

REQUEST FOR PROPOSAL

E-RATE FUNDING YEAR 2024-25

FCC FORM 470 # 240020109

Carbon County School District #1

Applicant (BEN: 142490)

615 Rodeo St, Rawlins WY 82301

Submit Questions no later than **Monday, March 4, 2024**

Questions must be submitted no later than 2:00 pm Mountain Time on the due date listed above. Submit questions to Seth Dishman by email only at sdishman@crb1.net

DUE DATE: **Tuesday, March 12, 2024**

Proposals must be submitted no later than 2:00 pm Mountain Time on the due date listed above. Bids will not be accepted by telephone or email. Bids must be delivered in a sealed envelope and addressed to the Attention of:

Title of item you are bidding on

Proposals received after the proposal deadline, spam, and/or automated responses via email will not be considered valid proposal responses and will be disqualified from consideration.

TABLE OF CONTENTS

- RFP Timeline
- Pricing Requirements
- Proposal Specifications
- Site List
- General Terms and Conditions
- E-Rate Requirements
- Required Forms
- Attachment A – Pricing Authorization
- Attachment B – Certification, Experience & References

RFP TIMELINE

Mandatory Site Visit-

Carbon County School District #1 Technology Department

FRIDAY, March 1, 2024, 10 AM MST

Offerors are exempt from mandatory site visit if they have previously been on site for the solutions/services being bid.

Questions Deadline -

submittal of written questions/clarifications:

Monday, March 4, 2024, 2 PM MST

Requests for Proposals Due

Tuesday, March 12, 2024, 2 PM MST

Pricing Requirements

Offerors are required to identify:

All pricing proposals must clearly list the cost of products and services to include the following:

- 1) Description of Services
- 2) Monthly (recurring) charges
- 3) One Time (non-recurring) charges
- 4) % Eligibility. (This is not related to the applicant's approved discount rate)
 - a) If the product is fully eligible, show 100%. If not or partially eligible, include the eligible percentage from 0% -99% for each line item/service.
 - b) The offeror is responsible for confirming the eligibility of equipment and services from the manufacturer.
- 5) Quantity
- 6) Unit of Measure (Each, Feet)
- 7) Bandwidth level, if applicable
- 8) Contract Term
- 9) Make, Model and part number, if applicable
- 10) Installation and Configuration
- 11) Shipping and Handling
- 12) Travel and Per Diem
- 13) Estimate of Surcharges and Fees

PROPOSAL SPECIFICATIONS

Carbon County School District is exploring a fiber district wide area network (WAN) connecting nine (9) sites with either lit fiber, dark fiber or wireless. Each site will connect back to 615 Rodeo St, Rawlins WY 82301 (Technology MDF located at the district Central Office) in a ring configuration. The current bandwidth level is 2 Gbps over a fiber pair to each district campus/admin location. The district hub for the fiber WAN network is located at the Victory High School/ Central Office location.

- Offerors are requested to submit proposals for 10 Gbps and 25 Gbps for all sites
- Offerors must specify FROM/TO address, mode of delivery, bandwidth level, and contract term.
- All proposals must include the complete cost to connect to and work with the LAN.
- Bandwidth at the aggregation (Hub) site should be of sufficient bandwidth to support the network as proposed per the offeror's service level agreement.
- Proposals must identify installation costs, if applicable. If your proposal includes installation costs and they are not identified, your proposal will not be considered.
- Proposals must clearly indicate the service offering (lit fiber, dark fiber or wireless)
- Proposals must include all costs associated with the service, including but not limited to monthly service fees, leased on -premise equipment, one time construction/installation and/or connection charges, and estimated taxes, fees, and/or surcharges.
- Proposals must specify contract length in increments from 3 years to 10 years and quoted accordingly.
- Proposed services must be available by July 1, 2024. Vendors must state whether they anticipate being able to meet the required date for the installation of the new service or not. If unable to deliver services by July 1, 2024, vendors are required to provide the date they guarantee service will be available.
- All contracts should allow for bandwidth increase up to 25 Gbps through the term of the contract.
- Proposals must include a response time for outage of 4 hours or less. There should be a service level agreement of (SLA) 99.99% uptime with consequences for the vendor if this not met in a calendar month, barring maintenance windows outside of normal business/school hours.

SITE LIST

Entity Name	Physical Address	City	ST	Zip
Rawlins K1 Elementary	1525 Darnley Rd	Rawlins	WY	82301
Rawlins 2-5 Elementary	1301 Darnley Rd	Rawlins	WY	82301
Rawlins Middle School	1001 East Brooks St	Rawlins	WY	82301
Rawlins High School	1401 Colorado St	Rawlins	WY	82301
Victory High School/ Central Office	615 Rodeo St	Rawlins	WY	82301
Carbon County Higher Education	1650 Harshman St	Rawlins	WY	82301
Outlaw Stadium	1401 Colorado St	Rawlins	WY	82301
Transportation Bldg.	1600 Harshman St	Rawlins	WY	82301
Maintenance Bldg.	615 Rodeo St	Rawlins	WY	82301

