

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

**NOVEMBER 1, 2021
REQUEST FOR PROPOSAL
RFP # 21-12013-A254
HENRY COUNTY PURCHASING DEPARTMENT**

The Henry County Public Schools solicits firms to submit proposals for “Internet Service Provider.” The original and three (3) submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), and one (1) USB Flash Drive marked “Internet Service Provider” RFP# 21-12013-A254 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, **DECEMBER 1, 2021**, in the:

**Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP# 21-12013-A254

Enclosed is a *“Proposal Requirements and Non-Collusion Statement”* that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our vendors list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be good for **the length of time that is outlined on page 6 of this proposal**. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

Illegal Aliens

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

Permits/Licenses

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

Contact for RFP

Please contact Jane Mangum at jane.mangum@henry.k12.va.us or (276) 634-4763 for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 21-12013-A254

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDED A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 21-12013-A254 for **Internet Service Provider**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Vendors Company Name _____

Vendors Authorized Signature _____ **Date:** _____

Vendors Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors.

REQUEST FOR PROPOSALS
RFP# 21-12013-A254
INTERNET SERVICE

Purpose:

The Henry County Public Schools, hereinafter, referred to as HCPS, is publishing this RFP to seek a qualified Internet Service Provider. Vendors responding to this RFP must be an E-Rate qualified vendor. The purpose of this RFP is to seek proposals for Internet Service to the HCPS division. Vendors must submit proposals for dedicated fiber Internet Service. The Internet that is proposed must enter the division at Henry County Administration Building, 3300 Kings Mountain Road, Martinsville, VA 24112 on the 3rd floor.

Overview:

Henry County Public Schools are seeking a contract to provide Internet Service from each school/location to our central office using Mid-Atlantic Broadband Network fiber-optic infrastructure or equivalent.

Length of Contract and Additional Projects:

This contract shall start on July 1, 2022. The Schools reserve the right to negotiate with the awarded vendor for up to eight (8) years. Therefore yearly contracts or multi-year contracts can be negotiated. This contract could last until June 30, 2030.

In addition, Henry County Schools reserve the right to award additional projects that are similar in nature to this contract to the awarded vendor without going through the RFP process.

Requirements:

- The circuit(s) will be maintained and all support and repairs inclusive under a **1-year contract from July 1, 2022 through June 30, 2023**.
- The service shall allow for an increase in Internet throughput at a price agreed upon by both parties during the length of the contract, should HCPS require an increase in bandwidth. These increases shall occur without extending the contract term.
- Vendors must provide at least 128 contiguous public IP addresses, subnet mask 255.255.255.128. Preferably, a whole class C subnet is desired.
- Vendor will verify that the Internet will be provided on a fiber backbone.

Additional Requirements:

Vendor must:

- have filed a current Service Provider Annual Certification form (SPAC)
- provide the SPIN number
- provide evidence of being an authorized Telecommunications and Internet provider according to E-rate requirements

In relation to service monitoring, the vendor will:

- describe how the performance of circuits will be monitored to deal with potential issues before interruption and/or diminishing of service to HCPS occurs
- provide HCPS with a plan of action for resolving issues once they are discovered by the vendor or reported by HCPS
- provide length of response time after issues arise
- provide HCPS with name and contact information of at least two persons that can directly deal with and resolve issues
- provide who will be the contract administrator/point of contact for the Service Provider
- provide a fee structure for services to HCPS (fees charged that are not supported by E-rate funding must be listed separate)

Methodology:

- Vendor must provide a means by which HCPS can accurately measure the bandwidth (both up and down speeds) of the Internet to be provided. Describe tools HCPS can use for this process.
- Vendor will provide documentation that the firm is independent and licensed to practice in the Commonwealth of Virginia.
- Vendor will provide information in regards to liens or pending litigation the firm is currently experiencing.
- List any other information that you feel would be relevant in making our decision on this RFP.

Evaluation/Selection Criteria:

- Vendor's price of E-Rate eligible products and services (30%)
- Vendor's experience providing Internet Service to Virginia K12 schools (10%)
- Vendor's methodology of requirements and expectations of services listed within this RFP (20%)
- Vendor's current/past relationship with HCPS (10%)
- Vendor's service compatibility with HCPS existing infrastructure (20%)
- Vendor's three (3) references pertaining to prompt response time to customers request and communication (10%)

Interviews:

Interviews for this RFP will be conducted via Zoom on Monday, December 13, 2021. We will notify vendors via email on Tuesday, December 7, 2021, with a time slot and Zoom link. These interviews will be in a Q&A format and will not exceed 30 minutes.

For Questions Regarding this Proposal:

Please direct all questions to Jane Mangum at jane.mangum@henry.k12.va.us or (276) 634-4763.

**Listing of all Fees
3-7 year contract**

Please complete all years that apply.

Main Proposal						
Yearly Contract	Minimum Throughput Requested	Guaranteed Throughput (up and down)	E-Rate Eligible Charges		Non-E-Rate Eligible Charges	
			Monthly Charges	One-time Charges	Monthly Charges	One-time Charges
1-year	10 Gbps					
2-year	10 Gbps					
3-year	10 Gbps					
4-year	10 Gbps					
5-year	10 Gbps					
6-year	10 Gbps					
7-year	10 Gbps					