



EDMONDS SCHOOL DISTRICT #15

REQUEST FOR QUOTATIONS AND QUALIFICATIONS (RFQQ)

RFQQ #12-06GF

ETHERNET SERVICES

RESPONSE DUE DATE & TIME

2:00 PM, TUESDAY, JANUARY 8, 2013

QUESTIONS REGARDING RFQQ DUE NO LATER THAN MONDAY DECEMBER 17, 2012

RESPONSES WILL BE BY WRITTEN ADDENDUM TO THE RFQQ

PLEASE RETURN PROPOSAL TO

SANDRA MASTERMAN

PURCHASING AGENT

EDMONDS SCHOOL DISTRICT #15

PURCHASING DEPARTMENT

20420 - 68TH AVENUE WEST

LYNNWOOD, WA 98036

PHONE (425) 431-7065

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E-MAIL mastermans@edmonds.wednet.edu

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RESPONDENT'S RFQQ CHECKLIST

The Most Critical Things to Keep in Mind When Responding to an RFQQ for Edmonds School District:

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the procedures for communication with the District during the RFQQ process.** All communication during the RFQQ process must be in writing. Respondents should not contact District personnel outside of the opportunity provided in the document.
3. _____ **Take advantage of the "question and answer" period.** Submit your questions in writing to the RFQQ Coordinator by the due date listed in the "(Schedule of Procurement Activities)" sections and view the answers given in the formal "addenda" issued for the RFQQ. All addenda issued for an RFQQ are posted on WEBS and will include all questions asked and answered concerning the RFQQ.
4. _____ **Follow the format required in the RFQQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
5. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. **Don't assume the District or the evaluation committee will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the District. The proposals are evaluated based solely on the information and materials provided in your response.**
6. _____ **Use any forms provided.** e.g., bidder's submittal page, reference forms, attachment forms, etc.
7. _____ **Before submitting your response:** Check WEBS at: <http://www.ga.wa.gov/Business/3start.htm> to see whether any addenda were issued for the RFQQ.
8. _____ **Review and read the RFQQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
9. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Procurement Activities section and be sure to submit all required items on time. Late proposal responses are **never** accepted.

This checklist is provided for assistance only and should not be submitted with your Response.

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1 INTRODUCTION

1.1 RFQQ PURPOSE / BENEFIT

The Edmonds School District #15 uses the K-20 Network (K20) (see below for background information) for its primary Internet service. The District is looking for a second Internet Service Provider that can provide additional Internet service utilizing a diverse path from the District's current ISP connection between Seattle, Washington and the District offices in Lynnwood, Washington.

The connection at the District will be made at either Edmonds-Woodway High School or Meadowdale High School.

The transport for the additional connection must be capable of at least 100Mbps, preferably with growth to at least 1000Mbps.

1.2 BACKGROUND

The Edmonds School District #15 (herein referred to as the District) currently provides internet access to our approximately 40 sites utilizing the K-20 Network (K20) and a physical path which uses Black Rock fiber, NoaNet and CenturyLink. The District is seeking to establish a second Internet Service Provider with a physical path that is diverse from the current K20 path.

Any proposal must include an ISP other than the current ISP, which is the K-20 Network (K20) and a physical path that is diverse from the current ISP's path, which uses Black Rock fiber, NoaNet and CenturyLink.

The District receives benefits under the E-Rate program and intends to optimize its E-Rate discounts for any eligible product or service purchase resulting from this RFQQ. This E-Rate program influence sets the need for Respondents to be qualified to provide their products and services under the rules and regulations of E-Rate.

1.3 PURPOSE

The Edmonds School District #15 (herein referred to as the District) is soliciting proposals for a second scalable, Ethernet Internet connection. See the Requirements Section 4 of this RFQQ for specifics. The District shall only consider proposals from financially responsible firms presently engaged in the business of providing Internet Access that qualifies for E-Rate reimbursements. Each Vendor (proposer/firm) shall furnish the required documents in the required format as outlined in this RFQQ to be considered responsive.

The District expects to award this project to the best-valued Vendor based on the requirements in this solicitation. The Vendor selected for award will be the Vendor whose proposal is responsive, responsible, and is the most advantageous to the District, as determined by the District in its sole discretion.

1.4 CONTRACT TERM

It is anticipated that the term of the resulting Contract will be two (2) years commencing on the effective date of the Contract. The District, at its sole discretion, may initiate extending the Contract for up to three (3) additional one (1) year terms.

1.5 DEFINITIONS

"Acceptable Alternative" shall mean a Vendor-proposed option that the DISTRICT considers satisfactory in meeting a Mandatory requirement. The DISTRICT, at its sole discretion, will determine if the proposed alternative meets the intent of the original Mandatory requirement.

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“Acceptance Testing” shall mean the process for ascertaining that the Product meets the standards set forth in the section titled **Technical Requirements**, prior to Acceptance by the DISTRICT.

“Apparent Successful Vendors” or **“(ASV)”** shall mean Vendor who best meets all the requirements of this RFQQ, and achieves the highest total scores.

“Business Days” or **“Business Hours”** shall mean Monday through Friday, 8 AM to 5 PM, local time in Seattle, Washington, excluding Washington State holidays.

“Calendar Days” shall mean all days in a month, including weekends and holidays.

“Contract” shall mean the RFQQ, the Response, Contract document, all schedules and exhibits, all statements of work, and all amendments awarded pursuant to this RFQQ.

“DWDM” shall mean Dense Wave Division Multiplexing – A carrier service whereby multiple individual coherent light waves (lambdas) are used to carry digital information on a single fiber optic strand/cable.

“End-to-End Monitoring” shall mean The Vendor’s monitoring area of responsibility will be between the Vendor’s electronic equipment serving the Nodes at Location 1 and Location 2.

“Ethernet Transport” shall mean Ethernet based Secondary Transport.

“Installation” shall mean the placement of fiber or wire cable from the nearest distribution point, including all necessary internal wiring and associated Equipment to support the integrity of the facility.

“Installation Date” shall mean the date by which all Services ordered as a result of this RFQQ shall be in place, in good working order, and ready for Acceptance Testing.

“Mandatory” or **“(M)”** shall mean the Vendor must comply with the requirement, and the Response will be evaluated on a pass/fail basis.

“Mandatory Scored” or **“(MS)”** shall mean the Vendor must comply with the requirement, and the Response will be scored.

“Personal Services” shall mean professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement, pursuant to chapter 39.29 RCW.

“Purchased Services” shall mean those Services and activities provided by Vendor to accomplish routine, continuing, and necessary functions as set forth in the resulting Contract or a Statement of Work.

“Purchaser” shall mean the DISTRICT,

“RCW” means the Revised Code of Washington.

“Response” shall mean the written proposal submitted by Vendor to Purchaser in accordance with this RFQQ. The Response shall include all written material submitted by

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Vendor as of the date set forth in the RFQQ schedule or as further requested by the Purchaser.

*“**Services**” may include both Personal Services and Purchased Services and shall mean those Services provided by Vendor relating to the solicitation, deployment, development, and/or implementation activities that are appropriate to the scope of this solicitation.*

*“**Statement of Work**” (SOW) shall mean the statement of work included in, or attached to, the resulting Contract between Vendor and the Purchaser for Vendor’s Services to be accomplished under the terms and conditions of the resulting Contract.*

*“**Subcontractor(s)**” shall mean one not in the employment of Vendor, who is performing all or part of the Services under the resulting Contract under a separate contract with Vendor. The term “Subcontractor” means Subcontractor(s) of any tier.*

*“**Telecommunications**” shall mean any transmission, emission, switching and reception of signs, signals, writings, images, and sounds, that is information of any nature by cable, radio, optical, or other electromagnetic systems.*

*“**Vendor**” shall mean a company, organization, or entity submitting a Response to this RFQQ.*

*“**Vendor Demarcation Point**” shall mean a physical location at the Purchaser’s site where the Vendor’s service physically terminates and is cross-connected to the State or Purchaser’s equipment.*

*“**Vendor Account Manager**” shall mean a representative of Vendor who is assigned as the primary contact person with whom the DISTRICT Contract Administrator shall work throughout the duration of this Contract, unless replaced, with advance approval of the DISTRICT Contract Administrator, and as further defined in the section titled Vendor Account Manager.*

1.6 SINGLE AWARD

Single Award Only one (1) ASV will be identified via this procurement. DISTRICT intends to award only one (1) Contract.

