

OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, FAMILY LITERACY, NUMMA YADOHA LANGUAGE PROGRAM,
TRIBAL TANF, CAREER EDUCATION, KERN INDIAN EDUCATION CENTER
2574 DIAZ LANE. (93514) - P.O. BOX 847 - BISHOP, CA 93515 - (760) 873-5107*

Request for Proposals 12-13-106

DATE: November 30, 2012

PROJECT TITLE: OV CDC WAN Services

PROPOSAL DUE DATE: Proposals must be received by December 18, 2012 at 5 p.m. In the event no proposals are received from qualified bidders by the close date; this RFP will remain open until an agreement is awarded.

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OV CDC receives and administers several Federal and State Grants including a Native American Career and Technical Education Program Grant, California Department of Education Indian Education Grant and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Kern, Tulare, Kings and Fresno Counties. OV CDC is seeking proposals from responsible qualified independent contractors to provide WAN Connectivity Solution services. Contractor is expected to bid WAN Connectivity solution services according to RFP specifications. OV CDC has been approved to participate in the California Teleconnect Program and as such, if ISP participates in this program, please bid all costs accordingly. OV CDC seeks a 3 year contract. This project will be funded entirely with Government Grant funds.

All OV CDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e(b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OV CDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques.

In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made."

ACTION REQUIRED: You are invited to review and respond to the Request for Proposal. For questions on this RFP please contact OV CDC:

PROPOSAL:

Proposals should be sent to:
Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA

CONTACT FOR FURTHER INFORMATION:

Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 274/275
FAX: 760-873-3231
E-MAIL: contracts@ovcdc.com

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I. DESCRIPTION/SPECIFICATIONS

A. STATEMENT OF WORK

1) Description of Organization and Project

The Owens Valley Career Development Center (OVCDC) was founded in 1977 by the Owens Valley Board of Trustees, a Tribal Government Board comprised of members of the Big Pine, Bishop and Lone Pine Tribes, in response to demonstrated adult basic education and vocational training needs of Tribal members. OVCDC provides educational and economic opportunities to the indigenous population of the communities in Inyo, Kern, Tulare, Kings and Fresno Counties to enhance lives by offering individuals and families opportunities for self-sufficiency through education, training and encouragement. OVCDC receives its funding through grants from various Federal and State funding agencies.

OVCDC is seeking a WAN connectivity solution from an ISP to replace its current solution, as its current WAN connectivity contract expires February 23rd 2013. Currently, OVCDC has a mix of 1xT1, NxT1, and DS3 point-to-point connections utilizing BGP/MPLS in order to operate a private WAN between 14 locations around California. OVCDC will require a full connectivity solution between its sites and 2 DIAs for the private WAN to connect to the public internet. Bandwidth requirements will be listed within this scope.

OVCDC will be connecting to a selected bidder's WAN connectivity solution through the use of Cisco Routers and ASAs. OVCDC's core routers are 3925s and all edge routers are 2811s. All ASAs are 5520s. OVCDC requires that the WAN connectivity solution be an ISP unmanaged solution, meaning OVCDC will manage all of its own routers and ASAs; OVCDC requests the DIA connectivity solution be an ISP managed solution, meaning the vendor supplies and manages their own equipment. OVCDC does require circuit monitoring and support, plus access to monthly usage reporting from the ISP.

OVCDC desires that the selected vendor provide the extended wiring from the DEMARC into OVCDC's equipment room.

Regardless of the bandwidth of each circuit, OVCDC requires an SLA with the ISP to have a round trip latency of 50ms or less. OVCDC's network is a converged IP network with voice, video, and data all traveling on the same pathways and though OVCDC does employ DSCP-based QoS, speed is a must.

OVCDC is an approved participant in the California Teleconnect program and as such, if an ISP can participate in this program, it should bid all costs accordingly.

