

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

July 15, 2014

Dear Telecommunications and Internet Service Providers:

You are invited to submit a proposal for the Wide Area Network and Internet Cooperative Purchasing Initiative of the New Jersey Digital Readiness for Learning & Assessment Project- Broadband Component. The objective is to secure high-speed Internet access at favorable rates for more than 400 districts and almost 1,200 schools across the state. **Proposals are due by 3:00 p.m. EDST on September 17, 2014.**

In order to explain the procurement process, service providers are invited to an **introductory meeting on July 21, 2014 at 2:00 p.m. in the Boardroom of the Middlesex Regional Educational Services Commission, 1660 Stelton Road, Piscataway, NJ.** The meeting will be recorded and posted on the procurement website:

http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component

The meeting is not mandatory but attendance or online review of the video is recommended.

To register for the cooperative purchasing process, receive the procurement documents and sign up for the service providers' meeting, please submit your company's contact information to the following website:

<https://www.eventbrite.com/e/procurement-process-introductory-meeting-tickets-12243266941>

The corresponding E-Rate Form 470 application number for this proposal is 399520001238888.

Thank you for your interest in this important project for K-12 education in the state of New Jersey.

Sincerely,

Patrick M Moran
Business Administrator/Board Secretary
Middlesex Regional Educational Services Commission
1660 Stelton Road
Piscataway, NJ 08854
coop@mresc.k12.nj.us
http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component
732-777-9848; Ext. 3120
Fax: 732-777-9855

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

REQUEST FOR PROPOSALS

The Middlesex Regional Educational Services Commission, Piscataway, New Jersey, hereby advertises for competitive RFPs in accordance with N.J.S.A. 18A:18A-21(a, b). Respondents should note that a Competitive Contracting format is being used for this RFP in accordance with 18A:18A-4.1, 4.2, 4.3, 4.4 & 4.5.

RFP No. MRES 14/15-26 Title of RFP: New Jersey Digital Readiness for Learning & Assessment Project – Broadband Component- Wide Area Network and Internet Cooperative Purchasing Initiative
RFP Opening: September 17, 2014 @ 3:00 p.m.

All RFPs must be submitted to the Middlesex Regional Educational Services Commission in a sealed envelope, marked "SEALED RFP MRES 14/15-26" on the front of the envelope/package. Respondents must be able to provide broadband and internet services to school districts throughout the State of New Jersey. This RFP represents over 400 public school districts located throughout the State. RFP documents may be downloaded from the web at:

http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component at no charge or picked up at 1660 Stelton Road, Second Floor, Piscataway, NJ 08854, or mailed to you for a \$50.00 fee. E-mail your request to coop@mresc.k12.nj.us; or mail to 1660 Stelton Road, Second Floor, Piscataway, NJ 08854. Anyone downloading RFP specifications from our website shall register with the Commission at <https://www.eventbrite.com/e/procurement-process-introductory-meeting-tickets-12243266941> so that notice of addenda or clarifications may be received. The Middlesex Regional Educational Services Commission reserves the right to reject any or all RFPs in whole or in part, to waive any formalities or irregularities in any RFPs, and to accept the RFPs which, in its discretion, within State law, are in the best interest of the participating school districts. RFPs will be opened and publicly read immediately following the deadline.

The duration of the Contract will be for 60 months.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

New Jersey Business Registration Certification is required for all RFPs as well as the Political Contribution Disclosure Form.

Patrick M. Moran
Patrick M. Moran
Business Administrator/Board Secretary

Request for Proposals July 15, 2014

RFP Specifications & General Requirements for RFP Number: MRESC 14/15-26

New Jersey Digital Readiness for Learning & Assessment Project- Broadband Component Wide Area Network and Internet Cooperative Purchasing Initiative

Issued by:
Middlesex Regional Educational Services Commission



Patrick M Moran, Business Administrator/Board Secretary
http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component
Email: coop@mresc.k12.nj.us; Phone: 732-777-9848; Ext. 3120; Fax: 732-777-9855

RFP OPENING DATE: September 17, 2014

RFP OPENING TIME: 3:00 p.m.

OPENING LOCATION:

Middlesex Regional Educational Services Commission
1660 Stelton Road- 2nd Floor; Bright Beginnings Learning Center
Piscataway, NJ 08854

NJ STATE APPROVED COOPERATIVE PRICING SYSTEM #65MCESCCPS

NJ STATE APPROVED JOINT PURCHASING SYSTEM #226MCESCJPS

Shared Services - A Commitment, Not a Concept.

Prepared for the Middlesex Regional Educational Services Commission by:
Dellicker Strategies, 1647 Ashley Court, Kutztown PA, 19530. www.dellicker.com. 717-491-2936



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Table of Contents

1	SECTION 1: ADMINISTRATIVE ITEMS.....	1
1.1	BACKGROUND	1
1.2	ISSUING OFFICER.....	2
1.3	TIMELINE FOR THE PROCUREMENT PROCESS.....	2
1.4	PROCUREMENT STRUCTURE	3
1.5	COMMUNICATIONS	4
1.6	PREPARATION OF RESPONSE.....	7
1.7	PROVIDER RESPONSIBILITIES.....	8
1.8	ADDITIONAL INFORMATION FOR THE PROVIDERS	11
2	STATEMENT OF WORK.....	12
2.1	TECHNICAL SPECIFICATIONS.....	12
2.2	SERVICE DEPLOYMENT	30
2.3	SERVICE SUPPORT	33
2.4	COMPANY EXPERIENCE.....	35
2.5	PRICING FOR SERVICES	36
3	CONTRACT CONDITIONS.....	39
3.1	CONTRACT EXECUTION.....	40
3.2	CONTRACT TERMS AND CONDITIONS	40
3.3	BILLING	42
3.4	ADDITIONAL CONTRACTING INFORMATION.....	43
4	ADDITIONAL RESPONSE REQUIREMENTS	43
4.1	E-RATE DOCUMENTATION	43
4.2	MRESA ATTACHMENTS AND CERTIFICATIONS	43
4.3	FINANCIAL INFORMATION	44
4.4	PROOF OF INSURANCE.....	45
4.5	ADDITIONAL INFORMATION.....	45
5	SUBMISSION INSTRUCTIONS	45
5.1	FORMAT OF RESPONSE.....	46
6	SELECTION OF SERVICE PROVIDERS	47
6.1	EVALUATION COMMITTEE	48
6.2	EVALUATION CRITERIA	49
6.3	ADDITIONAL GUIDANCE.....	49
6.4	SCORING MATRIX.....	49
ATTACHMENT 1:	PRICING SPREADSHEETS (AND INSTRUCTIONS).....	51
APPENDIX A:	SCHOOL POINTS OF CONTACT.....	55
APPENDIX B:	AFFIRMATIVE ACTION QUESTIONNAIRE.....	56
APPENDIX C:	POLITICAL CONTRIBUTION DISCLOSURE FORM.....	57
APPENDIX D:	STOCKHOLDERS/PARTNERSHIP DISCLOSURE AFFIDAVIT.....	62
APPENDIX E:	NON-COLLUSION AFFIDAVIT.....	64
APPENDIX F:	CONTRACTOR QUESTIONNAIRE.....	65
APPENDIX G:	STATEMENT OF SUSPENSION OR DEBARMENT.....	66
APPENDIX H:	DISCLOSURE OF INVESTMENT ACTIVITES IN IRAN	67

New Jersey Digital Readiness for Learning & Assessment- Broadband Component

Wide Area Network and Internet Cooperative Purchasing Initiative

The New Jersey Digital Readiness for Learning and Assessment Project- Broadband Component (DRLAP-Broadband) is designed to help schools work together to significantly improve their Internet access. Advances in information technologies are driving innovations in education that enable administrators be more efficient, help teachers deliver more personalized instruction and motivate students to succeed. All of these new technologies require high-speed Internet service.

Currently, not all schools in New Jersey have the robust Internet access necessary to take full advantage of these promising new tools. Therefore, the DRLAP-Broadband Project seeks to help schools achieve substantial gains in their ability to exchange information with each other and providers of educational applications. The idea is to combine the purchasing power of hundreds of schools to decrease per-unit costs and increase capacity statewide.

The Middlesex Regional Educational Services Commission (MRESC) of Piscataway is acting as Issuing Officer for this RFP with assistance from the Educational Information and Resource Center (EIRC) of Mullica Hill and Bergen County Technical Schools (BCTS) of Hackensack. The New Jersey Department of Education (NJDOE) is working with several experienced firms to provide advice. Dellicker Strategies, a Pennsylvania based consulting firm with nine years of experience negotiating \$150 million in similar projects is project manager. North Highland Worldwide Consulting is offering high-level support.

Together, these operational experts and educational support agencies (ESAs) are leading a consortium of more than 400 districts in the largest effort of its kind to improve technology access in New Jersey schools. This Request for Proposals (RFP) provides all the instructions and requirements for qualified vendors to compete for millions of dollars in K-12 educational contracts.

1 Section 1: Administrative Items

This RFP is being issued by the MRESC as an E-Rate consortium and cooperative purchasing program in accordance with federal regulations and New Jersey state law. All schools listed in this document are members of the MRESC cooperative purchasing program. The 400 plus MRESC members seeking specific services pursuant to this RFP have submitted letters of intent (LoIs) and service order forms.

1.1 Background

Educators across the nation are developing innovative methods to integrate digital resources with traditional teaching techniques. Blended learning aspires to deliver personalized instruction to increase student engagement and improve academic success. Many of these new digital applications are bandwidth-intensive and simply do not work without fast and reliable Internet access.

Using cooperative purchasing arrangements to aggregate customer demand has been used successfully by schools in other states to increase the level of service by driving down the price and is a new priority for the federal E-Rate program. State laws permit or encourage cooperative purchasing contracts in the belief that lower prices will be the result. NJDOE is supporting this process to help New Jersey schools take a significant step forward in their use of technology networks for learning and assessment.

1.2 Issuing Officer

The Issuing Officer represents all the schools in this consortium and serves as the official point of contact for all matters relating to this procurement process. The Issuing Officer is:

Patrick M. Moran
Business Administrator/Board Secretary/QPA
Middlesex Regional Educational Services Commission
1660 Stelton Road
Bright Beginnings Learning Center- Second Floor
Piscataway, NJ 08854
Email: coop@mresc.k12.nj.us; Phone: 732-777-9848; Ext. 3120; Fax: 732-777-9855
http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component

1.2.1 Registration

All interested service providers must register with the Issuing Officer in order to receive the original RFP documents and subsequent communications. To register, please submit your company's information to: <https://www.eventbrite.com/e/procurement-process-introductory-meeting-tickets-12243266941>.

1.2.2 About MRES

The MRES's mission is to cooperatively serve its members through a continuous effort to explore and solve present and future purchasing needs. Its goals include working to secure multi-member agency volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. The MRES is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices. The great benefit to the respondent is that one response may be awarded for multiple school districts located throughout the state.

1.3 Timeline for the Procurement Process

Services providers must comply with the following timeline for the procurement process.

July 15, 2014	RFP issued and E-Rate Form 470 posted
July 21, 2014	Introductory service providers' meeting at 2:00 p.m. at the MRES in Piscataway (recorded)
August 8, 2014	Written questions from providers due for response at 2 nd service providers' meeting
August 14, 2014	2 nd service providers' meeting at 10:00 a.m. at the MRES in Piscataway (recorded)
September 4, 2014	Final written questions from providers due for response
September 17, 2014	RFP responses due to Issuing Officer by 3:00 PM EDST
October 1 & 2, 2014	Service provider oral presentations (save these dates)
November, 2014	Award of contracts
February 13, 2015	Target date for executed contracts
July 1, 2015	Acceptance Date (i.e. service delivery start-date)

Dates are subject to change at the discretion of the Issuing Officer. In no event will contract execution

be after the deadline for filing a completed E-Rate Form 471, which will be determined by the administrators of the federal E-Rate program.

1.4 Procurement Structure

Section 1 of the RFP contains administrative items that require understanding and acknowledgement from each respondent. Section 2 contains the Statement of Work and is the main effort of the RFP. Section 3 relates to contracts and Section 4 contains non-technical items that require a response. Section 5 details the submission instructions and Section 6 lists the evaluation criteria.

Appendix A contains school contact to help providers craft their proposals. The RFP also contains numerous attachments, such as the Attachment 1- Pricing Spreadsheets, which must be completed and returned as part of the respondent's proposal.

Schools and services in this RFP are organized into six categories based on the stated service preferences of schools and the structural requirements of the procurement. Service providers may propose services to schools in all or some categories of service in all or some of the regions. The Issuing Officer expects to award multiple contracts to multiple service providers but only will select one provider for each distinct service to each distinct Buyer or group of Buyers. All schools eligible to participate in this cooperative purchasing initiative are listed in Attachment 1- Pricing Spreadsheets.

Category A: Broadband Group. Schools in Broadband Group A prefer to receive their Internet Access as an asymmetrical service delivered on a best-effort basis directly from an ISP. Group A contains 88 schools listed in Attachment 1, Tab A.

Category B: Regional Wide Area Network (WAN) Group. Schools in the Regional WAN Group B seek to connect a designated school Hub-Site to a regional WAN for the distribution of Internet port and other network-delivered applications. Group B contains 333 schools in Attachment 1, Tab B.

Category C: Intra-District WAN Group. Intra-District WAN Group C is for districts with multiple campus locations that need to be connected together through a district-wide network. Group C contains 763 schools in 126 districts listed in Attachment 1, Tab C.

Category D: Dedicated Internet Access. Category D is bulk dedicated Internet access for schools in Group B. They will receive Internet access through their respective regional WANs up to the maximum bandwidth of their individual transport connections. Attachment 1, Tab D contains addresses for potential regional Hub-Sites for the delivery of bulk Internet access to be distributed through to the schools, with total Internet sought approaching 100 Gigabits per second (Gbps) of bandwidth.

Category E: Statewide Network. The RFP also seeks to connect the four new regional WANs together for statewide any-to-any connectivity. Connection points are identified in Attachment 1, Tab E.

Category F: Additional Schools. Category F lists schools that are members of the MRESC purchasing cooperative but did not submit order forms for the services sought in Categories A through E. Those schools may seek to purchase services after the proposals are submitted. In addition, providers may propose Category A-E services to any school listed in the RFP grouped in a different category. For example, a Category A Basic Broadband school might wish to "upgrade" to Category B Regional WAN

service if it can afford the provider's awarded submission. Attachment 1, Tab F lists additional schools not previously identified in Categories A-E.

1.4.1 Definition of Terms

This section defines important terms used throughout this procurement document:

- **Buyers.** The term “Buyers” refers to all Local Educational Agencies (LEAs) in this consortium that have submitted Letters of Intent and Service Order Forms to participate in the procurement process. It includes school districts, non-public schools, private schools, and career and technical schools (CTSs).
- **Potential Buyers.** “Potential Buyers” refers to LEA members of the MRESC purchasing cooperative that did not submit service order forms for the services sought in Categories A-E but remain eligible to buy those services pursuant to this RFP. Potential Buyers may decide later to purchase Categories A-E services, subject to availability.
- **Evaluation Committee.** The Evaluation Committee is the group of Buyers designated by the Issuing Officer who will review proposals to select the winning service providers for each category of service and group of schools. Details are in Section 6.
- **Hub-Site.** The term “Hub-Site” refers to a school location that will connect directly to a WAN: either the inter-district regional WAN for schools in Group B or an intra-district WAN for schools in buying Group C. Typically, the Hub-Site is the place where a school’s network equipment is located in a secure, climate-controlled area.
- **“Base Proposal” (Base #1):** The “Base Proposal” represents the Buyers’ best estimate of the services they expect to purchase from this RFP for each category of service. Technical specifications are in Section 2. All responsive Base Proposals will be evaluated.
- **“Designated Alternate Proposal” (Alternate #2):** A “Designated Alternate Proposal” presents a specific alternative to a Base Proposal for the Buyers to consider. This may include variations in term or bandwidth amounts according to the technical specifications in Section 2. The Evaluation Committee does not have to evaluate Designated Alternate Proposals.
- **“Provider’s Choice Alternate Proposal” (Alternate #3):** Providers also may propose other options as “Provider’s Choice” (Alternate #3) consistent with the Buyers’ intent. Such proposals may offer various network management scenarios, different bandwidth amounts or other modifications to the Base and Designated Alternate Proposals. The Evaluation Committee does not have to evaluate Provider’s Choice Proposals. Respondents may present as many Provider’s Choice offerings as they need to communicate an effective proposal.

