Summa E-rate Solutions

FY2021 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 2 Products and Services



|  |  |
| --- | --- |
| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Establishing Form 470** | **210022472 (106A-21)** |

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| --- |
| **Submit QUESTIONS about this RFP and associated Form 470 by email to:** |
| **admin@summae-rate.com** |
| Unless otherwise indicated (e.g., by amendment to this RFP), the deadline for submission of **QUESTIONS** is **5pm EST, 21 calendar days from the Certified Date**  shown on the associated Form 470. |

|  |  |
| --- | --- |
| ***Submit PROPOSALS, including Signature Page, by email***[***1***](#_bookmark0) ***to:***  **bids@summae-rate.com**  Unless otherwise indicated (e.g., by amendment to this RFP), the deadline for submission of PROPOSALS is **5pm PST,**  **31 calendar days from the Certified Date**  shown on the associated Form 470. | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | Thur., February 18, 2021 |
| Questions from Bidders Due | Thur., March 11, 2021 |
| Bid Due Date | Sun, March 21, 2020 |
| School Board Meeting | TBD |
| Contract Start Date | July 1, 2021 |

**Request for Proposals for Internal Connections, Basic Maintenance of Internal Connections (BMIC)**

**and Managed Internal Broadband Services (MIBC)**

This Request For Proposals [RFP] is posted in conjunction with the Schools and Libraries Division [SLD] Form 470, in partial fulfillment of the requirements for Federal Communications Commission [FCC] Universal Service Fund *[E‑Rate]* discounts.

Summae-rate.com[Summa E-rate Solutions , Consultant Registration Number 17009831], *an E-rate Consulting firm*, is *not* the E-Rate *Applicant*. Summa E-rate Solutions is the Applicant’s *Consultant,* retained to handle competitive bidding exchanges and the E‑Rate application process. Therefore, please:

* Put the Applicant’s name and contact information when submitting your proposal and in all communications related to your proposal.
* Include the Fully executed RFP Signature Page, signed by Vendor’s authorized representative.
* Please do not contact school personnel either with general questions about E‑Rate, or to offer ineligible services or services not requested on this RFP, or to request a meeting or offer trial equipment.
* Please read this RFP for additional bidding requirements.

The applicant, **Cole Academy**, is seeking responses from qualified providers of Internal Connections, Basic Maintenance of Internal Connections (BMIC)

and Managed Internal Broadband Services (MIBC). Any and all updated bid information, forms, including addenda, will be distributed thru the Summa E-rate website, located at <https://summae-rate.com/bids/> and the FCC Schools and Library Division (SLD), “Universal Service Fund” (a.k.a. “E-Rate funding) website <https://data.usac.org/publicreports/Forms/Form470Rfp/Index>.

**Walk through**

There will be a walk-through of the school sites on March 4, 2021. The walk-through will start promptly at 9:00 a.m. Please meet at the Cole Academy East School Office, at 2921 E. Coleman Rd., East Lansing, MI 48823. At the completion of the walk through at this school site, all bidders will drive to the Cole Academy School Office at 1915 West Mount Hope, Lansing, MI 48910 to begin a walk through of that school site.



1. **BACKGROUND**

The following background information about the Applicant may be helpful in preparing a responsive bid.

**General Description**

**Cole Academy** is Lansing's longest-standing charter school in the state of Michigan and received a charter through Central Michigan University in 1995. The Academy originated as an Early Childhood Center and over the years, gradually became a K-6 Public School. Presently Cole Academy has 209 full-time students and Cole Academy East has 180 full-time students.

**Summary**

|  |  |  |
| --- | --- | --- |
| **Entity Number** | **Entity Name** | **Application Type** |
| 17027520 | **Cole Academy** | School District |

**Entities/Sites**

Entities included in this RFP are listed below; bidders should rely on this RFP list of entities as the definitive list of entities participating in this RFP.

For the Vendor: Vendor hereby promises to deliver the products and services according to the

pricing and schedule described in Vendor’s submitted proposal and Pricing Form and to

comply with all terms and conditions of the REQUEST FOR PR

OPOSALS (including both

GENERAL INFORMATION, TERMS AND CONDITIONS and SPECIFIC INFORMATION, TERMS AND

CONDITIONS) and all RFP amendments included by reference, with any exceptions explicitly

noted in writing in the proposal.

