SACRAMENTO EMPLOYMENT & TRAINING AGENCY
Questions & Answers

Proposers Conference
Tuesday, January 29, 2019
3:00 p.m.

E-Rate year 22 (2019-2020)
RFP# 2019-100 BROADBAND SERVICES
RFP# 2019-101 INTERNET SERVICES

Q: "I cannot validate the following address. I believe there are too many digits in the address number: 16th Ave. – 41404 Martin Luther King Jr. Blvd, Sacramento, CA 95820."
  A: The correct address for the 16th Avenue Site listed in Appendix A is:
  4104 Martin Luther King Jr. Blvd., Sacramento CA 95820

Q: "Are you asking for quotes on Internet services at all the locations listed on Appendix A? Or only at 925 Del Paso Blvd?"
  A: SETA is requesting service to only the 925 Del Paso Blvd site. Internet circuits are not being requested for all locations listed on Appendix A.

Q: "You stated that you're only looking to provide internet at the Del Paso Blvd site, but an SD-WAN would have an internet connection on it, so are you meaning to have the SD-WAN set up across the internet, building tunnels, but you wouldn't have internet access from each individual location?"
  A: SD-WAN was for backup purposes in layer 7 so when primary connection failed they'd have a backup. SETA would like to spec with and without it so the costs can be compared.

Q: "Are you looking at active-active for the SD-WAN where you have the two connections of both the active and then the LTE as the passive backup? Or just LTE as a backup?"
  A: Just as a passive backup.

Q: "On the SD-WAN, what about the servers at Del Paso, how are you getting to the servers? Are there multiple IP addresses that are coming through to get to the multiple servers?"
  A: If they're pointed through the internet they have an internet address, then they go through our normal internet connectivity and our firewall. This network would be a private network that we're specking out so that they would come back here and go back out through the internet through us.

Q: "Does anyone access the servers from remote locations that are not part of your internal network?"
  A: Yes. Access is granted via VPN and/or HTTP/HTTPS through a firewall NAT.

REMINDER: Please be sure the submitted proposal follows the format outlined in the RFP. Additionally, all requested documents and certifications must be included with the proposal. Failure to comply with requested format, or failure to submit the requested documents will result in the submitted proposal to be considered non-responsive and therefore not considered.

INSURANCE: Insurance Requirements are attached to this Q&A for additional reference. Please review the applicable insurance requirements, including the required endorsements.

1/29/2019

INSURANCE REQUIREMENTS CHECKLIST:	For Internet Services and Broadband Services

These requirements, pursuant to SETA Governing Board action on 7/6/2017, apply to all individuals and entities funded by SETA; including, but not limited to, program operators, sub-grantees, vendors and contractors (each an "insured").   Prior to Subgrant or Contract execution, commencement of program performance and or disbursement of any funds, SETA shall receive from each Insured's insurer the following:

- ▪ Certificate/s of Insurance for all required insurance coverage
- ▪ Policy Declaration Page including Forms Schedule for each policy
- ▪ Required Endorsements for each policy

All coverage shall be procured through a carrier with an AM Best Rating of A-VIII or greater (except for coverage provided by State Compensation Insurance Fund).

For any questions, please contact:

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(916) 263-3762 or marianne.sphar@seta.net

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☑ 1. CERTIFICATE OF INSURANCE:　　Sacramento Employment and Training Agency
Attn: Contracts Unit
925 Del Paso Boulevard
Sacramento, CA 95815

☑ 2. POLICY DECLARATIONS PAGE INCLUDING FORMS SCHEDULE FOR EACH POLICY

Please Note: SETA reserves the right to require an Insured to provide copies of complete insurance policies. If the Declaration Page and Endorsements submitted are not adequate in providing the information required by SETA, a copy of each policy will be necessary.

☑ 3. CONTRACTOR SHALL PROCURE, MAINTAIN, AND KEEP IN FORCE AT ALL TIMES DURING THE TERM OF THE CONTRACT, AT ITS SOLE EXPENSE, THE FOLLOWING INSURANCE:

☑ COMMERCIAL GENERAL LIABILITY – All policies must be written on occurrence type form which is at least as broad as the most current ISO Commercial General Liability (CG0001), "Claims-made" policies are not acceptable. Policy must include the following:

Required Limits:	▪$1,000,000 per Occurrence ▪$2,000,000 General Aggregate
Required Endorsements:	▪Additional Insured; ▪Primary Non-Contributory; and ▪Notice of Cancellation

☐ Operations that involve interaction with youth (ages to 18 years) must include "Sexual Misconduct Liability" at limits not less than $1,000,000 per occurrence. Such coverage can be written on a stand-alone basis or made part of the Insured's Commercial General Liability Insurance.

☑ VEHICLE LIABILITY – Insurance providing protection against claims of bodily injury and property damamge arising out of ownership, operation, maintenance, or use of **Owned**, **Hired**, and **Non-owned** motor vehicles. Must include the following:

Required Limits:	▪$1,000,000 per Occurrence
Required Endorsements:	▪Additional Insured ▪Primary Non-Contributory; and ▪Notice of Cancellation

☐ PROFESSIONAL LIABILITY – Required of all insureds that employ or retain professional staff (including, but not limited to nurses, psychologists, health care professionals, accountants or attorneys) for SETA funded operations.

    Required Limits: ■$1,000,000 per Occurrence
    Required Endorsement: ■Notice of Cancellation

☑ WORKERS' COMPENSATION – Must cover all employees and participants employed or enrolled under the grant/funding who are currently eligible for coverage under existing workers' compensation laws and regulations. Where participants in a work activity are not covered under a state's workers' compensation law, they shall be provided with adequate accident medical insurance.

    Required Endorsements: ■Waiver of Subrogation
                                    ■Notice of Cancellation

☐ EMPLOYMENT PRACTICES LIABILITY – Policy must include Third-Party Liability coverage.

This policy may be written on a "claims-made" basis.

    Required Limits: ■Not less than $1,000,000 per Claim
    Required Endorsement: ■Notice of Cancellation

☐ FIDELITY AND DEPOSITORS' FORGERY/EMPLOYEE DISHONESTY LIABILITY

    Required Limits: ■Amount of grant or contract if less than $25,000; or $25,000 or twenty percent (20%) of the total amount of the grant or contract, whichever is greater.
    Required Endorsement: ■Notice of Cancellation
                                    ■Loss Payee Endorsement

☑ **4. PROVISIONS FOR REQUIRED ENDORSEMENTS:** The insurance policy number must appear on all endorsements; required endorsements shall provide the following:

☑ A. Additional Insured Endorsement must be stated in one of the following two ways:

    1) An individual endorsement naming "the Sacramento Employment and Training Agency and its officers, employees and volunteers as additional insureds;" or

    2) A blanket endorsement stating that any entity required by a written contract or written agreement with the Named Insured is included as an additional insured.

☑ B. Primary and Non-Contributory Endorsement must be stated in the following way:

    "This insurance is primary and non-contributory as to any insurance and/or self - insurance maintained by the Sacramento Employment and Training Agency."

☑ C. Waiver of Subrogation Endorsement shall be in favor of Sacramento Employment and Training Agency.

☐ D. Loss Payee Endorsement must be stated in the following way:

    "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear."

☑ E. Notice of Cancellation (NOC) Endorsement must be stated in the following way*:

    "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply."

  *If NOC is not available from the carrier, it will be necessary for the broker to confirm, by letter or email, that SETA will be notified in accordance with the above statement.