1.5 Communications

All communications from service providers should be addressed to the Issuing Officer. Notwithstanding, Appendix A contains technical contact information for the schools in this procurement. Service providers may contact the technical points of contact in Appendix A without prior notice to the Issuing Officer. Communications with the people in Appendix A should be limited to matters relating to individual school infrastructure for installing proposed services and not general discussions about the RFP.

New Jersey Digital Readiness for Learning & Assessment- Broadband Component Wide Area Network and Internet Cooperative Purchasing Initiative

It is very important that interested respondents register for the procurement by clicking on the link in Section 1.2.1, since the registration list will be used to communicate with prospective respondents about important RFP-related items, including addenda and clarifications. Official documents will be posted on the procurement website:

http://www.mresc.k12.nj.us/pages/Middlesex_Regional/News/DRLAP_Broadband_Component

Email is the preferred method of exchanging information between individual providers and the Issuing Officer and will be accepted as an official means of communication. Providers are encouraged to request delivery receipts on their official emails to the Issuing Officer. Providers must contact the Issuing Officer using another means of communication if they do not receive a response to an email within a reasonable period of time. Those not having access to the Internet may contact the Issuing Officer using one of the other contact methods identified in Section 1.2.

For this RFP, an addendum is defined as an official communication that changes a stated requirement, including modifying any of the deadlines. If the Issuing Officer must issue an addendum, the notice will be emailed to all registrants and posted on the procurement website. All addenda will comply with state statute: New Jersey Statutes Annotated (N.J.S.A.) 18A:18A-21.

A clarification explains something without changing requirements. The most common clarifications are answers to service provider's questions. Clarifications also will be emailed to all registrants and posted on the website.

All questions about this RFP must be communicated to the Issuing Officer. For the duration of the RFP, written questions emailed to the Issuing Officer by Friday at 3:00 p.m. EDST will be answered and posted to the website by the following Friday. Exceptions to this policy are:

- Written questions submitted for the August 14, 2014 service provider meeting are due by August 8, 2014 at 3:00 p.m.
- If the Issuing Officer cannot answer all written questions by the following Friday it will answer them as soon as possible. The following Friday goal is a target, not an obligation.
- The last chance for submitting any written questions will be September 4th at 3:00 p.m. Questions received after September 4, 2014 cannot be answered.

Pursuant to N.J.S.A 18A:18A-15, any prospective respondent who wishes to challenge an RFP specification shall file such challenges in writing with the purchasing agent no less than three (3) business days prior to the opening of RFPs. Challenges filed after that time shall be considered void and having no impact on the procurement process or the award of any contract.

1.5.1 Service Providers' Meetings

The Issuing Officer has scheduled two meetings for the benefit of the service providers:

- Meeting #1: The first is an introductory meeting to be held on July 21, 2014 at 2:00 p.m. in the MRESC Boardroom at 1660 Stelton Road, Piscataway, NJ 08854. This meeting will be recorded and posted on the procurement website. The purpose is to present the RFP to the providers.

- To register click on the following link:

<https://www.eventbrite.com/e/procurement-process-introductory-meeting-tickets-12243266941>

- Meeting #2: A second meeting is scheduled for August 14, 2014 at 10:00 a.m. at the same location. It will be used to answer written questions from service providers submitted to the Issuing Officer by August 8, 2014 at 3:00 p.m. This meeting also will be recorded.

- To register click on the following link:

<https://www.eventbrite.com/e/procurement-process-follow-up-meeting-tickets-12276139263>

Participation in person or by recorded video is not required for submitting a RFP response. However, potential respondents are encouraged to participate in order to better understand the Buyers' intent.

1.5.2 Debriefings

Providers whose RFP proposals are not selected may be given the opportunity to have questions answered by the Issuing Officer, at his discretion.

1.5.3 News Releases

Any news releases or planned publicity that mentions the ESAs, the State of New Jersey or any Buyers as they pertain to this project may not be made without prior written consent of the Issuing Officer.

1.5.4 Notification of Selected Provider(s)

The selected provider(s) will be advised of selection by the Issuing Officer through the issuance of a notification of award letter. Unsuccessful providers also will be notified by letter.

1.5.5 Oral Presentations

After receiving proposals, the Issuing Officer will invite all providers who submitted responsive proposals to present their solutions to representatives of the Evaluation Committee. The Evaluation Committee will review and score proposal submissions after these oral presentations. The dates for these oral presentations are October 1 and October 2, 2014. Providers should save these dates.

1.5.6 Withdrawal of Proposals

The Issuing Officer may consider a written request from a respondent to withdraw a proposal if the written request is received by the Issuing Officer before the advertised time of the RFP opening. Any respondent who has been granted permission by the Issuing Officer to have his/her proposal withdrawn cannot re-submit a proposal for the same RFP. The respondent also shall be disqualified from submitting a future proposal on the same project if the RFP is reissued.

After the RFP opening, the Issuing Officer also may consider a written request from a respondent to withdraw a proposal, if the written request is received by the Issuing Officer within five business days after the RFP opening. A request to withdraw a proposal after the specified number of days will not be honored. If the Issuing Officer grants permission to have the proposal withdrawn after the RFP opening,

the provider shall be disqualified from submitting another proposal on the same project if the RFP is reissued.

1.6 Preparation of Response

Providers should submit a written response to every numbered paragraph in this RFP Section 1 through 5, complete all attachments and submit all required additional information as described in Section 5. The easiest way for service providers to respond to the numbered paragraphs is to use the original Word version of this RFP and insert provider responses paragraph-by-paragraph. Valid responses are:

- “Company Name” has read, understands, and will comply.”
- “Company Name” has read, understands, and will not comply.” With this response, the respondent must explain why it will not comply and propose an alternative; or
- Respondent must provide a specific explanation to the response that answers a question, addresses a requirement or proposes an alternative to a requirement.

This RFP is designed to be accommodating for service providers, not overly prescriptive. Many of the numbered paragraphs express the Buyers’ stated preferences, not necessarily their rigid requirements. Providers will be evaluated on their ability to satisfy the Buyers’ preferences but may submit proposals with reasonable alternatives that meet the Buyers’ intent. The schools are interested in the total response, not just bits and pieces.

Notwithstanding, any issue that a provider does have with regard to an actual requirement must be raised during the question period and resolved prior to proposal submission. The provider should identify the problematic requirement and submit an alternative for consideration by the Issuing Officer. The Issuing Officer will make a written determination about whether the proposed alternative is acceptable for submission. The Issuing Officer will not make any judgment about how the Evaluation Committee may score any proposed alternative if it differs from the Buyers’ stated preferences. All communications for this process will be in accordance with Section 1.5 and subsections.

The Evaluation Committee will consider any omitted response to any numbered item as an affirmative response to that particular requirement.

Responding service providers are not permitted to change or supplement any part of the proposal after the submission deadline. The Evaluation Committee may request supplemental information as described in Sections 1.5.5, 1.8, 3.1, 4.3 and 4.5. Additional submission details and a response checklist are included in Section 5.

1.6.1 Submission Costs

Neither the MRESC nor the Buyers or their representatives are liable for any costs incurred by a service provider or subcontractor in preparing or responding to this RFP.

1.6.2 Economy of Preparation

All respondents’ proposals should be prepared simply and economically, providing a straightforward, concise description of the provider’s ability to meet the requirements of the RFP.

1.6.3 Confidential Information

RFP responses will be held in confidence by the Issuing Officer, the Evaluation Committee, select Buyers and the DRLAP team and will not be disclosed to third parties except as required by applicable local, state and federal law and regulations. RFP proposals may be reviewed by select Buyers and their representatives who are not affiliated with any respondents at the discretion of the Issuing Officer and provided that all Buyers and their representatives comply with these confidentiality provisions.

Any financial information disclosures that are considered of a proprietary and confidential nature by the provider must be clearly marked CONFIDENTIAL FINANCIAL INFORMATION. Notwithstanding, all other material submitted with the RFP proposals becomes the property of the Issuing Officer and will be retained at the Issuing Officer's discretion.

1.7 Provider Responsibilities

The awarded provider(s) must assume full responsibility for all products, services and warranties offered in its RFP proposal whether or not the services are provided by the provider or its subcontractors. The Buyers will require the selected provider to be sole point of contact with regard to contractual matters.

1.7.1 Compliance with Laws

Providers must comply with applicable laws related to the provisions of services sought pursuant to this RFP. Special attention is called to requirements for Public Liability and Property Damage Insurance, Workmen's Compensation Insurance, Social Security Act, Labor, Employment, Unemployment, Wages, Hours, Discrimination in Employment and Assignment of Contract.

The provisions of the New Jersey School Law shall bind all parties and interests. Providers shall comply with all state and federal laws, and all rules and regulations of health, public or other authorities controlling or limiting the methods, materials to be used or actions of those delivering services.

Any labor or material in addition to that described in the specifications and which is necessary to comply with these laws, rules, ordinances or regulations shall be provided by the provider.

The provider shall keep himself informed of all state and federal laws in any manner affecting those engaged or employed in the work, and shall protect and indemnify the Issuing Officer, the Buyers, their officers, members and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation order or defects.

As applicable, providers must comply with the New Jersey State Uniform Construction Code and the city of each public school district's city construction code as applicable. Providers must obtain local municipal building permits and as required. Providers must to abide by local inspection requirements.

1.7.1.1 Affirmative Action

If awarded a contract, each provider will be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and New Jersey Administrative Code (N.J.A.C.) 17:27 et. seq.

1.7.1.2 Americans with Disabilities Act

The awarded provider must comply with all provisions of the American with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 United States Code (U.S.C.) S12101 et. seq.

1.7.1.3 Subcontracting

The respondent must identify in writing any subcontractors to be used on the project in order to deliver services and provide a description of each intended subcontractor and a statement of the work to be performed. Subcontractors are subject to the same general conditions as the prime service provider. The Issuing Officer has the sole right to reject any subcontractors based on legitimate business concerns. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the state.

1.7.1.4 Safety Procedures

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all safety and security procedures of each school facility and must secure and present all background checks, child abuse clearances and other applicable record checks as required by law.

1.7.1.5 Tax Exempt Status

The schools in this RFP are exempt from state sales and use tax and enjoy other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Interstate telecommunications services provided to the Buyers are subject to assessment of the universal service contribution fee. Providers must ensure that their cost proposals include all applicable taxes and surcharges from which the schools are not exempt, as required in Attachment 1.

1.7.2 Administrative Services

The ESAs are providing services to the Buyers in support of this procurement. They intend to recover those costs by including an administrative fee of three percent (3%) of total sales, applicable to all services and all providers. The fee will be collected by the MRESC from the successful vendors and shared with EIRC and BCTS. It will be used to pay for services related to conducting the procurement, executing the contracts, organizing the consortia and managing the services. Details are in Section 2.5. The fee is not eligible for E-Rate reimbursement.

1.7.3 E-Rate

On behalf of the Buyers, the MRESC has filed a Universal Service Program for Schools and Libraries Consortium (“E-Rate”) FCC Form 470 for this procurement to coincide with the issuance of this RFP. The Form 470 number is 399520001238888.

Except for the ESA-provided administrative services introduced in Section 1.7.2, the Buyers assume that all services sought in this RFP are eligible for E-Rate Priority One funding and supported as such by the service provider. Any proposed goods and or services proposed that are not Priority One eligible, or any otherwise eligible services that are not supported by the service provider as Priority One eligible, must be explicitly identified in the providers’ response, priced separately and presented with clarity.

E-Rate rules are accessible via the E-Rate Administrator’s Website: <http://www.sl.universalservice.org>. Providers must be compliant with all applicable federal E-Rate program requirements, including but not limited to: filing of all required service provider forms, including Form 498, Form 499 (annual and quarterly filings to the extent they are applicable); Form 473 (Annual Service Provider Certification); Form 474, Service Provider Invoice Form, which invoices Schools and Libraries Division for the E-Rate discount amount; provision of discounted bills (net of the E-Rate discounts) to the Buyers; compliance with E-Rate document retention requirements; and provision of information that schools must submit as part of their filing requirements, including itemization of costs for installation and equipment. Providers should designate a single Point of Contact (POC) for all matters related to the E-Rate program.

Any provider submitting a response must have a Federal Communications Commission Registration Number (FCCRN). Providers may obtain a FCCRN via the FCC Website: <http://www.fcc.gov>.

Providers also must have a Service Provider Identification Number (SPIN) in good standing with the E-Rate Administrator (i.e. not in “Red Light” status). Companies proposing WAN services (Categories B, C and E) must have a telecommunications designation from the Schools and Libraries Division of the Universal Service Administrative Company by the time of award. Each provider will have a continuing obligation to notify the Buyer of any change in Red Light status and failure to maintain good standing with the FCC and to be classified as on Red Light status may constitute grounds for terminating the parties’ contract for cause.

All respondents also are required to disclose whether they currently are subject to an investigation by the E-Rate Administrator, Federal Communications Commission (“FCC”) or any law enforcement agency; and/or whether any of the respondent’s E-Rate invoices or customer’s E-Rate invoices or Form 471 applications are being delayed for processing. For this RFP, delayed invoices are defined as 45 days or more from date of submission and delayed Form 471 application is defined as any application not funded by the seventh month of the funding year. Detailed information concerning any of these situations is required to be disclosed, including what actions, if any, the respondent is undertaking to resolve any outstanding issues.

In accordance with E-Rate rules, the cost of E-Rate eligible services will be the most heavily-weighted factor in making award decisions.

1.8 Additional Information for the Providers

The Issuing Officer has the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Award a contract for any or all parts of the RFP to one or more service providers to meet requirements consistent with this RFP;
- Utilize any and all ideas submitted in the RFP proposals received;
- Request providers to clarify their RFP proposals;
- Purchase the most cost-effective proposal(s) and not necessarily the lowest-priced proposal(s) in accordance with E-Rate rules and New Jersey state laws and regulations.

1.8.1 Penalties for Non-Performance

Please be advised that the final terms and conditions will include penalties for non-performance of contracted obligations via service level agreements. All services must be delivered on-time and according to the technical parameters described in each provider's response.

1.8.2 Rejection or Acceptance of Responses

The Issuing Officer reserves the right to reject any or all RFPs pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities. The Issuing Officer further reserves the right to take such alternates as they deem appropriate, and in any order that the Issuing Officer feels may be in the best interest of the public school districts. Designated Alternate Proposals and Provider's Choice Alternate Proposals will be considered in accordance with the directives of Section 6.

Respondents are required to comply with the procedural requirements set forth in Section 5. Any failure to comply with these requirements will be considered as part of the proposal evaluation process described in Section 6.

Proposals for telecommunications services submitted by a company that is not recognized by the E-Rate Administrator as a telecommunications common carrier, or a company that has not applied to the E-Rate Administrator for telecommunications common carrier status, may be rejected.

Proposals that are submitted after the deadline will be rejected.

Proposals that do not complete Attachment 1- Pricing Spreadsheets in Excel format as required by Section 2.5.2.3 may be disqualified.

1.8.3 Validity of Proposals

Proposals must be valid for the duration of this process, at least until July 1, 2015.

2 Statement of Work

Section 2 describes the technical specifications sought for each category of service, the installation requirements and service support expectations. In addition, it addresses company experience in delivering the services and describes the structure for presenting the costs of services sought.

In answering the questions or addressing the requirements, service providers are reminded to address each numbered item in the RFP, including all bulleted subparagraphs. If a respondent cannot meet a stated preference, the respondent should note the exception and propose an alternative for the Evaluation Committee to review. If a respondent cannot meet a stated requirement, the respondent may seek clarification about an acceptable alternative through the process described in Section 1.6.

This RFP does not present an engineered solution for the providers to deliver. Rather, it states the Buyers' collective intent and allows providers to offer solutions that are best suited to meet that intent. This RFP allows and encourages creativity and flexibility among providers in submitting responses.

2.1 Technical Specifications

The Buyers seek to purchase Internet access in bulk to drive down per-unit costs so they can purchase more bandwidth for current and future applications. That is the simple reason for this entire RFP.

To accomplish this objective, schools were asked to select categories of service most relevant to their bandwidth requirements and budgetary constraints (See Section 1.4). All the schools in this RFP are listed according to their category of service in Tabs A-E in Attachment 1- Pricing Spreadsheets. The spreadsheet lists the address, phone number and technical information for each school seeking service.

Schools in this procurement expect to enter into multi-year contracts with options for extensions. The Buyers may entertain variations on terms of service to receive the best overall value.

For all categories of service, providers must pay special attention to the service Acceptance Dates (start dates) identified for individual schools (reference Column Y of Attachment 1 in each Tab). The variable start dates accommodate schools with existing multi-year contracts. For example, schools with existing contracts that expire on June 30, 2016 have listed July 1, 2016 as their start date for service. Service providers should not expect schools to accept services earlier than their stated start date.