Signature

Printed Name and Title Vendor Name

Date SPIN Print

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rm

Reference

# (

If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

For the Vendor: Vendor hereby promises to deliver the products and services according to the

pricing and schedule described in Vendor’s submitted proposal and Pricing Form and to

comply with all terms and conditions of the REQUEST FOR PR

OPOSALS (including both

GENERAL INFORMATION, TERMS AND CONDITIONS and SPECIFIC INFORMATION, TERMS AND

CONDITIONS) and all RFP amendments included by reference, with any exceptions explicitly

noted in writing in the proposal.

Signature

Printed Name and Title Vendor Name

Date SPIN Print

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rm

Reference

# (

If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Cole Academy | 1915 West Mount Hope Lansing, MI 48910 | 16035571 | School |
|  | Cole Academy East | 2921 E. Coleman Rd.  East Lansing, MI 48823 | 17016788 | School |

**Tech Infrastructure**

Cole Academy in Lansing currently has 1X Peplink Balance 20 router, 1X Ubiquiti Cloud Key Gen 2, 5X Ubiquiti UAP-AC-HD access points and 2X Cisco SG20-10P switches. The school uses a Panasonic NCP-500, an IP Converged Telephone System, for voice. Internet access is provided by Comcast Business Internet 300 Plus.

Cole Academy in East Lansing has 1X Peplink Balance 20 router, 5X Ubiquiti UAP-AC-HD access points, 3X Cisco SG300-52P switches, and 1X Ubiquiti Cloud Key Gen1. The school uses a Panasonic NS-700, a smart hybrid PBX and IP communication system for voice. Internet access is provided by Comcast Business Internet 300 Plus.

1. **PRODUCTS AND SERVICES SOUGHT**

**B.1 Category 2, Internal Connections – Network Components**

This School District welcomes alternative technologies that innovative topologies will improve functionality and reduce costs. Bidders are encouraged to recommend alternatives in addition to estimating as sought in the RFP.

Category 2 (Internal Connections, MIBS and BMIC)

Please Note: All E-Rate Category 2 funding is based on a specific ENTITY budget. Therefore, all proposals must clearly subtotal products/services PER ENTITY.

**Switches**

a. Sufficient quantity of switches to activate all ports with modest (20%) spare capacity

b. All switches must support Layers 2 (for most applications) Layer 3 (for applications where a router is required), PoE, QoS, RJ-45 ports. Prefer identical 48-port models (or 24-port where less capacity is needed), stackable

c. All RJ45 ports of any switch must be 10/100/1000 Mbps auto-negotiating

d. Switches manageable from more than a single major desktop OS platform are preferred

e. SFP modules must be at least 1 Gbps, 10 Gbps is preferred (2 for smaller switches, 4 for larger). Vendor should explain rationale for proposing 1 vs. 10 Gbps SFP modules.

**Wireless Access Points**

a. Support for QoS and VLANs

b. Capable of supporting 2 uplink-side RJ45 connections, with Power-over-Ethernet, 10/100/1000BaseT, auto sensing, auto-MDX, for a nominal combined bandwidth

capacity of at least 2 Gbps c. Sufficient density of access points to have seamless coverage at any location in the network coverage area, capable of supporting an average nominal throughput of 32 Mbps for each of up to 64 connected devices, with increased bandwidth per device when there are fewer connections

d. Wireless access points must support 802.11n and 802.11ac (as well as 802.11g), and work with access point controller if used

e. PoE-ready

f. Dual Radios or a mix of interoperable APs supporting both commonly used frequencies

g. Sufficient quantity to establish and maintain a seamless mesh network throughout school

area at each campus

h. Please provide volume tiered unit pricing noting any applicable packaging bundles

