Summa E-rate Solutions

FY2022 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 1 Products and Services



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| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Name of RFP** | **INTERNET ACCESS** |
| **Establishing Form 470** | **220002983 (100A-22)** |

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| --- |
| **Submit QUESTIONS about this RFP and associated Form 470 by email to:** |
| **bids@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. |

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| ***Submit PROPOSALS, including Signature Page, must be uploaded using the “Select File” and “Upload” features in the***  [***https://summae-rate.com/bids***](https://summae-rate.com/bids) ***web page.***  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., November 4, 2021 |
| Questions from Bidders Due | Mon., November 25, 2021 |
| Bid Due Date | Sun., December 5, 2021 |
| School Board Meeting | TBD |
| Contract Start Date | July 1, 2022 |

**Request for Proposals for ISP Services**

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.

The applicant, **Cole Academy**, is seeking responses from qualified providers of ISP Services. 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>.

**All Bids must be uploaded using the “Select File” and “Upload File” features in the** [**https://summae-rate.com/bids**](https://summae-rate.com/bids) **web page. Bidders must also include the Signature Page located at the bottom of this RFP.**

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Description automatically generated with medium confidence

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 and presently has 384 full-time students.

**Summary**

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| **Entity Number** | **Entity Name** | **Current Bandwidth** | **Connection Type** |
| 17027520 | **Cole Academy (School District)** | 300 Mbps | Cable Modems |

**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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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

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If using online form)

This proposal is

submitted in response to SPECIFIC INFORMATION, section B.

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| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Cole Academy | 1915 WEST MOUNT HOPE LANSING, MI 48910 | 16035571 | School |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Cole Academy East | 2921 E. Coleman Rd., EAST LANSING, MI 48823 | 17016788 | School |

1. **PRODUCTS AND SERVICES SOUGHT**
   1. **Category 1, Direct Internet Access**

Posted in Form 470 under these functions:

* + - Internet Access and Transport Bundled (non-fiber services only)
    - Leased Lit Fiber

**Cole Academy** Request For Proposals must state all recurring and non-recurring costs for **Cole Academy** associated with the proposed ISP service. The school prefers Leased Lit Fiber but will alternatively consider non-fiber service.

**B.2 Specifications:**

**1.** For this school site provide the following.

a. Bidder shall provide no less than 300 Mbps and up to 2 Gbps of fiber Internet access via existing or new circuits.

b. Bidder shall provide no less than 300 Mbps and up to 2 Gbps of duplex business class internet service via existing or new circuits.

c. Bidder shall provide bandwidth 24 hrs per day, 365 days per year.

d. Bidder shall have network engineering support 24 hours per day.

e. Bidder shall maintain network monitoring capability and notification to **Cole Academy**

f. Bidder shall provide web-based bandwidth utilization reporting.

g. Bidder shall provide a contiguous range of Public IP addresses.

h. Bidder shall grant **Cole Academy** control over DNS services as primary with authoritative control.

i. Bidder shall install all services and equipment included in proposal.

j. Bidder shall provide a service hand-off directly to the Owner’s supplied Local Area Network.

k. Bidder shall route **Cole Academy’s** TCP/IP data traffic from their network to the internet.

l. Bidder must maintain connections to multiple Tier 1 internet Bidders.

m. Bidder shall include any/all costs associated with switching services from our present supplier.

n. Bidder Qualifications – Bidder will provide in their bid package sufficient documentation that demonstrates the bidder’s ability to

provide the services as requested in this RFP.

o. Implementation Plan – Bidder will provide an implementation plan, if applicable, that details; the process for bidder, system cut

over (including a schedule), and contact Information for the Service and/or Installation Managers that will be responsible for this

project. Provide any specific or required dialing codes that would be necessary with your solution.

p. Bidder Information – Bidder will provide in their bid package documentation that details; firm name, business address and

phone/fax numbers of the office and corporation facilities, a brief overview of the bidder’s organization, a brief history of your firm,

the primary contact person to support this contract(s), and the bidder’s Service Provider Identification Number (SPIN).