One important exception to this rule relates to schools whose existing service providers are awarded the service contracts. In such cases, providers may allow schools to move immediately to the new contracts, effectively starting service on July 1, 2015. This is the Buyers' preferred way of handling such scenarios.

For example, if District ABC has a multi-year contract with ISP XYZ, the district may identify July 1, 2017 as its service start date to coincide with the expiration of its current obligation. However, if ISP XYZ is the successful responder and allows the district to move to the new contract terms, then District ABC could start service on July 1, 2015 along with the rest of the first year schools.

Each of the 400 plus districts and school organizations in this procurement has different needs and requirements from their data networks. All schools need sufficient bandwidth for online assessments,

New Jersey Digital Readiness for Learning & Assessment- Broadband Component

Wide Area Network and Internet Cooperative Purchasing Initiative

which begin across New Jersey next academic year. Most schools are making plans for future digital learning applications to improve academic performance and provide greater choices to school students.

When surveyed about the most important network-delivered applications required within three years, schools answered blended learning (93 percent), digital instructional content (66 percent) and online assessments (65 percent). Service providers do not need to guess about the appropriate levels of bandwidth delivered to schools in this procurement; schools have self-reported their own requirements.

The following sections describe the technical specifications sought by schools for each category of service as selected based on their anticipated future requirements. Providers may propose services for any or all of the various categories of service. Generally, providers should describe their proposed services in response to each numbered paragraph and identify which schools receive each proposed service in Attachment 1- Pricing Spreadsheets.

2.1.1 Category A: Broadband Group

Broadband Group A includes schools that prefer to receive their Internet Access as an asymmetrical service delivered on a best-effort basis directly from an ISP. Examples include cable modems, DSL service, Verizon FiOS® or other residential/small business services. Group A contains 88 schools listed in Attachment 1- Pricing Spreadsheets, Tab A.

The Evaluation Committee will evaluate Category A schools according to the criteria in Section 6 independently without regard to other schools in the consortium or any regional restraints. The Evaluation Committee anticipates making awards to multiple service providers but only one award per Hub-Site. Providers may propose services to all or any combination of Category A schools.

2.1.1.1 Statement of Intent

Schools selecting this category of service seek quality Internet access on a budget. Generally, they do not anticipate the need for bandwidth-intensive applications in the future or they cannot afford them.

2.1.1.2 Type of Service

Service providers have broad latitude to offer various technologies and services to Buyers in this category that deliver quality, affordable Internet bandwidth school by school.

- Describe the type of Basic Broadband Internet Access service offered to schools in this category of service (e.g. cable modem, DSL, wireless or some other type of service).
- Identify the type of service in Attachment 1, Tab A, Column R.

2.1.1.3 Performance Standards

- Describe the specific performance standards associated with the proposed services.

2.1.1.4 Bandwidth Allocation

- Describe the various bandwidth options for schools, specifying upstream and downstream bandwidth specifications for each level of service.

- Identify the maximum download and upload speeds available for each school in Attachment 1, Tab A, Column T.
- Describe the scalability of the proposed offerings to support increased bandwidth requirement in future years.

2.1.1.5 Transmission Facilities

- Describe the transport medium used to deliver Basic Broadband Internet Access to each customer's location.
 - Identify the transport medium school-by-school in Attachment 1, Tab A, Column U.
- Describe whether transport facilities are owned or leased by the service provider.
- Identify whether facilities are owned or leased in Attachment 1, Tab A, Column V.

2.1.1.6 Networking Equipment

- Describe the equipment used to deliver the services.
- Identify the specific equipment that will be placed at each customer's location in Attachment 1, Tab A, Column W.
 - Verify that all equipment will be owned by the service provider and not the school.
 - Verify that the service provider shall maintain the equipment and not the school.
- Identify what equipment (if any) the customer needs to have in order to receive the service.

2.1.1.7 Term of Service

- Describe the different terms of service proposed by the provider for consideration by the Evaluation Committee. The start date for the respective schools is identified in Attachment 1, Tab A, Column Y.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.1.8 Additional Technical Information

Please provide any additional technical information to describe the technical design proposed for this category of service.

2.1.1.9 Variations in Service

Buyers in Category A seek to the following proposal variations for Basic Broadband Internet Access:

- Base Proposal #1. (Attachment 1, Tab A.1) Provide Category A services to any or all Hub-Site locations for the term specified in Column X beginning on the date specified in Column Y. For year one schools, this is a three year term plus renewals.
- Designated Alternate Proposal #2. (Attachment 1, Tab A.2) None.
- Provider's Choice Alternate Proposal #3. (Attachment 1, Tab A.3) Provide variations to the Base Proposal that meet the Buyers' intent.

2.1.2 Category B: Regional Wide Area Network (WAN) Group

Schools in Regional WAN Group B seek to receive Internet access through regional WANs that distribute Internet port purchased in bulk to district Hub-Sites. Schools have chosen either “basic” regional WAN transport, which is 100 Megabits per second (Mbps) targeted bandwidth, or “high-speed” regional WAN transport, defined as 1,000 Mbps or more. Category B only includes WAN services; Internet Access is described in Category D, Section 2.1.4.

The regions are depicted in Figure 1 with schools organized by county:

- Northwestern Region: Sussex and Warren;
- Northeastern Region: Bergen, Essex, Hudson, Morris and Passaic;
- Central Region: Hunterdon, Mercer, Middlesex, Monmouth, Somerset and Union;
- Southern Region; Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem.

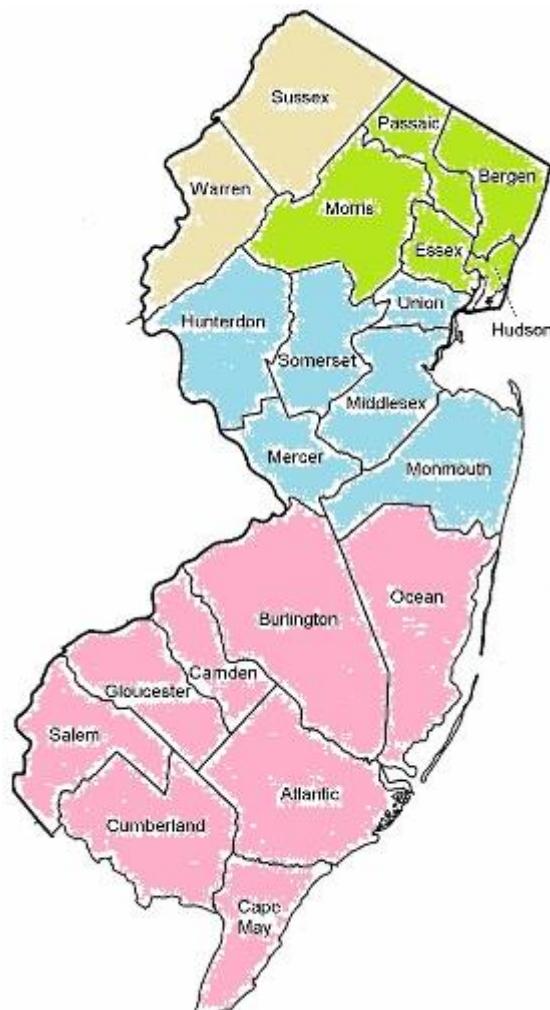
The Evaluation Committee will make cooperative purchasing decisions for Group B schools as four separate regional consortia. Providers may propose services to any or all of the four regions in Category B. Providers are encouraged but not required to serve all the Hub-Sites listed in each region. Category B lists Basic WAN Group B schools and High-Speed WAN Group B schools by region for a total of 333 WAN Hub-Site locations, listed in Attachment 1, Tab B.

Each region is being supported by one of three regional Educational Service Agencies (ESAs). The ESAs are providing three important services to assist in this procurement process. First, each ESA is communicating with schools about the project and acting as a liaison between the NJDOE and individual districts. Second, each ESA has committed to offering at least two secure facilities where service providers may locate core networking equipment if required. Third, ESAs will be offering additional support services to schools if required or requested to help administer the networks and deliver important educational applications.

The participating ESAs are:

Bergen County Technical School (BCTS)
200 Hackensack Avenue
Hackensack, NJ 07601

Figure 1. Regional WANs



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Middlesex Regional Educational Services Commission (MRESC)
1660 Stelton Road
Piscataway, NJ 08854

Educational Information and Resource Center (EIRC)
107 Gilbreth Parkway
Suite 200, Mullica Hill, NJ 08062

BCTS is assigned to support the Northwestern (brown) and Northeastern (green) regions. The MRESC is supporting the Central region and EIRC is supporting the Southern region.

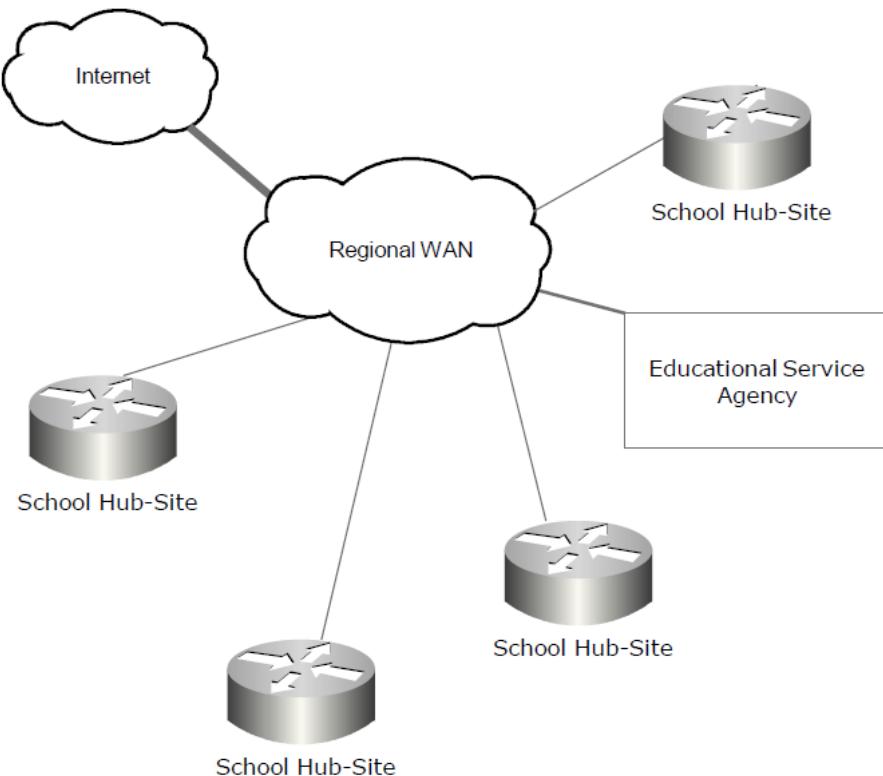
2.1.2.1 Statement of Intent

Schools selecting this category of service seek high levels of Internet access for current and future educational applications. They also seek better value for their telecommunications dollars by working cooperatively with other schools and buying services in bulk.

2.1.2.2 Type of Service

Service providers may design and deliver WAN services to Category B Buyers with creativity and flexibility in order to provide the most cost-effective solutions. One option for WAN service is depicted in Figure 2- Cloud-Based Regional WAN.

Figure 2. Cloud-Based Regional WAN



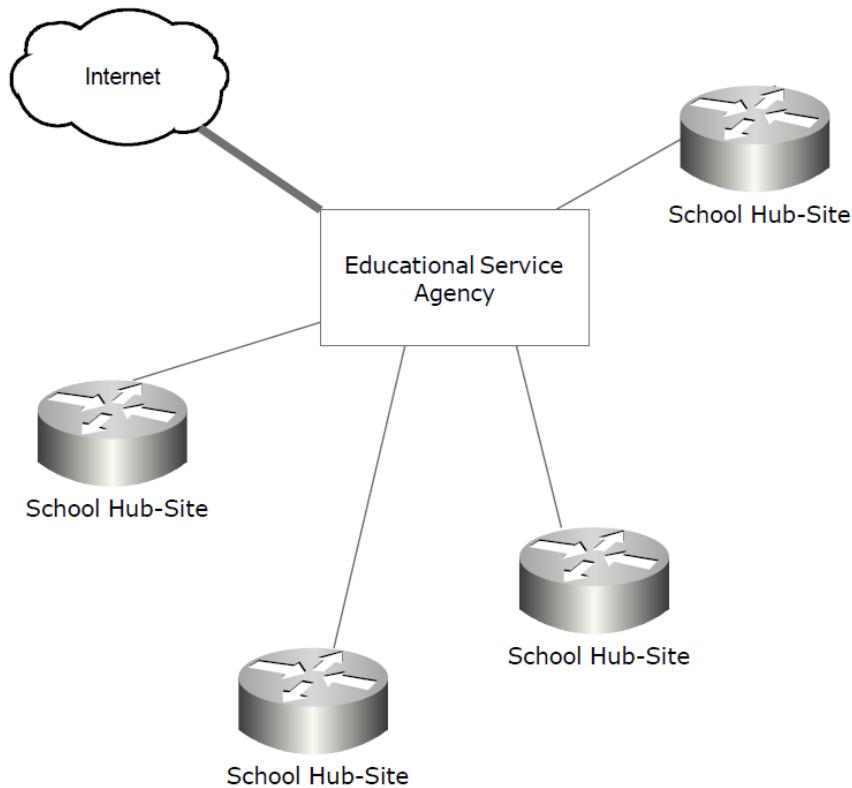
New Jersey Digital Readiness for Learning & Assessment- Broadband Component Wide Area Network and Internet Cooperative Purchasing Initiative

In this type of design, school district Hub-Sites are connected to the Regional WAN Cloud which is connected to the ISP. Internet access is delivered in bulk to the Cloud and distributed to the individual districts according to their bandwidth specifications. The regional ESA does not have to host core networking equipment. Rather, core equipment is hosted and managed by the WAN provider.

Since most Hub-Sites will purchase more transport bandwidth than they use for Internet access, the regional ESA and other districts can share services across the unallocated bandwidth on the WAN. Schools in the regional WAN should have any-to-any connectivity via the WAN cloud.

A second option for WAN services is depicted in Figure 3- ESA Hosted Regional WAN. In the ESA Hosted Regional WAN, the regional ESA receives bulk Internet access from the ISP and distributes it to the schools. School Hub-Sites would connect directly to a core router or switch deployed to the ESA's secure network facility, the regional network Hub-Site. Acceptable locations for regional network Hub-Sites are identified in Attachment 1, Tab B.

Figure 3. ESA Hosted Regional WAN



For this procurement, either type of regional WAN design option is acceptable, as are hybrid designs that may improve price or performance. Regardless, all designs must provide any-to-any connectivity across the regional WAN to school Hub-Site locations. Providers have maximum flexibility to design solutions that meet the Buyers' intent.

- Describe the network topology proposed and type of design for each regional WAN proposed.
 - Identify the type of service for each school location in Attachment 1, Tab B, Column R.
- Describe whether the provider is offering a cloud-based, ESA based or hybrid design.
- Submit a network diagram that depicts each regional WAN design.
- Provide any additional information required to accurately explain the nature, topology and technical specifications of each regional WAN offered for consideration.
- Internet access may be purchased from the same company that provides the regional WAN or from a separate company. If your company is selected as the provider of one or more regional WANs but does not offer the most cost-effective Internet access option, describe how you will facilitate the delivery of bulk Internet access from a different ISP into your regional WAN.

2.1.2.3 Performance Standards

- Provide technical information about quality of service (QoS) support included in your solution along with other QoS options available. Identify any associated costs with such options.
- Provide specific technical parameters that describe WAN performance and functionality:
 - Describe service availability standards. Identify whether the proposed WAN can support a targeted goal of 99.9 percent uptime for all services to all schools.
 - Describe network latency standards. Identify whether the proposed WAN can support a targeted goal of 25 milliseconds or less latency per circuit.
 - Describe network throughput standards. Identify whether the proposed WAN can support a targeted goal of 90 percent or greater guaranteed bandwidth throughput.
 - Describe network jitter standards, as applicable. Identify whether the proposed WAN can support a targeted goal of end-to-end jitter of less than two milliseconds per circuit.
 - Describe packet transmission standards. Identify whether the proposed WAN can support a targeted goal of less than 0.1 percent end-to-end packet loss.

2.1.2.4 Bandwidth Allocation

Schools in Category B seek either “basic” or “high speed” service. Schools in the basic subcategory seek WAN transport of 100 Mbps. Schools in the high speed subcategory seek bandwidth of 1,000 Mbps or greater, as identified in Attachment 1, Tab B, Column S.