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The following are OVCDC's site locations:

OVCDC has 4 Large Sites:

- 1. Bishop, CA**
- 2. Bakersfield, CA**
- 3. Visalia, CA**
- 4. Fresno, CA**

OVCDC has 10 Small Sites:

- | | |
|-----------------------------------|--|
| 1. Big Pine, CA | 2. Lone Pine, CA |
| 3. Ridgecrest, CA | 4. Lake Isabella, CA |
| 5. Tule River, CA | 6. Porterville, CA |
| 7. Hanford, CA | 8. Lemoore, CA |
| 9. Big Sandy Rancheria, CA | 10. Cold Springs Rancheria, CA. |

NETWORK DESIGN and REDUNDANCY REQUIREMENTS:

OVCDC's Datacenter is located in Bishop, CA and this location needs to serve as the hub of the logical network. All sites will need to be able to connect directly to the Bishop site via BGP/MPLS and must support DSCP-based QoS. Bakersfield CA site serves as a Disaster Recovery Site. In case of connectivity failure at the Datacenter in Bishop CA, then Bakersfield CA will serve as the hub, meaning all sites need to be automatically rerouted to directly connect Bakersfield CA while maintaining a full connectivity amongst the remaining 13 sites. When connectivity is restored at the Datacenter in Bishop CA, then the network must automatically return to its normal state.

The two DIAs for the network are required in Bishop, CA and in Bakersfield, CA. DIA access must be balanced amongst the 14 sites. In case of connectivity failure at one of the DIAs, DIA access needs to be rerouted to the remaining DIA.

BANDWIDTH and LATENCY REQUIREMENTS:

All sites must have a round trip latency time to and from Bishop, CA of less than 50ms. Circuits should be a combination of 1xT1, NxT1, and DS3s in order to accommodate the following bandwidth requirements.

Large Sites:

Bishop, CA: 12mbps or 15mbps (Provide comparative pricing for each)
Bakersfield, CA to Bishop, CA: 10.5mbps or 12mbps (Provide comparative pricing for each)
Visalia, CA to Bishop, CA: 9mbps or 12mbps (Provide comparative pricing for each)
Fresno, CA to Bishop, CA: 9mbps or 12mbps (Provide comparative pricing for each)

Small Sites:

Big Pine, CA to Bishop, CA: 3mbps

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Lone Pine, CA to Bishop, CA: 3mbps
Ridgecrest, CA to Bishop, CA: 3 mbps
Lake Isabella, CA to Bishop, CA: 3 mbps
Tule River Indian Reservation, CA to Bishop, CA: 3mbps
Hanford, CA to Bishop, CA: 3mbps
Lemoore, CA to Bishop, CA: 3mbps
Big Sandy Rancheria, CA to Bishop, CA: 3mbps
Cold Springs Rancheria, CA to Bishop, CA: 3mbps
Porterville, CA to Bishop, CA: 3mbps

DIA's:

Bishop, CA to Public Internet: 6mbps
Bakersfield, CA to Public Internet: 12mbps

2) Requirements

The contractor will furnish all qualified personnel, facilities, equipment, and supplies to perform the project unless otherwise negotiated and agreed to by OVCD. C.

3) Reports Required

- a) If required by Agreement only
- b) The reports will be submitted to OVCD. C at the following address:

OVCD. C
Attn: Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA

4) Entrance and Exit Conferences:

If required by Agreement entrance and exit conferences will be held with OVCD. C and must be coordinated with the OVCD. C Purchasing/Contracts Administrator or Agreement designee. Written notice will be given to the OVCD. C to assure availability of appropriate staff for each of these meetings.

II. PROPOSAL PREPARATION INSTRUCTIONS AND INFORMATION REQUIRED IN YOUR PROPOSAL

In order to facilitate the evaluation of proposals and allow the best comparisons each proposal must include the following information presented in the order and format shown below:

A. SECTION I – PROPOSAL FORMAT (ALL COMPONENTS AND INFORMATION ARE REQUIRED)

- 1) Title Page: Please state Invitation for Bids/Request For Proposal (IFB/RFP) subject and IFB/RFP Number in your proposal. Please state your name and/or the business name including address, telephone number, fax number, name of contact person and name of person with authority to sign Agreements, Employer ID or SSN. Please place the date on your proposal. OVCD. C will not be responsible for any change in this information unless

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notification in writing is received.

