Summa E-rate Solutions

FY2024 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 1 Products and Services



|  |  |
| --- | --- |
| **Applicant** | **Somersworth School District** |
| **Billed Entity Number** | **121313** |
| **Name of RFP** | **Wide Area Network Digital Transmission for Leased Dark and Leased Lit Fiber and Dedicated Internet Access** |
| **Establishing Form 470** | **240003247(124A-24)** |

|  |
| --- |
| **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, and Pg 12-13 worksheets***  ***located at the bottom of the RFP and upload these documents 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 5 p.m. EST, **32 calendar days from the Certified Date** shown on  the associated form. | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | Thur., Oct. 26, 2023 |
| Questions from Bidders Due | Thur., Nov. 16, 2023 |
| Bid Due Date | Mon, Nov. 27, 2023 |
| School Board Meeting | TBD |
| Contract Start Date | July 1, 2024 |

**Wide Area Network Digital Transmission for Leased Dark and Leased Lit Fiber and Dedicated Internet Access**

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 manage 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.
* Complete the worksheets provided on Pages 12-13 of this RFP and include an SLA and three references.
* 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, **Somersworth School District** is seeking responses from qualified providers of **Wide Area Network Digital Transmission for Leased Dark and Leased Lit Fiber** and **Dedicated Internet Access**. 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>. Bidders must complete the 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 web page.

[](https://www.google.com/imgres?imgurl=https%3A%2F%2Fcdnsm5-ss20.sharpschool.com%2FUserFiles%2FServers%2FServer_82252%2FTemplates%2FTheme%2Fimg%2Flogo.png&tbnid=NwS0eC3JuA4XuM&vet=12ahUKEwiUqqn7oeOBAxXuie4BHVptBnUQMygAegQIARBP..i&imgrefurl=https%3A%2F%2Fwww.sau56.org%2F&docid=SjH2826nb5G89M&w=197&h=79&q=somersworth%20school%20district%20logo&ved=2ahUKEwiUqqn7oeOBAxXuie4BHVptBnUQMygAegQIARBP)

**Summary - current**

|  |  |  |  |
| --- | --- | --- | --- |
| Entity Number | Entity Name | Student Count | Connection Type |
| 121313 | Somersworth School District | 1327 | Fiber |

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity Number** | **Entity Name/Service Location** | **Current Bandwidth** | **Connection Type** |
| 3743 | Somersworth High School | 500 Mbps | Dedicated Fiber Internet |
| 3743 | Somersworth High School | 1 Gbps | Dark Fiber WAN |
| 16066282 | Idlehurst School | 1 Gbps | Dark Fiber WAN |
| 3738 | Maplewood School | 1 Gbps | Dark Fiber WAN |
|  | City Hall | 1 Gbps | Dark Fiber WAN |

**Entities**

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Somersworth School District | 51 High Street  Somersworth, NH 03878 | 121313 | SAU Administration |
|  | Somersworth  High School | 11 Memorial Dr.  Somersworth, NH 03878 | 3743 | School |
|  | Somersworth  Middle School | 7 Memorial Dr.  Somersworth, NH 03878 | 3742 | School |
|  | Idlehurst School | 46 Stackpole Road  Somersworth, NH 03878 | 16066282 | School |
|  | Maplewood School | 184 Maple Street  Somersworth, NH 03878 | 3738 | School |
|  | City Hall | 1 Government Way  Somersworth, NH 03878 |  | Government |

SCOPE OF SERVICES

The Somersworth School District is requesting proposals for leased lit fiber and leased dark fiber services for delivery of wide area network (WAN) services to the district and (DIA) dedicated internet access.

WAN service and DIA are expected to be delivered from the district hub, which is the Somersworth High School located at 11 Memorial Dr., Somersworth, NH 03878. The WAN service locations with existing 6 strands of fiber listed in the A-to-Z table below are considered adequate.

