

WAYNE HIGHLANDS SCHOOL DISTRICT

REQUEST FOR PROPOSAL
INTERNET SERVICE

2024-2025 e-Rate Form 470 #240006416

Response Deadline: January 2, 2024 AT 2:30PM E.S.T.

1.0 INTRODUCTION

1.1 Wayne Highlands School District issues this Request for Proposals (“RFP”) for Internet Services. The District intends to apply for discounts on the services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.2 Issuing Officer and Technical Contact for Questions and Information

Scott D. Miller
Chief Technology Officer
Wayne Highlands School District
474 Grove Street
Honesdale, PA 18431
Personal e-mail: smiller@whsdk12.com
Official Correspondence e-Mail: tech@whsdk12.com
Phone: 570-253-4661

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail at tech@waynehighlands.org. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include “E-rate Internal Connections RFP Form 470 #240006416” in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

If the RFP was downloaded from a web site link, Vendors are responsible for periodically monitoring the web site for any updates relating to this RFP.

1.3 One complete hard copy must be delivered to the Wayne Highlands School District, Office of Information Technology, at 474 Grove Street, Honesdale PA 18431, on or before 2:30PM E.S.T. on January 2, 2024. In addition, an electronic copy must be e-mailed to the Issuing Officer on or before 2:30PM E.S.T. on January 2, 2024. Both copies must be identical and be labeled, “E-rate Internal Connections RFP Form 470 #240006416.” All required Vendor information, certifications and attachments must be included with the proposal.

District intends to select the successful Vendor and have the final contract presented to the school board no later than its March 19, 2024 meeting.

- 1.4 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

The District reserves the right to reject any/all proposals submitted, if the Issuing Officer or school board does not approve the project for completion using e-Rate funding.

- 1.5 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

- 1.6 All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District’s locations.

- 1.7 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor, as required in Appendix A.

1.8 Reasons for Disqualification of Proposals

If any of the following conditions occur, Vendor’s proposal is automatically disqualified from being evaluated.

- 1.8.1 Vendor’s proposal is submitted after proposals have been opened and reviewed by the District.
- 1.8.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- 1.8.3 Vendor is not authorized to do business in Pennsylvania.
- 1.8.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.

- 1.8.5 Vendor does not have an E-rate SPIN number.
- 1.8.6 Vendor cannot provide all equipment and services listed in Appendix A unless otherwise noted in this RFP that separate contracts may be awarded for subsets of equipment and/or services by July 1, 2024.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Equipment Purchase and Equipment Warranties

- 2.1 Included in this proposal is Appendix A which itemizes the service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 2.2 An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District’s existing network equipment that is listed in Appendix A. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number (Including SKU). Vendors that propose other manufacturer’s products are required to submit project specifications and document that the equipment is compatible and interoperable with the District’s existing equipment.
- 2.3 Proposals must include a description of the manufacturer’s equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer’s warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.4 Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.
- 2.5 Proposals are requested that are preferred turn-key, comprehensive solution that addresses all requirements set forth in Appendix A.
- 2.6 Subcontractors must be identified in the proposal. If the successful Vendor would like to use additional subcontractors that were not identified in the proposal/contract, specific approval must be granted in writing by the District.
- 2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.
- 2.8 Equipment must be dropped shipped from reseller or manufacturer distribution warehouse to Wayne Highlands School District, 474 Grove Street, Honesdale PA 18431.
- 2.9 Appendix B lists equipment location and corresponding Entity Number.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor’s contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD’s website at www.usac.org/si in the Forms section.