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2 ACQUISITION SCHEDULE

RFQQ POSTING on Washington Electronic Business Solution (WEBS)	http://www.ga.wa.gov/Business/faq.htm	Monday, December 3, 2012
RFQQ Questions due	mastermans@edmonds.wednet.edu	Monday December 17, 2012
Question Responses posted to WEBS		Friday December 21, 2012
RFQQ RESPONSES Due	ESC 20420 – 68TH AVE. W. LYNNWOOD, WA 98036	Tuesday, January 8, 2013 2:00 PM
RFQQ EVALUATION		January 9-11, 2013
INTERVIEWS IF REQUIRED	ESC, 20420 – 68TH AVE. W. LYNNWOOD, WA 98036	AS ARRANGED
Contract negotiations		January 14 to January 31, 2013
Tentative SCHOOL BOARD APPROVAL	ESC 20420 – 68 TH AVE. W. LYNNWOOD, WA 98036	Tuesday, February 12, 2013, 6:30 PM
Contract Commencement		July 1, 2013

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3 STANDARD INSTRUCTIONS TO BIDDERS

This section contains instructions regarding the preparation and submission of bids, proposals, or quotations. The District reserves the right to reject any or all Proposals and to waive any informalities or irregularities in any Proposal or the bidding process.

3.1 BIDDER'S RESPONSIBILITIES:

Read and understand the RFB, RFQ, RFQQ, and all attachments, seek clarifications if necessary, become familiar with, and abide by, applicable federal laws, state and local statutes, regulations, and ordinances, and visit delivery and service locations as required. Become familiar with and verify any environmental factors that may impact current or future pricing. Bidders shall thoroughly examine and be familiar with the specifications. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document shall in no way relieve any bidder from obligations with respect to his Proposal or to the contract. The submission of a Proposal shall be taken as prima facie evidence of compliance with this section.

3.2 QUESTIONS & INQUIRIES

All questions related to the RFB, RFQ, or RFQQ, shall be directed to Sandra Masterman, Purchasing Agent. Inquiries shall be in writing and shall reference the appropriate section and paragraph number. Questions must be received by date specified on cover page. The District's response to questions is only binding if set forth in written addenda issued by the Purchasing Agent. Responses will be made by written addendum to the RFQQ and posted on WEBS. Oral interpretations have no legal effect.

3.3 CONTACT OFFICE:

The Purchasing Agent's office shall be the only contact office for any or all aspects of this RFQQ. The Purchasing Agent, Sandra Masterman, is available at 425-431-7065, by fax at 425-431-7070, or by e-mail Mastermans@edmonds.wednet.edu. No communications, additional materials or questions will be allowed following submittal deadline. After submittal deadline, those respondents that contact the District may be rejected from further consideration, unless the District in direct response to a specific inquiry initiates such contact.

3.4 PREPARATION OF PROPOSAL:

3.4.1 Due Date and Time:

Respondents must submit one (1) signed original and five (5) copies of their proposal to the Purchasing Agent in a sealed envelope. In addition, provide either a flash drive or CD/DVD containing all RFQQ response documents in MS Word or .pdf format plus the pricing spreadsheet provided in MS Excel format with the Respondent's name clearly marked on the media. Pricing must be submitted in MS Excel format, not pdf. Original, signed, sealed PROPOSAL must be received at the specified location on or before the specified date and time. Late PROPOSAL will be returned unopened.

3.4.2 Format:

PROPOSALS shall be submitted on the forms provided in the RFB, RFQ, or RFQQ, which may be copied. PROPOSAL must be typewritten or in ink and signed in ink by the Bidder's authorized representative. Incomplete proposals will be rejected unless the omissions do not materially affect the proposal.

3.4.3 Prices:

Bidders shall extend unit pricing as required. In the event of an error in the extension of prices, the unit price shall prevail. Proposal prices shall include all associated costs and remain firm for ninety calendar days after Proposal opening date. Proposal prices shall not include sales tax.

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3.5 IDENTIFICATION:

PROPOSAL(s) must be submitted in a sealed envelope, addressed as shown below:

Bidders Return Address Proposal Number: RFQQ# 12-06 GF Due Date: January 8, 2013 FOR: Ethernet Services	TO: Sandra Masterman, Purchasing Edmonds School District No. 15 20420 - 68 th Ave. W Lynnwood, WA 98036-7400
Proposal must be complete and respond to all questions. Bidder's company name must appear on all pages containing Proposal information.	

3.6 WITHDRAWAL OR MODIFICATION OF PROPOSAL:

3.6.1 Prior to submittal:

A Bidder's representative shall initial modifications or proposal changes in ink.

3.6.2 After submittal:

At any time prior to the date and time set for opening, the bidder may, modify or withdraw the proposal by giving written notice to the District prior to Proposal opening.

3.6.3 After Proposal opening:

No proposal shall be altered or amended. The Superintendent or designee may allow a proposal to be withdrawn if the bidder demonstrates that they miscalculated Proposal prices. A low bidder, who claims error and fails to enter into a contract with the district, shall be prohibited from bidding on the same commodity or service if the requirement is subsequently re-bid by the district. Negligence in preparing a Proposal does not give a bidder the right to withdraw their Proposal after opening.

3.7 PUBLIC INFORMATION:

Submittals are considered public information once the District makes an award. All submissions become the property of the District and are a matter of public record. It is the District's policy to make submittal documents available for public disclosure following award. Likewise, the District holds without disclosure submittals received until following award and following any discussions or negotiations through contract signature, in order to assure that such disclosures will not affect profit or loss to the District.

Except to the extent permitted by Washington State and Federal law, proposals shall be considered public documents and available for review and copying by the public following contract award. If a Proposer considers portions of its proposal to be protected under Washington State or Federal law, the Proposer shall identify and mark such portions as "CONFIDENTIAL". Such portions of the proposal shall be submitted in a sealed envelope, separate from the rest of the proposal. The District shall make proposals available to the public after award except those portions marked according to the above requirement. If a member of the public demands to review portions of a proposal marked "confidential", the District will notify the affected Proposer prior to releasing such portions. The Proposer shall take such legal actions as it may determine to be necessary to protect its interest. If the Proposer has not commenced such actions within five calendar days after receipt of the notice from the District of a demand to review such portions of its proposal, the District will make such portions available for review and copying by the public. The Proposer asserting that portions of its proposal are legally protectable shall bear all costs of defending such assertion, including reimbursing the District for its administrative, expert and legal costs involved in defending itself in actions arising from such assertions by the Proposer. By submitting a proposal, the Proposer has thereby agreed to the provision of this section.

3.8 INTERVIEWS:

Edmonds School District may require interviews of the top Proposers. Any costs associated with preparing for, or attending, the interview would be borne by the bidder. Such interviews provide the Proposer with an opportunity to clarify their proposal and to ensure a mutual understanding of its

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content. The interviews may be scheduled at the convenience of the evaluation committee and shall become a part of the RFQQ record.

3.9 MOST/FAVORABLE TERMS:

The District reserves the right to announce apparently successful Bidder without further discussion of the proposal submitted; there will be no best and final offer procedure. Therefore, the response should be initially submitted on the most favorable terms the Bidder can offer. The District does reserve the right to contact a Bidder for clarification of its proposal. The Bidder should be prepared to accept this solicitation for incorporation into a contract resulting from this procurement. It is understood that the proposals received become part of the official procurement file on this matter without obligation to the District.

3.10 FAILURE TO PROVIDE INFORMATION:

If the selected bidder fails to provide the necessary information or clarification in a timely manner, or indicate they cannot perform the contract within the RFQQ specifications, Edmonds School District may terminate discussion and negotiate with the next highest ranked bidder.