- Describe the bandwidth increments that your company can offer to schools besides those sought in Attachment 1, Tab B, Column S.
- Describe the scalability of the proposed offerings to support increased bandwidth requirement in future years.

2.1.2.5 Transmission Facilities

- Describe the transport medium used to deliver WAN services to each customer’s location.
 - Identify the transport medium for each school in Attachment 1, Tab B, Column U.

- Describe whether transport facilities are owned or leased by the service provider.
 - Provide details about transmission facilities ownership school-by-school in Attachment 1, Tab B, Column V.

2.1.2.6 Networking Equipment

- Describe the equipment that will be used in the network core and placed at each customer's location to deliver the service. Include the type of equipment (e.g. switch, router), manufacturer, make and model. Be specific, since the equipment may be a differentiating factor among competing proposals.
 - Identify the specific equipment to be deployed on-site to each school in Attachment 1, Tab B, Column W.
 - Verify that all equipment will be owned by the service provider and not the school.
 - Verify that the service provider shall maintain the equipment and not the school.
 - Verify that the school will not have exclusive use of the equipment (e.g. the vendor has the ability to remotely "ping" or monitor the equipment).
- Identify what equipment (if any) the customer needs to have in order to receive the service.
- Describe whether you are offering a Layer 2 switched solution or Layer 3 routed solution. If you offer both options, describe the difference in customer equipment requirements, service features and benefits and any additional costs. It is acceptable to propose multiple equipment offerings to provide maximum choices to the schools.

2.1.2.7 Term of Service

- Each school in Category B seeks a term specified in Attachment 1, Tab B, Column X for service starting on the date specified in Column Y. Individual schools have identified staggered start dates to accommodate existing service obligations. Service providers must design and price services to accommodate the varying start dates identified in Attachment 1, Tab B, Column X.
 - If a respondent already provides Internet services to a school listed with a delayed start date, the respondent may offer services to that school beginning July 1, 2015. In such instance, the respondent must allow the school to assume the new terms of the contract pursuant to this RFP, should the respondent earn the business.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.2.8 Additional Technical Information

Please provide any additional technical information to describe the technical design proposed for this category of service.

2.1.2.9 Variations in Service

Buyers in Category B may consider the following proposal variations for regional WAN service:

- Base Proposal #1. (Attachment 1, Tab B.1) Propose services to all Hub-Sites (if reasonable) in each region for a term specified in Column X that begins on the date in Column Y and ends on June 30, 2020, a maximum 60 months. Providers will be evaluated on their ability to provide services to all Hub-Sites within a region. However, providers may omit certain Hub-Sites if their inclusion makes the proposal cost-prohibitive.
- Designated Alternate Proposal #2.a (Attachment 1, Tab B.2.a) Propose services to all Hub-Sites (if reasonable) in each region for a term specified in Column X that begins on the date in Column Y and ends on June 30, 2019, a maximum 48 months plus a one year optional extension. Providers will be evaluated on their ability to provide services to all Hub-Sites within a region. Providers may omit certain Hub-Sites if their inclusion makes the proposal cost-prohibitive.
- Designated Alternate Proposal #2.b (Attachment 1, Tab B.2.b) Propose services to all Hub-Sites (if reasonable) in each region for a term specified in Column X that begins on the date in Column Y and ends on June 30, 2018, a maximum 36 months plus two one year optional extensions. Providers will be evaluated on their ability to provide services to all Hub-Sites within a region. Providers may omit certain Hub-Sites if their inclusion makes the proposal cost-prohibitive.
- Provider's Choice Alternate Proposal #3. (Attachment 1, Tab B.3) Provide any variations that meet the Buyers' intent.

2.1.3 Category C: Intra-District WAN Group.

Intra-District WAN Group C is for districts with multiple campus locations such as outlying elementary schools or middle schools that need to be connected together. The Evaluation Committee will review Group C services district-by district. Group C contains 763 schools listed in Attachment 1, Tab C.

Providers may propose services to any or all of the district groups in Category C. However, providers should offer services to all of the individual schools within any given district grouping.

2.1.3.1 Statement of Intent

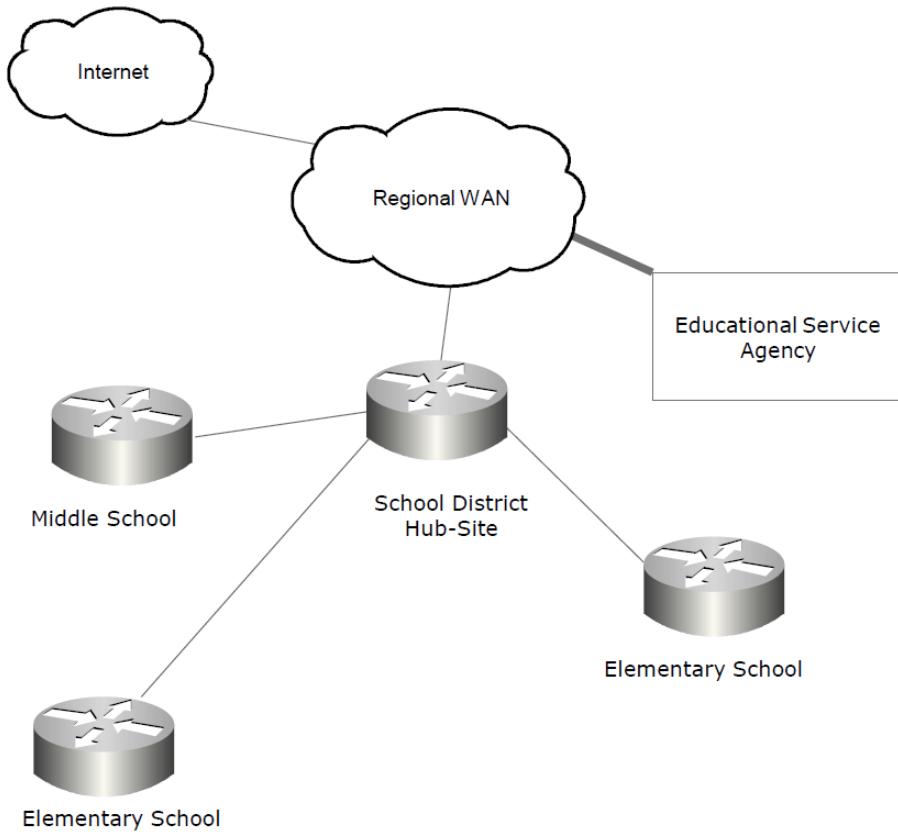
Schools selecting this category of service seek to extend the inter-district regional WAN benefits to schools in their own intra-district WAN, distributing affordable and high-bandwidth Internet access from the regional WAN Hub-Site through to multiple campus locations.

2.1.3.2 Type of Service

A typical network topology for Intra-District WAN schools is shown in Figure 4- Intra-District WAN. The district Hub-Site receives Internet access from an ISP or the regional WAN and distributes the Internet to the other schools on its network. Respondents also may propose a cloud-based design or any alternative that meets the Buyers' intent.

- Describe the network topology proposed and type of design for each regional WAN proposed.
 - Identify the type of service for each school-by-school in Attachment 1, Tab C, Column R.
- Specifically identify whether the provider is offering a cloud-based, ESA based or hybrid design.
- Submit a network diagram that depicts each intra-district WAN design.

Figure 4. Intra-District WAN



- Provide any additional information required to accurately explain the nature, topology and technical specifications of each intra-district WAN offered for consideration.

2.1.3.3 Performance Standards

- Provide technical information about quality of service (QoS) support included in your solution along with other QoS options available. Identify any associated costs with such options.
- Provide specific technical parameters that describe WAN performance and functionality:
 - Describe service availability standards. Identify whether the proposed WAN can support a targeted goal of 99.9 percent uptime for all services to all schools.
 - Describe network latency standards. Identify whether the proposed WAN can support a targeted goal of 25 milliseconds or less latency per circuit.
 - Describe network throughput standards. Identify whether the proposed WAN can support a targeted goal of 90 percent or greater guaranteed bandwidth throughput.

- Describe network jitter standards, as applicable. Identify whether the proposed WAN can support targeted end-to-end jitter of less than two milliseconds per circuit.
- Describe packet transmission standards. Identify whether the proposed WAN can support a targeted goal of less than 0.1 percent end-to-end packet loss.

2.1.3.4 Bandwidth Allocation

The bandwidth sought by each school in each intra-district WAN is shown in Attachment 1, Tab C, Column S.

- Describe the bandwidth increments that your company can offer to schools besides those sought in Attachment 1, Tab C, Column S.
- Describe the scalability of the proposed offerings to support increased bandwidth requirements in future years.

2.1.3.5 Transmission Facilities

- Describe the transport medium used to deliver intra-district WAN services to each customer's location.
 - Identify the transport medium for each school in Attachment 1, Tab C, Column U.
- Describe whether transport facilities are owned or leased by the service provider.
 - Provide details about transmission facilities ownership school-by-school in Attachment 1, Tab C, Column V.

2.1.3.6 Networking Equipment

- Describe the equipment that will be placed at each customer's location to deliver the service. Include the type of equipment (e.g. switch, router), manufacturer, make and model. Be specific, since the equipment may be a differentiating factor among competing proposals.
 - Identify the specific equipment to be deployed on-site to each school in Attachment 1, Tab C, Column W.
 - Verify that all equipment will be owned by the service provider and not the school.
 - Verify that the service provider shall maintain the equipment and not the school.
 - Verify that the school will not have exclusive use of the equipment (e.g. the vendor has the ability to remotely "ping" or monitor the equipment).
- Identify what equipment (if any) the customer needs to have in order to receive the service.
- Describe whether you are offering a Layer 2 switched solution or a Layer 3 routed solution. If you offer both options, describe the difference in customer equipment requirements, service features and benefits and any additional costs. It is acceptable to propose multiple equipment offerings to provide maximum choices to the schools.

2.1.3.7 Term of Service

- Buyers in Category C seek a term specified in Attachment 1, Tab C, Column X for service to begin on the date specified in Column Y. Individual schools have identified staggered start dates to accommodate existing service obligations. Service providers must design and price services to accommodate the varying start dates identified in Column Y.
 - If a respondent already provides Internet services to a school listed with a delayed start date, the respondent may offer services to that school beginning July 1, 2015. In such instance, the respondent must allow the school to assume the new terms of the contract pursuant to this RFP, should the respondent earn the business.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.3.8 Additional Technical Information

Please provide any additional technical information to describe the technical design proposed for this category of service.

2.1.3.9 Variations in Service

Buyers in Category C seek to the following proposal variations for intra-district WAN service:

- Base Proposal #1. (Attachment 1, Tab C.1) Propose services to all school locations in each district (if reasonable) for a term specified in Column X that begins on the date in Column Y and ends on June 30, 2020, a maximum 60 months. Providers will be evaluated on their ability to provide services to all schools within a district. However, providers may omit certain schools if their inclusion makes the proposal cost-prohibitive.
- Designated Alternate Proposal #2 (Attachment 1, Tab C.2) Propose services to all schools in each district (if reasonable) for a term specified in Column X that begins on the date in Column Y and ends on June 30, 2018, a maximum 36 months plus two one year optional extensions. Providers will be evaluated on their ability to provide services to all schools within a district. However, providers may omit certain schools if their inclusion makes the proposal cost-prohibitive.
- Provider's Choice Alternate Proposal #3. (Attachment 1, Tab C.3) Provide any variations that meet the Buyers' intent.

2.1.4 Category D: Dedicated Internet Access

All schools seeking WAN services (Categories B and C) have submitted Internet bandwidth requirements to be purchased in bulk and distributed via the WANs, either through Cloud-Based Regional WANs or ESA Hosted Regional WANs. Attachment 1, Tab D identifies regional Hub-Sites for the delivery of bulk Internet access. Providers may offer Internet access to any or all of the regional WANs. Total Internet bandwidth sought exceeds 92,000 Mbps.

2.1.4.1 Statement of Intent

Schools in this category of service seek to purchase affordable Internet access in large amounts to be distributed via regional and intra-district WANs.

2.1.4.2 Type of Service

Service providers using a Cloud-Based WAN arrangement may host core networking equipment at any secure network operations center that meets industry standards for reliability and serviceability. Service providers using ESA Hosted WANs may locate equipment at any of the ESA locations listed in Attachment 1, Tab D. Either solution is acceptable for this RFP.

- Describe how you would deliver Internet access to the respective regional WANs, explaining your design and choice of network topology.
 - Specify whether you will use a Cloud-Based WAN arrangement or ESA Hosted WAN.
- If your company is selected to provide WAN and Internet access for the same regional WAN:
 - Describe whether your company has the ability to deliver Internet access to each individual school according to their specific bandwidth requirements.
 - Describe whether your company can provide a burstable pool of Internet access for use by the entire group of schools.
- Provide any additional information required to accurately explain the technical specifications of the Internet access solutions provided.

2.1.4.3 Performance Standards

- Provide specific technical parameters that describe Internet performance and functionality:
 - Describe service availability standards. Identify whether the proposed Internet access can support a targeted goal of 99.9 percent uptime.

2.1.4.4 Bandwidth Allocation

Attachment 1, Tab D.1, Column T lists the aggregate amount of Internet bandwidth sought by each regional WAN. Attachment 1, Tab D.2, Column T lists the individual amount of Internet bandwidth sought by each individual Hub-Site.

- Describe the bandwidth increments that your company can offer to schools other than those sought in Attachment 1, Tab D.1, Column T.
- Describe the bandwidth increments that your company can offer to schools other than those sought in Attachment 1, Tab D.2, Column T.
- Describe the scalability of the proposed offerings to support increased Internet bandwidth requirements in future years.

2.1.4.5 Transmission Facilities

- Describe the transport medium used to deliver statewide network services to each location.
 - Identify the transport medium for each connection in Attachment 1, Tab D, Column U.
- Describe whether transport facilities are owned or leased by the service provider.
 - Provide details about transmission facilities ownership school-by-school in Attachment 1, Tab D, Column V.

2.1.4.6 Networking Equipment

- Describe the equipment that will be placed at each regional Hub-Site location to deliver the service. Include the type of equipment (e.g. switch, router), manufacturer, make and model. Be specific, since the equipment may be a differentiating factor among competing proposals.
 - Identify the specific equipment to be deployed on-site to each school in Attachment 1, Tab D, Column W.
 - Verify that all equipment will be owned by the service provider and not the school.
 - Verify that the service provider shall maintain the equipment and not the school.
 - Verify that the school will not have exclusive use of the equipment (e.g. the vendor has the ability to remotely “ping” or monitor the equipment).
- Identify what equipment (if any) the customer needs to have in order to receive the service.
- Describe whether you are offering a Layer 2 switched solution or Layer 3 routed solution. If you offer both options, describe the difference in customer equipment requirements, service features and benefits and any additional costs. It is acceptable to propose multiple equipment offerings to provide maximum choices to the schools.

2.1.4.7 Term of Service

- Buyers in Category D seek Internet Access for the term specified in Column X beginning on the start date in Column Y with up to two one-year extensions.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.4.8 Additional Technical Information

Please provide any additional technical information to describe the design proposed for this service.

