

REQUEST FOR PROPOSAL
BOZEMAN SCHOOL DISTRICT 7
404 W MAIN ST
BOZEMAN, MT 59715

The Bozeman School District 7 is accepting written proposals for Internet services at the following locations:

Seeking bids for internet services and 5 +/- static IP address delivered by any means feasible to the District Hub located at 404 West Main Street, Bozeman, MT 59820.

Also seeking bids to potentially move the existing district hub from the location noted above, 404 West Main Street, Bozeman, MT 59820 to 4455 Annie Street, MT 59718 Gallatin High School, if cost effective.

Bids should include the cost for both locations.

Bids should specify either –

- internet access only in which a transport circuit is required but billed separately, or
- internet access and transport bundled, or
- leased lit fiber internet services (i.e. fiber, copper, wireless, etc.).

Bids may be accepted for delivery of internet services by any erate eligible technology means available. Bids should specify the technology used to deliver services (i.e. Ethernet, DSL, MPLS, wireless microwave, DS-1, satellite, etc.).

Seeking bids with incremental pricing options of 2 Gbps, 3 Gbps, 5 Gbps, and 10 Gbps symmetrical upload/ download speeds.

Preference may be given for bids that can offer some “future proofing” with scalable bandwidths up to 25 Gbps upload/ download speeds and/ or the option to upgrade during term of the agreement without an extension of contract.

Bids should include estimated Applicable Taxes (Federal and State) as separate line items from monthly recurring costs and can be added on the pricing worksheet as an addendum to the proposal.

If equipment is required for service delivery such as routers, microwave, etc., bids should include the cost of the equipment as a separately identifiable cost, indicate if that cost is included in the monthly recurring bid cost, and the make and model of the proposed equipment that may be used for the service delivery.

Equipment must be from an Erate eligible manufacturer. Bids that include equipment from companies listed on the FCC’s National Security Threat List may be dismissed in whole or in part. Bids should include a statement confirming equipment is not from a company that is listed as a National Security Threat. Failure to make note of manufacturing company may be grounds for bid dismissal.

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Preference may be given to bids that include the attached pricing worksheet as an addendum to the bid. Please note, the pricing sheet is only meant as an addendum to the bid and not meant to be the entire bid. Additional information is requested through this RFP that may not be listed on the pricing sheet.

Vendor should state in writing how they will assure Internet connectivity with effective throughput at subscribed bandwidth.

Preference may be given to vendors that do not throttle, meter, and/ or restrict the requested internet service in any manner.

Vendor should specify if service is throttled and/ or metered on either the upload or download speeds. And if so, when the service would be throttled, metered, and/ or restricted in any other manner that would impact the district's use of internet services.

Vendor should provide monthly traffic monitoring and analysis to the school district.

Vendor shall assure there is no planned down time from Monday through Friday between the hours of 7:00 AM MST and 7:00 PM MST.

Technical support shall be available by person-to-person contact Monday through Friday during the hours of 8:00 AM MST through 5:00 PM MST. Proposal shall state in writing how this service is provided.

In addition, the vendor (internet provider) should state in writing what, if any, detail technical support offered – either at no charge or at a stated fee.

Vendor should specify how the above conditions are met.

Preference may be given to Vendor(s) that agrees to bill E-rate discounts on bills once they receive a Form 486 Notification Letter from USAC. If not, no late charges may be billed.

Preference may be given to bids that are all inclusive for a turn-key service in which the district has no additional costs to initiate service beyond what is in bid. This includes estimated applicable Federal, State, and/ or local taxes, fees, etc. It is anticipated these will be estimated for the current quarter or the latest publicly available announcement for applicable adjusted taxes, fees, etc.

Vendors that impose additional costs after bid submittal and/ or bid acceptance may be grounds for bid dismissal.

Any required contracts, including any addendums, master service agreements, etc., for services

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are required by E-Rate rules to be signed prior to certification of Form 471. Thus, preference may be given to bids that include all terms and conditions associated with acceptance of bid. It is anticipated that by requesting this, the service agreement/ contract will be included in the bid submission to appropriately meet all deadlines. Vendors that add/ change terms and conditions after bid submittal and/ or bid acceptance may be grounds for bid dismissal.

If installation is required, facilities must be returned to pre-installation condition once installation and/ or any work is complete. Bids should acknowledge this requirement. If installation is required, it is the responsibility of the service providers to have all required equipment including any type of lift/ ladders, garbage disposal, clean-up, that may be required for a full-service bid.

It is the responsibility of the service providers to adhere to all applicable laws, licensing, permits, insurances, etc. (District, local, state, and/ or federal) as may be required for such a project and may be required to readily verify documentation at request of District. The winning bidder may be required to adhere additional policies and/ or procedures, rules, regulations, etc. as required by District (i.e., installation after school hours or during vacation months, background checks, etc.) that may or may not be listed in this RFP document.

Bid Duration. Accepting bids for month to month/ 1-year, 2-year, or 3-year service agreement. At its discretion, the School District shall have the option of extending the service agreement for two additional 1-year terms. The service provider should state the charges for an additional 1-year extensions if different from the base year.

Estimated service start date is 7/1/2023 or as soon as feasible after receipt of an approved funding commitment decision letter (FCDL) or upon written notice to proceed from the district.

Proposal Deadline. Bids will be accepted until the Allowable Contract Date as stated on the associated Form 470, latest posted RFP Amendment, or latest posted Form 470, whichever is later.

The district is not responsible for late bids. At the District's discretion, late bids may be accepted or rejected.

Bids may be mailed or emailed. Emailed bids should be sent as an attachment to Ken Hackler at Ken.hackler@bsd7.org and Nicole Jones at nijrwi@middrivers.com. Mailed bids should be sent to the address listed on the associated Form 470.

Bids submitted by other means including but not limited to texting, links embedded in an email, etc. may not be considered.

Failure to follow this RFP guidance may be deemed as trying to circumvent the open and fair competitive bidding process and may be grounds for bid dismissal.

REQUEST FOR PROPOSAL

BOZEMAN SCHOOL DISTRICT 7

404 W MAIN ST

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Conditions Affecting Award of Bid. The district reserves the right to accept or reject any or all bids in whole or part including late bids. The district also reserves the right to waive any formalities without cause and without explanation to any bidders.

Additional Information. Specific questions regarding this request that are not already addressed in the RFP or Form 470 should be emailed to Nicole Jones, E-Rate Consultant, at njrwj@midrivers.com or by calling 406-934-6668. Contacting District employees, board members, or other individuals outside of this RFP contact list may be deemed as trying to circumvent the open and fair competitive bidding process and be grounds for bid dismissal.

Questions not addressed in the RFP or on the Form 470 and are not considered a cardinal rule change will be posted as an amendment to the RFP. It is the responsibility of service providers to monitor Amendments and/ or newly posted Form 470s. No customized service provider forms will be completed during the bidding period.

The district reserves the right not to respond to inquiries that are not relevant to the requested equipment and/ or services on the posted Form 470 or are already addressed in the posted documents.

It is the responsibility of the service provider/ bidder to know, understand, and act within guidance of the E-Rate rules.

An approved E-Rate funding notification letter alone is not grounds for moving forward with project. Acceptance of winning bid is contingent on E-Rate, Board Approval, and/ or District's Approval. At the District's discretion, it may choose not to move forward with the project in whole or in part and/ or may allow agreement to expire. It is expected that vendor will only move forward once received written notification from District to proceed and move forward with project.