3.11 AWARD:

The District reserves the right to reject any or all PROPOSALS, to make an award to other than the low bidder, to reject a PROPOSAL which is in any way incomplete or irregular, and to waive bidding informalities and irregularities. In making a decision to award a contract for the Proposal items, the District may consider any and all factors and information which have a bearing on the decision to select a bidder and which may legally be considered by the District. Award is to be based on evaluation criteria and may be made to single or multiple vendors depending upon the overall cost-effectiveness to the District. Only bidders who can meet all the requirements outlined in the Proposal will be considered for award. The District will not accept an all or none Proposal. The discount percentage for items in the vendor's catalog, as well as the discount percentage for non-stocked items, will be considered when evaluating awards.

3.12 CONTRACT FORMATION:

Your response to the RFB, RFQ, or RFQQ, is an offer to contract with the District. A Proposal becomes a contract when officially accepted in writing by the district.

3.13 DISQUALIFICATION OF BIDDERS:

The District may, at its discretion and in addition to any other right to reject Proposals that is available to the District under these Proposal documents or applicable law, determine that a bidder is not responsible and reject its Proposal for any of the following reasons:

Evidence of collusion with any other bidder or bidders. Participants in such collusion shall be disqualified from submitting further Proposals.

A bidder is not qualified to perform the contract.

Unsatisfactory performance record judged from the standpoint of conduct of service, or progress, as shown by past or current service for the District.

Failure to pay or settle bills on any former or current contracts.

If a bidder has previously defaulted in the performance of a written public contract, or has been convicted of a crime arising from a previous public contract.

Any other inability, financial or otherwise, to perform the contract.

For any other reasons deemed proper as determined from a pre-award survey of bidder's capability to perform.

Any Proposal submitted by a bidder who is not registered or licensed as may be required by the laws of the State of Washington

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4 VENDOR REQUIREMENTS

This section establishes the Vendor Qualifications for this RFQQ. Vendors must respond and provide detailed information for all items designated Mandatory (M) and Mandatory Scored (MS) requirements. Provide all information in the exact order specified in this section.

Vendors are encouraged to include information in their responses that are critical to service delivery and provide competitive advantage. The DISTRICT does not desire highly conceptual responses. Preference will be given to Vendor responses that are brief, clear, and directly address the specific requirement.

Responses to this section must be standalone in order to facilitate evaluation and scoring.

4.1 (M) RFQQ Response Cover Letter

The Vendor's RFQQ response must contain a cover letter providing vendor contact information, a statement that the vendor has read, understands, and fully complies with all Mandatory Requirements identified in this RFQQ, explicit acknowledgement of receipt of all RFQQ revisions issued (if applicable), and is signed by an individual authorized to bind the responding Vendor in a Contract.

4.2 (M) Vendor Status as a Washington State Business

The Apparent Successful Vendor must be registered with the Washington State Department of Revenue. The Vendor must also agree to collect and report all applicable State sales taxes.

Vendor must acknowledge and agree to the above requirement.

4.3 (M) Use of Subcontractors

Vendors must acknowledge and agree that they will be solely responsible for carrying out the requirements of this RFQQ and any resulting Contract. If, during the course of any resulting Contract, the Vendor proposes to use a Subcontractor, then the Vendor must submit a written request to Purchaser before entering into any agreement with the proposed Subcontractor. Purchaser will then review the proposal and give written approval or disapproval. The intent of this provision is to provide Purchaser with a single point of accountability for all matters pertaining to any Contract resulting from this RFQQ.

4.4 (M) In-State Presence

The Apparent Successful Vendor must have an office in Washington State and identify the address and phone number.

4.5 (M) Vendor Profile

The Vendor must provide the following information:

Name, Address, and Telephone Number of the Legal Entity

Provide the name, address, telephone number, and fax number of the legal entity with whom The DISTRICT may execute any Contract(s) arising from this procurement.

4.5.1 Legal Status

Describe the legal status of Vendor such as Corporation (including state of incorporation), Limited Liability Company (including state of incorporation), Partnership (including state of registration), Sole Proprietor, etc.

Additionally, provide a Federal Employer Tax Identification number and Washington State Uniform Business Identification (UBI) number.

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4.5.2 Vendor Principal Officers

Furnish the name, address, email address, telephone number, and fax number of the Vendor's principal officers.

4.6 (M) Vendor Account Manager

Vendor shall appoint an Account Manager who will provide oversight of Vendor contract activities. Vendor's Account Manager will be the principal point of contact concerning Vendor's performance under this Contract. Vendor shall notify the Purchaser Project Manager, in writing, when there is a new Vendor Account Manager assigned to this Contract. The Vendor Account Manager information is:

Vendor Account Manager:

Name:

Address:

Phone:

Email:

Fax:

4.7 (M) Financial Statements

The Vendor must provide the name, address, telephone number, and email address of the company's Chief Financial Officer. Also, provide a brief assessment in two (2) pages or less of the company's financial condition and any plans affecting future financial performance.

The Vendor must also state whether it was subject to the "Order Requiring the Filing of Sworn Statements Pursuant to Section 21(a)(1) of the Securities Exchange Act of 1934" (File No. 4-460, dated June 27, 2002) from the United States Securities and Exchange Commission ("SEC"). If the Vendor was required to submit such a statement to the SEC, the Vendor must provide a copy in its response to this RFQQ.

4.8 (M) Prior Contract Performance

If the Vendor had any Contract terminated for default during the five (5) years immediately preceding the date of this RFQQ, then the Vendor must describe all such incidents. Termination for default is defined as notice to stop performance due to the Vendor's non-performance or poor performance and the issue was (a) not litigated in court or in an alternative dispute resolution setting or (b) litigated, either in court or in an alternative dispute resolution setting, and the decision or judgment was that the Vendor was in default.

Submit full details of all terminations for default experienced by the Vendor in the past five (5) years, including the other party's name, address, and telephone number. Present the Vendor's position on the matter.

The DISTRICT will evaluate the facts and may, at its sole discretion, reject the Vendor's response if the facts discovered indicate that completion of a Contract resulting from this procurement may be jeopardized by selection of the Vendor.

If the Vendor has experienced no such terminations for default in the past five (5) years, so declare.

It is not acceptable for the Vendor to state that the requested information will be provided only if and when the Vendor is selected as the Apparent Successful Vendor. It also is not acceptable for the Vendor to include only legal action that resulted from terminations for default.

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4.9 (M) Insurance

The Apparent Successful Vendor is required to obtain insurance to protect Purchaser should there be any claims, suits, actions, costs, or damages or expenses arising from any negligent or intentional act or omission of the Vendor or its Subcontractor(s), or their agents, while performing work under the terms of any Contract resulting from this solicitation. Vendors will find a complete description of the specific insurance requirements in the proposed contract terms in [Error! Reference source not found.](#)~~APPENDIX B—Model Contract.~~

Vendor must acknowledge and agree to the above requirement.

4.10 (M) Subcontractor Information

In order to achieve the best combination of experience and skill, “strategic relationships” or Subcontractor arrangements may be proposed. Any and all such relationships, including “advisors”, must be in the context of a Subcontractor to the Vendor. The Vendor must be the prime contractor and must agree to be liable for the performance of any proposed Subcontractor.

If any such relationships are proposed, the Vendor must describe the Subcontractor relationship with the Vendor, including previous experience with the Subcontractor. Discuss the nature of the Subcontractor organization and the management and reporting relationships between the Vendor and the Subcontractor. Also, for each Subcontractor relationship, provide the profile information stated in Subsection 4.5 and the financial information stated in Subsection 4.7.

State the total percentage of performance hours to be subcontracted and the nature of the work to be performed. If no subcontracting is intended, so declare.

4.11 (MS) Relevant Experience

The Vendor must list five (5) recent service engagements that closely relate to the Services described in this RFQQ. The Vendor must provide a concise description of each engagement in two (2) pages or less including its role, scope, service deliverables, timeframe, and final status. The Vendor must also include written client reference statements for these service engagements as part of their response to Subsection 4.15.

4.12 (MS) History, Position, Strategy

The Vendor must describe in two (2) pages or less its history, position in the marketplace, and strategy for the future as it relates to providing the Services specified in this RFQQ. The Vendor must also describe its business practices and experiences working with (1) large enterprises with semi-autonomous business units, (2) public agencies, and (3) higher education institutions.