PROPOSAL REQUIREMENTS (C1)

- 1) **E-Rate Compliance.** Service providers (offerors) must comply with E-Rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).
 - a) Disqualification – FCC Form 498 ID Status. If the offeror is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the offeror may be disqualified by the applicant school or library. If at any time during the contract period the service provider is red lighted, debarred, or otherwise no longer eligible to participate in the E-Rate program, the applicant reserves the right to terminate the contract.
- 2) **Mandatory Site Visit.**
 - a) Disqualification-If the offeror does not attend a mandatory site visit, walk through, or other mandatory meeting listed in the site visit section, the offeror may be disqualified by the applicant.
- 3) **Questions.** Questions must be submitted prior to the end of the question period. Questions must be submitted by email to sdishman@crb1.net, no later than the date and time listed above or the proposals will be disqualified.
- 4) **Proposal Acceptance.** The applicant school reserves the right to accept some, all or none of the items included in the proposal. Notification of proposal acceptance or proposal rejection will be provided at the discretion of the applicant school.
- 5) **Late Proposals.** Responses submitted after the due date and time noted in this RFP shall not be considered and will be disqualified. Responses must be delivered in a sealed envelope and addressed as outlined on page 1 of this RFP. Proposals submitted through fax or email will not be accepted.
- 6) **Modification or Withdrawal of Proposal.** Offerors must notify Applicant in writing before bid closing date and time of any modifications to proposal or withdrawal of submitted proposal.
- 7) **Financial Responsibility.** Offeror shall pay all costs related to the preparation and submission of its Proposal.
- 8) **All Costs.** Pricing proposed by the offeror must include all costs. All costs include special construction or non-recurring charges (NRC) required by the service provider to provide the product or service and all monthly recurring charges (MRC) including estimated surcharges and fees. Price increases will not be allowed during the term quoted. Prices may be lowered based on market conditions.
- 9) **Cost Allocation.** Offerors must clearly separate E-Rate eligible costs from ineligible costs.
- 10) **Contracts.** Offerors for services other than tariff or month-to-month arrangements, must include a contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after proposals are awarded by applicant and negotiations completed as applicable. Quotes are not considered a legally binding agreement.
- 11) **Contract Terms.** Offerors must clearly define contract terms for all pricing submitted. The applicant school may consider multi-year contracts featuring voluntary renewals.
 - a) The applicant will reserve 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 (FCC) and/or the Universal Service Administrative Company (USAC).
- 12) **Description of Proposal.** Offeror 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 any other details that may be useful or necessary for proper evaluation of the proposal.

- 13) **Authorized Signatures** – Proposals must be signed by an individual or officer of the firm authorized to legally bind Vendor when submitting the proposal. Unsigned proposals will not be accepted.
- 14) **Addenda** – In the event revisions to this document become necessary, addendum will be provided by upload to the relevant Form 470 and the bidding portal.
- 15) **Required Notice to Proceed and Funding Availability**. The applicant will follow the purchasing policies of their governing board and requirements and procedures of the FCC's E-Rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive proposal process will be dependent on the applicant's issuance of a written Notice to Proceed. E-Rate funding notification alone will not signify Notice to Proceed. The applicant will have the right to allow the contract to expire without implementation if appropriate funding does not become available.
- 16) **Network Diagram**. Offerors for broadband data services must include a network diagram displaying the paths to be used to serve the specified site.

17) **In addition to the required services**, the proposal may include the following:

- a) **Trouble Reporting and Response**: Upon interruption, degradation or loss of service, Customer may contact service provider by defined method with a response based on trouble level. Upon contact from the Customer, the service provider's support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- b) **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 the implementation schedule is completed.
- c) **Resolution**: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- d) **Trouble Reporting, Escalation and Resolution**: A detail trouble reporting, escalation and resolution plan will be provided to the Customer.
- e) **Reports**: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- f) **Link Performance per segment**: The service will maintain the proposed Link Performance throughout the term of the contract.
- g) **Historical uptime**: Provide aggregate uptime statistics for the proposed service in the Customer's geographic area.

18) **Special Construction** Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. 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; and (3) management.

- a) Offerors for special construction should provide or be prepared to promptly provide the following information:
- b) A map file of the proposed fiber route in KMZ or ISON format
- c) The average cost per foot of fiber including detailed breakout of costs for aerial fiber, buried fiber, and buried fiber in conduit:
 - Fiber material (fiber cable)
 - i) Fiber placement (placing or pulling fiber through conduit, attaching fiber to
 - ii) poles, placing fiber cables in the ground)
 - iii) Buried Conduit (direct bury installations conduit)
 - iv) Trenching (cost of digging trench, cost of machinery needed, permitting cost)

- v) Structure Material (conduit, handholes, vaults, markers)
- vi) Structure Placement (labor and permitting for placement of all structure
- vii) materials)
- viii) Pole Make Ready (enhancement needed on carrier owned poles such as
- ix) addition of guy or anchor or clearing)
- x) The cost per foot of outside plant materials (conduit, handholes, aerial make
- xi) ready materials)
- xii) The cost per foot of outside plant (trenching, handhole and marker installation,
- xiii) installation of aerial make-ready materials)
- d) Cost allocation detail for fiber strands that will not be placed in service for the exclusive
- e) use of the applicant by June 30 of the E-rate program year.