- 2) Cover Letter: Please provide a one or two page letter stating your understanding of the transactions to be completed and services to be provided and making a positive commitment to perform the work within the time period required.
- 3) Table of Contents: If proposal contains more than 10 pages please provide a clear identification of sections and documents in the proposal listed by page number.
- 4) Business Stability and Service Locations: Please include location of office(s) and if applicable, number of partners, managers, supervisors, seniors, and other staff. If applicable, identify all subcontractors necessary to conduct the project. Describe the range of activities performed by you or your business/firm, including capability to fulfill the specifics of the project (ie. facilities, staff, equipment, workload etc.). Provide financial information for the past three years which may include financial statements, audits and other information sufficient for OV CDC to determine the stability of your business. An employer ID or SSN must be provided for purposes of vendor clearance on the Excluded Parties List System.
- 5) Approach: Please provide a clear description of the approach and method to be used for implementing the statement of work including all specific agreement terms requested.
 - a) Organization and Management: Please state tasks and work to be performed and identify the person or the project team that will complete the tasks and work identified. Subcontractors must be included if any will be used on the project and the tasks or work to be performed by the subcontractors must be stated.
 - b) Production/Delivery Schedule: Please state the amount of time needed to complete the project and provide a milestone chart showing tasks and dates of anticipated completion. Any time to be used for preparation and submission of reports should be included in the schedule.
- 6) Qualifications and Experience: Include a list of personnel to be used on this project and the qualifications of each person. For yourself and any key personnel please provide: résumé, including education, background, accomplishments and any other pertinent information. If there are no key personnel, employees or sub contractors then please just state information requested about yourself and your business.
- 7) If key personnel, staff or subcontractors will be used on the project; please include a statement in the proposal to the effect that "the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the Owens Valley Career

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Development Center.”

- 8) Specialized or Specific Qualifications and Experience: State professional and company experience which is relevant to the proposed project, i.e. experience working with OV CDC or other Government agencies and especially with other American Indian Tribal Governments or Tribal Organizations.
- 9) Additional Data: Since the proceeding sections are to contain data and/or information that is specifically requested, this section is for any additional information considered essential or important to the project. If there is no additional information to present, please state “None”.

B. SECTION II - COST PROPOSAL (REQUIRED-PROPOSALS WILL BE DEEMED NONRESPONSIVE WITHOUT THIS INFORMATION)

- 1) **Please state the total dollar amount you do not intend to exceed for completing the project.** Please provide as much detail as you believe will assist OV CDC in evaluating your proposal. If requested by OV CDC, a detailed itemized cost statement must be submitted. Expenses and fees for the project must be broken down and all expenses or fees that are anticipated must be itemized (i.e. freight, taxes, materials, transportation, etc.). A “not to exceed amount” is required by this section for all proposals.

III. EVALUATION PROCEDURES

A. EVALUATION CRITERIA

Proposals will be evaluated by OV CDC using the following criteria:

- A. Cost(s)/Price; (25%-25 Points)
- B. Schedule and ability to meet deadlines, timeframes and operational/delivery requirements as requested/flexibility; (20%-20 Points)
- C. Business stability, approach/ability to prepare clear transparent documentation and complete clear understandable transactions. (20%-20 Points)
- D. Preference including American Indian preference (Bids no more than 10% higher than the lowest qualified bid or 10 additional points); (10%-10 Points)
- E. Warranties/Repair services and service locations/capabilities; (10%-10 Points)
- F. Qualifications of people assigned including Past Performance as applicable; (10%-10 Points)
- G. Use of recycled materials, energy saving technology or ecologically beneficial techniques, American-made. (5%-5 Points)

Total

100%-100 Points

IV. INDIAN AND OTHER FEDERAL PREFERENCE APPLICABLE

All OV CDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e (b)) which provides to the greatest extent

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feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises and OMB Circular A-102 (45 C.F.R Part 92.36(e)) requiring OVCDL to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference will be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques.

In accordance with Public Law 103-333, the "Department of labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made."

V. TYPE OF AGREEMENT

A firm fixed price agreement is anticipated.

Unless otherwise stated in the Agreement; any agreement let from this RFP is for a 3 year term.

VI. TECHNICAL DIRECTION

The Owens Valley Career Development Center's primary contact for this agreement will be the OVCDL Purchasing/Contracts Administrator or designee.