Finally, the Vendor must explain how its business and technology services provide distinct advantages over its competition. How do these differences benefit customers? What competitive advantages or benefits will customers realize?

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4.13 (MS) Staffing, Qualifications, and Skills

The Vendor must describe its proposed service organization and the knowledge, skills, abilities and experience of the team members.

- Provide a description of the proposed service organization and how the team will be managed during the course of service delivery including any Subcontractors. If Subcontractors are to be used, state the length of time of the association and number of previous engagements that have been performed together.
- Provide the name and a resume of the person who will be the lead contact for the engagement. Provide names and resumes for other staff, which includes information on the individual's particular skills related to this engagement, education, experience, significant accomplishments, and any other pertinent information.

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Scoring for this requirement will be based upon the soundness of the proposed service organization and the alignment of team members' qualifications and skills with RFQQ requirements.

4.14 (MS) Schedule

Describe the firm's ability to meet deadlines, especially on a short timeframe, and give examples of how past tight deadlines have been successfully met.

4.15 (MS) Customer References

The DISTRICT is seeking a Vendor with the attributes of a high-quality service provider. Customer references will be evaluated based upon the Vendor's demonstrated ability to meet customer's business and technology needs, provide quality staffing, quickly resolve problems, deliver agreed-upon Services, and ensure overall customer satisfaction.

The Vendor must provide at least three (3) quotes from customer references (separate engagements) to include the attributes stated above.

Vendors must contact their three (3) references and authorize them to provide confirmation of the quotation to The DISTRICT representatives. The references must be available by phone during the evaluation process. The DISTRICT may, at its option, contact other sources for reference information.

For follow-up purposes, identify the name, title, mailing address, email address, and phone number for each reference quotation in *Appendix C – Customer Reference Quotations*.

4.16 (MS) Installation and Communication with End User Customers

Vendor describes the methods of communications, support, performance, and installations as follows:

4.16.1 Installation Information

Describe how the end user customers will be informed of timelines, installation schedules, progress/status of installations, delays or other unforeseen events. Include the notification timelines vendor will meet in keeping the Purchaser informed.

4.16.2 Notification and Coordination

Describe the process(es) that will be used to notify and coordinate with the customers concerning planned outages of connectivity, equipment or power.

4.16.3 Customer Support Performance

Describe customer support performance criteria and workload.

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4.16.4 Vendor Support Availability and Timelines

Describe the vendor support available to customers including hours of operation, response times, expected maximum calls, expedite process, after hours contact information.

4.16.5 Vendor Performance Data and Analysis Reports

Describe the performance data and analysis reports that will be provided to the customer organization to show service quality and level of customer support provided.

4.16.6 Customer Satisfaction

Describe how customer satisfaction will be measured (i.e. complaint response times, closure of trouble tickets).

4.16.7 Vendor Supplied Materials

Describe the materials that will be provided to the customer; vendor provided UPS, demark extensions, racks, backboards, etc.

4.17 (M) Vendor's USAC Service Provider Identification Number

Responding vendors who are eligible to provide Telecommunications Services, as defined by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) may provide their Schools and Libraries Division SPIN as part of their response.

E-rate eligible purchasers will apply for e-rate reimbursements for services ordered under contracts resulting from this RFQQ from those vendors who provide their SPIN numbers.

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5 FUNCTIONAL REQUIREMENTS

5.1 RFQQ PURPOSE / BENEFIT

The Edmonds School District #15 uses the K-20 Network (K20) (see below for background information) for its primary Internet service. The District is looking for a second Internet Service Provider that can provide additional Internet service utilizing a diverse path from the District's current ISP connection between Seattle, Washington and the District offices in Lynnwood, Washington.

The connection at the District will be made in either (Edmonds-Woodway HS or Meadowdale HS).

The transport for the additional connection must be capable of at least 100Mbs, preferably with growth to at least 1000Mbs.

5.2 CONCEPTS AND REQUIREMENTS

5.2.1 Desired Service Level

The minimum desired service level is 100 megabits per second with a native Ethernet interface. However, based on the solution's capacity and costs other options will be considered. Depending on usage and funding it may eventually be appropriate to scale the solution to full Gigabit access. It is also understood that some technologies may produce different increments in available bandwidth.

5.2.2 District Managed Router

This connection will be terminated in a District managed router. This router will be acquired separately from this RFQQ. Do not include its cost in the proposal.

5.2.3 BGP (Border Gateway Protocol) version 4

BGP (Border Gateway Protocol) version 4 will be used as the routing protocol. Because the connection will be used in conjunction with the K-20 network, the Service Provider must be able to accept multiple pre-pended ASNs(Autonomous System Number). The Service Provider will provide IP addresses for the connection only; the District has portable IP space that will be used internally.

The specific technologies to accomplish this are left up to the provider. However, based upon the District's network design, and other experience, the District has certain preferences that will be factored in during the evaluation process. While preference may be given to certain technologies, nothing in this section should be taken as a limitation on the design of the proposal.

5.2.4 Connection Termination

The connection can be terminated in either of the two following locations

First Preference	Second Preference
Edmonds-Woodway HS	Meadowdale HS
7600 212th Street SW	6002 168th Street SW
Edmonds, WA 98026	Lynnwood, WA 98037

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5.2.5 Path To The ISP

The path to the ISP needs to be diverse from the District's current connection ISP connection between Seattle, Washington and Lynnwood, Washington. See section 5.3 for more information about the District connection to K20 in Seattle, Washington.

5.3 K20 BACKGROUND INFORMATION

The District utilizes the K-20 Network (K20) as its primary ISP. Any proposal must include a path that is diverse from the K20 circuit between Seattle, WA and Lynnwood, Washington provided by Blackrock, NoaNet and CenturyLink.

The route the primary Internet K20 connection takes starts at the Edmonds School District #15 office, located at 20420 68th Ave. W, Lynnwood Washington. Using Blackrock fiber, NoaNet and CenturyLink the circuit is delivered to a K20 router in Seattle, Washington.

5.4 (M) DESCRIPTION OF NETWORK

5.4.1 Diagram of the Network

Provide a detailed description and explanatory diagram of the network transport system you propose.

5.4.2 Upstream Providers And Peering Points

Provide a list of upstream providers and peering points.

5.4.3 Internal Routers and Backbone Connections

Provide a diagram showing internal routers and backbone connections in the region.

5.4.4 List of the Equipment

Provide a list of the equipment you will install at the District facilities, including their space requirements, power and environmental requirements, construction requirements, product data sheets, and any special requirements such as building entrances or demarcation points.

5.4.5 Physical Path and POP Locations

Proposals need to include a map, showing the physical path, and POP locations, if appropriate. This is to establish the path diversity of the proposal.

5.4.6 Router Connection Type

The District's router has the capability for 10/100/1000Base-T connections, or a Gigabit fiber optic connection. If any other connection type will be needed on the router, this needs to be detailed in the design documents.

5.4.7 BGP4

The ISP must utilize BGP4, and allow AS prepending.

5.4.8 Routing Within the Vendors Network

Provide a list of all mechanisms by which the District can affect routing within the vendors network (e.g. community strings accepted by the vendor from user networks).

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5.5 (M) SERVICE MONITORING AND SUPPORT

5.5.1 Service Monitoring

Provide a detailed description of how the service will be monitored and managed. We prefer email-based notification at least 10 business days in advance of any planned service outage.

5.5.2 Team Notification

We expect that the District network team will be the single and initial point of contact on behalf of all District users at all locations.

Describe how the District Network Team will be notified in the event of an outage, and outline the procedure that will be used to address the outage and to keep the District Network Team apprised of status information.

5.5.3 Describe the Technical Support

Describe the technical support provided including:

Number of support staff

Relevant training or certifications

Describe how service and support calls will be prioritized.

Describe the escalation procedure for trouble tickets.

Please specify a minimum response time to support requests, a minimum time to dispatch, and a minimum time to repair.