19) **Special Construction installment plan.** The applicant may request that offerors allow for the non-discount share of special construction charges to be paid in installments up to four years from the first day of the relevant funding year. Offerors are not required to offer installment payments, but if they choose to do so they must disclose the material terms, including the interest rate and terms of the payment plan, in their proposal submission.

20) **Service Provider Responsibilities**

- a) The agreement herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Library Program.
- b) The Applicant requires that Service Providers make themselves thoroughly familiar with any rules or regulations regarding the E-Rate program.
- c) 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 into as a result of this RFP.
- d) Service Providers are responsible for proving a valid Service Provider Identification Number (SPIN) at the time the RFP is submitted.
- e) Service Providers are responsible for providing a valid Federal Communications Commissions (FCC) Registration Number at the time the RFP is submitted.
- f) Products and services must be delivered before billing can commence. At no time shall the Service Provider invoice before July 1, 2024.
- g) Prices must be held firm for the duration of the associated E-Rate Funding Year(s) or until all work associated with the project is complete (including any contracts and USAC approved extensions)
- h) The default method of invoicing for all Funding Requests (FRN) created as a result of this RFP will be the Form 474 Service Provider invoice (SPI) unless the applicant explicitly requests Form 472 Billed Entity Applicant Reimbursement method.
 - i) 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 maximum percentage the applicant will be liable for is the pre- discount amount minus the funded amount as shown on the FCC Funding Commitment Decision Letter (FCDL) and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision letter from the SLD and submission, certification and USAC approval of Form 486, the applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval.
 - ii) 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 Applicant will only be responsible for paying its non-discounted share. Service Providers shall retain all documentation related to the purchase, payment, delivery and/or installation, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of 10 years from the last date of service.
- i) Alternatively, should the applicant decide that it is in the best interest of the applicant to file a Form 472. The applicant will inform the Service Provider of its intent.

- j) 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 three (3) days to questions associated with its proposal.
- k) The Service Provider acknowledges that all pricing and technology infrastructure information in its proposal shall be considered as public and non-confidential.
- l) This offer is in full compliance with USAC's Free Services Advisory. There are no free services that would predict 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.
- m) Any Contract entered into as a result of this RFP must provide cancellation of services without financial penalties if an entity is permanently closed. Applicants may cancel services to a school without penalties after a 30-day notice to the Service Provider.
- n) 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.

21) Documentation and Audit Compliance.

- a) Service provider shall provide all warranty and product documentation related to products or services sold to the applicant.
- b) Service provider shall retain all documentation related to the purchase and payment, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of TEN years from the last date of service.
- c) If the applicant is audited by the Administrator of the program, the service provider shall fully cooperate with the applicant to provide any documentation related to the provision of discounted products and services as requested.

REQUIRED FORMS

BID REQUIREMENTS:

1. FCC Form 498 ID (Service Provider Identification Number)
2. FCC Registration Number (FCC RN)
3. Service Providers must comply with local, state and federal requirements, including agreement to fully cooperate with audit, PIA and ten- year document retention requirements.
4. Proposal submitted in compliance with instructions
5. Contracts or legally binding agreements for all products and services must be submitted with the proposal. (Exception for tariffed or month-to-month service.) Agreements will be completed AFTER the proposal award and final negotiations are completed. Quotations are not acceptable.
6. Must attend mandatory offerors' site walk IF applicable to this RFP.
7. Must submit clearly labeled pricing as detailed in the RFP.
8. Must complete Attachment A - Pricing Cover Sheet
9. Must complete Attachment B – Certifications, Experience and References
10. **Bids submitted after the proposal close date/time will be rejected/disqualified.**

ATTACHMENT A

Pricing Authorization

Name of Company: _____

Name of Applicant: _____

Form 470: _____

Pricing submitted by: _____

Signature acknowledges review of the e-bidding program for the issuance of any related addenda and further acknowledges the signatory is authorized to provide this pricing:

Signature: _____

Title: _____

Date: _____

Include this page in your proposal. Combine this completed cover page with the submission of your proposal along with Attachments A, B and C.

ATTACHMENT B

Certifications, Experience & References

Name of Company: _____

Address of principal location: _____

Phone: _____

Fax: _____

FCC Form 498 ID (SPIN): _____

FCC Registration Number: _____

Responsible contact personnel:

Name _____

Phone _____

Email _____

How many years has your company been in business in its current capacity? _____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated? _____

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs?

Yes: No:

Does the Vendor's FCC Registration Number have RED light status? Yes: No:

Attach a printout of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS)4

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes: No:

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Vendor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

Experience:

The vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include additional information with the proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes or No	Date

References:

The proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

REFERENCE #1	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

REFERENCE #2	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

REFERENCE #3	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

Certifications:

Employees' certifications pertaining to work are to be included in the submission.

AUTHORIZED BY:

Signature_____

Date_____

Printed Name_____