

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To: Date: June 16, 2016
..... RFP No. 022-2016 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Friday, July 15, 2016 @ 4:00 o'clock p.m.**

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order to preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

RFP-022-2016 (P) To Provide Network Cabling, Installation and Maintenance Services to various VIDE sites located throughout the Territory in the Virgin Islands

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Ms. Latisha Blyden** at latisha.blyden@dpp.vi.gov. All request will be forwarded to **Debra Gottlieb, Deputy Commissioner, Department of Education**

B. STATEMENT OF PURPOSE

RFP-022-2016 (P) To Provide Network Cabling, Installation and Maintenance Services to various VIDE sites located throughout the Territory in the Virgin Islands

C. PROPOSE SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for requests for written clarification will be **Friday, July 1, 2016 @ 4:00 p.m.**
2. Proposals will be accepted at Department of Property & Procurement, no later than **Friday, July 15, 2016 @ 4:00 p. m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **seven (7)** sets of proposals, **One (1)** original and **Six (6)** copies, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Friday, July 15, 2016 @ 4:00 p. m.**

They shall be addressed to:

Randolph N. Bennett
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

<p>SEALED PROPOSALS-DO NOT OPEN</p> <p>RFP-022-2016 (P) (Name of Bidder) (Mailing Address of Bidder) (Telephone Number of Bidder) (Fax Number of Bidder)</p>

Where proposals are sent by mail, the bidder shall be responsible for their delivery to DOT before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Department of Property and Procurement Randolph N. Bennett**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATED WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

N. REQUIREMENTS FOR CORPORATION

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.



**REQUEST FOR PROPOSALS (RFP) FOR
E-RATE FUNDING YEAR 2016 (Program Year 19)
INTERNAL CONNECTION SERVICES**

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- I. General Information
- II. Scope of Services
 - A. Program Management
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 - 1. School Wiring
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I. GENERAL INFORMATION

1. **Purpose/Overview:** The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified provider(s)/vendor(s) (also referred to as proposers) to purchase, install, maintain, repair configure, test, and manage internal connections--cabling equipment, products and services.

The Virgin Islands Department of Education (VIDE) seeks one qualified service provider(s)/vendor(s) with the knowledge, experience, and expertise to provide all things necessary to provide customized internal connections and fiber and copper network cabling equipment installation, maintenance and management.

2. **About the VIDE:** The Territory of the United States Virgin Islands is divided into two (2) school districts – the St. Thomas/St. John school district and the St. Croix school district. The day-to-day operations of the two (2) school districts are managed by centralized district offices on St. Thomas and St. Croix. The VIDE, an executive branch agency of the Government of the Virgin Islands (Government) in accordance with Titles 3 and 17 of the Virgin Islands Code, oversees the administration and operation of all publicly supported elementary and secondary education facilities and programs throughout the Territory. The following table contains additional information concerning the two (2) school districts.

ST. THOMAS/ST. JOHN SCHOOL DISTRICT	Number
Schools	14
Elementary Schools	9
Middle Schools	2
Junior High School	1
High Schools	2
Programs	3
Day Adult Program	1
Skill Center	1
Alternative Ed Program	1
Total Schools and Programs	17
Number of Students	7,372*
ST. CROIX SCHOOL DISTRICT	
Schools	13
Elementary Schools	8
High Schools	2
Junior High Schools	3
Programs	3
Adult Ed	1
Alternative Ed	1
Career and Technical Ed	1
Total Schools and Programs	16
Number of Students	6,972*
BOTH DISTRICTS	
TOTAL NUMBER OF VIDE REGULAR K-12 SCHOOLS	28
TOTAL NUMBER OF PROGRAMS	6
TOTAL NUMBER OF STUDENTS	13,522*
TOTAL NUMBER OF TEACHERS/ADMINISTRATORS	1,203*
TOTAL NUMBER OF EMPLOYEES	2,471*

*This information is constantly changing.

