Summa E-rate Solutions

FY2023 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 2 Products and Services



|  |  |
| --- | --- |
| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Name of RFP** | **WAP, Installation & Cabling, and Basic Maintenance of Internal Conditions** |
| **Establishing Form 470** | **230011417(120B-23)** |

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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. |

|  |  |
| --- | --- |
| ***Submit PROPOSALS, including Signature Page, located at the bottom of the RFP and upload this document and the RFP response using the Select File and upload File features found 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 EST, 32 calendar days from the Certified Date** shown on the associated Form 470. | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | 1/9/2023 |
| Questions from Bidders Due | 1/30/2023 |
| Bid Due Date | 2/10/2023 |
| School Board Meeting | TBD |
| Contract Start Date | April 1, 2023 | |

**Request for Proposal for Wireless Access Points, Installation and Cabling, and Basic Maintenance of Internal Connections (BMIC)**

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.

Summa E-rate Solutions, (Summae-rate.com) 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.
* Complete and include the Internal Connections (IC) and Basic Maintenance of Internal Connections (BMIC) worksheets in this RFP.
* 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 for Wireless Access Points, installation and cabling, and Basic Maintenance of Internal Connections (BMIC). 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>.

Cole Academy is issuing this Request for Proposals (“RFP”) for the purpose of soliciting proposals for diverse Category 2 E-Rate funded services for internal connections and basic maintenance of internal connections. The services and products will be supplied by one or more companies to support voice, video, and data communications at both Cole Academy campus sites via the technology network. Qualified companies interested in this Request for Proposal (RFP) are invited to submit proposals based on the Federal Communication Commission’s Schools and Libraries Division (“SLD”, “E-Rate”) program rules to support poor rural and urban schools and libraries. The RFP process will also fully adhere to Cole Academy procurement rules and requirements. The resulting contract(s) will begin on July 1, 2023, in accordance with E-rate Funding Year 2023.

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.

**Walk through**

There will be a walk-through of the school sites on January 24, 2023, and January 27, 2023. 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 walkthrough 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 173 full-time students and Cole Academy East has 184 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

ing F

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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 Lansing relies heavily on cloud services and wireless networking. It is also critical that that the VLAN be robust enough to handle traffic. Cole Academy East also relies heavily on cloud services and wireless networking

1. **SERVICES SOUGHT**

**A.1 Category 2 Wireless Access Points, installation, and cabling**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Internal Connections Worksheet** | | | | | | | | | | | |
| Form 470 #230011417 | | | | | | | | | | | |
| Manufacturer or equivalent | Mfg. Part # | Address | City | State | School Name | Product Type | Quantity | Description | E-rate Eligible % | Eligible Cost | Ineligible Cost |
| Ubiquiti WAP | UAP-AC-HD | 1915 West Mount | Lansing | MI | Cole Academy | WAP | 6 |  | 60% |  |  |
| CAT6 Cable | General | 1915 West Mount | Lansing | MI | Cole Academy | Cable | 400 feet | (2) Cable Runs.  150-200 feet each. | 60% |  |  |
| Patch Cords | General | 1915 West Mount | Lansing | MI | Cole Academy | Connectors | 4 |  | 60% |  |  |
| Wall Plates | General | 1915 West Mount | Lansing | MI | Cole Academy | Connectors | 2 |  | 60% |  |  |
| Installation | General | 1915 West Mount | Lansing | MI | Cole Academy | Installation |  |  | 60% |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |

**A.2 Scope of Work**

The school needs to purchase and install six (6) wireless access points (WAPS) located in various classrooms. The WAPS are divided among the two Cole Academy campuses as follows: 2X WAPS at the Lansing Campus and 4X WAPS in East Lansing campus.

Additionally, two CAT6 cables need to be run at the Lancing Campus, from the server room to the marked classrooms in the Lansing map. The ceiling is a hard ceiling with attic access. The cable runs are 150 to 200 ft.  The cable runs also require (4) CAT6 punch down ends and (4) patch cables.

