REQUEST FOR INFORMATION (RFI)

For

Telecommunication Services

Issued By:
Fairmont State University Procurement Office

Response Due Date: February 26, 2016 3:00 pm EST
Overview

As part of our ongoing strategic planning, Fairmont State University (FSU) would like to solicit information to be used for developing a proposal for telecommunications services. These services include Internet, Telephony, and Wide Area Network (WAN) services.

In this document are a list of current services and locations served. Additionally, some anticipated services are discussed as they will have bearing on design proposals.

It is the desire of FSU to decrease cost, explore new and different telecommunication options, maintain or improve service uptime, increase the bandwidth to meet the increased demands of the institution, and explore diverse providers to further improve business continuity.

Existing Services

Current WAN circuits include the following:

- 1 G Point to Point from 1201 Locust Avenue, Fairmont to WVNET in Morgantown
- 250 M Metro E into 1201 Locust Avenue, Fairmont (304-084-0706)
- 50 M Metro E into 320 Adams Street, Fairmont (304-094-0417)
- 50 M Metro E into 214 Merchant Street, Fairmont (304-094-0418)
- 50 M Metro E into 501 Main Street, Clarksburg (304-094-0012)
- 50 M Metro E into 1050 E. Benedum Drive, Bridgeport (304-094-0316)
- 10 M Metro E into 200 Jerry Burton Drive, Sutton (304-085-0498)
- 10 M Metro E into 205 Minuteman Drive, Weston (304-083-1148)
- 10 M Metro E into MTech, 1000 Mississippi Drive, Morgantown, WV

Current Telephony includes the following:

- 5 PRI’s into 1201 Locust Avenue, Fairmont, 1 Long Distance, 4 Local (see below)
- The following phone lines:

<table>
<thead>
<tr>
<th>Description</th>
<th>Phone#</th>
<th>Location</th>
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<tbody>
<tr>
<td>Flat Business Line</td>
<td>(304)367-0202</td>
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<tr>
<td>Flat Centrex Line</td>
<td>(304)367-2087</td>
<td></td>
</tr>
<tr>
<td>Flat Centrex Line</td>
<td>(304)367-2088</td>
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<tr>
<td>Pilot DID</td>
<td>(304)367-4000</td>
<td></td>
</tr>
</tbody>
</table>
DID (304)367-4711
LD PRI (304)084-0764
PRI 1 (304)084-0766
PRI 2 (304)084-0767
PRI 3 (304)084-0765
PRI 4

Analog Phone Line 3042690193 Weston
Analog Phone Line 3042692497 Weston
Analog Phone Line 3042696389 Weston
Analog Phone Line 3043670381 Fairmont
Analog Phone Line 3046245587 Clarksburg
Analog Phone Line 3047657300 Sutton
Analog Phone Line 3047657724 Sutton

Current Internet includes the following:

- 750 MB of Internet2, Internet2 TR-CPS (Transit Rail-Commercial Peering Service), and Commodity Internet.
- Business Cable Internet, with static IP, at the Crime House (Fairmont)
- Business Cable Internet, with static IP, on FSU Main Campus (1201 Locust Ave) for in-house IT testing.

Future Services

In addition to the existing services outlined above, we anticipate the following additional growth:

- 100 M Metro E or point to point for new Advanced Technology Center, located in the High Tech Park, Fairmont
- Increase of Internet2, Internet2 TR-CPS (Transit Rail-Commercial Peering Service), and Commodity Internet bandwidth to 3 GB in 2016
- Change existing 1 G point to point from 1201 Locust Avenue, Fairmont to WVNET in Morgantown to 10GB or dark fiber
- Expect to remove the 50 M Metro E into 320 Adams Street, Fairmont (304-094-0417)
- 1 G Metro E, fiber, or point to point into 501 Main Street, Clarksburg (304-094-0012)
- Upgrade at least some of our PRI’s to a SIP trunk
Questions to be answered in response to this RFI

The following questions should be answered in your response to this RFI. Please give itemized response to each current and anticipated service in answering these questions.

- Can you provide this service?
- Does your company own the physical infrastructure for this service? If not, who owns each component of the infrastructure in your proposed solution?
- Can you provide dark or lit fiber for the 1201 Locust Avenue to WVNET in Morgantown and also to Caperton Center in Clarksburg? If so, please specify and list this in your response as an alternate solution.
- For the networks that you are proposing, please provide your historical uptime percentages and sample Service Level Agreements.
- What is a budgetary cost for each item being proposed?
- Are there technical or financial contingencies between any of the service items you are proposing?

Summary

In summary, FSU would like to explore telecommunication options that will meet our current need and provide for the increased demands in the future. We look forward to creative solutions and recommendations from the responding vendors.

Questions

Each vendor may direct clarification questions to FSU procurement via email to monica.coehran@fairmontstate.edu Questions are due by 2:00 p.m. EST on Monday, February 15, 2016. Any vendor questions will be answered in an RFI Addendum which will be distributed (via email) on February 17, 2016.

Vendor Presentations

Each responding vendor will have the opportunity to present their proposals in a face to face meeting to flesh out more detail and facilitate better understanding for both parties. Information received during this RFI process will be used to develop an RFP to upgrade and revise our current architecture. The vendor presentations will be held on March 10th and 11th, 2016. After receipt of the RFI responses, the procurement office will call each vendor to schedule their presentation date and time.
Letter of Intent (to submit a response to this RFI)

Vendors who intend to submit a response to the RFI should complete the attached “Letter of Intent” form and return via email to monica.cochran@fairmontstate.edu no later than February 12, 2016.

RFI Submission

RFI responses are due by 3:00 p.m. EST on Friday, February 26, 2016.

Vendors responding shall submit one (1) original (hard copy) PLUS one courtesy copy in digital format (CD, DVD or USB drive) to:

   Monica Cochran
   Director of Procurement
   Fairmont State University
   Hardway Hall – Room 305
   1201 Locust Avenue
   Fairmont, WV  26554
LETTER OF INTENT (to submit a response)

My company intends to submit a response for Telecommunications RFI

<table>
<thead>
<tr>
<th>Company Name:</th>
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<tbody>
<tr>
<td>Contact Name:</td>
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<td>Address:</td>
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<td>City, State, Zip:</td>
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Signature:_______________________________________________________________

Title:___________________________________________________________________

RFI addendums (if any) will be sent (by email) to the contact person listed above.

Vendor not submitting a letter of intent are advised that they may not receive subsequent information relating to this specific RFI.

Please return by email no later than, February 12, 2016. Please return to:

Monica J. Cochran, Director of Procurement
Fairmont State University
Email: monica.cochran@fairmontstate.edu