3. Administrative Structure: Sharon Ann McCollum, Commissioner of the Department of Education heads the Virgin Islands Public School System. The two (2) School Districts are managed and directed by Insular Superintendents. The official address for the Virgin Islands Department of Education is: 1834 Kongens Gade, St. Thomas, Virgin Islands 00802. This is the address to be used for any correspondence or delivery of paper reports.

The Honorable Randolph N. Bennett, Commissioner of Property and Procurement, and other personnel in the Department of Property and Procurement (DPP), will manage the bidding, negotiation, and contractual processes. Following the receipt of written proposals, oral presentations may be requested. Final determinations will be made at the conclusion of the presentations. VIDE's Office of the Commissioner will serve as the liaison between the selected contractor and the agencies of the Virgin Islands Government in contract preparation.

4. Incurred Costs: The Government is not liable for any cost incurred by the proposer prior to the execution of a contract by all Parties.

5. Late Proposals: Any Proposal received after the exact time specified for receipt will not be considered.

6. Gifts from Consultants: The Government's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors. To the extent permissible under local laws, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

7. Licenses, Fees & Taxes

A. The selected contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, local income tax, and payroll and withholding taxes for its employees. The contractor shall hold Government harmless for all claims arising from payment of such taxes and fees.

B. The selected contractor shall obtain and post as required, all license, permits, and certificates as required by federal and local laws, rules and regulations, and policies.

8. E-RATE PROGRAM BACKGROUND AND REQUIREMENTS

A. History of the Program

The Universal Service Fund was established in 1934 as a part of a telecommunications act enacted to ensure that all citizens have access to "rapid, efficient, nationwide...communications services with adequate facilities at reasonable charges." E-Rate, which stands for "Education Rate" was established by the Snowe-Rockefeller amendment to the Telecommunications Act of 1996 and provides affordable access to telecommunications services for all eligible schools and libraries in the United States. Funded at up to \$2.25 billion dollars annually, the program provides discounts from 20% to 90% on telecommunications services, Internet access and internal wiring installation and maintenance.

B. Program Administration

The Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) administers the E-Rate program. USAC is an independent, not-for-profit corporation that operates under the direction of the Federal Communications Commission (FCC). USAC administers the Universal Service Fund, which was created by the Telecommunications Act of 1996 to ensure that consumers in all states and territories of the United States have access to quality telecommunications and information services at affordable rates. Before each new funding year, the FCC reviews the list of services and equipment eligible for E-rate discounts and adds, deletes and/or modifies items as it sees fit. To review the FCC's Eligible Services List, go to: <http://www.universalservice.org/sl/tools/eligible-services-list.aspx>. To date, the VIDE has received over \$50 million dollars in funding under the E-Rate program.

The three (3) categories of service for which funds are available include:

Telecommunications Services	These are leased, tariffed, contracted, or month-to-month services that are used to communicate information electronically between sites. An eligible Telecommunications Service provider MUST provide the services. Examples of these services include T-1 lines, basic telephone service, and ISDN. Broadcast services (such as over-the-air radio and television) and cable TV are not considered Telecommunications Services and therefore are not part of this RFP.
Internet Access	Basic conduit access to the internet, including email, provided by an eligible Telecommunications Services provider or any commercial organization.
Internal Connections	The wiring and components that expand data access within a school or library, such as to individual classrooms within a school. Internal Connections can be provided by any commercial organization.