**A.3 Map**

Please reference the map below for the floor plans of the Cole Academy Lansing and East Lansing campuses. Cole Academy located at Lansing is the upper map and Cole Academy East Lansing is the lower map. The “missing or more” yellow highlights are where the 6X WAPS need to be installed. In the case of the Cole Academy Lansing map, the 2X cable runs from the “missing or more” yellow highlights extend back to the server located adjacent to the main office.

**Diagram

Description automatically generated**

**Diagram

Description automatically generated**

**A.3 Wireless Access Points**

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.

**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

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

* WAP
* Cabling
* Cabling
* Connector
* Installation

**A.4 Requirements for Cabling Infrastructures**

This section defines specifications for Cabling Infrastructures for the Cole 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 Cole 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.

**A.5 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, 2023.

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. Category 2, Basic Maintenance of Internal Connections, (BMIC)**

**B.1 Basic Maintenance of Internal Connections (BMIC)**

BMIC covers the repair and upkeep of eligible internal connections. Eligible repair and upkeep services include hardware, wiring, and cable maintenance, along with basic technical support and configuration changes. The products must be eligible for discounts for their associated repair and upkeep services to be eligible.

In general, applicants may only receive support for actual work performed under contract on eligible products and parts that are repaired or replaced. Unbundled warranties or fixed price contracts are not eligible for reimbursement unless the ineligible portions of the warranty or contract can be cost-allocated.

Services such as software upgrades and patches, (including bug fixes and security patches), and online and telephone-based technical assistance and tools that are typically standard fixed priced offerings will continue to be funded as BMIC if the service or equipment would only function and serve its intended purpose with the degree of reliability ordinarily provided with these specific services.

**B.2 Managed Internal Broadband Service (MIBS)**

Functional Description: Monitor and manage internal network infrastructure equipment, internal telecommunications infrastructure equipment and associated broadband services and proactively remediate internal network issues to maintain broadband delivery for student instruction and telecommunication issues to minimize risk to student safety. Manage the configuration of internal network equipment and internal telecommunications equipment to accommodate new and existing associated broadband services. Managed internal network infrastructure equipment includes but is not limited to firewalls, routers, switches, wireless access points and wireless network controllers. Managed internal telecommunications infrastructure equipment includes but is not limited to unified communications servers including associated virtualization environments, telecommunications servers for paging, voice gateways and switches. Associated broadband services include but are not limited to Internet access circuits, switched Ethernet circuits and SIP trunking circuits.

**B.3 BMIC and MIBS Minimum service requirements:**

● Service provider will conduct a network infrastructure survey at the commencement of the service contract and annually during the contract term and extensions. The survey will inventory all managed equipment and map all associated broadband services. The initial and annual survey will be performed at no additional cost to Cole Academy and copies of all documents created will be provided to Cole Academy.

● All managed equipment and associated broadband services will be monitored for acceptable availability and performance metrics at least once every 15 minutes during the contract term. Service provider will create a service request incident for any equipment not meeting acceptable metrics within 15 minutes of detection.

● Service provider will provide initial response to managed equipment issues within 2 hours after a managed equipment or broadband service failure; Service provider will dispatch on-site technician within 4 hours after remote diagnosis indicates onsite remediation is required. Service provider will provide resolution to 95% of incidents that do not require hardware replacement within 72 hours after initial response.

● Service provider will manage all configuration and changes to internal network infrastructure equipment needed to deliver associated broadband services. All remote configuration changes will be completed within 48 hours after receipt of a service request from Cole Academy. All onsite configuration changes will be completed within 72 hours after receipt of a service request from Cole Academy.

● Service provider will manage all configuration and changes to internal telecommunications infrastructure equipment needed to deliver associated broadband services. All remote configuration changes will be completed within 48 hours after receipt of a service request from Cole Academy. All onsite configuration changes will be completed within 72 hours after receipt of a service request from Cole Academy.

● Service provider will maintain staff with appropriate vendor certifications to service and maintain managed internal network equipment and managed internal telecommunications equipment. Service provider will provide documentation of service provider’s staff certifications upon request.