2.1.4.9 Variations in Service

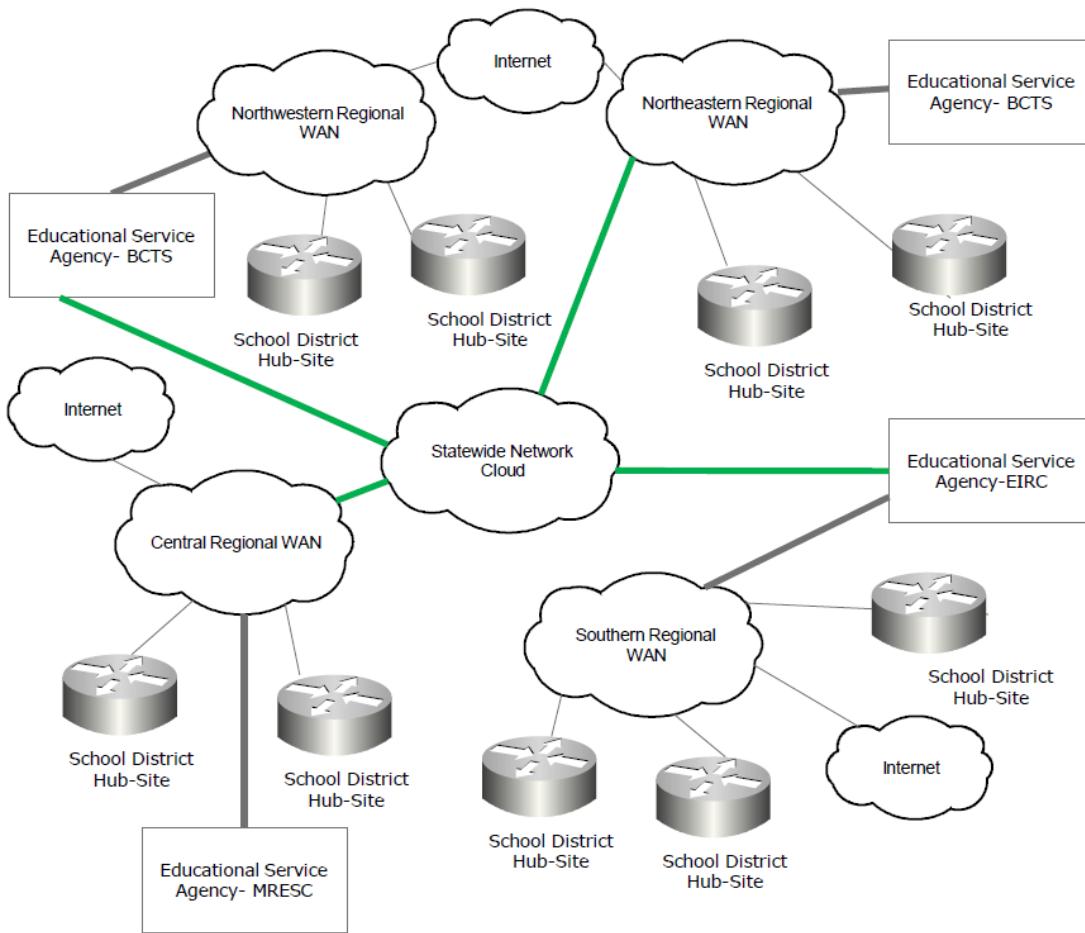
Buyers in Category D seek to the following proposal variations for regional WAN service:

- Base Proposal #1. (Attachment 1, Tab D.1) Propose services at the bandwidth identified in Column T for the term specified in Column X starting on the date specified in Column Y (36 months). Please offer two optional one-year optional renewals. Providers may propose services to any or all regional Hub-Sites.
- Designated Alternate Proposal #2. (Attachment 1, Tab D.2) Propose services at the bandwidth specified in Attachment 1, Tab D.2, Column T for the term specified in Column X beginning on the date specified in Column Y. Please offer two one-year optional renewals. Providers may propose service to any or all Hub-Sites.
- Provider’s Choice Alternate Proposal #3. (Attachment 1, Tab D.3) Provide any variations that meet the Buyers’ intent.

2.1.5 Category E: Statewide Network.

In addition to creating regional WANs, the RFP also seeks to connect regional WANs together for true statewide any-to-any connectivity. Service providers have flexibility in using Cloud-Based or ESA Hosted models and hybrid designs as depicted in Figure 5- Statewide Network Notional Diagram. Connection locations are identified in Attachment 1, Tab E. Providers offering solutions for the Statewide Network should be sure to propose services to at least one location in each of the four regions.

Figure 5. Statewide Network Notional Diagram



2.1.5.1 Statement of Intent

WAN schools from any region in New Jersey will be able to exchange digital information with any other WAN school in any other region over a high-quality statewide network. All schools receiving services from this RFP will be eligible to connect to the statewide network.

2.1.5.2 Type of Service

Attachment 1, Tab E lists possible locations for inter-regional connectivity for creating a statewide K-12 education network for New Jersey schools. The Evaluation Committee will make procurement decisions about these connections considering statewide coverage, but may award separate connections to separate providers.

- Describe how you would connect each regional WANs together, explaining your design and choice of network topology.
 - Identify in Attachment 1, Tab E, Column R the type of service you would provide to each site.
 - Specify whether you will use a Cloud-Based WAN arrangement, ESA Hosted WAN or hybrid model.
- Provide a network diagram that makes a visual depiction of the statewide network design.
- Provide any additional information required to accurately explain the technical specifications of the Internet access solutions provided.

2.1.5.3 Performance Standards

- Provide technical information about quality of service (QoS) support included in your solution along with other QoS options available. Identify any associated costs with such options.
- Provide specific technical parameters that describe WAN performance and functionality:
 - Describe service availability standards. Identify whether the proposed WAN can support a targeted goal of 99.9 percent uptime for all services to all schools.
 - Describe network latency standards. Identify whether the proposed WAN can support a targeted goal of 25 milliseconds or less latency per circuit.
 - Describe network throughput standards. Identify whether the proposed WAN can support a targeted goal of 90 percent or greater guaranteed bandwidth throughput.
 - Describe network jitter standards, as applicable. Identify whether the proposed WAN can support targeted end-to-end jitter of less than two milliseconds per circuit.
 - Describe packet transmission standards. Identify whether the proposed WAN can support a targeted goal of less than 0.1 percent end-to-end packet loss.

2.1.5.4 Bandwidth Allocation

Attachment 1, Tab E, Column S lists the minimum bandwidth requirements for the statewide WAN.

- Describe the bandwidth increments that your company can offer to schools other than those presented in Attachment 1, Tab E.
- Describe the scalability of the proposed offerings to support increased statewide network bandwidth requirements in future years.

2.1.5.5 Transmission Facilities

- Identify the transport medium used to deliver statewide WAN services to the designated locations. Present your response in Attachment 1, Tab E, Column U.
- Identify whether transport facilities are owned or leased by the service provider.

2.1.5.6 Networking Equipment

- Describe the equipment that will be placed at the customer's location in order to deliver the service.
 - Include a description of the type of equipment (e.g. switch, router) including manufacturer, make and model. Be specific, since the brand of equipment may be a differentiating factor among competing providers.
 - Verify that all equipment will be owned by the service provider and not the school.
 - Verify that the service provider shall maintain the equipment and not a school.
 - Verify that the school will not have exclusive use of the equipment (e.g. the vendor has the ability to remotely "ping" or monitor the equipment).
- Identify what equipment (if any) the customer needs to have in order to receive the service.

2.1.5.7 Term of Service

- Buyers in Category E seek the term specified in Attachment 1, Tab E, Column X starting on the dates specified in Column Y.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.5.8 Additional Technical Information

Please provide any additional technical information to describe the design proposed for this category of service.

2.1.5.9 Variations in Service

Buyers in Category E seek to the following proposal variations for regional WAN service:

- Base Proposal #1. (Attachment 1, Tab E.1) Propose services at the bandwidth identified to all regional Hub-Sites shown for a 60 month term.
- Designated Alternate Proposal #2. (Attachment 1, Tab E.2) Propose services at the bandwidth identified to all regional Hub-Sites shown for a 36 month term with two optional one-year renewals.
- Provider's Choice Alternate Proposal #3. (Attachment 1, Tab E.3) Provide any variations that meet the Buyers' intent.

2.1.6 Category F: Additional Schools

Category F provides a mechanism for Potential Buyers to become actual Buyers after consideration of proposal submissions. It also allows Buyers in one group to purchase services offered to another group.

The schools listed in Attachment 1, Tab F are members of the MRESC purchasing consortium that did not submit Letters of Intent or service order forms for specific services sought in Categories A-E. However, as members of the MRESC, they are eligible to purchase any services sought by the other schools pursuant to this RFP.

Service providers are not required to offer services to Potential Buyers listed in Attachment 1, Tab F but may do so at their discretion. Providers also are not required to propose services to schools in different groups.

2.1.6.1 Statement of Intent

Additional schools may change their minds and purchase services after reviewing proposal submissions. The Issuing Officer seeks to accommodate such schools and allow them to buy using this RFP if possible.

2.1.6.2 Type of Service

- Describe the specific types of services available for Potential Buyers.
- Describe how you can accommodate schools in one group seeking services proposed to schools in another. For example, what if a school in Category A: Broadband Group decides it wants to join a regional WAN instead?

2.1.6.3 Performance Standards

- Describe how the performance standards for services proposed for additional schools in Attachment 1, Tab F compare to those proposed for other schools in Tabs A-E.

2.1.6.4 Bandwidth Allocation

- Describe how bandwidth options for additional schools compare to the other schools in the RFP.

2.1.6.5 Transmission Facilities

- Address how transmission facilities would apply to additional schools.

2.1.6.6 Networking Equipment

- Describe how networking equipment for additional schools compares to equipment used for other schools in the RFP.

2.1.6.7 Term of Service

- Describe the terms of service for accommodating additional schools.
- Buyers may seek annual renewals at their discretion for a full term not to exceed five years.

2.1.6.8 Additional Technical Information

Please provide any additional technical information to describe the service offerings proposed for additional schools.

2.1.6.9 Variations in Service

Buyers in Category F seek to the following proposal variations for regional WAN service:

- Base Proposal #1. (Attachment 1, Tab F.1) None.
- Designated Alternate Proposal #2.a. (Attachment 1, Tab F.2.a) Provide 100 Mbps WAN transport services to each additional school for a 36 month term with two one-year optional renewals.
- Designated Alternate Proposal #2.b. (Attachment 1, Tab F.2.b) Provide 1,000 Mbps WAN transport services to each additional school for a 36 month term with two one-year optional renewals.
- Designated Alternate Proposal #2.c. Provide basic broadband Internet access to each additional school for a 36 month term with two one-year optional renewals.
- Provider's Choice Alternate Proposal #3. (Attachment 1, Tab F.3) Provide any service offerings to Potential Buyers or Buyers that may change service categories in keeping with the RFP's intent.

2.2 Service Deployment

This section addresses the deployment of new services purchased through this RFP. It includes information about provider responsibilities, deployment planning and testing procedures. It also creates a mechanism for schools to recover costs due to late or incomplete service installation. Provisions of this section apply to schools in all service categories unless otherwise noted.

2.2.1 Communications

Each service provider must designate a single service POC for all matters related to the deployment of network services. In addition, each regional ESA and LEA also will designate a customer POC for the provider during the deployment stage. All deployment-related service communications will be initiated between the service POCs and customer POCs.

2.2.2 Provider Responsibilities

Service providers must deliver end-to-end solutions that include all aspects of successful service installation, including but not limited to: planning and design; setup and configuration of on-premises networking equipment; installation of patch cords, equipment racks, circuits, innerduct and fiber extensions; coordination of permits, licenses, make-ready work, tower rentals, pole rentals and rights-of-way, installation of appurtenances and completion of all inspections. In every case, the provider must connect each circuit to the demarcation point inside the school building at the customer's equipment.

2.2.2.1 Removal of Debris

The provider shall remove any debris associated with the installation of new facilities and return the surrounding area to its previous condition.

2.2.2.2 Impact on School Operations

Service installation work must be performed with minimal disruption to school operations. Network cutovers should be performed after normal school hours, on weekends or during times coordinated with school officials. All work areas shall be secured from students and staff and tools and materials shall be stored in a safe environment.

2.2.2.3 Compliance with Codes

All inside and outside work shall be done in compliance with all local ordinances and using good standard practice as defined by the National Electrical Code (NEC) and the National Electrical Safety Code (NESC). The provider should employ best-practices from industry authorities such as the Telecommunications Industry Association/Electronic Industries Alliance (TIA/EIA) and the Building Industry Consulting Service International (BICSI) guidelines for installation.

2.2.2.4 Special Requirements

The provider must coordinate with school representatives to accommodate any special installation requirements. For example, providers cannot penetrate a school roof or dig an outside trench without prior coordination and permission from the school.

If the provider identifies any special requirements that are non-typical to a standard installation and/or beyond the scope of the services sought, the provider must identify all such components and costs that are the responsibility of the Buyers and not the provider. Examples could include deploying new conduit, configuring customer equipment, establishing new electrical power sources or installing new climate control systems.

Unless specifically disclosed, the Buyers assume that all components and costs required to deploy new services are the responsibility of the provider and included in the provider's proposal.

2.2.3 Deployment Plan

Service providers must prepare a Deployment Plan for service installation to each school location. It must include interim milestones to track progress and allow for proactive identification of potential delays. The Deployment Plan should start at contract award and end at the Acceptance Date. The Acceptance Date is when a service is ready to use by the customer after it has been installed, tested and approved by the customer. Targeted Acceptance Dates in Attachment 1, Column Y of each Tab.

In the Deployment Plan, service providers may adjust the Acceptance Date based on actual installation requirements. However, respondents will be evaluated on their ability to meet the targeted dates. In all cases, respondents should provide accurate deployment schedules even if the Acceptance Date must be adjusted to the right. In other words, it is always better to advise the Buyers of likely delays early in the process so they can make adequate preparations.

- Submit Deployment Plans as Attachment 2 of each proposed response.

2.2.3.1 Project Status Calls

The service provider must schedule regular project status calls between the service POC and customer POCs. At a minimum, project status calls must occur to prepare for and accommodate key milestones identified in the Deployment Plan. At each project status call, the service POC must provide a verbal and written update report on the current status of key project milestones and identify any problems or possible delays. The Buyers may require additional project status calls as required.

2.2.4 Testing and Acceptance Plan

The service provider shall provide a network Testing and Acceptance Plan that details the processes and procedures required to ensure the network is fully operational. The Testing and Acceptance Plan shall test for all performance standards identified for each category of service as specified in Sections 2.1.1.2, 2.1.2.2, 2.1.3.2, 2.1.4.2, 2.1.5.2 and 2.1.6.2. The Testing and Acceptance Plan also shall itemize the duties and responsibilities of the service provider and the Buyers.

The service provider shall provide all equipment necessary to test all circuits to each school and provide any and all servers/equipment and test software to “load” each circuit with traffic to show that the pipe can be filled to at least 90 percent of capacity (unless overhead is lower). This test can be either intrusive, or non-intrusive, and shall follow the RFC -2544 requirements for end-to-end testing. Be sure to include all costs for the testing regimen, all labor for performing the test, all test equipment and all documentation.

No later than one month prior to actual testing, the service provider shall propose a schedule for executing the Testing and Acceptance Plan for review and approval by the Buyers. No service will be deemed approved until the Testing and Acceptance Plan has been executed, witnessed, documented and approved in writing by the customer POC or designated representative.

- Submit the Testing and Acceptance Plan as Attachment 3 of each proposed response.

2.2.4.1 No Billing Prior to Acceptance

While the circuits will be live for testing purposes prior to the Acceptance Date, no billing may begin before the Acceptance Date for any service at any school.

2.2.5 Delivery Service Level Agreement

In order to ensure uninterrupted service, the Buyers demand that providers install new services when they say they will. To enforce this requirement, the Buyers require a Delivery Service Level Agreement (Delivery SLA) that provides penalties if services are not installed on time. If services are not accepted by the Acceptance Date in the service provider’s Deployment Plan, then Delivery SLA penalties will be assessed.

Generally, the Buyers seek two days of credits for every day that service is delayed. For example, if the Acceptance Date for a service is July 1, 2015 but the service is not accepted until August 1, 2015, the service credit would be 62 days. Service providers are not responsible for service credits for delays caused by the Buyers.

- Submit the Delivery SLA as Attachment 4 of each proposed response.

2.2.6 Additional Deployment Information

Please provide any additional information necessary to describe how your company will effectively deploy the new services offered in your proposal.

2.2.6.1 Location Changes

From time to time, schools may need to change locations. This can be due to a natural disaster, a new construction project or simply a change in circumstances. Regardless, schools need to be able to move the termination point of their telecommunications circuits to another location if required.

- Describe your company's procedures for changing the termination point for a circuit as relevant to this RFP, including notification requirements and applicable policies.

2.3 Service Support

This section addresses specific requirements related to supporting network operations, including the process for monitoring network components, conducting routine maintenance and resolving service problems. It also contains provisions for enforcing remedies for service interruptions.

2.3.1 Communications

Each service provider must designate a single service point of contact (POC) for all matters related to network services. In addition, each regional ESA and LEA also will designate a customer POC for the provider. All service communications will initiate to and from the service POCs and customer POCs.

2.3.2 Routine Maintenance

Service POCs must coordinate with Customer POCs for scheduled maintenance with at least one week advanced notice to accommodate the unique schedules of K-12 schools. If the provider does not provide advanced notice, any downtime due to the short-notice maintenance may be subject to service penalties. This does not apply to maintenance related to a trouble ticket, although advance notice is still important wherever possible.

2.3.3 Network Monitoring

For categories B-E, providers must monitor all services 24 X 7 X 365 and notify the customer POCs when service is interrupted or performance does not meet contractual standards. The targeted proactive notification time is 15 to 30 minutes for impaired network service.

- Describe your proposal's proactive network monitoring and notification capabilities.