**2. Additional Information Requested:**

a. Bidder’s service level agreement

b. Bidder’s Terms and Conditions.

c. Bidder’s policy on bursting bandwidth utilization

d. List of References – Bidder will include a minimum of 3 client references. References will include Contact Name, Organization

Name, Telephone and email information for Contact. References must be from projects within the last three calendar years.

**3. Pricing:**

a. Pricing shall be quoted on a (3) year contract initial Term, and include an option to extend for an additional two (2) year term. This shall be specified in the contract and purchase order. Maximum, duration of the agreement, including all extensions, shall be five (5) years. The initial three (3) year contract term shall start: July 1, 2022, and end: June 30, 2025. An extension option must be mutually acceptable to both parties. Any request for and acceptance of an extension shall be in written form and shall include any requests and justifications for adjustment in compensation. If bidders can provide “lower” rates by extending the length of contract, please provide this option as part of your RFP.

Service “Growth Clause”

Growth Services may or may not be requested by **Cole Academy** during the contract term. The “growth clause” shall not require a change in contract terms. The “growth clause” shall include a price for all existing service types plus any additional services of the same type/speeds/bandwidths of 400Mbps, 500Mbps, 600Mbps, 700 Mbps, 800 Mbps, 900Mbpsm 1 Gbps and 2Gbps.

b. Pricing should be quoted per Mbps or per Gbps of bandwidth purchased.

c. Pricing may be “tired” for levels of service (e.g. price per mbps of bandwidth in 100 mbps and/or 1Gbps increments).

d. Pricing shall show monthly recurring cost and one-time installment costs.

Requirements:

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| --- | --- | --- | --- | --- | --- | --- |
| **Preferred Contract Term** | | **Recipient of Service** | **BEN** | **Address of Service** | **Connection Type** | **Provide Pricing for** |
|  |  | | | | | |
| 36 Months | | Cole Academy | 16035571 | 1915 West Mount Hope, LANSING, MI 48910 | Internet Access and Transport Bundled (non-fiber services only) | 300 Mbps – 2 Gbps |
|  |  | | | | | |
| 36 Months | | Cole Academy East | 17016788 | 2921 E. Coleman Rd.  EAST LANSING, MI 48823 | Internet Access and Transport Bundled (non-fiber services only) | 300 Mbps – 2 Gbps |

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| **Preferred Contract Term** | | **Recipient of Service** | **BEN** | **Address of Service** | **Connection Type** | **Provide Pricing for** |
|  |  | | | | | |
| 36 Months | | Cole Academy | 16035571 | 1915 West Mount Hope, LANSING, MI 48910 | Leased Lit Fiber | 300 Mbps – 2 Gbps |
|  |  | | | | | |
| 36 Months | | Cole Academy East | 17016788 | 2921 E. Coleman Rd.  EAST LANSING, MI 48823 | Leased Lit Fiber | 300 Mbps – 2 Gbps |

4**. Other specifications:**

* + - Vendors will provide all E-Rate Category 1 eligible services and equipment necessary for the solution to function
    - Strongly prefer that if vendor supplies any Customer Premise Equipment [CPE], it meets the E-Rate program requirements for On-Premise Category One Equipment
    - Prefer major provider (ideally “tier 1” or “tier 2” or substantial peering arrangements)
    - Symmetrical bandwidth = Yes
    - Uptime reliability = 99.9%
    - For a smooth installation of service, Vendors should clearly specify what is being proposed for:
      * **Handoff at demarcation**
      * **Customer Premise Equipment [CPE]:**
      * **Public IP addresses:** Applicant *prefers/requires*

|  |  |
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| **Site Name** | **# of *useable* IP Addresses** |
| Total IPs | 30; 6 per site |