Partial bids will not be considered. Offerors’ proposals must include services for all locations listed under the Site Locations section of this Service Specification document. If a vendor is unable to provide service to a specific location, they must specifically identify that service cannot be provided in their response. An example of a partial bid response is a) when no pricing is given for a specific site, or b) a vendor does not indicate N/A if they are not proposing pricing for the respective site.

Service is expected to be delivered to the existing eligible service locations:

**A-to-Z Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity Number** | **A Location** | **Z Location** | **Stand Count for Single-Mode**  **Fiber Optic Cabling** |
| 3743 | Somersworth High School | SAU Administration | 6 |
| 3742 | Somersworth High School | Idlehurst School | 6 |
| 16066282 | Somersworth High School | Maplewood School | 6 |
| 3738 | Somersworth High School | City Hall | 6 |

A to Z Locations

o Eligible Entity 1, Somersworth High School, 11 Memorial Dr., Somersworth, NH 03878 to SAU56 Administration, 51 West High St., Somersworth, NH 03878

♣ DemarcationPoint:Servercloset  
o Eligible Entity 2, Somersworth High School, 11 Memorial Dr., Somersworth, NH 03878 to the Idlehurst School, 46 Stackpole Road, Somersworth, NH 03878

♣ DemarcationPoint:Servercloset  
o Eligible Entity 3, Somersworth High School, 11 Memorial Dr., Somersworth, NH 03878 to the Maplewood School, 184 Maple School, Somersworth, NH 03878

♣ DemarcationPoint:Servercloset  
o Eligible Entity 4, Somersworth High School, 11 Memorial Dr., Somersworth, NH 03878 to 1 Government Way, Somersworth, NH

The new service is being planned to begin on July 1, 2024 which represents the expiration of the current WAN service.

Somersworth School District is seeking two options for fiber bids. Respondents may bid either or both options. **All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered vendor with USAC, and have a USAC issued 498 ID (formerly Service Provider Identification Number-SPIN).**

1. The first option is a fully managed, leased lit fiber solution. One-time special construction costs, if any, should be bid separately from the monthly recurring cost for the fully managed leased service.
2. The second option is for a leased dark fiber solution that includes special construction, the monthly lease fee, and maintenance. One-time special construction costs, if any, should be bid separately from the monthly lease fee. Maintenance fees can be included in the monthly lease fee.

Somersworth School District will consider traditional network designs (such as hub and spoke) or alternative proposals that, in accordance with E-rate guidance, maximize cost effectiveness. Respondents should clearly illustrate proposed network design and construction routes. Somersworth School District is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution while recognizing the cited termination locations.

In E-rate terminology, **special construction** refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. If no new fiber is being installed, then any installation costs are considered standard **non-recurring costs (NRC).** Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components:

1. construction of network facilities 2. design and engineering  
3. project management

***Note:*** The term “special construction” does not include network equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for network equipment and fiber maintenance are eligible for Category One support as separate services, but not as special construction.

All options can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. **All bid responses for solutions requiring special construction must only include capacity and special construction necessary to deliver service to Somersworth School District.** To the extent that the winning service provider installs additional strands of fiber for future business ventures, the winning service provider assumes full responsibility to ensure those costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders. If, after the issuance of the FCDL, USAC or the FCC determines that the winning service provider did not cost allocate those charges associated with the additional strands, Somersworth School District will not be responsible for reimbursing the winning vendor and the winning vendor will assume all responsibilities deemed ineligible by USAC. Based on the bids and both a short term and long-term cost effectiveness analysis, Somersworth School District will determine which, if any, of the leased litservice, leased dark fiber, or some combination of solutions is acceptable. The specifications related to each solution option are as follows:

**Leased Lit Fiber**

Somersworth School District must have dedicated, symmetrical transport bandwidth of 1 Gbps with Service Level Agreement (SLA) guarantees between the designated endpoints. The solution must be scalable to 10 Gbps. Price quotes are requested for 36 months and 60 months terms of service. Each respondent is required to complete the leased lit fiber worksheet found in this RFP. Respondents do not need to offer every combination of speed and contract length. If special construction is necessary, respondents are **required** to separate out pricing: Special Construction Pricing. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix. If an increase in bandwidth is requested during the contract period, the contract does not renew. As bandwidth needs are steadily rising, respondents are free to bid higher tiers of bandwidth than what is requested to demonstrate their future scalability.