C. Vendor Qualification

Universal Service (E-Rate Program) Requirements

To warrant consideration for an award of contract resulting from this Request for Proposals, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as the "E-rate" Program), as provided for and authorized under the federal Telecommunications Act of 1996 (47 U.S.C. § 254, "Universal Service"). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund ("USF") subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- o **USF Knowledge**
Vendor shall have, at a minimum, a working knowledge of the federal E-rate Program. Vendor must submit with its proposal a written statement explaining how it acquired that knowledge and listing its E-rate Program-related experience.
- o **USF Registration**
Vendor shall submit with its proposal a valid Service Provider Identification Number ("SPIN") and a valid Federal Communications Commission Registration Number ("FCCRN"). Call the SLD at 888-641-8722, or access their web site at <http://www.sl.universalservice.org/> for additional information.
- o **USF Participation**
Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with VIDE, the Universal Service Administrative Company ("USAC"), and any agency or organization administering the E-rate Program to ensure that VIDE receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor's services and/or products.
- o **USF Documentation**
Vendor shall provide VIDE's staff and/or VIDE's E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that VIDE may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.
- o **Invoicing Procedures**
Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to VIDE for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor's signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches Government of the Virgin Islands, Virgin Islands Department of Education's (VIDE) contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to VIDE (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- District's Billed Entity Number
- District's Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

▪ **Delayed USF Funding Commitment**

Vendor understands that, due to circumstances beyond VIDE's control, VIDE may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

— Retroactive Invoicing

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount VIDE is owed retroactive to July 1st of the funding year or to whenever approved service to VIDE began, whichever date is later.

▪ **USF Audit and Document Retention Requirement**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to VIDE. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by VIDE or other authorized entities and/or persons. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing VIDE and other authorized entities and/or persons the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor will create, implement and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and VIDE's Form 470 and Form 471
- Ensuring that services or products are not provided to VIDE without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and VIDE
- Where applicable, non-recurring services provided prior to September 30th and recurring services provided prior to June 30th

- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to VIDE, was actually provided to VIDE and when
- If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed
- If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to VIDE in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor's representative in a timely manner
- Maintaining fixed asset list of E-rate-supported equipment provided to VIDE with detailed information for each item (model number, serial number, product description) and made available to VIDE in electronic format

VIDE APPLICABLE DISCOUNT	85%
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10. CONTRACT

Type

The contract awarded under this RFP will be for professional services and cost reimbursement. No payments in advance or in anticipation of services or supplies to be provided under the contract shall be made by the Government.

The awarded Contractor will agree to first submit copies of all the proposed E-Rate invoices to the Department of Education, Office of Instructional Technology, for verification that the services invoiced were provided in accordance with the Contract and all applicable federal and local laws and regulations, including all applicable policies, rules and procedures pertaining to this Contract or the services provided hereunder. After verification, the Department of Education will provide written approval of each invoice before Contractor may submit them to the USAC SLD for payment. The obligation of the Department to compensate Contractor for services rendered under the Contract shall be contingent upon Contractor's compliance with the terms and conditions therein. Non-compliance with this condition will subject Contractor to applicable federal and local penalties.

Proposers are put on notice that if awarded a contract for professional services, proposer is expected to enter into a written Contract for Professional Services with the Government of the Virgin Islands, Department of Property and Procurement on behalf of the Department Education. The Contract will contain, among other mandatory provisions, provisions regarding the E-Rate Program Background and Requirements and the Scope of Services contained herein, and any other negotiated for and accepted provisions.

Term of Contract

Unless otherwise agreed pursuant to negotiations, the term of the contract awarded under this RFP shall be for a one -year (1) period which will commence upon the approval of the Governor of the U. S. Virgin Islands. With the Government having two (2) one-year renewal options upon mutual agreement of the parties, the subsequent contract dates will be effective July 1st of the respective E-rate year. The VIDE will notify selected contractor(s) of the VIDE's intention to exercise any option to renew the contract prior to the expiration of the term. Cost proposals must include costs for option to renew periods. Updated statements of work may be requested for each renewal period.

Contract Term Modification

The Government reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the FCC and/or USAC.

Contract Cancellation

If the SLD denies the VIDE's E-rate funding request, the Government reserves the right to cancel and terminate for that reason any contract with vendor(s) entered into pursuant to this RFP. In no event will the Government be held liable for any express or implied guarantees. The Government may also terminate the contract with or without cause upon the requisite days' notice to the selected contractor(s).