If applicable to a given proposal, schools also must have viewing and monitoring capabilities in accordance with E-Rate rules. At minimum, schools should be able to view circuit utilization statistics for individual links through the provider's network operations center (NOC). Utilization and trouble reports must be made available to the hub-site POCs on a regular basis and upon request. Schools will not maintain, repair or configure any electronics or network components owned by the providers, in accordance with federal E-Rate rules.

- Describe your proposal's ability to provide school viewing and monitoring capabilities in accordance with E-Rate rules.

2.3.4 Responding to Network Problems

The Buyers acknowledge that each service provider uses different procedures and has different policies for responding to network outages. This Section provides targeted response procedures to set a level of expectations for good customer service, especially for categories B-E.

Generally, when services are not meeting minimum performance requirements as described in the service contract, Buyers want the provider to fix the problem quickly. The Buyers seeks a targeted response time of 15 to 30 minutes and a targeted resolution time (Mean Time to Repair) of four hours.

Provider field technicians should be available at all times for dispatch to troubleshoot, diagnose and remediate network problems. Service problems reported by the customer POC should prompt a call back from a provider representative within 15 to 30 minutes to acknowledge the issue has been logged and open a "trouble ticket". Trouble tickets also may be opened if the provider notifies the customer POC of a service problem. Escalation procedures must be clear and effective for the Buyers.

Ideally, providers should provide a minimum of two severity levels for outages-- major and minor. Major outages are when service availability is less than or equal to 50 percent, as averaged over a two hour period. Minor outages are when service availability is greater than 50 percent but still impaired.

For a minor outage, the targeted service response intervals are 30 minute call back time for reported issues or anomalies, two hours to identify the problem and four hours to implement the solution. For a major outage, targeted service response intervals are 15 minute call back time, one hour to identify the problem and two hours to implement the solution.

- Describe the provisions in your proposal for responding to network problems and fixing service interruptions or impairments compared to the targeted parameters described in this section.

2.3.5 Performance Service Level Agreement

For all services in categories B-E, the Buyers expect to have contractual Performance SLAs that define acceptable levels of performance and provide penalties for noncompliance. The Buyers acknowledge that all service providers offer different Performance SLAs; this section provides customer expectations for each provider to consider. At minimum, each Performance SLA must address the standards identified for each category of service as specified in Sections 2.1.2.2, 2.1.3.2, 2.1.4.2 and 2.1.5.2.

Buyers should receive escalating credits for service impairment over time. For example, the Buyers should receive an hour of credit for every hour of downtime for the first four hours and two hours of credit for every hour of downtime after the first four hours.

The Performance SLA should enforce provisions related to communications, network monitoring and responding to network problems. It should include escalation procedures and define breach of contract

for unacceptable levels of service impairment. Service credits may be reasonably capped, but the point of the Performance SLA is to provide increasing incentives to fix service problems as they get worse.

- Submit a Performance SLA for each relevant category of service as Attachment 5.

2.3.6 Information Security

Schools require the highest standards of security in their information systems. Schools routinely use networks for sending, receiving and storing confidential information that relates to student data, personnel records, health information and other types of personally identifiable and sensitive data.

- Describe how the services proposed will protect the confidentiality of the information being passed across your networks.

2.3.7 Additional Service Support Information

Please provide any additional information necessary to describe how your company will provide additional service support for your proposal.

2.4 Company Experience

The Buyers want to purchase services from providers with proven abilities to provide the types of services sought in this RFP. This section addresses items of importance regarding experience with relevant projects, company references and value added components that set providers apart.

2.4.1 Relevant Projects

Provide a concise overview of your company's experience in delivering the services sought in this RFP.

- Demonstrate prior experience with the E-Rate process for K-12 schools;
- Identify projects of similar size, scope and technical complexity;
- Demonstrate prior experience in providing the services;
- Provide information about the qualifications identified sub-contractors and consultants.

2.4.2 References

Please submit three references for similar projects that may be contacted, including name, title, phone number, email address and other relevant contact information. Briefly describe the project, the services provided and other relevant information. K-12 school district or other education clients are preferred.

2.4.3 Value Added

Identify any special characteristics, traits or services offered by your company that differentiate your business from the competition. In other words, all other things being equal, why should the Evaluation Committee choose you?

2.4.4 Additional Items Related to Experience

Please provide any additional information regarding your company's ability to successfully provide the proposed services.

2.5 Pricing for Services

For all categories of service, the price of E-Rate eligible services is the most heavily weighted factor in choosing the successful provider. This is in keeping with the Buyers' collective preferences, good practice and the requirements of the federal E-Rate program.

Notwithstanding, the Evaluation Committee explicitly reserves the right to select a higher-priced service if it offers the best overall value to the schools and is priced within their budget constraints. In all scenarios, the critical question will be whether any proposal is the most cost effective proposal, in accordance with E-Rate rules.

Pricing for services must comply with FCC regulations related to Lowest Corresponding Price (LCP). Respondents must be aware of LCP regulations and adhere to those regulations when responding.

2.5.1 Definition of Lowest-Priced

Each service category has a different definition for "lowest-priced" services proposed by providers:

- **Category A: Broadband Group:** Lowest total costs for the base proposal by Hub-Site, full term, for the service option best suited to each individual Buyer's needs.
- **Category B: Regional Wide Area Network (WAN) Group.** Lowest total costs for the base proposal by regional WAN, full term, adjusted for any omitted schools.
- **Category C: Intra-District WAN Group.** Lowest total costs for the base proposal by district WAN, full term, adjusted for any omitted schools.
- **Category D: Bulk Dedicated Internet Access.** Lowest total costs for the base proposal by region, full term.
- **Category E: Statewide Network.** Lowest total costs for the base proposal, full term.
- **Category F: Additional Services.** Lowest total costs for a Designated Alternate or Provider's Choice proposal, if considered, for the service option(s) best suited to each Potential Buyer.

2.5.2 Additional Cost Factors

In evaluating service proposals, the Buyers will consider other price-related factors besides overall costs:

2.5.2.1 Minimal Non-Recurring Costs (NRC)

Non-Recurring Costs (NRC) are one-time expenditures associated with the installation of new service. Generally, the Buyers seek to minimize NRC by amortizing installation costs across many schools and multiple years. Most schools do not have significant available funds to finance large expenditures.

If the provider does propose a Non-Recurring Cost (NRC) for any service, the provider must be able to itemize all component costs and identify any portions that are not Priority One E-Rate eligible. Providers also must amortize NRC in equal annual increments over a period of three years if greater than \$500,000 per contracting entity, in accordance with E-Rate rules.

To the extent the successful provider is awarded NRC for central office equipment and transmission upgrades for network infrastructure, the successful provider must itemize and cost allocate the portion of NRC related to service for schools versus other customers. In accordance with E-Rate regulations, central office equipment and transmission upgrades are eligible for E-Rate discounts but must be cost allocated when shared by E-Rate eligible and ineligible customers.

2.5.2.2 Equitable Monthly Recurring Costs (MRC)

Monthly Recurring Costs (MRC) are the ongoing bills that schools have to pay for the services they receive. Generally, schools expect to leverage their collective buying power to receive the best value on telecommunications service and promote equitable access to services among consortium schools. Where practical, service providers should strive to offer the same price for the same service within a given region, as applicable.

2.5.2.3 Administrative Fee

The MRESC will charge successful providers a three percent administrative fee to cover the costs of ESA administrative services described in Section 1.7.2. This fee will be three percent (3%) of the total sales (including taxes and fees) for which a vendor has received payment reported on a quarterly basis. Columns AF and AH in each tab of Attachment 1- Pricing Spreadsheets automatically calculate and add the administrative fee to each summary total.

2.5.2.4 Accurate, Clear and Complete Pricing Submissions

The Buyers expect error-free pricing submissions that clearly present all cost components of a proposed service. Providers will be held accountable for mistakes, omissions or ambiguities.

- Did you check your work to make sure all costs are presented correctly with no errors?

Pricing must be presented with clarity using Attachment 1- Pricing Spreadsheets according to the accompanying directions. Any proposal that does not use Attachment 1 to present pricing information may be disqualified for noncompliance with the RFP requirements. Electronic versions of Pricing Spreadsheets must be submitted in Excel format. Do not write-protect your electronic worksheets.

- Did you present your pricing using Attachment 1 in Excel format without write-protection?

The Buyers expect all pricing submissions to be complete, without any hidden costs, extra fees or undisclosed taxes. Schools understand that taxes and fees may change at any time by government statute or rule, so providers must include current or projected rates at the time of service. Failure to include component costs or taxes and fees may be grounds for rejection.

- Did you present all cost components in your pricing submission, including all taxes and fees?
- Did you check the math calculating the administrative fee as described in Section 2.5.2.3?

2.5.2.5 Flexibility in Pricing

Providers should understand that each individual LEA must approve its final participation in the project. Ultimately, the local board of each school organization must authorize the contract. Providers must be able to accommodate a reasonable number of schools that change their minds and opt-out after receiving the proposals.

- Comment on your ability to provide flexibility in your pricing scenarios if schools withdraw.

2.5.2.6 Bundling/Unbundling of Services

Service providers must clearly identify where services are priced as a bundled package or offered a la carte. Providers are encouraged to present pricing in ways that maximize volume discounts by bundling services together. However, they also are cautioned to avoid placing restrictions on Buyers that limit their choices. In striking the proper balance, respondents should consider the following guidelines related to the bundling/unbundling of services:

- Category A and Category F services may be sold entirely a la carte at the discretion of the providers. Providers also may propose discounted pricing for a certain volume of sales.
- Respondents offering Category B WAN Services are expected to offer a low price for bundled services to all the Hub-Sites in a given regional WAN. Remember, Buyers will evaluate the regional WANs as consortia, not as lists of individual schools. Providers also may wish to consider proposing bundled services to more than one regional WAN.
- Respondents offering Category C Intra-District WAN services are encouraged to bundle services to schools within district groupings.
- For Category D Internet services, providers are encouraged to offer flexible bundled options to drive down per-unit prices.
- Category E services are expected to be bundled.
- Providers are encouraged to offer bundled offerings that combine Category B regional WANs and Category D Internet services in order to maximize the value for schools. However, providers also must be sure to allow for the unbundled purchase of those services too. Buyers may find it advantageous to purchase WAN and Internet services from the same provider. Notwithstanding, respondents are encouraged to offer dedicated Internet Access (Category D) even if they do not propose any WAN services.

2.5.3 Pricing for Future Service Requirements

In addition to evaluating prices for known bandwidth levels and identified schools for the terms specified in the RFP, the Buyers seek pricing options for future bandwidth increases, contract extensions, and locations changes, to the extent possible.

To respond to the subparagraphs in this section, providers may use Attachment 1, Tab F.3.C (Provider's Choice) to present the requested pricing information, insert a response in the appropriate numbered paragraph below or prepare an attachment that shows the pricing with brevity and clarity. Regardless, be sure to describe the terms and limitations associated with pricing for future service requirements.

2.5.3.1 Bandwidth Increases

Schools that already have committed to this RFP seek to establish pricing for additional bandwidth that they may require in the future without conducting another procurement process. For example, a school that seeks a 100 Mbps WAN transport connection now may require a 1,000 Mbps connection in two years, before the expiration of the contract. In such a case, the Buyer would seek a minor contract amendment to purchase the upgraded bandwidth amount at an established price. The service provider may pro-rate the price based on the term of service.

- How do you propose to accommodate school requirements for future bandwidth increases during the term of service?
- For which services could you accommodate such a bandwidth increase?

2.5.3.2 Contract Extensions

The Buyers may, at their discretion, request that a contract for services be renewed in full accordance with N.J.S.A. 18A:18A-42. The Buyers want to be able to extend all contracts executed pursuant to this process for additional one-year periods up to five total years from each Buyer's start date, at the discretion of the Buyers. For example, if a school buys a service on a three year contract starting July 1, 2015, that school would be able to exercise two one-year contract extensions. The Buyers also may seek flexibility for extensions with minimum periods of one month. In all cases, extensions are at the discretion of the Buyers and may apply to individual Buyers.

- How do you propose to accommodate voluntary contract extension pricings for contract terms up to five years total for services sought in this RFP?

2.5.3.3 Location Changes

Describe the pricing structure for changes in location due to unforeseen circumstances that require a school to move to another location and transfer its service (reference Section 2.2.6.1)

3 Contract Conditions

Contracts awarded through cooperative pricing or joint purchasing must meet the procurement laws of the State of New Jersey. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with procurement regulations. As allowed by New Jersey statutes, they can issue purchase orders for any amount without the necessity to prepare their own RFP, or gather necessary quotations. This saves the entity time and allows for economical and efficient purchasing.

Service providers must provide flexibility in contract conditions in order to accommodate different regional needs, ESA requirements and individual school requests. Final decisions about contracts may not be determined until proposals are received, evaluated and awarded. Factors in the decision making process include the number of schools in potential contracting groups, where those schools are located, the aggregate amount of spending and the preferences of the Buyers. The Buyers also will consider the preferences of the service providers in making final contracting decisions.

Guidance about the contract conditions is as follows:

- Contracts for Category A services may be with MRESC or individual school Buyers.
- Contracts for Category B services in the Northeastern, Northwestern and Central regions may be with the MRESC, BCTS or individual school Buyers.
- Contracts for Category B services in the Southern region may be with MRESC, EIRC or individual school Buyers.
- Contracts for Category C services may be with the MRESC, BCTS, EIRC or individual school Buyers.
- Contracts for Category D services may be with the MRESC, BCTS or EIRC.
- Contracts for Category E services may be with the MRESC.
- Contracts for Category F services may be with the MRESC, BCTS, EIRC or individual school Buyers.

Comment on your company's ability to exhibit flexibility in the contracting process, accommodating individual contracts with schools, consolidated contracts with ESAs or combinations thereof.

- Do you have a preference?

3.1 Contract Execution

After notification of award, the Issuing Officer will collect final authorizations from the school Buyers to complete service orders and collect requisite paperwork. During this time, the Issuing Officer will work concurrently with the service provider to finalize the contract conditions for each category of service and resolve any outstanding matters related to the contract language.

As soon as final authorizations are complete and collected, the Issuing Officer will deliver a final service order to each awarded service provider which reflects the complete package of services to be purchased during the first year of the contract. The awarded provider will incorporate this final service order into the contracting documents for final approval.

All contracts shall be executed no later than thirty days after the Issuing Officer submits final service orders to the provider, February 13, 2015 or the filing deadline for E-Rate Forms 471, whichever comes first.

If the awardee fails to comply with these terms of contract execution or violates any other terms of this procurement, the Issuing Officer may, at any time and at its discretion, revoke the award and reject the proposal, discontinuing communications and terminating the contracting process with the provider.

In the case of a revoked award, the Issuing Officer may award the services to a different provider, reopen the procurement process to consider new proposals or reject all responses and make no award.

3.2 Contract Terms and Conditions

The proposed contract will contain terms and conditions that reflect the provider's response to the RFP. Providers should avoid submitting boilerplate contract language that does not reflect the customized requirements of the RFP. The contract must include the following mandatory provisions:

3.2.1 Non-Appropriation of Funds

The respondent acknowledges and agrees that the Buyers in this RFP are public entities subject to the funding requirements and constraints established under state law, and that respective appropriation of moneys for a future agreement is a governmental function to which they cannot contractually commit in advance to perform beyond their respective current fiscal budgets. Contract language must include applicable non-appropriations of funds language that reflects these considerations.

3.2.2 Order of Precedence

The provider's response to this RFP must be included as part of the service contract between the provider and each Buyer as a point of reference in the event of a dispute. The order of preference (with highest priority listed first) shall be the actual contract language as the first point of reference (including all exhibits and attachments) and the provider's final complete RFP response as the second point of reference (including all exhibits and attachments).

3.2.3 Force Majeure

Contracts should contain provisions related to force majeure so that neither party shall be liable in damages for any failure, hindrance or delay in the performance of any obligation under the agreement if such delay, hindrance or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence. Providers cannot unilaterally claim an increase in the cost of the contract because of force majeure.

3.2.4 Indemnification

Providers must agree to indemnify, defend, and save harmless the Issuing Officer, the MRESC, ESAs, school districts and their agents, employees, board members, consultants from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorneys' fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under the contract. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this RFP.

3.2.5 Contract Submission

Propose the contract language that you expect the Buyers to execute for each service proposed. Contract language should be consistent with your response to this RFP and ready for customer signatures after final review and consolidation.

- Submit the service contract(s) along with all attachments, exhibits and addenda as Attachment 6 to the RFP response.