**B.4 Posted in the Form 470 under these functions:**

* Basic Maintenance of Wireless Access Points
* Basic Maintenance of Routers
* Basic Maintenance of Switches
* Basic Maintenance of Wireless Controller
* Basic Maintenance of Firewall
* Basic Maintenance of Antennas, Connectors and Related Components
* Basic Maintenance of UPS/Battery Back-up
* Recipients of service: Cole Academy Lansing and Cole Academy East

**B.5. Format of Proposals and Submittal Requirements**

Companies are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal at the sole discretion of Cole Academy. By submitting a response to this RFP, Company acknowledges that if Company’s Proposal is accepted by Cole Academy, Company’s Proposal and related submittals may become part of the contract awarded because of this solicitation. Proposals should be separated by clearly labeled sections and organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner to be uniquely identified. Proposals must be clear, concise, and well organized. When submitting a qualifying Proposal for consideration, Companies must include the following records or information:

**A. Cover Letter**

Companies must submit a cover letter signed by an authorized representative who can commit the Company to provide the Goods or Services described in this RFP. The cover letter

must include:

1.A brief description of the Company, including its legal name, location, principal place of business, and years in business; Federal Tax ID.

a. The name and telephone number of the principal contact for negotiations; and

b. Acknowledgement of receipt of any Addendum issued by Cole Academy, if applicable.

**B. Executive Summary**

Company must provide an executive summary which explains its understanding of the Cole Academy intent and objectives, and how Company’s Proposal would achieve these objectives. General

information concerning the Company’s qualifications should be included in the executive summary unless addressed in other tabs of the Proposal.

**C. Business License/Authority to do Business in Michigan**

Company must provide copies of appropriate licenses or certifications required of any individual or entity selling products and any related services as described in this RFP.

**D. Key Personnel and Organization**

1**.** Provide the names of key individuals for this effort, as well as an organization chart representing project responsibilities. For each key individual identified, provide the following

information:

I. Title and reporting responsibilities.

ii. Proposed role in this program, including the functions and tasks for which they will have primary responsibility; and,

iii. Resumes or corporate personnel profiles which describe their overall experience and expertise.

2. Provide a list of current members of your board of directors, if applicable.

3. Provide the name of each individual or entity and their percentage of ownership.

4. Provide a list of personnel who would be assigned to the Cole Academy account, along with their credentials and experience.

**E. Company Financial Information**

Companies will be expected to provide financial information concerning the solvency of their businesses, including the following:

a. Gross annual revenue.

b. Cash flow statement; and,

c. Number of employees currently employed.

If Company is unable to provide financial information, state the reasons in Company’s Proposal.

**6. Pending and Current Litigation**

Company will be expected to provide a statement concerning pending and current litigation against the Company.

**7. Company References (Section #7)**

Company must provide a minimum of three (3) references, preferably from a public educational institution, charter school network, or not-for-profit organization related to a project of similar scope and magnitude.

**F. Proposed Implementation of Services**

Companies must provide a plan for implementing the Services described in this RFP. Company’s comprehensive plan must address all Services requested and include an overall plan for the execution of Services.

**G. Completion of Exhibits – Basic Maintenance of Internal Connections and Managed Internal Broadband Service for Existing Equipment**

Company must provide information regarding the proposed price schedule for the services and equipment as well as its E-rate eligibility by submitting 4 worksheets included in this RFP.

**B.6 Category 2, Basic Maintenance of Internal Connections and Managed Internal Broadband Service for Existing Equipment**

Posted in Form 470 under these functions:

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

**C. Responder Service Provider Requirements**

**C.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 because 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/).

**C.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 apart from 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 2023 funding year (July 1, 2023). 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. Category Two non-recurring services can be installed beginning April 1 before the start of the funding year.

**C.3 Early Funding Conditions**

**Category 1**

There are four conditions that must be met 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).

**C.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.

**C.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 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 agree with coterminous expiration conditions.