**Leased Dark Fiber**

As an alternative, respondents can quote a leased dark fiber network solution from the specified hub to the eligible service locations. The price quote should make use of the six strands of single- mode fiber from the hub to each eligible entity location for 36- and 60-months terms of service. Each respondent is required to complete the leased dark fiber worksheet located in this RFP. If special construction is necessary, respondents are **required** to separate out pricing: Special Construction Pricing.

*Fiber Maintenance Terms and Conditions*

Somersworth School District requires on-going maintenance of the fiber on all leased dark fiber solutions. Maintenance responses are required as follows:

• All leased dark fiber responses require maintenance as part of the response, even if maintenance is subcontracted out to a third party. In the case of the 3rd party maintenance, the respondent must hold and manage the subcontract and is ultimately responsible for the SLA. It is assumed that the dark fiber network is part of a more comprehensive fiber infrastructure of the service provider. The respondent will include only the portion of maintenance that is required to support the Somersworth School District fiber segments versus overall network maintenance. If the fiber serves multiple customers, the cost of maintenance should be shared among all the recipients. It is assumed that maintenance costs are included in the monthly lease fee.

• Respondent shall maintain the applicable fiber seven days per week, twenty-four hours per day. Upon notification from the district of a malfunction relating to the applicable fiber, respondent shall respond to such malfunction within two (2) hours and thereafter proceed to correct the malfunction with reasonable diligence. When pricing maintenance, the respondent should include an overview of maintenance practices including:

o Routine maintenance and inspection  
o Scheduled maintenance windows and scheduling practices for planned outages  
o Marker and handhole inspection and repair  
o Handling of unscheduled outages and customer problem reports  
o What service level agreement is included and what alternative service levels may be available at additional cost  
o What agreements are in place with applicable utilities and utility contractors for emergency restoration  
o Repair of fiber breaks  
o Mean time to repair  
o Replacement of damaged fiber  
o Post repair testing  
o Replacement of fiber that no longer meets specifications  
o Policies for customer notification regarding maintenance  
o Process for changing procedures, including customer notification practices o Process for moves, adds, and changes  
o Process for responding to locate requests.

*Description of Proposal*

Respondent will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other detail Somersworth School District may find useful or necessary (or could differentiate the solution from a competing proposal).

*Service Level Agreement*

The respondent will provide a proposed service level agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.

* Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
* Leased lit fiber proposals only:  
  o .25% frame/packet loss commitment  
  o 25ms network latency commitment  
  o 10ms network jitter commitment  
  o There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason.

In addition to the required services, the proposal may include but is not to be limited to the following services:

* + Network operations center: Solution will provide customer support functions including problem.

tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor provided services.

* + Trouble reporting and response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
* Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
* Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
* Trouble reporting, escalation and resolution: A detail trouble reporting, escalation and resolution plan will be provided to the district.
* Measurement: Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts vendor and identifies the problem. Credits for outages of shortage will be identified.
* Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
* Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
* Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing Hopkinton School District.

*Timeline*

For each response, respondents must include a timeline for all bringing all sites online and an explanation of how much they are able to adhere to Somersworth School District’s specified timeline. Respondents with existing infrastructure in the area should be able to bring all sites online by the July 1 start of the funding year.

*Demarcation*

All solutions whether leased lit fiber or leased dark fiber must terminate service or infrastructure in the demarcation point at each address specified in this RFP. Solutions bringing service to the property line but not to the demarcation point are not acceptable. Respondent must specify demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.

*Network Diagram*

For each response, respondents must include a network diagram displaying the paths to be used to serve each endpoint.

*References*

For each response, respondent must provide 3 references from current or recent customers (preferably K-12) with projects similar to the size of Somersworth School District.