Selection of Contractor

A contract shall be negotiated with a proposer(s) deemed to be the most qualified and responsive to this solicitation. Such a proposer(s) is one, which has financial, technical, and other resources that indicate an ability to perform the services required by this solicitation. A number of factors may influence the Government's decision in selecting the provider. These factors include, but are not limited to, proposer's knowledge, participation, and qualification in the E-rate program in conjunction with proposer's ability to deliver requested services in a timely manner; reputation, qualifications, experience, familiarity, and specialty in providing similar services; quality of supporting resources; and responsibility status. Proposers that are unable or unwilling to participate in the E-rate program and to discount their invoices will be rated accordingly as this is an E-rate funded project.

Contract Document Requirements

All bid proposals and subsequent contract and supporting documents (if selected) must reflect the legal name of proposer(s) awarded. Supporting documents that must be submitted prior to contract execution and within the time established by the Government shall include, but not be limited to, the following:

- (1) **Certificate of Resolution**, as to the authorized negotiator and signer of a contract.
- (2) **Current Virgin Islands Business License** issued to the legal name of record of the entity by the Government of the Virgin Islands, Department of Licensing and Consumer Affairs; and if applicable, copy of current business license issued by state, city or county in which the foreign corporation is operating.
- (3) **Three (3) current original Certificate(s) of Good Standing/Existence**, in legal name of the Contractor by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks; and if company is not locally formed, an original *Certificate of Good Standing, Certificate of Existence, or Certificate of Status* from the state of registration.
- (4) Certificate of Issuance or Renewal of Trade Name issued by the Virgin Islands Office of the Lt. Governor, Division of Corporations and Trademarks, if applicable.

- (5) Articles of Incorporation or Organization, as applicable; or documents governing operation.
- (6) Liability Insurance indicating proof of coverage of:
 - i. Commercial General Liability Insurance of no less than One Million Dollars and Zero Cents (\$1,000,000.00) per occurrence.
 - ii. The Contractor must provide Certificate(s) of Liability Insurance and Declaration/Endorsement pages indicating that the Government of the Virgin Islands, Department of Education, is an "additional insured" on the Commercial General Liability Policy
 - iii. Professional Liability Insurance no less than One Million Dollars and Zero Cents (\$1,000,000.00) for any one occurrence.
 - iv. The Professional Liability Insurance must cover the services to be provided under the contract and the Government must be indicated as a Certificate Holder.
 - v. Please note insurance requirements may be modified.
- (7) Certificate of Government Insurance/Copy of Certificate providing firm/agents are covered by Workers' Compensation Employee's Liability.

Please note the above-referenced documents are subject to modification at the Government's discretion.

Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

All contractual documents including insurance certificates/policies must be kept updated and maintained throughout the term of the contract

II. SCOPE OF SERVICES

This section describes each of the services being requested for E-Rate Funding Years 19. As appropriate, the existing environment is described as well as planned implementations for Funding Years 19.

A. PROGRAM MANAGEMENT

The VIDE is seeking proposals for the internal connections and cabling installation, inventory management, implementation, configuration and testing of all E-rate Year 19 cabling products and services. These services will include the following:

Assessment: Assessing each facility and preparing reports that define needs as they relate to the E-Rate project scope approved for that facility.

E-Rate compliance: Working with the VIDE and other E-Rate funded service providers to ensure accurate tracking of E-Rate eligible and ineligible costs on invoices and change orders, as required for program compliance.

