



**ALAMOGORDO PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL**

**RFP #004-2023**

**RFP TITLE: E-Rate Category One**

**Leased Lit Fiber and Internet Access Holloman Middle School**

**COMMODITY CODE:**

**83829, 83833, 92037, 96218, 91551**

<b>RFP ISSUE DATE</b>	<b>01/20/2023</b>
<b>DEADLINE FOR WRITTEN QUESTIONS</b>	<b>01/27/2023 @ 12:00 PM MST</b>
<b>APS RESPONSE TO WRITTEN QUESTIONS</b>	<b>01/31/2023 @ 11:59 PM MST</b>
<b>RFP DUE DATE AND TIME</b>	<b>03/01/2023 @ 3:00 PM</b>
<b>EVALUATION OF PROPOSALS</b>	<b>03/07/2023</b>
<b>DATE OF AWARD</b>	<b>03/16/2023</b>

**PROPOSALS MUST BE RECEIVED BY THE DUE DATE AND TIME IN ORDER TO BE CONSIDERED RESPONSIVE TO THIS SOLICITATION. NO PROPOSALS WILL BE RECEIVED AND OR CONSIDERED AFTER THE DUE DATE AND TIME.**

**District Contact Information**

<b>Name/Title</b>	<b>Marie Bouma, Chief Procurement Officer</b>
<b>Phone Number</b>	<b>575-812-6044</b>
<b>E-Mail</b>	<b><a href="mailto:procurement@alamogordoschools.org">procurement@alamogordoschools.org</a></b>

*Any inquiries or requests regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Proposers may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do not have the authority to respond on behalf of APS. Communications directed to parties other than the Chief Procurement Officer will have no legal bearing on this RFP or the resulting contract(s). All responses from Alamogordo Public Schools will be provided in writing to all Proposers by addendum. Proposers are encouraged to submit proposals electronically via Alamogordo Public Schools vendor registry portal at the link below.*

**[APS Vendor Registry Portal](#)**

## Table of Contents

<i>Title Page</i>		<i>Page 1</i>
<i>Table of Contents</i>		<i>Page 2</i>
<i>Section I</i>	<i>General Instructions and Definitions</i>	<i>Page 3-6</i>
<i>Section II</i>	<i>Scope of Work</i>	<i>Page 7</i>
<i>Section III</i>	<i>Specifications</i>	<i>Page 8</i>
<i>Section IV</i>	<i>Insurance Requirements</i>	<i>Page 9</i>
<i>Section V</i>	<i>Proposal Format</i>	<i>Page 10-11</i>
<i>Section VI</i>	<i>Evaluation Criteria</i>	<i>Page 12-13</i>
<i>Conclusion</i>		<i>Page 14</i>

## I. GENERAL INSTRUCTIONS

### **PURPOSE OF THIS REQUEST FOR PROPOSALS**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive procurement for the Alamogordo Public School District (herein-after referred to as “District” or “Agency”).

It is the intent of this RFP to obtain quotes/proposals from qualified and experienced Contractors to provide high density, E-rate eligible broadband related equipment and/or services with the ability to leverage federal E-rate funds. Any contract execution by virtue of this RFP shall be subject to FCC, USAC, and applicable New Mexico Statutory Procurement requirements.

The potential Services/Pricing Agreement resulting from this RFP will consist of **Leased Lit Fiber and Internet Access for Holloman Middle School:**

A fixed bandwidth broadband service where the service provider manages the network equipment that places the fiber/other transport medium into service and manages the technical support for the service