**Cole Academy Lansing Purpose, Scope of Work and List of Equipment**

This RFP is to replace the current Peplink Balance 20 with a Peplink Balance 310X or equivalent. It is also to upgrade the existing cloud key and add four more access points. New Cat 6 cabling will need to be run to new access points to provide a 1 Gbps connection. The Cloud Key will need to be updated to include VLAN and split networks. The additional access points (AP) will help reduce load on single APs and spread the devices more evenly for a more stable and faster connection. The additional APs will also help cover areas with lower coverage in the buildings. This RFP also includes cables and location, along with new switches. The new switches will replace the current switches that are 8+ years old. Along with this the school needs its VLANs set up on the router and switches to help separate users and increase space on the network.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description |
| 2 | Ubiquiti | USW-PRO-48-POE | UNIFI 48PORT GB SWITCH WITH 802.3BT |
| 4 | Ubiquiti | UAP-AC-HD | Ubiquiti 802.11ac Wave 2 Enterprise Wi-Fi Access Point |
| 1 | Peplink | PEP-BPL-310X-LTEA-R-T | Peplink Balance 310X Enterprise SD-WAN router for Medium Sized Branches |
| 1 | Peplink | PEP-ACW-722 | Peplink 1U Rack Ear Mount Balance 20/30/50/MAX |
| 8 | Quicktron | 566-110-003 | 3 Foot Cat 6 patch cord no Boot (Blue) |
| 2 | Quicktron | 566-110-005 | 5 Foot Cat 6 patch cord no Boot |
| 4 | Quicktron | 566-110-001 | 1 Foot Cat 6 patch cord no Boot (Blue) |
| 800 | No Preference |  | General Cat 6 Data Cable CMP (Blue) |
| 4 | Panduit | NK2BXWH-A | Netkey 2 port surface mount box (white) |
| 8 | Panduit | NK6TMBU | Netkey Cat 6 jack (Blue) |
| 1 | Panduit | NKFP24Y | Netkey 24 Port Modular Patch Panel 1U |

**Cole Academy East Purpose, Scope of Work and List of Equipment**

This RFP is to replace the current Peplink Balance 20 with Peplink Balance 310X or equivalent. This RFP is also to upgrade the existing cloud key and add six more access points. New Cat 6 cabling will need to be run to new Access Points (AP) to provide a 1 Gbps connection. Security is needed to allow for VLANs to help separate network traffic. The additional APs will help reduce load on single APs and spread the devices more evenly for a more stable and faster connection. The additional APs will also help cover areas with lower coverage in the buildings. Switches will need to set up with the VLAN’s.

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| --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description |
| 1 | Peplink | PEP-BPL-310X-LTEA-R-T | Peplink Balance 310X Enterprise SD-WAN router for Medium Sized Branches |
| 1 | Peplink | PEP-ACW-722 | Peplink 1U Rack Ear Mount Balance 20/30/50/MAX |
| 6 | Ubiquiti | UAP-AC-HD | Ubiquiti 802.11ac Wave 2 Enterprise Wi-Fi Access Point |
| 1 | Ubiquti | UDM-PRO | UniFi Dream Machine Pro |
| 1200 | No preference |  | General Cat 6 Data Cable CMP (Blue) |
| 6 | Panduit | NK2BXWH-A | Netkey 2 port surface mount box (white) |
| 12 | Panduit | NK6TMBU | Netkey Cat 6 jack (Blue) NORTH |
| 1 | Panduit | NKFP24Y | Netkey 24 Port Modular Patch Panel 1U |
| 6 | Quicktron | 566-110-001 | 1 Foot Cat 6 patch cord no Boot (Blue) |
| 10 | Quicktron | 566-110-003 | 3 Foot Cat 6 patch cord no Boot (Blue) |
| 2 | Quicktron | 566-110-005 | 5 Foot Cat 6 patch cord no Boot |

**Posted in the Form 470 under these functions:**

* Switch
* WAP
* Cabling
* Router
* Wireless Controller
* Connectors and related components
* Rack
* Recipients of service: Cole Academy Lansing and Cole Academy East

**B.2 Requirements for Cabling Infrastructures**

This section defines specifications for Cabling Infrastructures for the Cole Academy School District. A list of school sites is found in Section A.

1. All plans proposed should include detailed billing.
2. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the

manufacturer, said decrease shall be passed on to the Cole Academy School District and documented with new price sheet sent to the District Office.

3. All equipment/services costs must be new and included and identified separately.

4. Manufacturer must warrant all parts and equipment.

5. Vendor must be a certified reseller of parts and equipment.

6. Vendor must maintain an office within 100 miles of the District office.

7. Vendor must certify that their equipment is neither manufactured by, nor contains any components from, either Huawei or ZTE.

8. The bidding contractor must have been a PCI “Panduit Certified Installer” 90 days prior to the bid. A copy of the PCI certificate must be provided.

9. The bidding contractor must have a BICSI RCDD on staff. The name of the RCDD must be provided.

10. The bidding contractor must have a BICSI Technician to run the project. The name(s) of the BICSI Technicians must be provided.

11. The bidding contractor must provide evidence of insurance with a minimum of a million in coverage with the bid.

12. The bidding contractor must provide bonds: The bid bond with the RFP response package. Payment and performance bonds 1 week prior to the commencement of

the project.

13. Bidding Contractor must provide a 2-year workmanship warranty for this installation from the date of substantial completion.

14. Bidding Contractor must provide a soft copy and PDF of the test results to the District within 2 weeks of substantial completion. All test results must show a

“passes status” record.