**Special Construction Payment Plan Option**

The applicant requests that the respondents consider allowing Somersworth School District to pay the non-discount share of special construction costs (portion of costs that are the responsibility of the applicant) to be paid in equal annual installments over three years from Funding Year 2025 to Funding Year 2027 inclusive. Responses must include agreement or non-agreement of this request.

**Special Construction Information for Form 471 and PIA Review**

All E-rate applications including special construction are subject to detailed questioning during PIA review where the cost of proposed special construction will be reviewed based on the cost of historical fiber builds in the region. Additionally, certain information on necessary special construction is needed to accurately fill out the Form 471. Respondents are **required** to fill out the table in Appendix B. Additionally, respondents are encouraged (but not required) to submit the additional information described in Appendix B that will likely be requested during PIA review. If respondents do not submit this additional information with their bid, and their solution is chosen, they must be prepared to promptly provide that information and any additional information not described in this RFP when requested. Please note that vendors may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.

**Required Notice to Proceed and Funding Availability**

Somersworth School District will follow the purchasing policies of the Somersworth School District Board and requirements and procedures of the FCC’s E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's’ issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

**Bid Evaluation Criteria**

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

|  |  |
| --- | --- |
| **Factor** | **% weight** |
| E-Rate eligible recurring and one-time circuit costs  (E-Rate eligible costs: the total cost of ownership for the eligible components of the proposed service. Total cost of ownership takes into account all one-time and recurring costs. Note that E-Rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the Applicant. This criterion must be the highest weighted per E-Rate program rules.) | **30%** |
| Evidence of prior successful experience is detailed and related to the proposed services, technical capability, and service reliability; References provide assurance that vendor can deliver the services and/or required products. Prior Experience in a similar K-12 education environment. (Strong and unequivocal evidence that proposing organization’s human, organizational, technical, and professional resources (including Education and E-Rate expertise) and abilities can support the proposed project, which will meet the full scope of the requirements specified in the RFP.) | **20%** |
| 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%** |
| 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. | **15%** |
| **Service Reliability** | **15%** |
| **Total** | **100%** |

**BID REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Preferred Contract Term** | **Recipient of Service – A location** | **BEN** | **Address of Service – Z Location** | **Connection Type** | **Provide Pricing for** |
| 36-60 Months | 11 Memorial Dr. |  | 1 Government Way | Leased Lit Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 3738 | 184 Maple St. | Leased Lit Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 16066282 | 46 Stackpole Rd. | Leased Lit Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 121313 | 51 W. High St. | Leased Lit Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 3743 | 11 Memorial Dr. | Dedicated Internet Access | 500Mbps – 1Gbps |
| 36 -60 Months | 11 Memorial Dr. |  | 1 Government Way | Dark Fiber | 1Gbps |
| 36 -60 Months | 11 Memorial Dr. | 3738 | 184 Maple St. | Dark Fiber | 1Gbps |
| 36-60 Months | 11Memorial Dr. | 16066282 | 46 Stackpole Rd. | Dark Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 121313 | 51 W. High St. | Dark Fiber | 1Gbps |
| 36-60 Months | 11 Memorial Dr. | 3743 | 11 Memorial Dr. | Dedicated Internet access | 500Mbps – 1Gbps |
| 36-60 Months | 11 Memorial Dr. |  | 4 locations above | Maintenance & Operations | 1Gbps |
| 36-60 Months | 11 Memorial Dr. |  | 4 locations above | Network Equipment | 1Gbps |

**WORKSHEETS**

**WAN Leased Lit Fiber**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Eligible Monthly Recurring Cost** | | **Ineligible monthly recurring cost** | **Eligible install/non-recurring cost** | **Ineligible install/non-recurring cost** |
| **A Location** | **Z location** | **Bandwidth** | **3-year term** | **5- year term** |
| Somersworth High School | SAU 56 Administration | 1 Gbps |  |  |  |  |  |
| Somersworth High School | Idlehurst School | 1 Gbps |  |  |  |  |  |
| Somersworth High School | Maplewood School | 1 Gbps |  |  |  |  |  |
| Somersworth High School | City Hall | 1 Gbps |  |  |  |  |  |
| Maintenance & Operations | | 1Gbps |  |  |  |  |  |
| Network Equipment | | 1 Gbps |  |  |  |  |  |

