Summa E-rate Solutions

FY2024 E-Rate Request for Proposals

REQUEST FOR PROPOSALS

E-Rate Eligible Category 1 Products and Services



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| **Applicant** | Mrs. Manners Childcare, Inc dba Manatee Learning Academy |
| **Billed Entity Number** | 17000563 |
| **Name of RFP** | Mrs. Manners Direct Internet Access |
| **Establishing Form 470** | 240003615 (126A-24) |

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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, 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 shown on the associated Form 470.** | |
| **Event** | **Critical Dates** |
| FCC Form 470 Posted/RFP Released | Tue., Nov 14, 2023 |
| Questions from Bidders Due | Mon., Dec. 4 2023 |
| Bid Due Date | Fri., Dec. 15, 2023 |
| School Board Meeting | TBD |
| Contract Start Date | July 1, 2024 |

**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 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 and the worksheet on page 8.
* 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, **Mrs. Manners Childcare, Inc dba Manatee Learning Academy**, is seeking responses from qualified providers of ISP and Data Transport Services for its **Mrs. Manners Childcare, Inc dba Manatee Learning Academy.** 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.

1. **BACKGROUND**

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

**General Description**

**Mrs. Manners Childcare, Inc dba Manatee Learning Academy**, Mrs. Manners Childcare, Inc dba Manatee Learning Academy is a K-5 school of 154 students dedicated to teaching children to think for themselves, collaborate successfully with others, and take responsibility for their own education in a safe and loving environment.

CCS embraces the principles of diversity, self-determination and participation in democracy. We foster critical thinking, compassion, and respect for each student, their community and their world.

**Summary**

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| **Entity Number** | **Entity Name** | **Current Bandwidth** | **Connection Type** |
| 17000563 | **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** | 1 Gbps | Fiber |

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | **Entity Name** | **Address** | **BEN** | **Application Type** |
|  | Mrs. Manners Childcare, Inc dba Manatee Learning Academy | 6210 17TH AVE W BRADENTON, FL 34209-7838 | 17000563 | School |

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

Posted in Form 470 under these functions:

* + - Leased Lit Fiber

**B.2 Specifications:**

**1.** For these school sites provide the following.

a. Bidder shall provide no less than 1 Gbps and up to 5 Gbps of **fiber** Internet access via existing or new circuits.

b. Bidder shall provide a contiguous range of Public IP addresses. Initial request may be for five (5) global IP addresses routed back to the **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** network. Handoff to customer must be One (1) RJ45 Ethernet and/or One (1) Fiber handoff capable of speed 1 Gbps or greater at the designated termination/hand-off location identified by the district within the specified building. SERVICE LOCATION: **Mrs. Manners Childcare, Inc dba Manatee Learning Academy**, 6210 17TH AVE W BRADENTON, FL 34209-7838.

c. Data Transport services to be leased via a multi-year contract. To inter-connect each identified site and to be delivered to the designated sites at the dedicated committed information rate bandwidth connection speeds, intranet (LAN) Ethernet connectivity bandwidth and length of time specified below. This service request includes the required equipment to light said service and inter-connect to each site’s LAN. Hand-off of proposed service must be via an Ethernet interface and/or One (1) Fiber handoff capable of a speed of 1 Gbps or greater to connect to the school network.

SERVICE LOCATIONS: **Mrs. Manners Childcare, Inc dba Manatee Learning Academy**, 6210 17TH AVE W BRADENTON, FL 34209-7838.

d. Provide bandwidth 24 hrs. per day, 365 days per year.

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

f. Bidder shall maintain network monitoring capability and notification to **Mrs. Manners Childcare, Inc dba Manatee Learning Academy**.

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

h. Bidder shall grant **Mrs. Manners Childcare, Inc dba Manatee Learning 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 **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** 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. Leased Lit Fiber Internet Access 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, 2024, and end: June 30, 2027.

b. 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 **Mrs. Manners Childcare, Inc dba Manatee Learning 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.

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

d. Pricing may be “tired” for levels of service (e.g., price per Mbps of bandwidth in 100Mbps increments).

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

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-Premises 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*

|  |  |
| --- | --- |
| **Site Name** | **# Of *useable* IP Addresses** |
| Total IPs | 1 |

* + - * **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 **07/01/24**, 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**: **Mrs. Manners Childcare, Inc dba Manatee Learning 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 because of this RFP, prior to any work starting. The governing board of the **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** reserves the right to accept or reject any or all RFPs in whole or in part/or waive any irregularity in any proposal received. **Mrs. Manners Childcare, Inc dba Manatee Learning 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. **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** reserves the right to accept the pricing proposal solely dependent upon SLD approval. All contracts entered 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**

**Mrs. Manners Childcare, Inc dba Manatee Learning 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. **Mrs. Manners Childcare, Inc dba Manatee Learning 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 – **Mrs. Manners Childcare, Inc dba Manatee Learning 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 **Mrs. Manners Childcare, Inc dba Manatee Learning 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:

• **Mrs. Manners Childcare, Inc dba Manatee Learning 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.

• **Mrs. Manners Childcare, Inc dba Manatee Learning Academy** will provide a written response to the protesting bidder within six (6) calendar day

Bid Requirements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preferred Contract Term** | **Recipient of Service** | **BEN** | **Connection Type** | **Provide Pricing for** |
| 36 Months | Mrs. Manners Childcare, Inc dba Manatee Learning Academy | 17000563 | Fiber | 1-2Gbps |

**WORKSHEET**

**Dedicated Internet Access**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Eligible Monthly Eligible Monthly Recurring Cost | **Ineligible monthly recurring cost** | **Eligible install/non-recurring cost** | **Ineligible install/non-recurring cost** |
| **Location** | **Bandwidth** | 3-year term |  |  |  |
| Mrs. Manners Childcare, Inc dba Manatee Learning Academy | 1 Gbps |  |  |  |  |
| Mrs. Manners Childcare, Inc dba Manatee Learning Academy | 2 Gbps |  |  |  |  |

**Mrs. Manners Childcare, Inc dba Manatee Learning Academy**

**FY2024 E-Rate Request for Proposals**

**REQUEST FOR PROPOSALS**

**Signature Page (required)**

|  |  |
| --- | --- |
| **Applicant** | Mrs. Manners Childcare, Inc dba Manatee Learning Academy |
| **Billed Entity Number** | **17000563** |
| **Establishing Form 470** | **240003615 (126A-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 |
| **Mrs. Manners Childcare, Inc.** |  |
| Applicant Name | BEN 17000563 |