1. **RFP Documentation:** Proposers are expected to be familiar with all documents contained in this RFP to ensure Proposers proposals are in compliance with all provisions contained in this Request for Proposal. Proposers must notify Alamogordo Public Schools of any inconsistency or error in review of the RFP Documents.
2. **SCOPE OF WORK:** The District may add to or delete from the Scope of Work set forth in this RFP.
3. **Written Questions:** Proposers may submit written questions to offer clarity to the terms of the RFP. All questions must be submitted to the Chief Procurement Officer listed no later than the date listed in this RFP. The District will respond by addendum to the submitted written questions.
4. **Submission:** The Submission of a proposal constitutes that the Proposer has made all appropriate examinations, investigations and analysis and has made provision as to the cost in submitted proposal. By responding to this RFP Proposer acknowledges and agrees to the terms and conditions set forth in this RFP and by addendum.
5. **Incurring Cost:** The Proposer shall bear the full burden of any cost associated with the preparation, transmittal, and/or presentation of any material, equipment, system submitted in response to this RFP.
6. **Proposal Firm:** Responses to this RFP including price proposals shall be considered firm for One Hundred Twenty (120) days after the response due date.
7. **Forms and Addendums:** The Proposer shall be responsible for ensuring that they are in possession of the most recent copy of this RFP including any/all addendums that have been issued. No addendum will be issued later than five calendar days prior to the due date of receipt of proposals. The only addendum that may be issued within Five (5) calendar days of the receipt of Proposals is one which withdraws the RFP or one that extends the proposal receipt due date and time. It is the responsibility of the Proposer to acknowledge all addendums in their proposal.

8. **Correction and Withdrawal of Proposal:** Corrections are to be initialed in ink by the individual authorized to sign the proposal on behalf of the Proposer. Proposers are permitted to withdraw their proposal any time prior to the deadline of receipt of proposals by submitting a written withdrawal request to the Chief Procurement Officer.
9. **District Discretion:** The Alamogordo Public School District reserves its right in its sole discretion to “waive technical irregularities in the form of the bid or proposal of the low bidder or Proposer which do not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered” pursuant to NMSA 1978, §13-1-132
10. **Responsive Proposer:** The Chief Procurement Officer may make investigations to determine if the Proposer’s proposal meets the requirement of a responsive offer as set forth in [§13-1-85](#) the district may reject a proposal if it does not meet the requirements set forth in [§13-1-85](#) Proposers will abide by the New Mexico Procurement Code, [§13-1-28](#) through [§13-1-199 NMSA](#), and acknowledges that the Code imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
11. **Award:** Alamogordo Public Schools reserves the right to award all, part, or none of the scope of work detailed in this RFP. This Request for Proposals in no way obligates Alamogordo Public Schools into entering business with any potential Proposer without a fully executed contract or purchase order.
12. **Preferences:** Preferences for New Mexico In-State Resident Business and Resident Veteran Business may be awarded in compliance with [NMSA 1978 §13-1-21](#). Proposers will be required to provide in their proposal a current copy of their certificate issued by the New Mexico State Taxation and Revenue to receive preference scoring. In the event that a Proposers proposal is a joint venture the Proposer must state what percentage of the work will be performed by the Resident Business and/or Resident Veteran Business. Pursuant to [NMSA 1978 § 13-1-21 H](#). A Proposer cannot be awarded both a Residential Preference and a Resident Veteran Preference. Pursuant to [NMSA 1978 §13-1-21 J](#), New Mexico Preference shall not apply when the expenditures for this RFP include federal funds for specific purchases. **(This Award will utilize federal funds preferences will not be awarded pursuant to [NMSA 1978 §13-1-21 J](#) )**
13. **RFP Cancellation or rejection:** This Request for Proposals may be canceled and or proposals be rejected in whole or in part when deemed in the best interest of the Alamogordo Public Schools pursuant to [NMSA 1978 §13-1-131](#).
14. **Multi-Award:** The Alamogordo Public Schools District reserves the right to multi-award contracts when necessary for adequate delivery of services pursuant to [NMSA, §13-1-153](#).
15. **Board of Education Approval:** Award of resulting contract from this RFP is not considered final until approved and signed by the Alamogordo Public Schools Board of Education President or Member and the Contractor.

## DEFINITIONS OF TERMINOLOGY

**Award of Contract:** shall mean a formal written notice by the Alamogordo Public Schools that a firm has been selected to enter into a contract for services. Any Notice of Award that has not resulted in a written signed bilateral Agreement between the successful Proposer and the Alamogordo Public School District, within 1 month of written notice of award, shall result in the termination of negotiations and not be considered an award.

**Contract:** means a signed bilateral agreement between the APS District and a successful Proposer/contractor for the work covered by this RFP.

**Contractor:** means successful Proposer awarded the contract.

**Determination:** means the written documentation of a decision of the Selection Committee, including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**District:** for purposes of this RFP, means the Alamogordo Public Schools Governing Board and is synonymous with the terms and acronym "Owner" and "APS".

