

**Request for Bid
For
Internet, Firewall and E-Mail
Services**

September 23, 2008

Educational Service Unit #5
Administrative Agency
900 West Court
Beatrice, NE 68310
Document: Internet 2009-2010

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Description of Project

Forty school districts in Southeast Nebraska are seeking bids for continuation and expansion of our Internet and e-mail services currently located at 210 5th Street, Milford, Nebraska. This RFB is to provide Internet service, support of current IP structure, central fire-walling, and e-mail services. Router management **is not covered** by this RFB and would be a separate district requested service. This RFB is for a one year contract starting July 1, 2009 and ending June 30, 2010.

All bidding vendors need to complete the attached forms (Appendix A and include needed documentation - Appendix D) and comply with all RFB requirements. Bids are due in both hardcopy and in electronic form (Word document or PDF format) on or before Monday, October 27th, 2008 3:30 pm CST. Bids may be e-mailed to nbrauer@esu5.org, time and date stamped by receiving computer. The bid opening will be at 9:00 am on Thursday, October 30, 2008 at Southeast Community College, Continuing Education Center, 301 68th Place, Lincoln, NE. The original RFB and changes will be posted on the ESU5 website (www.esu5.org). If you would like notification of posted changes to the RFB please e-mail nbrauer@esu5.org to be added to the bidders list.

All bidding vendors must be E-rate eligible to provide the services requested and provide their SPIN number as part of this RFB.

The successful vendor must bill each participating district a 1/40 share of the contracted cost less their approved e-rate discounted amount. All invoices and statements must itemize all discounts, including but not limited to, E-rate discounts. A district failing to obtain e-rate discounts will be billed a full 1/40 share of the contracted cost.

As part of this RFB all mandated options must be bid and provided.

Internet Service
All sections mandated unless noted in section
E-rate eligible

1.1 Bandwidth/Transport

Only Tier I ISP proposals will be accepted, bidding vendors must deliver all Internet traffic directly to a Tier I ISP. Bidding vendors must be able to supply Internet service at the requested rate directly to a Tier I ISP without aggregation of Internet traffic with other users of the bidding vendor. All entities in this agreement must be given equal access to the Internet except for pre-approved prioritized traffic. Equal access is defined to mean that no traffic to the outside Internet will be given priority access over any other traffic regardless of its source unless pre-approved by NOC. How equal access is to be accomplished must be provided in the RFB response and will become part of the vendor's contract. Any prioritization of Internet traffic from cooperative members, such as SOCS and approved via the NOC, will be given to the vendor of choice at the time of contract awarding.

1.2 IP Address Usage

All currently assigned IP addresses must be maintained and routed. A list of these addresses will be provided to the successful vendor. New IP addresses will be assigned and given to the vendor throughout the course of the contract.

1.3 Network Monitoring and Support

A Network Operations Committee (NOC) will monitor and provide oversight for the service being requested. The NOC group will consist of the following from each of the three Service Units:

- **One administrator**
- **Three members of the T-Cadre group and/or ESU Technology Coordinators**

The NOC will have a total of 12 members and will meet when necessary and called to order by the NOC Chairperson, Paul Sheffield.

The wide-area network must be monitored from 6:00 am to 10:00 pm Monday thru Friday, 6:00 am to 5:00 pm Saturday. Routing devices within the network are not part of this RFB. Anything connected to the router device (including the routing device itself) going into the LAN is NOT the responsibility of the ISP unless separately contracted to provide this support. Monitoring will be to the demarc location at all sites (This is identified as the vendor owned switch at each entity site). A detailed monitoring and support plan, including all software management tools being used, must be submitted as part of the RFB response. Additionally, the monitoring plan shall include a process for reporting monthly usage to the NOC for planning future bandwidth needs.

Response to outages will be as follows:

From 6:00 – 8:00 am and 5:00 – 10:00 pm Monday through Friday

Outages will be reported to NOC members, with a resolution plan and an estimated restoration time.

From 8:00 am – 5:00 pm Monday through Friday

Outages will be directly addressed by the ISP including corrective action and reported to NOC members via voice or fax.

From 6:00 am – 5: 00 pm Saturday

Outages will be reported to NOC members, with a resolution plan and an estimated restoration time.

1.4 Firewall Management and Maintenance

Central firewall management and maintenance will be part of the overall cost of providing Internet service. Firewall options and programming will be addressed by a Network Operations Committee (NOC). Programming of the firewall will be the responsibility of the ISP. The hardware will be a Cisco PIX box or a mutually agreed upon hardware system.

1.5 Demarcation Locations for INTERNET Services

The demarcation will be the ISP's termination equipment at 210 5th Street, Milford, NE 68405. All site internet traffic is aggregated to the above address.

E-Mail Services
All sections mandated unless noted in section
E-rate eligible

2.1 Security , e-mail virus checking and spam mail blocking

Virus checking, spam mail blocking and security for e-mail messages must be included by the ISP as part of this RFB and contract. All e-mail messages are owned by the individual receiving districts and as such, the e-mail service provider has no authority over the content of e-mail messages. Individual districts must authorize any monitoring, logging or filing of individual e-mail messages. A detailed description of this package is to be included in the response to this RFB. Member districts may individually opt out of the e-mail services, in which case the e-mail traffic would be sent directly to the district e-mail server. In these cases, all virus checking, spam mail blocking and security becomes the responsibility of the district.

2.2 WEB Mail

WEB access to the mail server must be part of this RFB. A detailed description of this access must accompany this RFB.

2.3 Domain Registration and Support

Many of the districts have registered domain names such as esu5.org. It is the responsibility of the ISP to support these domain names within their e-mail system but it is the responsibility of the district to maintain the domain name itself with an appropriate vendor.