* + - * **Firewall compatibility:** Applicant *prefers* continued use of existing firewall.
    - The proposal, and any resulting contract, must include monthly and installation pricing at each bandwidth level for the full term of contract, as well as allow optional upgrades during the contract term, without new competitive bidding
    - Vendor to provide detailed specifications for any additional equipment required for a complete and working solution
    - Applicant requests complete contractual documentation indicating prices at different service levels over the contract term, including possible voluntary extensions.
    - Contract preference: To coincide with E-Rate funding year closure, Applicant strongly prefers that contract expiration date be exactly and explicitly 6/30 (i.e., not based on number of months from contract signatures, or service turn up). Unless explicitly stated otherwise, the preferred contract term is:
      * Initial term of *approximately* three (3) years, ending on 6/30 of the year that begins the 3rd year of service
      * Two (2) 1-year optional renewals after initial term
    - Implementation: To coincide with E-Rate funding year dates, maximize potential E-Rate discounts, and coordinate with expiring contracts, Applicant strongly prefers that activation be on, or within a few days of **07/01/22**, with preference of up to 30 days prior to allow for testing.[3](#_bookmark2) Please include commitment to activate on, or very near to, this date in your proposal
    - Service Provider Invoicing [SPI]: unless expressly negotiated otherwise, Applicant selects Service Provider Invoicing via this notice and prior to the submission of the Form 471, consistent with FCC regulation **§54.514 Payment for discounted service.**

**E-Rate Requirements**: **Cole Academy** reserves the right to terminate any contract and/or agreement even with the successful bidder, regardless of USAC’s approval or denial; of any funding that is requested as a result of this RFP, prior to any work starting. The governing board of the **Cole Academy** reserves the right to accept or reject any or all RFP’s in whole or in part/or waive any irregularity in any proposal received. **Cole Academy** shall be the sole judge of the competency and responsibility of the bidders. The submission of a bid by the bidder is an acknowledgement of this right. **Cole Academy** reserves the right to accept the pricing proposal solely dependent upon SLD approval. All contracts entered into as a result of this Request for Proposal and the associated Form 470 will be contingent upon:

1. Funding approval by the SLD.

2. Approved funded amount equal to the funding amount as requested on the Form 471.

3. The bidder providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP.

4. A certified Form 486 filed by the Owner and/or a written “Notice to Proceed” from the Owner to the winning bidder to initiate service.

\*Service Provider must contact Owner prior to any work proceeding.

**Bid Package Requirements:**

**No bid will be accepted from or contract awarded to a bidder:**

1) Who is not licensed in accordance with the law

2) Who does not hold a valid Service Provider Identification Number (SPIN) and is in good standing with the FCC/USAC.

3) Who has not successfully performed on projects of similar character and scope to the proposed work.

4) General Acknowledgement – Bidders will provide an executed copy of the provided form acknowledging the RFP requirements.

Bid Evaluation Criteria

**Cole Academy** will evaluate and select the winning bid based on the following criteria and weighted in the order listed in its relative importance:

1) Price – The price of eligible goods and services will be the highest weighted factor. **Cole Academy** will be evaluating price based ONLY on the eligible monthly and eligible “one-time” costs. E-Rate ineligible items must be provided on a separate rate sheet that will not be a part of the evaluation. The responding service provider is required to provide the lowest corresponding price for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to

Lowest Corresponding Price, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide LCP. (30%)

2) Experience – **Cole Academy** will evaluate prospective bidder’s experience based on, but not limited to, the bidder’s ability to successfully provide the requested service, prior history with **Cole Academy**. This may generate a positive or negative result. A neutral finding will provide all bidders the same score. (20%)

3) Accuracy of Bid Response – The Owner will evaluate the prospective bidder’s bid response for, but not limited to, completeness of bid package, Service Agreement, amendments and/or exceptions to the requested Service. (20%)

4) Qualifications – The Owner will evaluate the prospective bidder’s qualifications based on, but not limited to, technical expertise and service coverage and the number of projects successfully completed by the bidder providing the same type and scope of the requested services. (20%)

5) Service Level Agreement- The bidder will include a signed and dated copy of their multi-year Service Agreement (contract and service level agreement) with their bid proposal. Once all proposals have been received, and evaluated, the Owner will sign, date, and return the successful bidder’s agreement(s). (10%)

Protests

In order to be considered, written protests containing the proposal number must be submitted within five (5) days of either the board approval or the filing of the Form 471, whichever is sooner. Protests must be on the following grounds to be considered:

• **Cole Academy** failed to follow the selection procedures and adhere to the requirements specified in this RFP or any amendments hereto; or

• State or federal law has been violated.

• **Cole Academy** will provide a written response to the protesting bidder within six (6) calendar days.

**Cole Academy**

**FY2022 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

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| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Establishing Form 470** | **220002983 (100A-22)** |



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.

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