- 1) OVCDL Purchasing/Contracts Administrator or designee is responsible for guiding the technical aspects of the project and for general monitoring of the work performed. The OVCDL Purchasing/Contracts Administrator or designee is authorized to fill in details or otherwise to complete the general description of the work set forth herein.
- 2) The OVCDL Purchasing/Contracts Administrator or designee is not authorized to make any commitments to any changes which constitute work not within the general scope of the Agreement, increase in total estimated cost or extension of the Agreement period of performance without the written approval of OVCDL Authorized person.

VII. KEY PERSONNEL

The personnel specified in the Contractor's proposal are considered to be essential to the work being performed. Prior to changing any of the individuals specified in the proposal, the contractor will notify OVCDL Purchasing/Contracts Administrator or designee reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the

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impact on the quality of work performed. No change will be made by the Contractor without the prior written consent of the Finance Director.

VIII. PAYMENT

A. PAYMENT AND SUBMISSION OF INVOICES

- 1) Payment for work performed under this Agreement will not exceed the agreed upon amount, unless additional payments are agreed upon in advance and in writing, signed by both parties.
- 2) Payment will be made to the contractor based on progress achieved. Invoices may not be accepted on more frequent intervals than once per month or less often. Invoices requesting payments will be prepared and submitted containing at least the following information: Agreement number, description of services or specific vehicle the charge relates to, time spent on each task and total cost for services.

IX. RIGHTS

OVCDC reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar IFB/RFPs in the future. This IFB/RFP is in no way an agreement or obligation and in no way is OVCDC responsible for the cost of preparing the responsive proposal. One copy of a submitted proposal will be retained for official files and may later become a public record. Only electronic and written responses will be accepted. Responses should be sent via email or in a sealed envelope, clearly marked with the IFB/RFP number, by registered, certified mail, overnight delivery with proof of delivery service, or by hand delivery to the name and address specified in the cover-letter to this IFB/RFP. Delivery to other than the name and address specified in this IFB/RFP may render the Bidder's proposal non-responsive.

X. AGREEMENT TERMS AND CONDITIONS

The services requested will be provided under terms and conditions set forth in the OVCDC Standard Agreement. The Agreement will be provided upon request. The Agreement contains the Standard Provisions and Special Provisions applicable to the services anticipated in this IFB/RFP. If the person or business submitting a proposal is unable to agree to the terms and conditions set forth in the Agreement, the proposal must indicate the specific sections of the Agreement that are not acceptable and submit alternate language that is acceptable to the person or business submitting a proposal. In addition, the person or business submitting a proposal will reference each specific language change and provide a narrative explanation of each proposed change. Although OVCDC will consider alternate language proposed by a person or business submitting a proposal, OVCDC will not be bound by Agreement language received as part of the response. If the person or business submitting a proposal requires that OVCDC be bound by some or all of the alternate Agreement language, the proposal may be considered non-responsive and may be rejected.

OVCDC will make a reasonable effort to execute an agreement based on this solicitation

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document within fifteen (15) days of selecting a proposal that best suits OVCDC. The Agreement will be signed by the Contractor and returned within ten (10) business days of receipt of the Agreement. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective, and work must not be performed, until the Agreement is signed by a person holding the required authority for both parties and full approval by OVCDC including the OVCDC Human Resources and Finance Departments.

Failure of Contractor to execute the Agreement within the time frame identified above will be sufficient cause for voiding the award of the Agreement. If a successful person or business submitting a proposal refuses or fails to execute the Agreement, OVCDC may award the Agreement to the next qualified person or business submitting a proposal.

XI. INTERVIEWS

An interview/presentation may be conducted with a person or business submitting a proposal(s) selected as finalists to offer an opportunity for the person or business submitting a proposal(s) to present the proposal and explain or clarify aspects of the proposal. Unless otherwise agreed, the interview/presentations will be scheduled at the OVCDC offices in Bishop, California.

XII. AWARD

After evaluation of Best and Final Offers, if any, the purchase shall be awarded to the most responsive and responsible vendor, whose offer, with price, value, availability of goods or service, quality or qualifications, and other factors considered, is the most advantageous to OVCDC. OVCDC reserves the right not to make any award.

Owens Valley Career Development Center

Wide Area Network Design