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6 TECHNICAL REQUIREMENTS

The following Technical Specifications are Mandatory. Vendor Response must always indicate explicitly whether or not the Vendor meets the requirement. These specifications are for the provisioning, installation, maintenance and repair of telecommunication circuits for Internet Service Provider services.

6.1 (M) General Requirements

Vendor shall furnish all necessary labor, supervision, tools, materials, and testing required to complete the project as specified in each Order Document or SWO entered into with the Purchaser.

6.2 (M) Construction Coordination

Vendor is responsible for coordinating with the Purchaser for specific needs or requirements such as facility access, security, and work hours. Vendor shall coordinate with Purchaser to schedule project work to allow maximum access to the Vendor while minimizing disruption of Purchaser's business. Installation should be coordinated between 8:00 a.m. and 5:00 p.m., Pacific Time, Monday through Friday.

6.2.1 Utilities

The location of all existing buried facilities shall be located and marked prior to any digging by the Vendor or subcontractor. The Vendor shall be responsible for damage to any existing buried utilities.

6.2.2 Aerial Placement

Vendor or subcontractor shall utilize standard industry hardware to attach aerial cable at pole locations (strand vices, guy hooks, cable suspension clamps, corner suspension clamps, etc.)

6.2.3 Equipment

All gas/diesel motorized equipment shall have proper mufflers and meet any other environmental/safety requirements.

6.2.4 Trenching/Digging/Boring

Any trenching/digging/boring sites shall be backfilled to contours and elevations of undisturbed surrounding terrain. Sidewalks restoration shall match the sidewalk being removed.

6.2.5 Work in Manholes

Before work commences in conduit system manholes the Vendor or subcontractor shall follow industry standards for atmospheric testing, ventilation, barricading and signage of each manhole that will be entered by the Vendor/subcontractor. Vendor/subcontractor shall maintain proper ventilation throughout the work process.

6.2.6 Acquisition of Permits

Vendor will be responsible for the acquisition of any required city, county, or state permits.

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6.3 (M) Installation

Vendor must agree to have the service installed, tested and ready for Purchaser acceptance at the sites on or before forty five (45) calendar days, where facilities already exist, or ninety (90) calendar days, where facilities do not exist, from the placement of an order. It is Vendor's responsibility to coordinate delivery, installation, testing, and making operational all items necessary to provide the services described. Vendor must notify end user customers of scheduled installations prior to arrival at the site. Vendors must notify the Purchaser's designated point of contact (POC) when testing/completing installation of service.

Vendor must notify end user customers of scheduled installations at least 24 hours prior to arrival at the site.

Vendors must notify and work with the Purchaser's designated point of contact (POC) when testing/completing installation of service.

6.4 (M) Service Availability

Vendor's Ethernet service must be available twenty-four (24) hours per day, three hundred sixty five (365) calendar days per year.

6.5 (M) Service Reliability

Vendor's service must perform at a minimum 99.95 percent of the time during a calendar month.

6.6 (M) Service Performance

Purchaser is purchasing raw bandwidth – Purchaser expects that if it purchases a 100mb circuit Purchaser will receive 100mb of continuous use bandwidth.
(The Purchaser will agree to pay for the overhead of their own traffic (inclusive of IP headers, L2 headers or what other data the purchaser is transmitting), however, the Purchaser expects the contracted bandwidth rate to not be burdened with the overhead associated with the Vendors headers and overhead required to transport the service through their network. EG: if the Vendor provides a 100Mb service to the Purchaser, the Purchaser should be able to transmit 100Mbps, inclusive of their headers, and shall not have their bandwidth impeded by the headers associated with the transport mechanisms of the Vendor (MPLS, L2VPN, VPLS, etc..) – if on a 100Mbps circuit the Vendor's encapsulation and transport mechanisms add an additional 10Mbps of headers, the Purchaser expects to still be able to transmit the contracted rate of 100Mbps and the 10Mbps of Vendor overhead will not be deducted from the Purchasers contracted throughput.)

6.7 (M) Service Latency

Vendor's five (5) minute average end-to-end packet latency must be less than or equal to .82 milliseconds (ms) per 100 route miles plus .15 ms to allow for routing/switching time for up to 6 routed/switched hops within the vendors network, plus an additional .025 ms for routing switching hops in excess of 6.

Eg: Latency <= .82 ms * (route miles / 100) + .15 ms + .025 * (hops in excess of 6)

Latency is defined as the time taken for a packet to traverse a network from one destination to another. Routed / switched hops is defined as each hop within the Vendor or subcontractor's network which needs to make a decision on where to direct the traffic to get to its final destination.

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6.8 (M) Packet Loss

Vendor's five minute average for packet loss must be < .01% of the total packet throughput on the service path. The service path is defined as the circuit path beginning at the egress point of one device owned by the Purchaser to the ingress port on another device owned by the Purchaser. Packet Loss occurs when one or more packets of data traveling across the network fail to reach their destination.

6.9 (M) Jitter

Vendor's five minute average for jitter must not exceed 10% of the Service Latency as defined in Section [6.7.5-7](#). Jitter is the variation in packet transit delay caused by queuing, contention and serialization effects on the path through the network.

6.10 (M) Protocols

Vendor shall not impede any established protocol being utilized over the circuit by the Purchaser, this includes, but is not limited to, layer2 and layer3 protocols such as topology discovery protocols (CDP, LLDP), routing protocols (TRILL, OSPF, BGP, EIGRP, MPLS), multicast protocols (PGM, IGMP), streaming protocols (RDP), Voice protocols (H.323, SIP, MGCP). Any impediment or modification of protocol packets will constitute a service outage.

6.11 (M) Out of Service Definition

Vendor must accept the definition of "out of service" as the inability to reliably pass data at the purchased rate on any transport path due to excessive latency, errors, loss or violations as defined throughout section 5 of this document.

6.12 (M) Service Interface & Termination Requirements

Unless otherwise specified by Purchaser, the interfaces provided to Purchaser locations must be administratively configured for use as a fixed full duplex 100 or 1000 Mbps interface per the resulting work order or site agreement.

6.12.1 Termination Requirements

Vendor is responsible for all access and fiber/cabling to the point of service handoff at the customer premise equipment/switch/router.

6.13 (M) Purchaser's Site Connectivity Requirements

Purchaser's sites will require a standard Ethernet connection or an IEEE 802.1q trunk depending on the customer requirement. Purchaser's sites will require either a fiber or copper handoff depending on their requirements.

6.14 LINK AGGREGATION (revised to a non-mandatory & non-scored item)

If vendor's Ethernet services can provide support at the end site and node site for link aggregation (LACP) via the IEEE 802.3ad standard, this service may be implemented any time Customer requires two or more aggregation circuits at a node site (M) Equipment Space and Power

Vendor shall be responsible for the purchase, installation, configuration and maintenance of all equipment required to provide Ethernet services to Purchaser. Following receipt of a work order Vendor must disclose whether Vendor owned equipment is required on Purchaser premises in order to deliver the required interface. If so, Vendor must disclose the type of equipment and the space and power requirements necessary to serve Vendor's equipment. Vendor must supply an uninterruptable power supply capable of providing at least 4 hours of additional power and use this to power their equipment.

