

**Request for Proposal**

**Internet Access**

**Columbus Urban League**

## **REQUEST FOR PROPOSAL**

### **Internet Access**

#### **Columbus Urban League**

The Columbus Urban League invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goal is selecting an Internet Service Provider that can provide Internet Access with sufficient speed and bandwidth needed at the Columbus Urban League and three remote locations. The intent of this bid is to enter into a contract for Internet Access for a three (3) year period to begin July 2018, and run through June 2021. Internet Service Providers should be able to deliver the following features: Standard Internet service, Managed Services of the internet connection and other services as determined necessary to deliver the requested services.

#### **Background Information**

The Columbus Urban League Mt. Vernon location currently has a 10Mb x 10Mb fiber connection. The 780 Mt. Vernon Avenue site is a newly constructed facility scheduled to open July 2018, and does not currently have internet service, the remote Head Start locations, 475 Elwood Avenue, and 1201 Moler Rd, have a coax internet connection. We presently have approximately 75 computers at the Mt. Vernon location and approximately 15 computers at each remote location. The remote locations are connected to the 788 Mt. Vernon building via site-to-site VPN.

#### **Small and/or Minority-Owned Businesses**

Efforts will be made by Columbus Urban League, Inc. to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

#### **Services required for this Bid**

The intent of this bid is to enter into a contract for Internet Access for a three (3) year period to begin July 2018, and run through June 2021. Each bidder will be given one face-face meeting at 788 Mt. Vernon Avenue to discuss internet needs, bandwidth, and efficient swill, to determine the most efficient operational internet and connectivity systems required to ensure optima service that meet the business needs of the agency.

Bids should include bandwidth pricing for a minimum bandwidth of **10Mb X 10Mb** and up to **100Mb X 100Mb** per the vendor's recommendation, for 788 and 780 Mt. Vernon Avenue and both remote Head Start locations, and for site-to-site VPN connectivity between locations.

### **General Conditions**

This RFP is not a contract offer. Acceptance of a proposal neither commits the Columbus Urban League to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than just price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

### **Right of Rejection**

CUL reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of the Columbus Urban League. Columbus Urban League reserves the right to reject any or all bids or parts thereof, as deemed to be in the best interest of the agency.

### **Cost of Proposals**

Expenses incurred in the preparation of proposals to this RFP are the sole responsibility of the vendor.

### **General Information**

Terms of the Contract will be: For a three (3) year period to begin July 2018, and run through June 2021. Price to be quoted as stable pricing for minimum of contracted terms.

Vendor will provide all necessary equipment, IP addresses, connections, routers, etc. needed for Internet Access at the four sites. Vendor will provide minimum of 5 static outside IP addresses to be used with various Columbus Urban League services.

The vendor will be responsible for all service and maintenance of Internet connections. Troubleshooting service will be provided within two (2) hours of reported problem(s) on a 24/7 basis. Refunds will be provided for periods of service outage lasting more than four hours.

During the contract period, should lower pricing be provided to another client, the lower pricing must also be provided for this contract.

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### **RFP Submission**

RFPs should be submitted in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than **3:00 PM EST, FRIDAY, June 15, 2018**. No faxed or emailed copies will be accepted.

Send RFPs to:

Columbus Urban League  
Attn: Internet Access Proposal  
788 Mt. Vernon Ave.  
Columbus, OH 43203

### **Questions**

All questions pertaining to this bid must be submitted in writing by email to Mary Love at [mlove@cul.org](mailto:mlove@cul.org)

### **Qualifications of Bidders**

The Columbus Urban League may make such investigation as they deem necessary to determine the ability of bidder to perform the work. Columbus Urban League reserves the right to reject any bid if investigation of such bidder fails to satisfy that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein. Columbus Urban League requires each bidder to submit appropriate documentation to substantiate the legality of your business, show your business is in good standing to operate in the State of Ohio, and has all required licenses, and registrations to conduct business, and employ staff within the state.

No verbal instructions or information to bidders will be binding. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof, before the opening of bids. The submission of a bid will be considered as conclusive evidence of complete examination of all instructions, specifications, and addenda.

A Bid Form - Signature Page is provided in these specifications. This form must be used in submitting a bid, and all pages of the form must be filled out, and the whole signed by the bidder. No bid may be withdrawn later than 4:00 PM on the day of the opening of bids. No modifications of any bid will be allowed after the same is sealed and delivered.

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### **Specifications**

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet with the approval of the Head of Information Technology Services or designated representative. All equipment and/or material shall conform to the requirements of these specifications and any equipment and/or material condemned by the Head of Information Technology Services as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

### **Price**

The bidders proposed price should be submitted separately. Include information indicating how the price was determined. For example, the bandwidth recommended at each location, equipment charges, services charges, and payment terms requested.

### **BID FORM**

Attached to these specifications is "Bid Form-Signature Page" which must be filed out and signed by each bidder and included in their RFP submission.

All bids must be sealed, marked, and delivered in accordance with instructions on pages 4 and 5 of this RFP.

### **Proposal Evaluation**

Evaluation of each proposal will be based on the following criteria

<b>Factors</b>	<b>Point Range</b>
a. Prior experience providing internet services	0-15
b. Organization, size, and structure. (Considering size in relation to ability to provide continuous services.)	0-25
c. Minority/small business	0-15
d. Understanding of work to be performed	0-15
e. Price	0-30
<b>MAXIMUM POINTS:</b>	<b>100</b>

**Review Process**

The CUL may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, CUL reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the bidder can propose.

CUL contemplates award of the contract to the responsible Offeror with the highest total points.

**Certifications**

On behalf of the Bidder:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Bidder.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that he/she has read and understands all the information in this Request for Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Bidder's Firm Name)

\_\_\_\_\_  
(Signature of Bidder's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

**BID FORM - SIGNATURE PAGE**

Date \_\_\_\_\_

TO: Columbus Urban League

This bid is submitted in accordance with your RFP inviting bids to be received for the project identified as "Internet Access." Having carefully examined the RFP, all Instructions, Specifications, all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to furnish all material, perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event this bid is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items he has contracted to supply or perform.

In submitting this bid, it is understood that the unrestricted right is reserved by the Columbus Urban League in making the award to reject any and all bids or parts thereof, or to waive any informalities or technicalities in said bids.

The undersigned hereby certifies that this bid is genuine and made in the interest or in behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

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(Print Name)

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(Signature)

(Attachments may be included if deemed necessary)