Summa E-rate Solutions

FY2021 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 2 Products and Services



|  |  |
| --- | --- |
| **Applicant** | **Horse Creek Academy** |
| **Billed Entity Number** | **231413** |
| **Establishing Form 470** | **210025846 (109A-21)** |

|  |
| --- |
| **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 EST,**  **28 calendar days from the Certified Date**  shown on the associated Form 470. | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | Wed., February 24, 2021 |
| Questions from Bidders Due | Wed., March 17, 2021 |
| Bid Due Date | Wed., March 24, 2021 |
| 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 (MIBS)**

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, **Horse Creek Academy**, is seeking responses from qualified providers of Internal Connections, and Basic Maintenance of Internal Connections (BMIC) and Managed Internal Broadband Services (MIBS). 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 3, 2021 and March 11, 2021. The walk-through will start promptly at 8:10 a.m. and last until 8:45 a.m. Please meet at the Horse Creek Academy School Office, at 1200 Toolebeck Rd., Aiken, SC 29803.



1. **BACKGROUND**

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

**General Description**

**Horse Creek Academy**, is comprised of students in grades kindergarten through twelfth grade and presently has 803 full-time students located in the Main (Existing) Building. The school is also building two new classroom buildings; Building A to be completed in August of 2021 and Building B to be completed in the Fall of 2021. The Front Building near the road is called Building B and the back building or the building behind Building B is Building A. These Buildings are located west of the Main (Existing) Building. Please review the diagrams attached to the Form 470 for building locations and details.

**Summary**

|  |  |  |
| --- | --- | --- |
| **Entity Number** | **Entity Name** | **Application Type** |
| 231413 | Horse Creek Academy | School |

**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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o

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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Reference

# (

If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Horse Creek Academy | 1200 Toolebeck Rd., Aiken, SC 29803 | 231413 | School |

**Tech Infrastructure**

1. **PRODUCTS AND SERVICES SOUGHT**

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

This School 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, (2 for smaller switches, 4 for larger)..

**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

**Horse Creek Academy Main Building List of Equipment**

**Scope of Work**

SFP (small form-factor pluggable) ports or GBIC (gigabit interface converter), are an essential part of high-speed data communications, especially in large network environments. The **SFP** port's ultimate goal is to facilitate a reliable, wired, high-speed internet connection between two network devices via copper or fiber optic cables. The SFP Modules are linked to this new HP Aruba or equivalent switch in the main building and to the HP Aruba or equivalent switches in both Building A and B.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description |
| 2 | Ubiquiti | UF-MM-10G | SFP Module Connectors |
| 1 | HP Aruba | JL3221 | Aruba 2930M 48G POE+ 1-Slot Switch |

**Horse Creek Academy Building A List of Equipment**

**Scope of Work**

To install and connect 26 wireless access points located in classrooms, hallways and admin areas and additionally install cabling to connect 24 classroom Smartboards to switches in the telecom room. The SFP Modules are linked to the HP Aruba or equivalent switches. Additionally, to set-up, install and connect the router, rack, switches and battery-backup in the Building Telecom Room. Please refer to the attached Diagram for classroom locations.

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description |
| 26 | Ubiquiti | UAP-AC-HD | Ubiquiti 802.11ac Wave 2 Enterprise Wi-Fi Access Point |
| 1 | Ubiquiti | UDM-PRO | Ubiquiti UniFi Dream Machine Pro 1 Router |
| 2 | HP Aruba | JL3221 | Aruba 2930M 48G POE+ 1-Slot Switch |
| 1 | APC | SMTL1000RM2UC | APC Smart-UPS Li-Ion, Short Depth 1000VA, 120V w/SmartConnect Battery-Backup |
| 15,000 | General | General | CAT6 Cabling |
| 3 | Ubiquiti | UF-MM-10G | Connector |
| 26 | General | General | Patch Cords |
| 1 | General | Rack Mount 12U | Rack |

**Horse Creek Academy Building B List of Equipment**

**Scope of Work**

To install and connect 30 wireless access points located in classrooms, hallways and admin areas and additionally install cabling to connect 18 classroom Smartboards to switches in the telecom room. The SFP Modules are linked to the HP Aruba or equivalent switches. Additionally, to set-up, install and connect the router, rack, switches and battery-backup in the Building Telecom Room. Please refer to the attached Diagram for classroom locations.

|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Manufacturer or equivalent | Mfg. Part Number | Description |
| 30 | Ubiquiti | UAP-AC-HD | Ubiquiti 802.11ac Wave 2 Enterprise Wi-Fi Access Point |
| 1 | Ubiquiti | UDM-PRO | Ubiquiti UniFi Dream Machine Pro 1 Router |
| 2 | HP Aruba | JL322A | Aruba 2930M 48G POE+ 1 Slot Switch |
| 1 | APC | SMTL1000RM2UC | APC Smart-UPS Li-Ion, Short Depth 1000VA, 120V w/SmartConnect Battery-Backup |
| 14,400 | General | General | CAT6 Cabling |
| 3 | Ubiquiti | UF-MM-10G | Connector |
| 30 | General | General | Patch Cords |
| 1 | General | Rack Mount 12U | Rack |

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

* Switch
* WAP
* Cabling
* Battery-Backup
* Router
* Connector
* Rack
* Recipients of service: Horse Creek Academy

**B.2 Requirements for Cabling Infrastructures**

This section defines specifications for Cabling Infrastructures for the Horse Creek Academy. 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 Horse Creek Academy 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 School 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 South Carolina 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:

|  |
| --- |
| Horse Creek Academy  1200 Toolebeck Rd., Aiken, SC 29803 |

**Horse Creek Academy Main Building**

Wireless: Horse Creek Academy relies heavily on cloud services and wireless networking. The school seeks MIBS for its current tech infrastructure in the table below. Horse Creek Academy would also like to include items that are not eligible for E-rate discount like voice services. The cost for voice must be clearly identified separately on the proposal and resulting contract.

|  |  |
| --- | --- |
| Equipment | Number of Units |
| Unifi AC Pro access points | 17 |
| Sonicwall NSA 2650 firewall | 1 |
| Dell x1052 switch | 2 |
| Dell X 1052P switch | 2 |
| Tripplite 1500VA UPS | 1 |
| Avaya Digital Phone System | 1 |

**Horse Creek Academy would like to see proposals that include:**

1. Tech support and management
2. Basic Maintenance

**Contract Requirements**

The Horse Creek Academy 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 School 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 School 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 School 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 School to file a Form 472, the School 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 School’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 School 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 School 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 School’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 School 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 Horse Creek Academy 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 Horse Creek Academy reserves the right to select the firm that best meets the needs of the School, based on the criteria set forth herein. The School reserves the right to reject any and all RFPs for any reason whatsoever. The School 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 School to award a contract. The School 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 Horse Creek Academy 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 Horse Creek Academy receives less than 2 responsive bids, the School 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 Horse Creek Academy**

**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 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 School 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 School or any administrative or judicial tribunal, any particular RFP(s), the RFP process or any ground not set forth in the protest. The School will provide a written response within 30 working days to any timely RFP protest.

**Horse Creek Academy**

**FY2021 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | **Horse Creek Academy** |
| **Billed Entity Number** | **231413** |
| **Establishing Form 470** | **210025846 (109A-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 |
| **Horse Creek Academy** | **231413** |
| Applicant Name | BEN |