- 3.2 Discounted Bills: Should the District so choose, Vendor must agree to provide discounted bills to District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the “non-discount” amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC’s refusal to pay. If the District’s actions or failure to act are responsible for the non-payment of the Vendor’s invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 3.3 Reimbursement Option: Should District choose to pay for any equipment or services in full, Vendor must agree to promptly process the District’s E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds. Vendor also must agree that upon its receipt of District’s E-rate reimbursement, Vendor will, in turn, remit full E-rate reimbursement to the District. This procedure is required because the SLD does not permit the E-rate reimbursement check to be mailed directly to the District for FY 2015.
- 3.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District’s ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District’s ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 3.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor’s services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
- 3.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
- Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Invoicing to USAC that is consistent with the contract and the District’s Form 471
 - Ensuring that services or products are not provided to the District without District’s express written permission or official purchase authorization
 - Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
 - When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471

- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Ensuring that Forms 472 are signed/dated by vendor’s representative in a timely manner
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- District intends to award a single contract for all equipment/services in Appendix A; however the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;

4.2 Timeline for Purchase of Equipment

The purchase of service and equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the District after E-rate approval has been received.

4.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer’s standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the “as specified” unit. Further, the substituted equipment must be able to meet the FCC’s Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD’s approval of a service substitution request.

4.4 **Lowest Corresponding Price**

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission and/or USAC.

4.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Vendor SPIN
- Detailed description of services performed and materials supplied that matches District’s contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm’s business endeavors, including history of company.
- 5.2 Provide a description of your firm’s previous and ongoing relationship, if any, with the District.
- 5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size (1000-2500 students) to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm’s experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).

- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor’s principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- 5.8 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in January 2024 – April 2024 in order to assist with the completion of the District’s E-rate applications, as requested.
- 5.10 Provide copy of terms and conditions for proposed contract.
- 5.11 **Pennsylvania Right-to-Know Law**

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.
- 5.12 Provide all documentation with header information Title: Form 470 #240006416

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the “lowest responsible bidder” in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a “responsible” bidder, the bidder must comply with the following:

- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF SERVICES

All applicable taxes, fees, shipping and surcharges from which the District is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the District.

*** PLEASE NOTE: Network maps of MDF closets are not available and may not be requested of due to security reasons. Information on MDF closets by buildings Demarcation point are listed in APPENDIX B for consideration. ***

Please provide pricing for 1GB, 10GB, and 40GB connections to the internet and building to building connections.

Please include a 3 (three) year and 5 (five) year agreement as options for pricing.

Internet Service – Fiber Optic Connection

DATA PROVIDED BY DISTRICT		DATA PROVIDED BY VENDOR			
Description and Location	Estimated Bandwidth	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
Internet Service – Fiber Optic Connection	10GB or more (40GB Preferred)				70%
Internet Service – Fiber Optic (Lit or Dark) Leasing	10GB or more (40GB Preferred)				70%
Internet Service – Fiber Optic MPLS Network	1GB or more (10GB Preferred)				70%
Internet Service – Construction / Installation					70%
TOTALS		\$	\$		

APPENDIX B

INTERNET SERVICE DEMARCATION POINT AND BUILDING LOCATIONS

- I. Wayne Highlands School District – Entity Number: 125977
 - 474 Grove Street, Honesdale PA 18431
 - i. IT Core / Datacenter / Demarcation Point
 - ii. 10GB or 40GB Internet Connection
 - iii. 10GB or 40GB Fiber Point to Point Location to each school listed below.

- II. Lakeside Elementary – Entity Number: 19367
 - 129 Lakeside Drive, Honesdale PA 18431
 - i. MDF / Demarcation Point /
 - ii. 10GB or 40GB Connection to 474 Grove Street, Honesdale PA 18431

- III. Stourbridge Primary Center – Entity Number: 19368
 - 123 ABC Drive, Honesdale PA 18431
 - i. MDF / Demarcation Point
 - ii. 10GB or 40GB Connection to 474 Grove Street, Honesdale PA 18431

- IV. Damascus School – Entity Number: 19350
 - 174 High School Road, Damascus, PA 18415
 - i. MDF / Demarcation Point
 - ii. 10GB or 40GB Connection to 474 Grove Street, Honesdale PA 18431

- V. Preston School – Entity Number: 19380
 - 1493 Crosstown Highway, Lakewood, PA 18439
 - i. MDF / Demarcation Point
 - ii. 1GB or 10GB Connection to 474 Grove Street, Honesdale PA 18431

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