**Entity:** means the Owner, Alamogordo Public Schools (APS).

**Proposer:** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

**Owner:** is Alamogordo Public Schools District.

**Proposal:** is the Proposer's response to this RFP.

**Request for Proposals:** or "RFP" means all documents, attached or incorporated by reference, used for soliciting proposals.

**Resident Business, Resident Contractor, Veteran Business, Veteran Contractor** means an entity that has a valid resident certificate issued by the NM Taxation and Revenue Department pursuant to NMSA 1978 [§ 13-1-21](#) and [§ 13-1-22](#).

**Responsible Proposer:** means a Proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal.

**Responsive Offer** or **Responsive Proposal** means an offer or proposal, which conforms to all material, respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to quality, quantity or delivery requirements.

**Selection Committee:** means a body constituted in accordance with NMSA 1978 [§ 13-1-121](#) to perform the evaluation of Proposer proposal submittals.

The terms “**must**,” “**shall**,” “**will**,” “**is required**,” or “**are required**” identify a necessary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer’s proposal.

The terms “**can**,” “**may**,” “**should**,” “**preferably**,” or “**prefers**” identifies a desirable or discretionary item or factor. Failure to comply with such an item or factor may result in the rejection of the Proposer's proposal.

Rejection of the proposal will be subject to review by the Selection Committee and the final decision on rejection will be made by the Committee Chairman.

## II.

### **SCOPE OF WORK**

The District seeks to procure/lease dedicated internet access and fiber optic wide-area network/internet system for transmitting and receiving of Data, Voice, and Video. The selected contractor shall be a quality vendor with experience in multi-site installations, and capabilities to provide responsive service for the network systems installed. The wide area network system must meet open industry standards, and meet the requirements established by the District as described in Exhibit A of this RFP. Internet Access to be delivered to Holloman Middle School.

### III.

### SPECIFICATIONS

The Alamogordo Public School District has compiled the following list as Specifications to be met by the proposer to insure the district receives the desired service and/or product.

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

#### **1. Organizational Experience**

Offerors **must**:

- a) Provide a description of relevant corporate experience with the state government and private sector. The experience of all proposed providers must be described. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of Leased Lit Fiber and Internet Services. All Leased Lit Fiber Services provided to private sector will also be considered.
- b) Indicate how many Leased Lit Fiber Services have been installed in the last two years and what percentage of business revenue is derived from Leased Lit Fiber Service engagements.
- c) Describe at least two project successes and failures of a Leased Lit Fiber Service engagement. Include how each experience improved the Offeror's services.

#### **2. Organizational References**

Offerors should provide a minimum of three (3) references from similar projects performed for private, state or large local government clients within the last three years.

The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the District reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility.

Offerors shall submit the following Business Reference information as part of Offer:

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Technical environment (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);
- e) Staff assigned to reference engagement that will be designated for work per this RFP; and
- f) Client project manager name, telephone number, fax number and e-mail address.



IV.

**INSURANCE REQUIREMENTS**

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability                      \$2,000,000 each occurrence  
-Premises and Operations including  
Broad form property damage and  
Contractual liability

Professional Liability/Errors and Omission \$ 2,000,000 Combined single limit  
each occurrence

*Other required coverage's:*

Workers Compensation                                      Statutory-New Mexico  
(All employees and subcontractors as  
applicable)

Automobile Liability Insurance                      \$500,000 Combined single limit  
for Contractors Providing Vehicles                      each occurrence

OR

Automobile Liability Insurance                      \$100,000 each person  
for Sole Contractors/Subcontractors                      \$300,000 limit each occurrence  
Using Personal Vehicles

**PROPOSER WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE APS STANDARD CONTRACT FOR PROFESSIONAL SERVICES (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.**

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry a Best's rating of not less than "A" in the A.M. Best's Key Rating Guide. The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

NOTE: Proposers must provide certificates of current insurance coverage.

V.