**B.3 Responder Service Provider Information**

1. Length of time business has provided this type of service.

2. Responder Service Level Agreement (SLA) for your proposal.

3. Indicate any options available.

4. Please show applicable discounts separately, if applicable.

5. An implementation timeline proposal starting July 1, 2021.

6. Indicate how charges will be incurred as services are implemented.

7. Responders must include 3 reference sites using your service 3 years or more.

References from a School, Library or a County Office of Education in Michigan are

preferred.

• Job Location

• Contact name and telephone number

• Date of contract

• Project Description

• Equipment/Service Installed

**B.4 Category 2, Basic Maintenance of Internal Connections**

Posted in Form 470 under these functions:

* Switch
* WAP
* Wireless Controller
* Router
* Recipients of service: Cole Academy and Cole Academy East

**C Category 2, Managed Internal Broadband Services (MIBS)**

**C.1 Existing Equipment**

SCOPE OF SERVICES

1. Delivery of services:

|  |  |
| --- | --- |
| Cole Academy  1915 West Mount Hope Lansing, MI 48910 | Cole Academy East  2921 E. Coleman Rd. East Lansing, MI 48823 |

**Cole Academy Lansing**

Wireless: Cole Academy Lansing relies heavily on cloud services and wireless networking. The school seeks MIBS for its current tech infrastructure. It is also critical that that the VLAN be robust enough to handle traffic. Cole Academy Lansing would also like to include items that are not eligible for E-rate discount like voice services. The cost for these items must be clearly identified on the proposal and resulting contract.

1. (1) Ubiquiti Cloud Key Gen 2
2. (5) Ubiquiti Access Points
3. Panasonic System Phone service, to include local/long distance, and handsets: approximately 14

**Cole Academy East**

Wireless: Cole Academy East relies heavily on cloud services and wireless networking. The school seeks MIBS for its current tech infrastructure. It is also critical that that the VLAN be robust enough to handle traffic. Cole Academy East would also like to include items that are not eligible for E-rate discount. The cost for these items must be clearly identified on the proposal and resulting contract.

1. (5) Ubiquiti Access Points
2. (3) Cisco SG300-52P Switches
3. Panasonic System Phone service, to include local/long distance, and handsets: approximately 18

**The** **Cole Academy School District would like to see proposals that include:**

1. Tech support and management
2. Basic Maintenance

**Contract Requirements**

The Cole Academy School District would like to see pricing for a (1) one year contract, a (3) year contract and a (5) year contract

**D. Responder Service Provider Requirements**

**D.1 Minimum qualifications**

The Responder must meet or exceed minimum qualification requirements.

1. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.

2. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN

may be found at this website: https://www.usac.org/e-rate/serviceproviders/step-1-obtain-a-spin/.

3. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: https://apps.fcc.gov/coresWeb/publicHome.do.

4. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found

to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information

about FCC Red and Green Light Status may be found at this website: <http://www.fcc.gov/debt_collection/welcome.html>. 5. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, of the funding year.

6. Goods and services provided shall be clearly designated as “E-rate Eligible”. Non-eligible goods and services shall be clearly called out as 100%

non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.

7. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21

Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A

summary sheet must also be provided to provide the cumulative amount for all sites.

8. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is

expected to reply within 3 days to questions associated with its proposal.

9. Services providers must comply with the FCC rules for Lowest Corresponding Price (“LCP”). Further details on LCP may be obtained at

USAC’s website: [https://www.usac.org/e-rate/service-providers/step-2- responding-to-bids/lowest-corresponding-price/](https://www.usac.org/e-rate/service-providers/step-2-%20responding-to-bids/lowest-corresponding-price/).

**D.2 Responder Service Provider Acknowledgements**

1. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitution.

2. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

3. This offer is in full compliance with USAC’s Free Services Advisory https://www.usac.org/e-rate/applicant-process/competitive-bidding/freeservices-advisory/. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4. Starting Services/Advance Installation: The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract “effective date”, E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2021 funding year (July 1, 2021). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

**D.3 Early Funding Conditions**

**Category 1**

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

* Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year. –
* The Category 1 service must depend on the installation of the infrastructure. –
* The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.

- **No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.**

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority 1 services (Telecommunications Services and Internet access).

The complete text can be found at the following URL:

https://www.usac.org/e-rate/service-providers/step-5-invoicing/.

