become necessary.

<b>Communication with Diocese of Lincoln Schools Contact Information</b>	
Bidder Name:	
Bidder Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

Request for Proposal Number **CDEO150213A**

## Appendices

### Appendix A- Lourdes Central High School Fiber connection to diocesan data center

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**Lourdes Central Catholic- St.  
Mary  
411 5th Rue  
Nebraska City, NE 68410  
Diocesan Ref #: LSEN  
Billed Entity Number: 78675**

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 **Additional information about our schools-websites**  
<http://www.lincolndiocese.org/directory/schools>

## **Appendix B- Diocesan Data Center**

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**Data Center- Diocese of Lincoln**

**Schools**

**100 W Grand Dr**

**Lincoln, NE 68521**

**Diocesan Ref #: CDOL**

**Billed Entity Number: 138460**

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### **Appendix C- Network Nebraska Sites Aggregating at the Following Locations:**

Network Nebraska has five (5) major network node locations that are used as “core” aggregation points. The circuit in Appendix B must connect the Diocese of Lincoln Schools Data Center to one of the two locations listed here.

University of Nebraska Computing Services Network  
Room 230 Nebraska Hall  
University of Nebraska-Lincoln  
901 North 17th Street  
Lincoln, Nebraska 68588-0521

Peter Kiewit Institute  
University of Nebraska – Omaha  
1110 South 67th Street, Room 166  
Omaha, Nebraska 68182-0694