**PROPOSAL FORMAT**

The Proposer's proposal should follow this format:

**COVER LETTER**

Company/Team Information

1. Brief history of the Company.
2. Type of ownership.
3. Statements as to size of professional staff.
4. Name of partner in charge, project manager, and other key team players.
5. Time/Date availability of firms to perform services.
6. Signature and contact information for the main point of contact the district should use for this RFP

**TECHNICAL PROPOSAL MUST INCLUDE THE FOLLOWING:**

- A. The technical proposal must be sealed and marked on the outside as follows: **TECHNICAL PROPOSAL for RFP 004-2023 Leased Lit Fiber and Internet Access to Holloman Middle School**
- B. Table of Contents
- C. Letter of Introduction and Expression of Interest
- D. Related Experience and Qualifications, of staff and management
  - a. List and describe previous experience with the Alamogordo Public Schools.
  - b. List and describe experience with other New Mexico government, private and public entities apart from educational settings if any.
  - c. Address the items listed in the scope of work and specifications
  - d. All personnel maintain the necessary and required certifications/licenses and Standard specific to the services provided, in accordance with all applicable Industry requirements, Federal, NM State, and local rules, regulations and laws. Please provide all applicable credentials
- E. References: Provide three references or contact information for clients with relevant contractual relationship to the entity
- F. Campaign Contribution Disclosure Form completed and signed (Appendix A)
- G. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix B)
- H. Debarment/Suspension Certification Form completed and signed (Appendix C)
- I. An electronic copy of the proposal on a flash drive (Note: Item I is only required if the Proposers proposal is being delivered in physical format. If the Proposer uploads a proposal to Vendor Registry an electronic copy on a flash drive is not necessary.)

The Proposer can upload their submission to Vendor Registry via the link below

[APS Open Solicitations](#)

**OR**

The Proposer is required to submit **ONE (1)** original and **Five (5)** copies of proposal and the required supporting documentation **if the Proposer's proposal is being mailed or delivered to APS District offices.**

The Proposer is required to submit an electronic copy of the proposal on a flash drive if the Proposer's proposal is being mailed or delivered to APS District offices.

Mail To:

**Alamogordo Public Schools  
Attention: Marie Bouma  
Chief Procurement Officer  
1211 Hawaii Ave  
Alamogordo, NM 88310**

If the Proposer considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as “PROPRIETARY” or “TRADE SECRET.”

**VI. EVALUATION CRITERIA (maximum points available – 100 pts)**

Criteria Points

Price	
E-Rate Eligible Services and/or Goods	35
Technical Proposal	
Proposal meets the needs of the District	25
Proposal is compliant with bid requirements	15
Personnel Qualifications	
Qualifications of Management	10
Qualifications of Staff	5
Prior Experience	
Similar Projects references	5
Experience with the District	5

NM Resident Preference if applicable	0 possible points*
--------------------------------------	--------------------

**or**

NM Resident Veteran preference if applicable	0 possible points*
--	--------------------

**TOTAL POSSIBLE POINTS: 100**

\*FEDERAL FUNDS TO BE UTILIZED PER [NMSA 1978 §13-1-21 J.](#) preferences cannot be awarded when federal funds are used for a purchase

## **Price Proposal**

- A. The Price Proposal must be submitted separate from the technical proposal. It must be marked the same as the technical proposal and include the wording "PRICE PROPOSAL"
- B. Cover page with the name, address, and phone number of the Proposer
- C. Offerors must complete the Cost Response Form in Exhibit B. Cost will be measured by one time and recurring costs which are E-rate eligible. All charges listed on Exhibit B must be justified and evidence of need documented in the proposal.
- D. The costs reflected in your proposal must be the Lowest Comparison Price (LCP) Corresponding Cost under the E-Rate rules. LCP is defined as "the lowest price that a service provider charges to non-residential customers who are similarly situated to a particular school, library, or library consortium for similar services." Any fee schedule submitted must include labor, equipment, materials, travel, overtime, etc., as it relates to this solicitation.
- E. All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with CFR Title 47 Chapter I Subchapter B Part 54 Subpart F §54.511.