2.4 Address Management and Support

All current and new e-mail addresses will be supported on an e-mail server. Additions moves and changes will be completed by the provider within 24 hours of submittal in written form. Notification of changes will be sent back to the user via e-mail. Training on the use of e-mail is not the responsibility of the ISP and questions dealing with training issues including e-mail setup on individual computers are the responsibility of the districts.

2.5 Addresses Needed

Counts by district can be found in Appendix B.

Appendix A

ISP Costs (includes transport, network monitoring and maintenance, and firewalling)

Mbps	Cost Per Meg Per Year	Total Cost Per Year
100 (current level)	\$	\$
105	\$	\$
110	\$	\$
115	\$	\$
120	\$	\$
125	\$	\$
130	\$	\$
135	\$	\$
140	\$	\$
145	\$	\$
150	\$	\$

E-Mail Service Cost

Number of Addresses	Costs
2000-3000	\$
3000-3500	\$

**Appendix B
E-mail Addresses**

District	Type	Count
Beatrice	Administration	0
Beatrice	Teacher	0
Beatrice	Student	0
Note: This district administers their own mail server		
Bruning-Davenport	Administration	10
Bruning-Davenport	Teacher	35
Bruning-Davenport	Student	0
Deshler	Administration	10
Deshler	Teacher	30
Deshler	Student	0
Diller-Odell	Administration	10
Diller-Odell	Teacher	35
Diller-Odell	Student	0
Fairbury	Administration	0
Fairbury	Teacher	0
Fairbury	Student	0
Note: This district administers their own mail server		
Freeman	Administration	10
Freeman	Teacher	35
Freeman	Student	0
Meridian	Administration	10
Meridian	Teacher	25
Meridian	Student	0
Southern	Administration	10
Southern	Teacher	55
Southern	Student	0
Tri County	Administration	0
Tri County	Teacher	0
Tri County	Student	0
Note: This district administers their own mail server		
Thayer Central Com	Administration	0
Thayer Central Com	Teacher	0
Thayer Central Com	Student	0
Note: This district administers their own mail server		

ESU 5	Administration	30
ESU 5	Teacher	0
ESU 5	Student	0
Subtotal		355

Auburn	Administration	20
Auburn	Teacher	75
Auburn	Student	0
Falls City	Administration	20
Falls City	Teacher	85
Falls City	Student	0
Humboldt-TR/Stein	Administration	10
Humboldt-TR/Stein	Teacher	50
Humboldt-TR/Stein	Student	0
Johnson-Brock	Administration	10
Johnson-Brock	Teacher	25
Johnson-Brock	Student	0
Johnson County Central	Administration	10
Johnson County Central	Teacher	60
Johnson County Central	Student	0
Lewiston	Administration	10
Lewiston	Teacher	25
Lewiston	Student	0
Nebraska City	Administration	20
Nebraska City	Teacher	125
Nebraska City	Student	0
Palmyra	Administration	10
Palmyra	Teacher	50
Palmyra	Student	0
Pawnee City	Administration	10
Pawnee City	Teacher	35
Pawnee City	Student	0
SE NE Consolidated	Administration	10
SE NE Consolidated	Teacher	25
SE NE Consolidated	Student	0
Sterling	Administration	10
Sterling	Teacher	25
Sterling	Student	0
Syracuse	Administration	10
Syracuse	Teacher	60
Syracuse	Student	0

ESU 4	Administration	30
ESU 4	Teacher	0
ESU 4	Student	0
Subtotal		820

Centennial	Administration	10
Centennial	Teacher	45
Centennial	Student	0

Crete	Administration	0
Crete	Teacher	0
Crete	Student	0

Note: This district administers their own mail server

Dorchester	Administration	10
Dorchester	Teacher	30
Dorchester	Student	0

Exeter-Milligan	Administration	10
Exeter-Milligan	Teacher	35
Exeter-Milligan	Student	0

Fillmore Central	Administration	15
Fillmore Central	Teacher	75
Fillmore Central	Student	0

Friend	Administration	10
Friend	Teacher	30
Friend	Student	0

Heartland	Administration	10
Heartland	Teacher	55
Heartland	Student	0

Malcolm	Administration	10
Malcolm	Teacher	50
Malcolm	Student	0

McCool Junction	Administration	5
McCool Junction	Teacher	25
McCool Junction	Student	0

Milford	Administration	10
Milford	Teacher	55
Milford	Student	0
Pleasant Dale	Administration	5
Pleasant Dale	Teacher	5
Pleasant Dale	Student	0

Norris	Administration	0
Norris	Teacher	0
Norris	Student	0

Note: This district administers their own mail server

Seward	Administration	0
Seward	Teacher	0
Seward	Student	0
Note: This district administers their own mail server		
Shickley	Administration	10
Shickley	Teacher	25
Shickley	Student	0
Waverly	Administration	20
Waverly	Teacher	145
Waverly	Student	0
Wilber-Clatonia	Administration	10
Wilber-Clatonia	Teacher	45
Wilber-Clatonia	Student	0
York	Administration	20
York	Teacher	120
York	Student	0
Subtotal		895
10% Growth Factor		207
Grand Total		2,277

Appendix D

**Internet, Firewall and Email Services
Bid Evaluation
FY 2009 - 2010**

VENDOR: _____

Included	Description
	Document included on non-aggregation of Internet Service
	Document included on equal access of Internet Service to all districts
	Document included on detailed monitoring and support plan
	Document included on e-mail services, including WEB access
	Completed Appendix A

NOTES:

	Bid Rejected due to incomplete bid requirements
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Signed By: _____ Paul Sheffield, Chairperson

Date: _____