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- 6.15 (M) Extended Demarc
If customer requests extended demarc – primary vendor is responsible for installing, maintaining and servicing of the extended demarc as part of the service contract. This includes any work done by a subcontractor for the primary contractor. Demarc shall be defined as the logical and physical separation point between the vendor's network and where the purchaser is to plug into the vendors network. The vendor will utilize demarcation technology which is prevalent and appropriate in each circumstance and provides the vendor with the required testing capabilities not requiring purchaser intervention. Other names that this may go by include, but are not limited to: demarcation point, demark, DMARC, Minimum Point Of Entry or Main Point of Entry (MPOE), handoff, Network Interface Device (NID), Network Interface Unit (NIU), Network Terminating Interface (NTI).
- 6.16 (M) Ethernet Standards
Vendor's Ethernet interface provided at the Purchaser's point-of-presence must adhere to IEEE 802.3 standards for 10 Mbps, 100 Mbps, 1,000 Mbps, or 10,000 Mbps Ethernet depending on the service purchased at the location by the Purchaser.
- 6.17 (M) VLAN
Vendor's Ethernet services must provide support for Virtual Local Area Network (VLAN) via the IEEE 802.1Q standard.
- 6.18 (M) BPDUs
Vendor shall not manipulate any Bridge Protocol Data Units (BPDU) which are sent along the circuit by the Purchaser without the purchasers expressed consent.
- 6.19 (M) Spanning Tree Protocols
Vendor shall not impede the operation of any spanning tree protocols, including, but not limited to; Spanning Tree Protocol (STP), Per-VLAN Spanning Tree (PVST), Per-VLAN Spanning Tree Plus (PVST+), Rapid Spanning Tree Protocol (RSTP), Rapid Per-VLAN Spanning Tree Protocol (R-PVST), Multiple Spanning Tree Protocol (MSTP), VLAN Spanning Tree Protocol (VSTP), without the Purchaser's expressed consent.
- 6.20 (M) VLAN Tags
Vendor shall not rewrite any VLAN tags affixed to packets by the Purchaser, without the Purchasers expressed consent.
- 6.21 (M) Marking of Traffic
Vendors must not mark or remark any traffic without approval from the Purchaser. The Purchaser will expect that all traffic leaving a site will arrive after traversing the vendor network with the same markings it left with including, but not limited to, CoS and Multicast.
- 6.22 (M) Service Reports
Vendor agrees to comply with the delivery of timeline service reports to the Purchaser as follows:

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6.22.1 Incident Event Logs

Vendor will provide Incident Event Log summary, monitoring and testing statistics and error statistic reports to the Purchaser upon request.

- Emergency Repair/Incident log contents are defined in Section [6.23.35-25.3](#)
- End to End service monitoring and testing statistics are defined in Section [6.23.45-25.4](#)
- Error Statistics report contents are defined in Section [6.23.55-25.5](#)

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6.22.2 Trouble Log

Vendor will provide a weekly trouble log summary to the Purchaser weekly.

6.22.3 Reason For Outage

Vendor will provide a per incident Reason for Outage (RFO). Preliminary RFOs shall be provided within 2 hours after an outage has been resolved with complete RFOs provided within 24 hours. For incidents requiring additional carrier research the RFO is to be updated every 24 hours until such time as a final determination has been made.

6.22.4 Network Topology documentation

Upon specific request, the Vendor shall work with the Purchaser, or their designate, in sharing any disclosable network topology information for specific services along circuit paths. The intent of making this documentation available is to aid the Purchaser in troubleshooting, isolating and resolving service problems (such as performance and/or packet loss) in the circuit path. If a circuit problem involves a secondary vendor, the primary vendor shall share this information with the purchaser, as appropriate. The Vendor is specifically not required to provide the Purchaser with any non-disclosable information.

6.23 (M) Service Repair and Incident Reporting

Vendor agrees to provide timely response, communication and pro-active reporting for all service repairs and incidents as follows:

6.23.1 Response to Incident Reports

Vendor must respond to, and confirm receipt of, all incident reports twenty-four (24) hours a day, 365 days per year within two (2) hours of the initial incident report.

6.23.2 Toll-Free Incident Reporting Number

Vendor must provide a toll-free Incident reporting number.

6.23.3 Incident Reporting

For all service incidents the Vendor must provide periodic status report (type of problem, estimated time to repair, vendor ticket number) to the Purchaser (to be identified in the Contract).

The first response must be within 2 hours of notification of issue, and periodic responses must be at least every 4-6 hours. Vendor must maintain a repair log listing the date of the repair occurrence, problem found, action taken to resolve the problem, and the total out-of-service time. Only issues affecting Purchaser's service need be logged.

6.23.4 End-to-End Service Monitoring and Test Capability

Vendor must have the capability of monitoring the service End-to-End (from the providers demark or beyond) utilizing their own tools and systems and have the

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ability to perform remote site testing independent of the purchaser as necessary to troubleshoot problems with their service.

6.23.5 Error Statistics Reporting

Vendor must be able to provide continuous End-to-End Monitoring and error statistics for services they provide to the Purchaser.

6.24 (M) Service Maintenance

Vendor agrees to change control procedures for schedule, planned and/or emergency maintenance or testing as follows:

6.24.1 Scheduled Routine Maintenance/Testing

Vendor and Purchaser will develop an agreed upon a maintenance window of days and times for routinely scheduled maintenance and testing of the Purchaser's services if the Vendor is selected during secondary competition.

6.24.2 Planned Maintenance/Testing Notification

Vendor shall notify the Purchaser of any planned maintenance to occur on equipment which services the Purchaser's service which may have the ability to affect the circuit. Any maintenance which will occur outside of the Scheduled Routine Maintenance window will require 7 days advanced notice and any maintenance occurring within the Scheduled Routine Maintenance window will require 3 days' notice.

6.24.3 Unplanned Emergency Repair/Maintenance/Testing

Vendor must notify the Purchaser, with a brief description of the nature of the problem and actions to be taken for resolution, immediately if emergency maintenance or testing is going to occur that could potentially disrupt the Purchaser's service.

6.25 (M) Service Level Agreement reporting

Vendor agrees to notify and make the Purchaser aware of any related service level agreements and associated parameters as follows:

6.25.1 Service Level Agreement awareness

Vendor must notify the Purchaser if the service being requested has Service Level Agreements associated with the service that has been requested.

6.25.2 Service Level Agreement compliance

Vendor must provide the Purchaser with the stated Service Level Agreement thresholds, and must provide, upon request, data detailing adherence to the stated Service Level Agreements. If there are violations of the Service Level Agreements, the Vendor must provide the Purchaser documentation detailing the nature of the violation.

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6.26 (M) Service Billing

Vendor agrees to comply with service billing stipulations as follows:

6.26.1 Billing Acceptance Criteria

Vendor may provide billing with the presentation of a proper invoice. Invoices that do not contain the proper billing detail in accordance with guidelines set forth herein will be returned unpaid to the Vendor for proper billing detail corrections.

6.26.2 Monthly Invoice Requirements

Monthly invoices must be itemized and priced, to include the following for each service provided to customer:

- End-Site Name (provided by Purchaser)
- Contract number;
- Vendor account number;
- Vendor circuit identifier;
- charges;
- Multiplexing charges (if applicable);
- Maintenance or other service charges;
- Taxes and fees;
- Installation cost (if applicable); and
- Payment terms, including any available prompt payment discount

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6.27 Where Billing is Submitted

Unless otherwise indicated in an Order Document, the billing for services must be submitted to:

Edmonds School District #15
Attn: Accounts Payable
20420 68th Ave. W
Lynnwood, Washington 98036

Purchaser reserves the right to modify the location of the bill submission.

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7 FINANCIAL PROPOSAL

OVERVIEW

Use this section to describe all costs associated with the proposed solution; including capital costs, non-recurring expenses, ongoing fees, maintenance/support costs and E-Rate eligibility.

The District is interested in flexible pricing arrangements. We will give preference to solutions with lower/no Committed Data Rates, requiring the District to pay for dedicated, or reserved, bandwidth whether it is used or not.

7.1 Overview

The DISTRICT seeks to acquire Ethernet Services that meet the DISTRICT's needs at a low cost. Ethernet Service monthly recurring rates will be evaluated for price reasonableness.

These rates will be compared against those of other responding Vendors and/or other published rates. The DISTRICT makes no volume commitment in this solicitation.

7.2 Financial Grounds for Disqualification

Failure to identify all costs in a manner consistent with the instructions in this RFQQ is sufficient grounds for disqualification.

7.3 (M) Taxes

Vendor must collect and report all applicable state taxes as set forth in Section 4.5.1, Legal Status. Vendor must not include taxes on the Price List or in the Cost Model form.

7.4 (M) Price Protection

For the entire term of the Contract, the Vendor must guarantee to provide the Ethernet Services at or below the proposed maximum rates. Maximum Ethernet Services rates cannot increase during any term of the Contract.

7.5 (M) Price Decrease Guarantee

The ASV, at its discretion, may elect to provide Ethernet Services specified in this RFQQ at a lower price than originally quoted at any time during the term of the Contract. If Vendor's suggested retail price decreases at any time during the term of the Contract, Vendor must pass on the decrease for all subsequent purchases.