Vendor management: Overseeing installation, configuration and testing activities, including administration, management, invoicing, and coordination with any other work being performed at VIDE facilities by other E-Rate service providers. Vendor management and coordination will include all aspects of project implementation, including, but not limited to, the following phases:

- Design
- Site surveys, as needed
- Configuration
- Installation
- Testing and Configuration of new equipment wiring
- Closeout process, including complete project/billing documentation

Reporting and Quality Control: Establishing a reporting and quality control program for the following areas:

- Regular reporting on the project, costs and completion
- Development and oversight of problem escalation processes
- Quality Assurance/Quality Control to ensure designs, materials and work meet industry and Territory standards
- Materials management to ensure the quality, cost-effectiveness of distribution of purchased materials and equipment.

B. INTERNAL CONNECTIONS

1. SCHOOL WIRING – Typical School Infrastructure

School and Administrative Site Connectivity

The following are VIDE schools and offices that require service.

	<i>School/Site Name</i>		<i>School/Site Name</i>
1	Alfredo Andrews Elementary School	26	Pearl B. Larsen Elementary School
2	Arthur Richards Junior High School	27	St. Croix Special Education
3	St. Croix Alternative Ed	28	St. Croix Procurement Warehouse
4	Bertha C. Boschulte Middle School	29	Claude O. Markoe Elementary School
5	Addelita Cancryn Junior High School	30	Lew Muckle Elementary School
6	Charlotte Amalie High School	31	Ulla F. Muller Elementary School
7	St. Thomas Curriculum Center	32	Ricardo Richards Elementary School
8	St. Croix Curriculum Center	33	Eulalie R. Rivera Elementary School
9	Leonard E. Dober Elementary School	34	Julius Sprauve School
10	VIDE- Estate Cottage Bay	35	Lockhart Elementary School
11	Edith L. Williams Alternative Academy	36	St. Thomas Department of Education
12	E. Benjamin Oliver Elementary School	37	ST Croix Adult Ed (Day Adult)
13	Elena Christian Elementary School	38	St. Croix Department of Ed Office
14	St. Croix Educational Complex High School	39	Jane E. Tuitt Elementary School
15	Alexander Henderson Elementary School	40	Vocational Complex & High School
16	J. Antonio Jarvis Annex Building	41	John H. Woodson Junior High School
17	Juanita Gardine Elementary School	42	Youth Rehabilitation Center - STX
18	Ivanna Eudora Kean High School	43	Joseph Gomez Elementary School
19	Gladys Abraham Elementary	44	Central High School
20	Joseph Sibilly Elementary School	45	Wheatley Skill Center
21	St. Croix Department of Ed. Headquarters	46	Joseph Sibilly Elementary-James Monroe Annex
22	Yvonne E. Milliner-Bowsky Elementary School	47	St. Thomas Special Nutrition
23	St. Thomas Adult Ed	48	St. Croix School Lunch
24	St. Thomas Special Ed		
25	St. Thomas School Lunch		

Please Note: The Virgin Islands Department of Education reserve the right to add or remove sites to be cabled and maintained over the term of the contract.

	IDF	MDF	Classrooms	Common Areas	Admin Offices	Labs	Average Port Count	Average Cat5e Run	Average Fiber Run
High School	15	1	70	10	100	10	2000	300 linear ft	1000 linear ft
Middle School	10	1	40	10	60	4	1000	300 linear ft	1000 linear ft
Elem. School	7	1	20	10	40	3	750	300 linear ft	1000 linear ft
Pre K-8 School	4	1	40	10	60	2	1500	300 linear ft	1000 linear ft

The VIDE is seeking proposals for adding internal fiber and copper wire connections as well as maintenance of new and existing internal connections.

The VIDE is requesting proposals and pricing for maintaining approximately 16,000 cable drops in St. Croix and St. Thomas and St. John eligible sites.