**C.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 agree with coterminous expiration conditions.

**C.7 Evaluation Criteria**

The Cole Academy School District reserves the right to retain all 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**

**FY2023 E-rate Request for Proposals**

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Cost of E-rate eligible products and services during initial contract term | 30% |
| Cost of E-rate ineligible equipment/services: | 20% |
| Experience providing similar services | 10% |
| Service quality/ability to respond in timely manner | 10% |
| Company qualifications, with financial information & pending/current litigation | 10% |
| Familiarity with Cole Academy school sites | 10% |
| Completeness and timeliness of Proposal | 10% |
| Total | 100% |

**C.8 Other Specification**

No other specifications are available.

**C.9 RFP Protest**

A Responder may file a protest against the award of the Contract to any other Responder by following the Cole Academy 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 Cole Academy or any administrative or judicial tribunal, any particular RFP(s), the RFP process, or any ground not set forth in the protest. The Cole Academy will provide a written response within 30 working days to any timely RFP protest.

**D.** **Basic Maintenance of Internal Connections (BMIC) Worksheets**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Maintenance of Internal Connections (BMIC) Worksheet** | | | | | | | | | | | |
| Form 470 #230011417 | | | | | | | | | | | |
| Devise Description | Mfg. Part # | Address | City | State | School Name | Product Type | Quantity | Serial# | E-rate Eligible % | Eligible Cost | Ineligible Cost |
| Peplink Balance | BPL-310X-LTEA-R | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | Router | 1 | 1925-F1DD-FA3E | 60% |  |  |
| Ubiquiti Dream Machine | UDM-PRO | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | Wireless Controller | 1 | 68D79A21EFF6 | 60% |  |  |
| Ubiquiti WAP | UAP-AC-HD | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | WAP | 10 | F09FC26E594C  F09FC26E6664  F09FC26E66E0  F09FC26E6824  F09FC26E6930  68D79A2AA229  68D79A2A9B8D  68D79A2AA15D  68D79A2AA199  68D79A2AA219 | 60% |  |  |
| Cisco Switch | SG300-52P | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | Switch | 3 | PSZ21471JAG  PSZ21471J5Z  PSZ22281EQJ | 60% |  |  |
| Cisco Firewall | 5506-X | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | Firewall | 1 | JMX21H7G0RQ | 60% |  |  |
| APC UPS | SMT2200M24C | 2921 E. Coleman Rd. | East Lansing | MI | Cole Academy | UPS | 1 | AS1749161868 | 60% |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Maintenance of Internal Connections (BMIC) Worksheet** | | | | | | | | | | | |
| Form 470 #230011417 | | | | | | | | | | | |
| Devise Description | Mfg. Part # | Address | City | State | School Name | Product Type | Quantity | Serial# | E-rate Eligible % | Eligible Cost | Ineligible Cost |
| Peplink Balance | BPL-310X-LTEA-R | 1915 West Mount Hope | Lansing | MI | Cole Academy | Router | 1 | 1925-F200-24ED | 60% |  |  |
| Ubiquiti WAP | UAP-AC-HD | 1915 West Mount | Lansing | MI | Cole Academy | WAP | 9 | 68D79A2A9BD1  F09FC26EEEC0  68D79A2A9BB5  F09FC26EF548  F09FC26EF674  F09FC26EED28  68D79A2A9B85  F09FC26EF4EC  68D79A30B044 | 60% |  |  |
| Ubiquiti Switch | SG300-52P | 1915 West Mount | Lansing | MI | Cole Academy | Switch | 2 | PSZ21471JAG  PSZ21471J5Z | 60% |  |  |
| Ubiquiti Cloud Key | UCK-G2 | 1915 West Mount | Lansing | MI | Cole  Academy | Cloud Key | 1 | 18E8294F6873 | 60% |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |

**E. Signature Pages**

**Cole Academy**

**FY2023 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | **Cole Academy** |
| **Billed Entity Number** | **17027520** |
| **Establishing Form 470** | **230011417 (120B-23)** |



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 |