7.6 Costs Not Specified

Where there is no charge or rate for any aspect of the Ethernet Services enter N/C (no charge) or zero (0) on the Price List or Cost Model, as applicable. If the Vendor fails to provide a price, the Purchaser will assume the item is free. If the Vendor states "no charge" for an item in the model, the Purchaser will receive that item free for the period represented in the model.

7.7 (MS) Presentation of All Cost Components

Cost components are located in Appendix E, Cost Model, consisting of forms with five (5) sections: Pricing Options, Service Rates, Upgrade Options, Trunk Charges, and Termination Liability.

Vendors will utilize the forms titled Appendix E, Cost Model. These forms must be submitted in Vendor's Response and constitute Vendor's price proposal. The total score will be determined based on Vendor responses to the sections described below.

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7.7.1 (MS) PRICING DETAILS

Every Vendor must provide a detailed breakdown of all costs for services contained in the provider's response as well as any optional services you propose. Costs must include any tariffs, taxes, surcharges, set-up or installation fees, any equipment lease fees, etc.

Include in the overall cost breakdown a detailed list of all one-time costs (e.g. equipment and installation).

Include in the overall cost breakdown a detailed list of all recurring costs.

Include a definition of the metrics used to determine any usage based pricing, such as 95th percentile.

7.7.2 (MS) Service Rates

Every Vendor must provide the total monthly cost for various bandwidth speeds as outlined in Appendix E

7.7.3 (MS) Upgrade Options

Include in the overall cost breakdown a detailed explanation of upgrade options and their respective pricing schedule. If pricing for upgrades is tiered, correlate each level of service with its cost.

For tiered costs based upon bandwidth, include costs for 50Mbps, and 10Mbps increments up 100Mbps, and 100Mbps increments to 1Gbps.

2-year initial contract with 3 1-year extensions.

Specify which components of the solution are E-Rate eligible.

7.7.4 (MS) Trunk Charges

Every Vendor must provide the total monthly cost for various port speeds as outlined in Appendix E.

7.7.5 (MS) Termination Liability

Each Vendor must propose the percentage of termination liability they wish to apply to remaining monthly recurring charges for circuits that are terminated after a 1 year minimum service period but before the end of the total service term as outlined in Appendix E.

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8 EVALUATION PROCESS

8.1 Overview

The Vendor(s) who meet all of the RFQQ requirements and receives the highest number of total points as described below in Section [8.67-7 Vendor Total Score](#)~~Vendor Total Score~~, will be declared an ASV and enter into contract negotiations with DISTRICT.

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8.2 Response Evaluation Process

Vendor responses will be evaluated by an evaluation team consisting of DISTRICT representatives. The RFQQ Coordinator will not serve as an evaluator but will facilitate the evaluation process and may develop information for presentation to the team.

8.3 Administrative Screening

Responses will be reviewed initially by the RFQQ Coordinator to determine, on a pass/fail basis, compliance with administrative requirements as specified in Section [Error! Reference source not found.3](#) [Error! Reference source not found.4](#), [ADMINISTRATIVE REQUIREMENTS](#). Evaluation teams will only evaluate Responses meeting all administrative requirements.

8.4 Mandatory Requirements

Responses meeting all of the administrative requirements in Section 3 will then be reviewed on a pass/fail basis to determine if the Response meets all remaining Mandatory requirements (see Sections [Error! Reference source not found.4](#), [Error! Reference source not found.5](#), [Error! Reference source not found.6](#) & 7). Only Responses meeting all Mandatory requirements will be further evaluated.

The DISTRICT reserves the right to determine, at its sole discretion, whether Vendor's response to a Mandatory requirement is sufficient to pass. If, however, all responding Vendors fail to meet any single Mandatory item, the DISTRICT reserves the following options: (1) cancel the procurement, or (2) revise or delete the Mandatory item.

8.5 Qualitative Review and Scoring

Only Responses that pass the administrative screening and Mandatory requirements review will be evaluated and scored based on responses to the scored requirements in the RFQQ. Responses receiving a "0" on any Mandatory Scored (MS) element(s) may be disqualified.

8.5.1 Vendor Requirements Evaluation

Each Mandatory Scored (MS) element in the [Error! Reference source not found.VENDOR REQUIREMENTS](#) section (Section [Error! Reference source not found.4](#)) of the Response will be given a score. Evaluation points will be assigned based on the effectiveness of the Response to each vendor requirement element. A scale of zero to twenty will be used, defined as follows:

Points	Rating	Reason
0	Unsatisfactory	Feature or capability is non-responsive or wholly inadequate.
1 - 6	Below Average	Feature or capability is substandard to that which is average or expected as the norm.
7 - 13	Average	The baseline score for each item, with adjustments based on the technical evaluation team's reading of the Response.
14 - 19	Above Average	Feature or capability is better than that which is average or expected as the norm.

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20	Exceptional	Feature or capability is clearly superior to that which is average or expected as the norm.
----	-------------	---

The vendor's total score for the *Vendor Requirements* section will be the sum of the individual scores for each Mandatory Scored (MS) element in *Section 4 – Vendor Requirements*. Total point allocations detailed below in Section 8.6.

8.5.2 Financial Proposal Evaluation

The evaluation of the Financial Responses will be performed using the totals from [APPENDIX D – Cost Model](#)~~APPENDIX E – Cost Model~~.

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Points for each Vendor will be awarded according to the following formulas:

~~APPENDIX D – Cost Model~~~~APPENDIX E – Cost Model~~, **Service Rates:** ~~Error!~~
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Points shall be awarded as follows:

$\frac{\text{Lowest Price}}{\text{Vendor's Price}} \times \text{Possible Points} = \text{Vendor's Service Rate Score}$
--

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~~APPENDIX D – Cost Model~~~~APPENDIX E – Cost Model~~, **Trunk Charges:** ~~Error!~~
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Points shall be awarded as follows:

$\frac{\text{Lowest Price}}{\text{Vendor's Price}} \times \text{Possible Points} = \text{Vendor's Trunk Charges Score}$

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~~APPENDIX D – Cost Model~~~~APPENDIX E – Cost Model~~, **Termination Liability:**
~~Error!~~ [Reference source not found.](#)

Points shall be awarded based upon the termination liability selected in Vendor's response to this section.

8.6 Vendor Total Score

Vendors will be ranked using the Vendor's Total Score for its Response, with the highest score ranked first and the next highest score ranked second, and so forth. Vendor's Total Score will be calculated as follows:

$\text{Total Score} = (\text{Vendor Requirements Score}) + (\text{Financial Proposal Score})$

8.7 Selection of Apparently Successful Vendor

DISTRICT reserves the right to award contract to the highest scoring vendor.

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APPENDIX A – CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

- 1. I/we declare that all answers and statements made in the proposal are true and correct.
- 2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
- 3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the DISTRICT without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
- 4. In preparing this proposal, I/we have not been assisted by any current or former employee of Edmonds School District #15 whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
- 5. I/we understand that the DISTRICT will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the DISTRICT, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
- 6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
- 7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
- 8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- 9. I/we grant the DISTRICT the right to contact references and other, who may have pertinent information regarding the ability of the Consultant and the lead staff person to perform the services contemplated by this RFQQ.
- 10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
- 11. I/we warrant that supplier or its principals are not presently debarred, suspended, or proposed for debarment by the Federal Government.

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We (circle one) are / are not submitting proposed Contract exceptions. (See Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Contractor submitting this proposal, my name below attests to the accuracy of the above statement.