3.3 Billing

As the contract conditions require flexibility, so do the billing terms. Each ESA will have different billing requirements. For example, the MRESC only recognizes purchases made through an approved purchase order process. Final billing terms will be presented to the service provider along with the final service order, or sooner if possible. Providers may be required to bill separately to all Buyers in a service category or in consolidated format to an ESA.

- Comment on your company's preferences and abilities to accommodate consolidated billing and/or individual billing school-by-school.
- Does your company offer discounts for consolidated billing?

3.3.1 Discounted Billing

In accordance with E-Rate regulations, all billable entities may require the service provider to submit monthly bills reflecting the discounted rate authorized by the E-Rate program administrator, with no additional administrative costs.

- Can you accommodate? Elaborate if required.

3.3.2 Billing Prior to E-Rate Approval

Prior to the final funding commitment made by the E-Rate administrator, the Buyers would prefer to pay only the non-discounted portion of the provider's bill.

- Can you accommodate such a request? Elaborate if required.

3.3.3 Billing the Administrative Fee

The MRESC administrative fee is based on the total sales for which a vendor has received payment. Providers will not be expected to pay administrative fees on sales for which they have not yet been paid. All sales resulting from this contract, including taxes and fees, must be recorded by the contractor and reported to the MRESC on a quarterly basis. The reporting schedule is provided below for the convenience of the prospective respondent.

Quarter	Quarter Period	Report due to MRESC	Check due to MRESC
Quarter 1	July 1 st – September 30 th	October 15 th	October 30 th
Quarter 2	October 1 st – December 31 st	January 15 th	January 30 th
Quarter 3	January 1 st – March 31 st	April 15 th	April 30 th
Quarter 4	April 1 st – June 30 th	July 15 th	July 30 th

It is the responsibility of the contractor to accurately report all sales to the MRESC and to pay the administrative fee as specified. Fees shall be made payable by check issued to the Issuing Officer, Attention: Bookkeeper. An Excel spreadsheet will be issued to all awarded contractors, on which they will report sales. When there are no sales to report for a quarter, providers should submit the Excel spreadsheet indicating "No Activity" and submit to the MRESC by the required date.

3.3.4 Purchase Orders and Payment Terms

Contracting organizations will have specific requirements for purchase orders and payment terms. Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Buyer district receives the appropriate documentation to process the timely payment. Documentation requirements may vary from Buyer to Buyer. Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the public school district, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. Payments are subject to approval by boards at public meetings. Payment may be delayed from time to time depending on board meeting schedules.

3.4 Additional Contracting Information

Provide any additional information relevant to your contracting or billing procedures.

4 Additional Response Requirements

Providers must submit additional response requirements in the format specified in Section 5 as described in the following subparagraphs:

4.1 E-Rate Documentation

Service providers must submit the E-Rate documentation as Attachment 7 to their RFP response:

- Provide proof of E-Rate SPIN in the form of a printout from the E-Rate Website. Specify whether the SPIN is for Internet Access or Telecommunications Services.
- Submit a Federal Communications Commission Registration Number (FCCRN) in the form of a printout from the FCC Website. Providers may obtain a FCCRN via the Federal Communications Commission Website: <http://www.fcc.gov>.
- Provide a statement that your company is not in Red Light status within thirty (30) days prior to the response submission date. If your company has been on Red Light status within thirty (30) days prior to the response submission date, indicate the circumstances that occurred and the steps that the respondent undertook to resolve the issue and avoid recurrence of the problem.

4.2 MRESC Attachments and Certifications

To comply with state law and the MRESC policies, providers are required to submit the following attachments and certifications as part of their overall submissions. Failure to submit any of these documents may be cause for disqualification for being non-responsive pursuant to N.J.S.A 18A:18A-2(y).

4.2.1 Affirmative Action Questionnaire or Certificate of Employee Information Report

Each contractor shall submit to the public agency, after notification of award, but prior to execution of a goods and services contract, one of the following three documents: i. Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program; or ii. A Certificate of Employee Information Report approval issued in accordance with N.J.A.C. 17:27-4; or iii. An employee information report (Form AA302) provided by the Division and distributed to the

public agency to be completed by the contractor, in accordance with N.J.A.C. 17:17-4. Appendix B contains this documentation to be submitted as Attachment 8 to the proposal.

4.2.2 Chapter 271 Political Contribution Disclosure Form

Appendix C contains this required documentation to be submitted as Attachment 9 to the proposal.

4.2.3 Stockholders'/Partnership Disclosure Affidavit & Ownership Declaration

Corporate respondents are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock. Submit the form in Appendix D as Attachment 10.

4.2.4 New Jersey Business Registration Certificate

All organizations must have a New Jersey Business Registration Certificate received no later than the time of award. Submit a copy of the certificate as Attachment 11. Failure to submit a valid Business Registration Certificate may result in rescinding of a contract offer. To obtain a Business Registration Certificate, visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

4.2.5 Non-Collusion Affidavit

Each provider must complete and submit a Non-Collusion Affidavit as Attachment 12 to their proposal. An acceptable sample with instructions is included in Appendix E.

4.2.6 Contractor Questionnaire/Certification

Appendix F contains a Contractor Questionnaire/Certification form to be submitted as Attachment 13 to the RFP. It relates to direct/indirect interests in the MRESC, gifts, gratuities and vendor contributions.

4.2.7 W-9 Form

Submit a completed W-9 Form as Attachment 14: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

4.2.8 Statement of Suspension or Debarment Form

Appendix G contains a Statement of Suspension or Debarment Form for completion and submission as Attachment 15 to the RFP.

4.2.9 Disclosure of Investment Activities in Iran

Appendix H contains a form to disclose and investment activities in Iran to be completed and submitted as Attachment 16 to the RFP.

4.3 Financial Information

Providers must include with their RFP proposals sufficient financial information to demonstrate the financial stability of the company. Acceptable forms of documentation are an annual report, a complete

financial statement prepared by an independent certified public accountant or a similar notarized disclosure. Financial statements must be independently verifiable and demonstrate sufficient capital to cover current and projected liabilities and obligations required to deploy and operate proposed services.

If a provider submits insufficient financial information or the financial information creates just cause, the Buyers may require a performance bond, letter of credit or other insurance policies. The Buyers may ask for additional information related to company finances in order to make an informed evaluation.

Any confidential financial information must be clearly marked **CONFIDENTIAL FINANCIAL INFORMATION** in accordance with Section 1.10.

- Submit adequate financial information as Attachment 17 of the response.

4.4 Proof of Insurance

The provider shall provide evidence of workers compensation and liability insurance with its response.

- Submit certificates of insurance as Attachment 18 of the response.

4.5 Additional Information

The Issuing Officer reserves the right to require providers to submit additional information necessary for the purpose of clarifying their proposals or answering any questions. Information requests may include written documentation, phone calls or in-person meetings.

5 Submission Instructions

Service providers must submit one complete electronic proposal to the Issuing Officer to the email in Section 1.2 (coop@mresc.k12.nj.us) and one complete hardcopy proposal with original ink signatures to the address in Section 1.2 by the date in section 1.3 (September 17, 2014 by 3:00 pm EDST). A receipt will be emailed to each responding provider after the submission is received.

For the electronic copy, the main body of the RFP may be in PDF or Word format. However, Attachment 1- Pricing Spreadsheets must be in Excel format. If email files are too large the provider may set up an alternative way to deliver the electronic documents (i.e. via secure download or by CD-ROM). Providers must make sure all arrangements are made to ensure timely submission of the electronic copy.

It is the responsibility of the respondent to ensure that their RFP is presented to the Issuing Officer before the date and time fixed for closure of the RFP period. This will occur promptly for this RFP on September 17, 2014 @ 3:00 p.m. No extensions or exceptions will be made. The Issuing Officer is located in the Business Office, which is opened Monday through Friday from 8:30 am to 4:00 pm according to the school calendar and 8:30 am to 4:00 pm during the summer. Access to the office may be delayed because of security.

Parking in the vicinity of the MRES Administration Building is at a premium. Allow enough time to locate a parking space.

Mail is brought to the Business Offices approximately 12:00 pm each day. The mail is sorted by department. The Business Office routinely receives its mail at approximately 1:00 pm.

Deliveries using private couriers such as United Parcel Service and Federal Express usually are made beginning at 10:00 a.m. each weekday. These items are brought only to the receptionist at the main building entrance. The receptionist then calls the various departments with a request to pick up their items. There may be some delay in getting RFPs to the Business Office on the second floor.

Keeping the aforementioned items in mind, respondents may coordinate with the Issuing Officer to arrange for hand-delivery of the RFP to the Business Office by personally turning it in before the time set for closure of the RFP period.

5.1 Format of Response

Each submission must contain the following items:

- **Letter of Transmittal.** The Letter of Transmittal must be on company letterhead with the original ink signature of an authorized company representative that makes the proposal binding as presented. The Letter also must include the name, phone number and contact email address of the appropriate company representative who will be supporting subsequent phases of the procurement process.
- **Executive Summary.** Provide a concise overview of the provider's solution. Include a description of all proposed services and additional service categories as required.
- **Body of Response**
 - Section 1 Administrative Items - Provider must acknowledge and/or respond to each numbered paragraph in Section 1 of the RFP (reference Section 1.6)
 - Section 2 Statement of Work- Provider must respond to each numbered paragraph in Section 2 of the RFP.
 - Section 3 Contract Conditions- Provider must respond to each numbered paragraph in Section 3 of the RFP.
 - Section 4 Additional Response Requirements- Provider must respond to each numbered paragraph in Section 4 of the RFP.
- **Attachments.** Please complete or submit all attachments and additional requirements sought per the RFP:
 - Attachment 1 Pricing Spreadsheets
 - Attachment 2 Deployment Plan
 - Attachment 3 Testing and Acceptance Plan
 - Attachment 4 Delivery Service Level Agreement
 - Attachment 5 Performance Service Level Agreement
 - Attachment 6 Service Contract
 - Attachment 7 E-Rate Documentation

Attachment 8	Affirmative Action Questionnaire/Certificate of Employee Information Report
Attachment 9	Political Contribution Disclosure Form
Attachment 10	Stockholders'/Partnership Disclosure Affidavit and Ownership Declaration
Attachment 11	New Jersey Business Registration Certificate
Attachment 12	Non-Collusion Affidavit
Attachment 13	Contractor Questionnaire/Certification
Attachment 14	W-9 Form
Attachment 15	Statement of Suspension or Debarment Form
Attachment 16	Disclosure of Investment Activities in Iran
Attachment 17	Financial Information
Attachment 18	Proof of Insurance

5.1.1 Submission Response Checklist

Please verify that all submission requirements are met with the checklist below:

- Have you submitted a complete response that responds to each numbered item in Sections 1, 2, 3 and 4, as required in Section 5?
- Did you accurately fill out all applicable Pricing Spreadsheets in Attachment 1?
- Is your Letter of Transmittal on company letterhead with the signature of an official of your company authorized to bind your company to its provisions?
- Did you include all required attachments summarized in Section 5.1?
- Where required, are all attachments signed with original signatures and notarized if required.
- Have you noted all objections, associated reasons and alternative conditions to all requirements of this RFP as required by Sections 1.86?
- Is Attachment 1: Pricing Spreadsheets submitted as an unprotected Excel file (not a PDF copy of Excel) in your electronic copy?
- Have you ensured that all copies of your RFP response will arrive to the Issuing Officer on time?

6 Selection of Service Providers

This Issuing Officer is the final authority for all decisions about the selection of providers for all services sought in this RFP. He will appoint an Evaluation Committee representing the Buyers to follow objective and standardized procedures in selecting the successful providers.

When awarding services, the Evaluation Committee intends to select one provider for each Hub-Site or group of Buyers, with few exceptions. One exception could be a large region that is served by multiple companies. Assuming both companies submitted proposals for the schools in their services areas and were evaluated as the most cost effective, the Evaluation Committee may award two contracts so each vendor may serve different schools. Similarly, if a company provides good service in one area but poor service in another, two providers could be selected. However, in general, a single service provider will be selected for a given service to a single Buyer.

Upon timely receipt of each RFP submission, the Issuing Officer will conduct an initial review for compliance with basic RFP requirements and determine whether each proposal is deemed "responsive". Each responsive submission will be organized by category of service (A-F) for review by the Evaluation Committee.

6.1 Evaluation Committee

The Evaluation Committee will be appointed by the Issuing Officer prior to the submission due date. The Committee will include at least one representative from each of the four regions and at least one representative from each of the six service categories A-F. The Issuing Officer has the discretion to replace any member of the Committee at any time if that member cannot perform his or her duties. Evaluation Committees will use majority votes to decide procedural matters with the assent of the Issuing Officer.

6.1.1 Evaluation Committee Responsibilities

Upon receiving the categorized responsive submissions, the Evaluation Committee is expected to review each response and attend oral presentations, if possible. Then, the Committee must determine whether to evaluate any “Designated Alternate” or “Provider’s Choice” options proposed by providers.

Once those decisions are made, each member of the Evaluation Committee must independently review and score each Base Proposal and any Alternate or Choice proposals deemed worthy of evaluation. These proposals will be called “Evaluated Proposals.” Committee members must use the Evaluation Criteria in Section 6.2 and the Scoring Matrix in 6.4 to conduct their evaluations. In each case, the Evaluated Proposal that receives the highest score by the Evaluation Committee earns the business for that particular service.

6.1.2 Specific Instructions by Category of Service

The following directions are guidelines, not rules. They may be changed at the discretion of the Issuing Officer or by majority vote of the Evaluation Committee in order to help schools receive the best value for services sought.

- **Category A: Broadband Group.** The Evaluation Committee intends to review each Evaluated Proposal as it affects each individual Hub-Site.
- **Category B: Regional Wide Area Network (WAN) Group.** The Evaluation Committee intends to review Evaluated Proposals separately by region but may consider bundled proposals for multiple regions.
- **Category C: Intra-District WAN Group.** The Evaluation Committee intends to review Evaluated Proposals on a district-by-district basis.
- **Category D: Bulk Dedicated Internet Access.** The Evaluation Committee intends to review Evaluated Proposals separately by region but may consider bundled proposals for multiple regions.
- **Category E: Statewide Network.** The Evaluation Committee may award to one or multiple providers based on the quantity and quality of responses required to connect the regions.
- **Category F: Additional Services.** The Evaluation Committee may award to one or multiple providers based on the quantity and quality of responses except that only one provider will be selected for each distinct service for each separate school.

6.2 Evaluation Criteria

The Evaluation Committee should consider the service provider's general compliance with RFP requirements and the consortium procurement process. In addition, the Evaluation Committee should consider every numbered response to the provisions of Sections 2, 3 and 4 of the RFP. **In accordance with E-Rate regulations, the price of E-Rate eligible services is the most heavily-weighted factor.**

6.3 Additional Guidance

If the Buyers receive additional written clarifications after the initial submission date in accordance with Sections 1.5.5, 1.8, 3.1, 4.3 and 4.5, the updated clarifications supersede the original submissions and are to be used for evaluation purposes.

6.4 Scoring Matrix

Each member of an Evaluation Committee and all individual school delegates must complete one scoring matrix for each Evaluated Proposal. Scoring may be discussed among committee members prior to recording final scores.

Evaluators should provide comments for all areas of evaluation that do not receive the highest possible score. In other words, if a provider scores 8 out of 10, the evaluator should explain why the proposal did not deserve 10 out of 10.

To select the winning proposal, the Issuing Officer must compile the rankings of each individual member of the Evaluation Committee to determine the proposal with the highest average ranking. Records of scoresheets should be retained at least seven years for E-Rate audit purposes.

Scoring Matrix

Service Provider:			
Description of Services:			
Evaluation Criteria:	Possible Score	Evaluators' Score	Comments
1 Compliance with General Provisions	5		
2.2 Technical Specifications <ul style="list-style-type: none"> 2.2.1 Understanding of Buyers' Intent 2.2.2 Type of Service 2.2.3 Performance Standards 2.2.4 Bandwidth Allocation 2.2.5 Transmission Facilities 2.2.6 Networking Equipment 2.2.7 Term of Service 2.2.8 Additional Technical Information 2.2.9 Variations in Service 	25		
2.3 Service Deployment <ul style="list-style-type: none"> 2.3.1 Communications 2.3.2 Provider Responsibilities 2.3.3 Deployment Plan 2.3.4 Testing and Acceptance Plan 2.3.5 Delivery Service Level Agreement 2.3.6 Information Security 2.3.6 Additional Deployment Information 	10		
2.4 Service Support <ul style="list-style-type: none"> 2.4.1 Communications 2.4.1 Routine Maintenance 2.4.2 Network Monitoring 2.4.3 Responding to Network Problems 2.4.4 Performance Service Level Agreement 2.4.4 Additional Service Support Information 	10		
2.5 Company Experience <ul style="list-style-type: none"> 2.5.1 Relevant Projects 2.5.2 References 2.5.3 Value Added 2.5.1 Relevant Projects 2.5.1 Additional Items Related to Experience 	10		
2.6 Pricing for Services	30		
3 Contract Conditions	5		
4 Additional Response Requirements	5		
Total	100		

Date Reviewed: _____

Evaluator: _____

Chairperson Signature: _____

ATTACHMENT 1: PRICING SPREADSHEETS AND INSTRUCTIONS

This section provides step-by-step guidance for correctly submitting Attachment 1: Pricing Spreadsheets. It is important for service providers to follow these instructions to ensure the accurate evaluation of submitted responses. Proposers that do not follow this format may have their proposals discarded.