**WORKSHEETS**

**WAN Leased Dark Fiber**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Eligible Monthly Recurring Cost | | **Ineligible monthly recurring cost** | **Eligible install/non-recurring cost** | **Ineligible install/non-recurring cost** |
| **A Location** | **Z location** | **Bandwidth** | 3-year term | 5- year term |
| Somersworth High School | SAU 56 Administration | 1 Gbps |  |  |  |  |  |
| Somersworth High School | Idlehurst School | 1 Gbps |  |  |  |  |  |
| Somersworth High School | Maplewood School | 1 Gbps |  |  |  |  |  |
| Somersworth High School | City Hall | 1 Gbps |  |  |  |  |  |
| Maintenance & Operations | | 1 Gbps |  |  |  |  |  |
| Network Equipment | | 1 Gbps |  |  |  |  |  |

**WORKSHEETS**

**Dedicated Internet Access**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Eligible Monthly Eligible Monthly Recurring Cost | | **Ineligible monthly recurring cost** | **Eligible install/non-recurring cost** | **Ineligible install/non-recurring cost** |
| **A Location** | **Bandwidth** | 3-year term | 5- year term |
| Somersworth High School | 500Mbps |  |  |  |  |  |
| Somersworth High School | 1 Gbps |  |  |  |  |  |

**General Terms and Conditions Preparation of Proposals**

Proposals shall be submitted on the forms provided and must be signed by the Company or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the proposal forms unless specific directions in the advertisement, on the proposal form or in the special provisions allowed for partial proposals. Failure to provide pricing on all items may disqualify the proposal. Alternative proposals will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing and must be received by [bids@summae-rate.com](mailto:bids@summae-rate.com) within (21) calendar days after the FCC For 470 is certified. Any changes to the Request for Proposal will be provided to all Bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for proposal description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

**Submitting Proposals**

Submit PROPOSALS, including Signature Page, and Pg 13-14 worksheets located at the bottom of the RFP and upload these documents and the RFP response using the Select File and Upload File features found in the <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, 32 calendar days from the Certified Date.

**Withdrawal of Proposals**

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer uploaded to the <https://summae-rate.com> web site. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

**Award of Contract**

It is the policy of the Somersworth School District that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.  
B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.

C. Be able to comply with the proposed or required time of completion or performance schedule; and

D. Have a demonstrated satisfactory record of performance.  
E. Adhere to the specifications of this bid and provide all documentation required of this proposal.

The contract will be awarded to a responsive & responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product /materials/services to be provided and the support that the bidder offers during the duration of the supply terms.

**Pricing**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered.

**Delivery**

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

**Guarantees & Warranty**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the School District, in writing, prior to the delivery of an item or any work being performed.

**Force Majeure**

Neither party shall be liable for any inability to perform its’ obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.  
If during the contract period the successful vendor fails to supply the Somersworth School District, New Hampshire with the vehicles/products/service (s). The Somersworth School District will purchase this product/service(s) on the open market and the vendor will compensate the Somersworth School District, New Hampshire with the difference between the bid price and the price incurred on the open market.

**Proposal Evaluations**

The School District reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

a Fails to adhere to one or more of the provisions established in the proposal.  
b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.  
c. Fails to meet the minimum evaluation criteria specified in this proposal.  
d. Fails to submit its proposal to the required address on or before the deadline date established by the School District.  
e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.  
f. Fails to submit its cost on the enclosed bid form.  
g. Refuses a reasonable request for an interview.  
h. Refuses to provide clarification requested by the school.

**Somersworth School District**

**FY2023 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | **Somersworth School District** |
| **Billed Entity Number** | **121313** |
| **Name of RFP** | **Wide Area Network Digital Transmission for Leased Dark and Leased Lit Fiber and Dedicated Internet Access** |
| **Establishing Form 470** | **240003247(124A-24)** |



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 |
| **Somersworth School District** |  |
| Applicant Name | BEN 121313 |