Products	Average Linear Ft Per Classroom	Qty. to be Supported	Total Linear Feet Required for Maintenance (Repair/Replace)
Copper Cabling Drops	300	16,000	4,800,000
Fiber Cabling Drops	1,000	720	720,000

VIDE is also requesting pricing for installing up to 3,000 cable drops in schools and eligible sites. Pricing should include all required materials (cabling, jacks, surface boxes, conduits, molding, metal patch panels etc) and labor. Detailed maintenance reports, (date of maintenance, on site sign off etc.) must be provided including documentation of all issues and solutions recommended. Separate pricing must be provided for increments of cable drop installment as follows:

- 500 drops
- 1000 drops
- 1500 drops
- 2000 drops
- 2500 drops
- 3000 drops

Products	Average Linear Ft Per Classroom	Maximum Qty to Install	Total Linear Feet Required for New Installations
Copper Cabling Drops	300	3,000	900,000
Fiber Cabling Drops	1,000	3,000	3,000,000

BASIC MAINTENANCE

The VIDE requests proposals and pricing for Basic Maintenance for Cabling.

PRODUCTS TO BE SUPPORTED	QTY	NOTE: Service includes Basic Maintenance support for copper cabling, fiber cabling, as well as jacks, surface boxes, small and large molding, 24-Port patches, conduits and terminations. The basic maintenance is limited to voice/data transmission and does NOT include electrical wiring.
Copper Cabling Drops	16,000	
Fiber Cabling Drops	720	
Total	16,720	

NON-INSTRUCTIONAL FACILITIES TO BE SUPPORTED			
	FACILITY SITE	ENTITY NO.	DISTRICT SITE
1	VIDE STT Headquarters	16030773	St. Thomas
2	STTJ Headquarters/Curriculum Center	16030839	St. Thomas

Defective Equipment:

If any/all equipment is found to be defective or not in compliance with specifications of contract, it is the responsibility of the vender to supply VIDE with replacement equipment according to the specifications of the contract at no additional cost to VIDE.

Project Documents:

The selected contractor shall submit a copy of the proposed cabling installation designs before beginning services. The itemized design solution will list by location, (i.e. communications closet, etc.), all equipment required to complete all cabling. In addition to the itemization, a consolidated component list specifying the quantity, description, part number, unit cost, extended cost, and total cost for the project must be included. The itemized design solution must be submitted to VIDE in electronic format. VIDE and the selected contractor will coordinate on type(s) of electronic format.

Warranty: The selected contractor shall fully guarantee the cost of parts and labor (except for abusive or operator incurred damage which could have been avoided by referring to instructional manual) for the manufacturer's warranty period. Any options to purchase an extended warranty from the manufacturer should be described in the proposal.

III. SUBMITTAL REQUIREMENTS

Part I: Narrative

- 1) **Table of Contents**
This section must contain a table of contents. All major parts of the proposal must be identified by page numbers.
- 2) **Cover Letter/Executive Summary/Proposal Overview**
This section shall include a cover letter signed by an authorized representative of the company. The cover letter must contain a commitment to provide the services described therein and a written acknowledgement to enter into a written contract for professional services if awarded a contract. The cover letter must also specify which services the Proposer is submitting proposals for. The Executive Summary/Proposal Overview must describe the salient features of the proposal. It must contain an overview of the proposer's company background and qualifications, and must condense and highlight the contents of the proposal to provide a broad understanding of the entire proposal. The Executive

Summary/Proposal Overview should include conclusions and generalized recommendations. Pricing information must not be included in this section.

3) **Technical Response/Services Proposal**

Demonstrate ability and capacity to provide services or selected services described in Section II (Scope of Services) in the overall RFP. In this section, proposers should present their vision of how they propose meeting the Government's needs and identify the overall approach to the project, define the scope of their offered services, and how they propose to meet the *Scope of Services* as defined in this RFP. Each response shall address the Proposer's ability (including availability of staff and technological capability) to meet the requirement as well as the proposed means by which it will be met or provided.