The spreadsheets are color-coded. White cells provide information and do not require inputs. Green cells require a numeric or text response from the provider. Grey cells are calculated automatically based on the respondent's inputs. Blackened or hidden cells are not applicable to a given proposal.

Attachment 1 contains 19 different worksheets organized as by category of service and variation of proposal sought. Each lettered Tab corresponds with an associated category of service:

- Tab A- Basic Broadband
- Tab B- Regional WAN
- Tab C- Intra-District WAN
- Tab D- Dedicated Internet Access
- Tab E- Statewide Network
- Tab F- Additional Schools

Each numeric designator corresponds with an associated variation:

- #1- Base Proposal
- #2- Designated Alternate
- #3- Provider's Choice Alternate

All responsive Base Proposals will be evaluated. Base Proposals represent the Buyer's best estimation of the services they seek to purchase. Designated Alternate Proposals are those with variations in term, bandwidth or other parameters that the Evaluation Committee may seek to evaluate. Provider's Choice offer greater flexibility to service providers to propose variations in service not specifically delineated but in keeping with the Buyer's expressed intent. Provider's Choice Alternate Proposals also are evaluated at the discretion of the Evaluation Committee.

The table below provides guidance common to each worksheet in Attachment 1. Please follow the column-by-column instructions when preparing your pricing presentations.

A	Assigned identifier number for tracking purposes
B-C	Name of School Organization Buyer and County-District Code
D-J	Address and phone number of "Site A" to receive the service. For Tabs A, B and E, Site A is the location of the school "Hub-Site". For Tab C, Site A is the location of each individual building. For Tab D and E, Site A is the location of the regional Hub-Site.
K-Q	Location of "Site B" which connects to Site A. For Tab A Basic Broadband, this is hidden. For Tab C Dedicated Internet Access, this is the location of the provider's NOC. For the other tabs, this

New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative

	location either is a physical address of a school location or a virtual address in the provider's Cloud. The spreadsheets contain drop-down menus to choose the appropriate Site B locations.
R	This identifies the type of service that each school will receive. Providers should provide a descriptive input such as, "Ethernet" or "MPLS" or "cable modem".
S	This is the transport bandwidth for the circuit sought.
T	This is the Internet bandwidth sought, as applicable.
U	The transport medium refers to the physical means of transmission (e.g. fiber, copper).
V	Service providers should indicate whether facilities used to deliver services to each particular school are owned by the provider, leased from another provider or otherwise provisioned.
W	In the equipment column, providers should identify the type of equipment placed at each Site A school location.
X	Column X is the term of service for each listed school. Note the variable dates based on staggered Service Acceptance Dates in Column Y.
Y	Column Y is the Service Acceptance Date as defined in Section 2.2.3. It may vary school by school.
Z-AA	Input the non-recurring and monthly recurring costs for transport services.
AB-AC	Input the non-recurring and monthly recurring costs for Internet port access, as applicable.
AD-AE	Input all applicable non-recurring and monthly recurring taxes, fees or surcharges for all services. Don't neglect to do this! The Buyers won't pay them if they are not disclosed up-front at current or anticipated rates.
AF-AH	These summary totals calculate automatically from inputs to the other cells. They also include the administrative fee for all services. Check the math!
AI	Provide any notes or clarifications about the pricing presentation, if required.

Tab-By-Tab Guidance

The following special instructions apply to each individual spreadsheet Tab by category of service. Note all service offerings seek different extension options not reflected in the Attachment 1 presentations.

Basic Broadband Internet Access

A.1 Broadband Base #1- (max three year term) plus voluntary extensions

A.3 Broadband Provider's Choice Alternate #3

- Tab A spreadsheets have columns K-Q hidden; service providers do not need to identify the location of their NOCs.
- Column S Transport Bandwidth is hidden. Instead input the maximum available Internet bandwidth (download and upload) in Column T.
- Columns Z-AA (Transport Costs) are hidden. Just present the bundled Internet transport and port costs in Columns AB-AC.
- Tab A does not contain any Designated Alternate Proposal.
- Providers may find it easier to present other Basic Broadband Internet Access service options in the main body of their response or as an attachment. That is perfectly acceptable as long as the presentation is complete and clear.

New Jersey Digital Readiness for Learning & Assessment- Broadband Component

Wide Area Network and Internet Cooperative Purchasing Initiative

Regional WAN Services

B.1 Regional WAN Base #1 (max five year term)

B.2.a. Regional WAN Designated Alternate #2.a (max four year term) plus voluntary extensions

B.2.b. Regional WAN Designated Alternate #2.b (max three year term) plus voluntary extensions

B.3 Regional WAN Provider's Choice Alternate #3

- Schools in Tab B are organized by region.
- Site A is the school Hub-Site.
- Site B is either a regional Hub-Site or provider location (NOC or Cloud). In selecting Site B, Providers have a choice of any Hub-Site in the particular region, the Cloud or a nearby NOC. Providers should use the drop-down menu to identify Site B.
- Column T Internet bandwidth is hidden because it is not applicable to this service. The same is true for Columns AB-AC which present Internet costs.

Intra-District WAN Services

C.1. Intra-District WAN Base #1 (max five year term)

C.2. Intra-District WAN Designated Alternate #2 (max three year term) plus voluntary extensions

C.3. Intra-District WAN Provider's Choice Alternate #3

- Tab C lists each building that needs to be connected to the district hub-site as Site A.
- Site B is the district Hub-Site location
- If a provider wants to propose a point-to-cloud design for any intra-district WAN, the provider should add a row the spreadsheet, list the district Hub-Site as a "Site A" school and designate "Provider Cloud" as the Site B connection point for each school, including the Hub-Site.
- Column S and Columns AB-AC are hidden because they refer to Internet access which is not part of this category.

Dedicated Internet Access

D.1. Dedicated Internet Access Base #1 (max three year term) plus voluntary extensions

D.2. Dedicated Internet Access Designated Alternate #2 (school-by-school delivery) plus voluntary extensions

D.3. Dedicated Internet Access Provider's Choice Alternate #3

- For Tab D spreadsheets, keep transport and Internet port separate for bandwidth and pricing.
- For Tab D.1., Site A is a regional Hub-Site and Site B is the location of ISP's NOC.
- Tab D.2. is for respondents offering both WAN and Internet services to schools. Site A is each district hub-site, listed by region. Site B is assumed to be the provider's NOC or Cloud. Providers should propose the appropriate amount of transport in Column S to deliver the requested amount of Internet in Column T for each Hub-Site they can service.

Statewide Network

E.1. Statewide Network Base #1 (max five year term)

E.2. Statewide Network Designated Alternate #2 (max three year term) plus voluntary extensions

E.3. Statewide Network Provider's Choice Alternate #3

New Jersey Digital Readiness for Learning & Assessment- Broadband Component

Wide Area Network and Internet Cooperative Purchasing Initiative

- For Site A and Site B, providers should choose the appropriate choice from the drop down menus. Providers only need to connect one Hub-Site per region to each other or the provider's Cloud.
- Internet-related columns (T, AB-AC) are hidden in these Tabs.

Additional Schools

F.2.a. Additional Schools Designated Alternate #2.a (max three year term- 100 Mbps) plus voluntary extensions

F.2.b. Additional Schools Designated Alternate #2.b (max three year term- 1,000 Mbps) plus voluntary extensions

F.2.c. Additional Schools Designated Alternate #2.c (max three year term- Basic Broadband Internet) plus voluntary extensions

F.3. Additional Schools Provider's Choice Alternate #3

- Tab F allows providers to present services to additional schools that have not yet ordered services.
- There is no base proposal for this category, only alternates.
- Alternate F.2.a is similar to Regional WAN Designated Alternate #2.b except all schools are listed at 100 Mbps.
- Alternate F.2.b lists all schools at 1,000 Mbps.
- Alternate F.2.c is similar to A.1 Broadband Base #1

Additional Guidance

- For all scenarios in the RFP, respondents may include as many Provider's Choice Alternate Proposal spreadsheets as necessary to accurately present pricing for creative scenarios.
- For all scenarios in the RFP, it is essential to include applicable taxes, fees or other surcharges in the pricing presentations.
- If you find a discrepancy, omission or error in the spreadsheets or the formulas, please notify the Issuing Officer immediately.
- Please follow these instructions! The Issuing Officer will answer any questions you have about the pricing presentation.

Thank you for your interest in this important project for the students of New Jersey.

New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative

APPENDIX A: SCHOOL POINTS OF CONTACT

Please refer to the attached spreadsheet for technical contact information regarding the schools in this procurement. Service providers may contact these technical points of contact in accordance with Section 1.4.1 of the RFP without prior notice to the Issuing Officer.

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

APPENDIX B: AFFIRMATIVE ACTION QUESTIONNAIRE

This questionnaire is to be completed and returned with supporting documentation as described below as Attachment 8 to the RFP.

1. Our company has a federal Affirmative Action Plan approval. Yes No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report. Yes No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "**NO**" to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

- Click on "Forms" and then "AA302" and "Instructions" under the heading "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the MRESC within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm _____

Address _____

City, State, Zip _____

Name of Authorized Agent _____ *Title* _____

SIGNATURE _____ *Date* _____

Instructions for completing this form are accessible at:

http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative

APPENDIX C: POLITICAL CONTRIBUTION DISCLOSURE FORM

Middlesex Regional Educational Services Commission
Business Office
1660 Stelton Road
Piscataway, New Jersey 08854

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public law 2005 – Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

INSTRUCTIONS FOR COMPLETING CHAPTER 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*¹
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is subject to disclosure to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. NOTE: This section does not apply to Board of Education contracts.

P.L. 2005, c. 271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefore, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

“business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and
P.L. 2005, c. 271

“State agency” means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

“Business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

“Interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 52:34-25.

APPENDIX D: STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Please check one type of Ownership, complete the form, and execute where provided.

<input type="checkbox"/> <u>Corporation</u>	<input type="checkbox"/> <u>Limited Partnership</u>
<input type="checkbox"/> <u>Partnership</u>	<input type="checkbox"/> <u>Limited Liability Corporation</u>
<input type="checkbox"/> <u>Sole Proprietorship</u>	<input type="checkbox"/> <u>Limited Liability Partnership</u>
<input type="checkbox"/> <u>Sub Chapter S Corporation</u>	<input type="checkbox"/> Other: _____

No corporation “or partnership” shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be.” If one or more such stockholder “or partner” is itself a corporation “or partnership,” the stockholder holding 10% or more of that corporation “or partnership” the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH PROPOSAL. In the event that there are no persons who own ten percent or more of the stock or ownership of the respondent, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

<u>Owner's Name</u>	<u>Home Address</u>	<u>Title/Office Held</u>	<u>Percent (%) of Partnership Share Owned</u>

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _____ **Date** _____

New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

<u>Names of Principals</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use additional paper if needed. Check here if additional sheets are attached.

Name of Company

Address

City, State, Zip Code

Authorized Agent _____ *Title* _____

SIGNATURE OF AUTHORIZED AGENT

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

APPENDIX E: NON-COLLUSION AFFIDAVIT

**NJ Digital Readiness for Learning & Assessment –
Broadband Component Wide Area Network and
Internet Cooperative Purchasing Initiative**

MRESC #14/15-26

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

:ss:

COUNTY OF _____)

I, _____ of the City of _____ in the

County of _____ and the State of _____ of full age,

being duly sworn according to law on my oath depose and say that:

I am _____ of the firm
Position in Company

of _____ and the respondent
making the Proposal for the above named contract, and that I executed the said Proposal with full authority so to
do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any
or all parts of this proposal with any potential respondents, or otherwise taken any action in restraint of free,
competitive bidding in connection with the above named bid, and that all statements contained in said Proposal
and in this affidavit are true and correct, and made with full knowledge that the Middlesex Regional Educational
Services Commission relies upon the truth of all statements contained in said Proposal and in the statements
contained in this affidavit in awarding the contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except
bona fide employees of bona fide established commercial or selling agencies maintained by

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____

(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

Print Name of Notary Public

NOTARY PUBLIC SIGNATURE

My commission expires _____, _____. – Seal –
Month Day Year

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

APPENDIX F: CONTRACTOR/VENDOR QUESTIONNAIRE/CERTIFICATION

Bid Number: 14/15-26

Bid Date: September 17, 2014

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip Code _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

Fax No. (____) _____ Email _____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Middlesex Regional Educational Services Commission, nor any officer or employee or person whose salary is payable in whole or in part by said Commissioner or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a MRESC member, employee, officer or the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Middlesex Regional Educational Services Commission.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3 (a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Middlesex Regional Educational Services Commission. I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

Signature

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

APPENDIX G: STATEMENT OF SUSPENSION OR DEBARMENT

STATE OF NEW JERSEY/ _____
Specify, of other

COUNTY OF _____

I, _____ of the (City, Town, Borough)
of _____ State of _____ of full age,

being duly sworn according to law on my oath depose and say that:

I am _____ of the firm
of _____ the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency.

Name of Contractor: _____
(Company Name)

By: _____
(Signature of authorized representative)

Subscribed and sworn to before me

This _____ day of _____, 20 ____.

(Seal) Notary Public of New Jersey/
Specify Other State

My Commission expires _____ 20 ____.

**New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative**

APPENDIX H: DISLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1: CERTIFICATION- BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at

<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification

OR

I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to _____

Bidder/Vendor: _____

Description of Activities:

Duration of Engagement: _____ Anticipated Cessation Date: _____

Bidder/Vendor: _____

Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Middlesex Regional Educational Services Commission is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Middlesex Regional Educational Services Commission to notify the Middlesex Regional Educational Services Commission in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Middlesex Regional Educational Services Commission and that the Middlesex Regional Educational Services Commission at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Bidder/Vendor: _____

New Jersey Digital Readiness for Learning & Assessment- Broadband Component
Wide Area Network and Internet Cooperative Purchasing Initiative



State of New Jersey

DEPARTMENT OF THE TREASURY

CHRIS CHRISTIE

DIVISION OF PURCHASE AND PROPERTY ANDREW P. SIDAMON-
ERISTOFF

Governor

OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P.O. BOX 039

State Treasurer

KIM GAUDAGNO
Lt. Governor

Trenton, New Jersey 08625-0039
Director
Telephone (609) 292-4886 / Facsimile (609) 984-2575

JIGNASA DESAI-MCCLEARY

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Amona	20.	Liquefied Natural Gas Limited
2.	Bank Saderat PLC	21.	Maire Tecnimont SpA
3.	Bank Sepah	22.	Naftiran Intratrade Company (NICO)
4.	Bank Markazi Iran (Central Bank of Iran)	23.	National Iranian Tanker Company (NITC)
5.	Bank Mellat	24.	Oil and Natural Gas Corporation (ONGC)
6.	Bank Melli Iran	25.	Oil India Limited
7.	Bank Tejarat	26.	Panyu Chu Kong Steel Pipe Company, Ltd.
8.	Belaz	27.	Persia International Bank
9.	Belneftkhim (Belarusneft)	28.	PetroChina Company, Ltd.
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipet)	29.	Petroleos de Venezuela (PDVSA Petroleo, SA)
11.	China National Offshore Oil Corporation (CNOOC)	30.	Sameh Afzar Tajak Company (SATCO)
12.	China National Petroleum Corporation (CNPC)	31.	Schwing America, Inc.
13.	China National United Oil Corporation (ChinaOil)	32.	Shandong FIN CNC Machine Company, Ltd.
14.	China Petroleum & Chemical Corporation (Sinopec)	33.	Sinohydro
15.	China Precision Machinery Import-Export Corp. (CPMIEC)	34.	SK Energy
16.	Grimley Smith Associates	35.	SKS Ventures
17.	Indian Oil Corporation	36.	Som Petrol AS
18.	Industrija Nafte (INA)	37.	Sonangol
19.	Kingdream PLC	38.	Zhuhai Zhenrong Company

List Date: January 31, 2014