**Category 2**

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year. We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks. For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99 , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

**D.4 Invoicing**

The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non‐discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

**D.5 FCC/SLD Auditability**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period. 8. Procurement of Additional Goods and/or Services/Coterminous Expiration During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District’s Governing Board. All terms, conditions, warranties, ligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

**D.6 Procurement of Additional Goods and/or Services/Coterminous Expiration**

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District’s Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

**D.7 Evaluation Criteria**

The Cole Academy School District reserves the right to retain all of the RFPs and to use any ideas in an RFP regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the Responder of the conditions contained in this request for RFPs, unless clearly stated and specifically noted in the proposal submitted and in the contract between the District and the Responder selected. Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals. The successful proposer(s) shall not be relieved of the proposal submitted without the District’s consent or proposer’s recourse to Public Contract Code Sections 5100, et seq.

The Cole Academy School District reserves the right to select the firm that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the District to award a contract. The District expressly reserves the right to postpone response opening for its own convenience, to accept or reject any or all responses (in whole or portions) received to this RFP, to negotiate with more than one Responder concurrently.

Contract Preference: To coincide with allowable E-rate delivery dates: Applicant requires that contract date be exactly and explicitly 6/30.

Servicer Provider Invoicing [SPI]: unless expressly negotiated otherwise. Applicant selects service provider invoicing via this notice and prior the submission of the form 471.

Compliance with Laws The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

Each responsive proposal meeting the minimum qualifications will be evaluated using weighted criteria including cost of the eligible products and services as the highest weighted factor.

Secondary factors will also be considered as further described below.

For any given solution, after elimination of proposals that are disqualified, the proposal that is deemed to most cost-effectively met the stated Applicant requirements, and therefore in the best interest of the Applicant, will be selected.

Disqualification factors include:

* Non-compliance with E-rate program rules
* Non-compliance with state or local regulations
* Failure to meet stated required vendor qualifications
* Failure to submit a complete solution to any numbered group of Products and Services Sought in Section B above. ( For example, the Cole Academy School District requests a full complement of Network Components but if the vendor only proposes access points, the access points proposal will be disqualified unless no reasonable complete solutions have been received).
* Failure to meet minimum specifications for key components solution (such as port speed for a switches).
* Failure to present a least 90% of stated scope of selection for which proposal is submitted.
* Submission of emails or documents that are proprietary or confidential.
* Budgetary pricing: prices for products and services must be firm commitments; surprise special construction costs not acceptable.

In the event the Cole Academy School District receives less than 2 responsive bids, the District at its sole discretion, reserves the right, but is not obligated, to waive individual disqualification factors (other than program/legal non-compliance) for any other bids received in an effort to further insure fair and open competitive bidding.

All qualified proposals will be evaluated using the following weighted factors and weights.

**The Cole Academy School District**

**FY2021 E-rate Request for Proposals**

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Cost of eligible products and services during initial contract term | 30% |
| Functionality/completeness/specifications/ of proposed solution (plan) | 25% |
| Terms of service, support and maintenance and Implementation timeline | 15% |
| Low cost of ineligible products and services during initial contract term | 10% |
| Extent of experience with School District and/or references | 10% |
| Quality of proposal documentation including service, experience and knowledge | 10% |
| Total | 100% |

**D.8 Other Specification**

No other specifications are available.

**D.9 RFP Protest**

A Responder may file a protest against the award of the Contract to any other Responder by following the District bid protest procedures. The protest must be in writing, filed within three (3) business days after RFP award notification, and must set forth all grounds for the protest. These requirements are to be strictly construed. Untimely protests and/or grounds not set forth in the protest will not be considered. Further, the failure to comply with these protest requirements will constitute a waiver of the right to challenge and forever bar the Responder from challenging, whether before the District or any administrative or judicial tribunal, any particular RFP(s), the RFP process or any ground not set forth in the protest. The District will provide a written response within 30 working days to any timely RFP protest.

**Cole Academy**

**FY2021 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Establishing Form 470** | **210022472 (106A-21)** |



For the Applicant: If Vendor’s proposal is selected for award, Applicant will execute below to confirm acceptance and establish the legally binding agreement, as required by E-rate program rules. Either party may require additional documents. If acceptable to Applicant, Applicant may also sign Vendor’s additional contractual documentation. All terms and conditions of the RFP and all RFP amendments and supporting materials are included by reference.

|  |  |
| --- | --- |
|  |  |
| Signature | Date |
|  |  |
| Printed Name | Title |
| **COLE ACADEMY SCHOOL DISTRICT** | **17027520** |
| Applicant Name | BEN |