**NOTE: It is the Proposer's responsibility to provide full information in order to evaluate the criteria above**

## CONCLUSION

Only the District is authorized to release information about projects covered by this RFP. The Proposer must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards pursuant to [NMSA, §13-1-153](#)

### **For questions regarding this Request for Proposals:**

Marie Bouma, Chief Procurement Officer  
1211 Hawaii Ave  
Alamogordo, NM 88310  
(575) 812-6044

Any inquiries or requests regarding this procurement should be submitted, ***in writing***, to the Chief Procurement Officer. Proposers may contact ONLY the Chief Procurement Officer regarding this procurement. Other APS employees or Evaluation Committee members do **not** have the authority to respond on behalf of APS.

# Appendix A

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

### **Note: Submit with Transmittal Letter/Technical Proposal**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE:**

The following definitions apply:

“Applicable Public Official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contributions” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contributions” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family Member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the Procurement Process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

(Note: If you have made more than one contribution, please attach a list of the public officials you have contributed to following the format and attach the list to this document. Please write “see attached” in the blank below.)

Contribution Made By:

\_\_\_\_\_  
Relation to Prospective Contractor:

\_\_\_\_\_  
Name of Applicable Public Official on the District Board of Education:

(Note: List Board of Education Member(s) here)

Date Contribution(s) Made:

\_\_\_\_\_  
Amount(s) of Contribution(s):

\_\_\_\_\_  
Nature of Contribution(s):

\_\_\_\_\_  
Purpose of Contribution(s)

\_\_\_\_\_  
(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

Title (position) \_\_\_\_\_

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

Title (position) \_\_\_\_\_



# APPENDIX B

## PROSPECTIVE CONTRACTOR CONFLICT OF INTEREST CERTIFICATION

No employee or Board of Education member of the Alamogordo Public School District has a direct or indirect interest in the prospective Contractor or in the proposed transaction (unless prospective Contractor is publicly traded company and the employee or Board of Education member's interest is less than one percent of the prospective Contractor).

Prospective Contractor neither employs nor is negotiating to employ any employee or Board of Education member of the Alamogordo Public School District.

Prospective Contractor did not participate directly or indirectly in the preparation of specifications upon which the quote or offer is made.

If the prospective Contractor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in prospective Contractor, please identify legislator:

\_\_\_\_\_

List below the name and social security number of any employee of the prospective Contractor or person assisting in the proposed transaction in any way who was an Alamogordo Public School District employee within the preceding 12- month period.

_____	_____
_____	_____
_____	_____

### Certification

The undersigned hereby certifies that he/she has read the Conflict of Interest requirements as set forth in § 10-16-1 NMSA 1978 et seq. and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the prospective Contractor named below.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ City: \_\_\_\_\_

# APPENDIX C

## DEBARMENT/SUSPENSION CERTIFICATION FORM

The prospective Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with any Federal department or agency or with any department or agency of the State of New Mexico, or in receipt of a notice or proposed debarment from any Federal or Public State Agency. The prospective Contractor agrees to provide immediate notice to the Alamogordo Public Schools Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or federal agency, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract. If prospective Contractor is awarded a contract, prospective Contractor agrees to provide immediate notice to the Alamogordo Public Schools Purchasing Department in the event of being suspended, debarred or declared ineligible by any Federal or State Department Agency, or upon receipt of a notice of proposed debarment/suspension that is received at any time during the term or any renewal term of the contract.

The undersigned hereby certifies that prospective Contractor understands and will comply with these requirements, including the requirements of 22 CRF Part 513 and § 13-1-177 NMSA 1978 et seq. and any amendments thereto. The undersigned further certifies that he/she has the authority to certify compliance for the prospective Contractor named and that the information contained in this document is true and accurate to the best of their knowledge.

The prospective Contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Where the prospective Contractor is unable to certify to any of the statements in this certification, the prospective Contractor shall attach an explanation to this proposal.

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

Title: \_\_\_\_\_

Name Typed/Printed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

## **EXHIBIT A – SPECIFICATIONS**

Alamogordo Public School District is soliciting proposals for wide area network internet and dedicated circuits between the district office and the location identified in the Scope of Services below.

### **SCOPE OF SERVICES**

Alamogordo Public School District wishes to compare Lit Services for the completion of their district Wide Area Network (WAN). The current WAN for the specific locations listed provides leased lit fiber.