Signature of Proposer

Title

Date

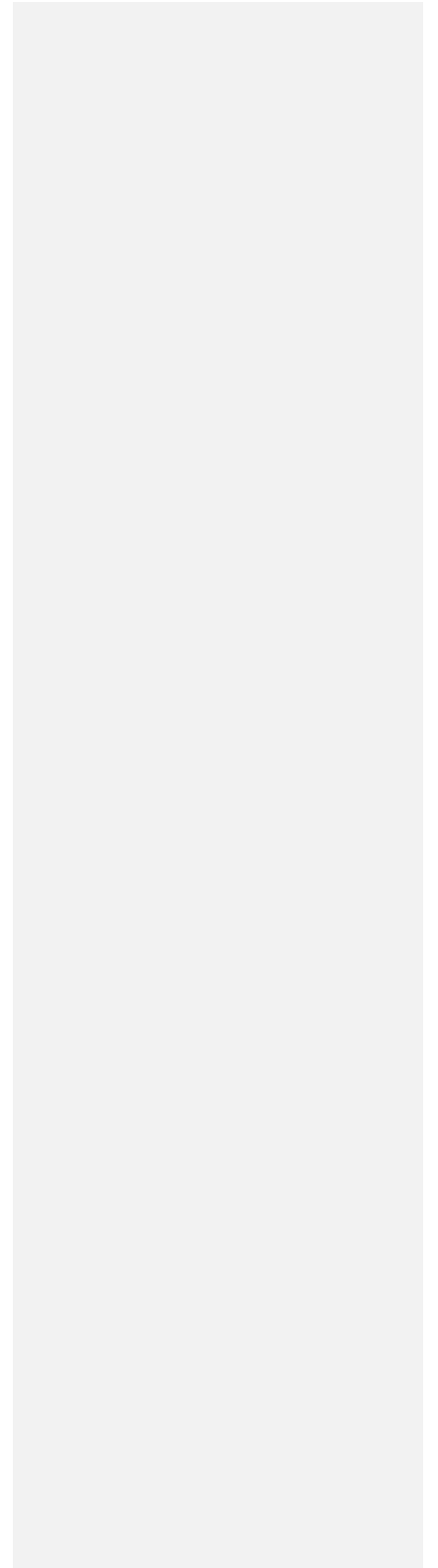
Company Name

PROPOSAL RESPONSE FORM

**EDMONDS SCHOOL DISTRICT NO. 15
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APPENDIX B MODEL CONTRACT**

APPENDIX B – MODEL CONTRACT

A sample model contract document is attached separately on WEBS.



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APPENDIX C CUSTOMER REFERENCE**

APPENDIX C – CUSTOMER REFERENCE LETTER

Bidder must complete Part I for at least THREE different customers of comparable size and number of locations. Bidder is to send this letter to customer reference to be completed and returned to Bidder. Bidder to include the completed reference forms with the sealed proposal response documents. Provide at least three (3) references, preferably at least two customers from school districts or public agencies other than Edmonds School District.

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APPENDIX C CUSTOMER REFERENCE**

CUSTOMER REFERENCE LETTER #1:

PART I - TO BE COMPLETED BY VENDOR

1.	Vendor Representative/Consultant	
2.	Company Name	
3.	General Description of Services Performed.	
	I authorize the release of information about the performance of our company while under contract with this customer reference.	Signature of Authorized representative:

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PART II- TO BE COMPLETED BY THE CUSTOMER REFERENCE

CUSTOMER REFERENCE CONTACT INFORMATION:

Customer Reference Name	District/Company Name
Title	District/Company Address
Phone	City/State/Zip Code
E-Mail Address	

	For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.	1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excellent
1	How satisfied were you with the services provided by the Vendor for this engagement? (E.g. was on time, in budget, delivered the product desired, and provided good customer service)					
	Comments:					
2	Did the Vendor provide quality service? (E.g., teamwork, commitment to getting the job done, and commitment to customer service) Please rate.					
	Comments:					
3	Did the Vendor possess the technical skills/expertise to successfully complete the services for which you contracted? Please rate.					

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For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.		1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excell ent
Comments:						
4	How strongly would you recommend this Vendor to other organizations					
Comments:						
5	What are the Vendor's principal strengths?					
Comments:						
6	Discuss the Vendor's weaknesses, if any. (E.g., Vendor did not deliver Contractors needed, did not interact well with customer, or did not deliver product needed).					
Comments:						
7	Please indicate the size of your District.	Number of schools		Number of students		
8	Any other general comments you may wish to provide.					
Comments:						
Customer Reference Signature		Date		Title		
Printed Name			Phone Number			
District Name			E-mail			

PROPOSAL RESPONSE FORM

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APPENDIX C CUSTOMER REFERENCE**

CUSTOMER REFERENCE LETTER #2:

PART I - TO BE COMPLETED BY VENDOR

1.	Vendor Representative/Consultant	
2.	Company Name	
3.	General Description of Services Performed.	
	I authorize the release of information about the performance of our company while under contract with this customer reference.	Signature of Authorized representative:

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PART II- TO BE COMPLETED BY THE CUSTOMER REFERENCE

CUSTOMER REFERENCE CONTACT INFORMATION:

Customer Reference Name	District/Company Name
Title	District/Company Address
Phone	City/State/Zip Code
E-Mail Address	

	For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.	1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excellent
1	How satisfied were you with the services provided by the Vendor for this engagement? (E.g. was on time, in budget, delivered the product desired, and provided good customer service)					
	Comments:					
2	Did the Vendor provide quality service? (E.g., teamwork, commitment to getting the job done, and commitment to customer service) Please rate.					
	Comments:					
3	Did the Vendor possess the technical skills/expertise to successfully complete the services for which you contracted? Please rate.					

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For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.		1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excellent
Comments:						
4	How strongly would you recommend this Vendor to other organizations					
Comments:						
5	What are the Vendor's principal strengths?					
Comments:						
6	Discuss the Vendor's weaknesses, if any. (E.g., Vendor did not deliver Contractors needed, did not interact well with customer, or did not deliver product needed).					
Comments:						
7	Please indicate the size of your District.	Number of schools		Number of students		
8	Any other general comments you may wish to provide.					
Comments:						
Customer Reference Signature _____ Date _____ Title _____						
Printed Name _____ Phone Number _____						
District Name _____ E-mail _____						

PROPOSAL RESPONSE FORM

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APPENDIX C CUSTOMER REFERENCE**

CUSTOMER REFERENCE LETTER #3:

PART I - TO BE COMPLETED BY VENDOR

1.	Vendor Representative/Consultant	
2.	Company Name	
3.	General Description of Services Performed.	
	I authorize the release of information about the performance of our company while under contract with this customer reference.	Signature of Authorized representative:

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PART II- TO BE COMPLETED BY THE CUSTOMER REFERENCE

CUSTOMER REFERENCE CONTACT INFORMATION:

Customer Reference Name	District/Company Name
Title	District/Company Address
Phone	City/State/Zip Code
E-Mail Address	

	For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.	1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excellent
1	How satisfied were you with the services provided by the Vendor for this engagement? (E.g. was on time, in budget, delivered the product desired, and provided good customer service)					
	Comments:					
2	Did the Vendor provide quality service? (E.g., teamwork, commitment to getting the job done, and commitment to customer service) Please rate.					
	Comments:					
3	Did the Vendor possess the technical skills/expertise to successfully complete the services for which you contracted? Please rate.					

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For items 1 through 8 please mark the value, which best represents your experience with the Vendor and provide any explanatory comments.		1 = Poor	2 = Below Average	3 = Average	4 = Good	5 = Excell ent
Comments:						
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Comments:						
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Comments:						
6	Discuss the Vendor's weaknesses, if any. (E.g., Vendor did not deliver Contractors needed, did not interact well with customer, or did not deliver product needed).					
Comments:						
7	Please indicate the size of your District.	Number of schools		Number of students		
8	Any other general comments you may wish to provide.					
Comments:						
Customer Reference Signature		Date		Title		
Printed Name			Phone Number			
District Name			E-mail			

PROPOSAL RESPONSE FORM

**EDMONDS SCHOOL DISTRICT NO. 15
RFP #12-06-GF - INTERNET SERVICE PROVIDER
DUE 2:00 PM, TUESDAY, JANUARY 08, 2013**

APPENDIX D – Cost Model

This appendix will cover the cost model information to be provided by the Vendor for consideration. Vendor response to this RFQQ must include completed Appendix E tables.

SEE SEPARATE EXCEL SPREADSHEET LABELED RFQQ1206GF APPENDIX D COST MODEL