4) **Service Level Agreement**

The Proposer shall present a Service Level Agreement (SLA) for review and acceptance by the VIDE. The SLA must warrant that Support Services will be provided as requested in the Scope of Services. The VIDE will negotiate and establish service level agreements for the services delivered under this RFP. The SLA will define the levels of service expected for the various areas of service delivered, divided into priorities according to importance to the supported systems or functions. The SLA will also provide a warranty for services, including a means for compensation of breach to the SLA.

In addition to specific performance objectives, the SLA will also include commitments to:

- Response Time.** The Proposer will agree to respond and resolve all order and maintenance requests within a reasonable time given the priority of the request. Requests in which the response time falls outside the basic coverage will carry-over to the next VIDE business day. The VIDE will work with the Proposer to determine how priority levels will be assigned to service requests. The VIDE also reserves the right to adjust priorities and response and resolution times, as needed:
- Priority Impact Response Resolution**
 - Critical component down 15 minutes as required
 - Critical component degraded 45 minutes 4 hours
 - Non-critical component 4 hours 8 hours
 - MAC Work less than 5 stations 1 day
 - MAC Work more than 5 stations 2 days
 - Other requests, question 8 hours 12 hours

5) **Proposer Requirements.** The Proposer must submit:

- Resumes for all key personnel to include project managers or directors who will be assigned to the project;
- A proposed organization chart;
- USAC Service Provider Identification Number (SPIN) or evidence of application for a SPIN;
- Federal Communications Commission Registration Number (FCCRN);
- Written statement setting forth the amount of E-rate Program knowledge that the Proposer's organization has, who has it, and how it was acquired, along with a list detailing the Proposer's E-rate Program-related experience. Additionally, address all other requirements indicated under I. General Information, 8. E-rate Program Background and Requirements, C. Vendor Qualification.

6) **References.** A minimum of three (3) references from programs of similar scope and magnitude, for which the Proposer has provided services similar to the Services required herein within the past two (2) years, including the telephone number of the contact person, must be provided. The Government may contact these references. **At least one reference must be from a school district where the Proposer is currently providing E-Rate eligible services.**

7) **Financial statements.** Copies of audited financial statements or tax returns signed by the preparer for the three (3) previous fiscal years and the most recent quarterly report must be provided. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet, and statement of income/loss. Each prime or joint venture partner must submit this information. The VIDE reserves the right to accept alternative information and/or documentation submitted by Proposer(s).

8) **Insurance requirements.** Evidence of current insurance coverage must be submitted. If Proposer's current coverage does not meet the requirements stated in this RFP, the Proposer will be required to submit adequate insurance(s) should it be awarded a contract for these services.

Part II: Cost Proposal

The proposal shall provide the proposed compensation for the services to be provided as described in Section II (Scope of Services).

The Proposer must include all assumptions made in association with the cost proposal and provide additional cost estimates for improvements or enhancements that may improve the quality of the proposed solution. **Proposers should identify all government and/or education discounts the VIDE is eligible to receive for each item in each cost proposal. In addition, each cost proposal must be separated into E-Rate eligible and E-Rate ineligible categories.**

Pricing Sheet and General Pricing Instructions. Pricing shall be as follows:

- a. Quoted in U.S. dollars (\$)
- b. Must include labor and transportation costs
- c. Shall include all standard freight charges prepaid, unless otherwise stated

The following pricing format must be used and all equipment and services must be itemized and broken out to include separate pricing for eligible and ineligible services.

SERVICE AND/OR EQUIPMENT	EQUIPMENT/SERVICE			E-RATE ELIGIBLE AMOUNT	VIDE INELIGIBLE AMOUNT	TOTAL COST
	UNIT COST	QTY	EXTENDED			
TOTALS						

In addition to submitting the requested pricing for each section of the RFP (WAN, servers, internet access etc), bidders are also requested to submit separate unit pricing for additional and/or upgraded services. For example proposers are asked to provide unit pricing for increased cable drops, Internet bandwidth, WAN connections, wireless access point, switches, etc.

Part III: EVALUATION CRITERIA