<b>Location Name</b>	<b>Latitude</b>	<b>Longitude</b>	<b>Address</b>
<b>District Office*</b>	<b>32.9080406</b>	<b>-105.9369986</b>	<b>1211 Hawaii Avenue Alamogordo, NM 88310</b>
<b>Holloman Middle School</b>	<b>32.839040006996264</b>	<b>-106.07719044876107</b>	<b>381 1<sup>st</sup> St. Building 768 Holloman AFB, NM 88330</b>

In each building, the offeror must provide service to an existing MDF network closet.

The new service is planned to begin as early as July 1, 2023.

Alamogordo Public Schools is seeking one option for bids. The district is seeking bids on a fully managed, lit fiber service WAN with internet service to these locations.

Based on the bids and both a short term and long-term cost effectiveness analysis, District will determine which, if any, of the services is the most cost effective, long term solution that meets the current and expected future needs of the district. Weighted consideration for integration into any current fiber optic WAN, and existing maintenance processes for that WAN, will be made during the evaluation process. The specifications related to each solution option are as follows.

The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.  
Lit and Operations proposals only: Frame/packet loss .25% commitment  
Lit and Operations proposals only: 25 ms Network Latency Commitment  
Lit and Operations proposals only: 10 ms Network Jitter Commitment  
There is no right of provider to limit or throttle the capacity of the circuit at any time for *any reason*.

### **Additional Description**

Each response must also include description of proposal, SLA, and timeline as described in later sections.

**1. Leased Lit Fiber (with or without internet access):**

The District must have dedicated Lit Transport Bandwidth throughput (upload and download) of 1 Gbps, upgradable to 10 Gbps, with Service Level Agreement (SLA) guarantees between the designated endpoints. The solution should be scalable from 1 Gbps to 10 Gbps. Cost increments should be: 1 Gbps to 10 Gbps. See Pricing Sheet. **All offerors must be capable of providing telecommunication services under the Universal Service Support Mechanism.**

**Lit Service Price Proposal**

The "Lit Pricing Sheet" worksheet in the attached spreadsheet includes columns for offerors to provide 1 Gbps to 10 Gbps pricing between the hub and the various endpoints. Price quotes are requested for 12-month, 24-month, 24 months with two (2) optional 12-month extensions, and 60-month terms of service. Prices should be all inclusive. All-inclusive in this case means, including all **special construction or non-recurring costs (NRC)** (see description in later section) required by the vendor to commence service and all **monthly recurring costs (MRC)** should be included in the requisite columns of the pricing sheets. No increased pricing will be allowed during the term of the quoted special construction/NRC and MRC rate in each pricing cell of the spreadsheet.

**Service Level Agreement**

Offeror will provide a description of the proposed services and service levels provided with the lit fiber responses. The offeror will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal may include, but not be limited to, the following services.

- Lit Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of the applicable fiber.
- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Measurement: Vendor stated commitment is to respond to any outage within four (4) hours and eight (8) hour restoration of service. Time starts from the time the Customer contacts Vendor and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the Customer within

five (5) working days of resolution of the trouble.

- Link Performance per segment: The service will maintain the proposed Link Performance throughout the term of the contract.

**Timeline**

The district desires the circuit and services to be available by July 1, 2023. All timelines will be considered and evaluated based on these preferences.

**Required Notice to Proceed and Funding Availability**

District will follow the purchasing policies of the State of New Mexico and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

<b>Pricing Sheet for Lit Service</b>				
<b>Service Commencement date 7/1/2023</b>				
<b>School</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
District Office / Internet Access	1211 Hawaii	Alamogordo	NM	88310
Holloman Middle School / WAN Circuit District Office	381 1 <sup>st</sup> Street – Building 768	Holloman AFB	NM	88330
<b>Notes:</b>				
Prices are point to point from between district hub and end point				
Non-recurring costs should reflect charges the bidder seeks upfront to build the infrastructure and provision the ser				

<b>500M NRC 12 month</b>	<b>500M MRC 12 month</b>	<b>1.0G NRC 12 month</b>	<b>1.0G MRC 12 month</b>	<b>2.0G NRC 12 month</b>	<b>2.0G MRC 12 month</b>	<b>3.0G NRC 12 month</b>	<b>3.0G MRC 12 month</b>	<b>4.0G NRC 12 month</b>	<b>4.0G MRC 12 month</b>
ice when new fiber will NOT be installed									

















