



**MATANUSKA-SUSITNA**  
BOROUGH SCHOOL DISTRICT

RFP #B25-03

WIDE AREA NETWORK SERVICES FOR THE MSBSD

Due Date and Time:

November 11, 2024

at

2:00 P.M.

Enclosed:

Request for Proposal  
Documents  
and  
Affidavit

Matanuska-Susitna Borough School District

Purchasing Department  
690 Cope Industrial Way  
Palmer, AK 99645

P: (907) 861-5120 || F: (907) 861-5184  
[bids@matsuk12.us](mailto:bids@matsuk12.us)  
[www.matsuk12.us/bids](http://www.matsuk12.us/bids)

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## **ADVERTISEMENT**

	DATE OF ADVERTISEMENT
Frontiersman	October 2 and 4, 2024
Anchorage Daily News	September 29 and October 2, 2024

Type of Ad: Classified / Public Notice

The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

### **Matanuska-Susitna Borough School District REQUEST FOR PROPOSALS**

RFP #B25-03

WIDE AREA NETWORK SERVICES FOR THE MSBSD

Notice is hereby given that the Matanuska-Susitna Borough School District (MSBSD) will consider proposals from qualified individuals and firms for the provision of:

WIDE AREA NETWORK SERVICES FOR THE MSBSD

Proposals are due on or before November 11, 2024 at 2:00 P.M. Palmer, Alaska time. Sealed proposals must be submitted and received by the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645, on or before said date and time designated for receipt of proposals. All proposals must be marked " RFP #B25-03 ." Proposal documents can be viewed on the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids) and are also available at the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645. For more information, call (907) 861-5120.

The MSBSD reserves the right to accept or reject any or all proposals and waive any minor technicalities, informalities, and/or irregularities as it deems appropriate.

9/25/2024

Requested By:

E. Dwyer

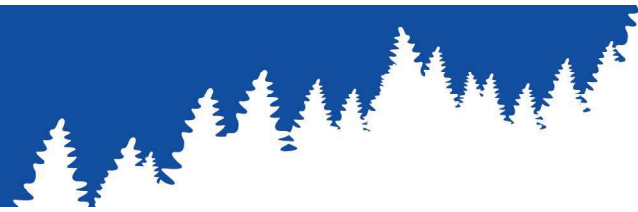
Approved By:

B. Munson

WIDE AREA NETWORK SERVICES FOR THE MSBSD

RFP #B25-03





WIDE AREA NETWORK SERVICES FOR THE MSBSD

RFP #B25-03

**REQUEST FOR PROPOSAL**

THIS IS NOT A PURCHASE ORDER

The Matanuska-Susitna Borough School District (MSBSD) is requesting proposals from qualified proposers to provide

WIDE AREA NETWORK SERVICES FOR THE MSBSD

as specific herein.

Proposals will be accepted until

November 11, 2024

at

2:00 P.M.

Questions will be accepted until

October 9, 2024

at

4:00 P.M.

**PROPOSER USE ONLY**

THIS PAGE MUST BE COMPLETELY FILLED IN, SIGNED, AND RETURNED WITH YOUR PACKET.

Company Name

Address

City

State

Zip

Telephone Number

Fax Number

State of Alaska Business License Number

Matanuska-Susitna Borough Business License Number

Authorized Signature

Printed Name

Date

WIDE AREA NETWORK SERVICES FOR THE MSBSD

RFP #B25-03



## **INSTRUCTIONS TO PROPOSERS**

### **1. GENERAL INFORMATION:**

The Matanuska-Susitna Borough School District (MSBSD) is requesting proposals from qualified proposers to provide the scope of services as specified in Attachment A, Scope of Services. Copies of the Request for Proposal (RFP) documents can be viewed in the Purchasing section of the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids) and can be obtained in the Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645 or by calling (907) 861-5120. Office hours are 7:00am - 4:30pm, Monday through Friday.

Proposals must be fully executed, signed by each proposer, and enclosed in a sealed envelope with the proposer's name, address, and phone number clearly marked, as per Section 8 of this Instructions to Proposers. Proposals must be submitted to the MSBSD Purchasing Department at 690 Cope Industrial Way, Palmer, Alaska 99645. Signed proposals must be in the office of the MSBSD Purchasing Department on or before the date and time designated for receipt of proposals. **The MSBSD will not accept or consider proposals that are oral, telephonic, telegraphic, faxed, emailed, or otherwise electronically submitted.**

### **2. GENERAL STATEMENT:**

In rendering the services hereunder, the selected proposer shall adhere to the following general terms and conditions. The term "selected proposer" refers to the proposer awarded a contract to provide services and/or products as required herein. The term "agreement" hereafter refers to this RFP, any and all attachments and appendices, any and all addenda, and the proposer's response and acceptance by the MSBSD. A contract may be issued upon award of this proposal.

### **3. PRE-PROPOSAL CONFERENCE:**

No pre-proposal conference will be held for this scope.

### **4. EXAMINATION OF RFP DOCUMENTS:**

A. Proposers shall carefully examine the RFP documents before submitting a proposal. The submission of a proposal shall be an admission that the proposer has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements and accuracy of the RFP documents.

B. The MSBSD assumes no responsibility for any understanding or representations concerning conditions made by any of its officers, agents, or employees prior to the execution of the proposal, unless such understanding or representations are expressly stated in the RFP documents or addenda.

C. Proposers shall include in their proposal sums sufficient to cover all items and services required by the RFP documents and shall rely entirely upon their own examination of the proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this paragraph.

### **5. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS:**

Proposers shall notify the Purchasing Department promptly of any error, omission, or inconsistency that may be discovered during examination of the proposal documents. Requests from proposers for interpretation or clarification of the proposal documents shall be made in writing to the Purchasing Department by

October 9, 2024

at

4:00 P.M.

Palmer, Alaska time.

Any questions received after this date and time will not be answered. Questions should reference the applicable RFP number and title and can be submitted by mail, fax, or e-mail to the following:

Mail: MSBSD Purchasing Department; 690 Cope Industrial Way; Palmer, AK 99645

Fax: MSBSD Purchasing Department; (907) 861-5184

E-mail: [bids@matsuk12.us](mailto:bids@matsuk12.us)

Interpretations, corrections, responses to questions, and changes to the Proposal Documents will be made by addenda. Interpretations, corrections, responses to questions, and changes to the Proposal Documents made in

WIDE AREA NETWORK SERVICES FOR THE MSBSD

RFP #B25-03



**5. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS (CONT.):**

any other manner will not be binding to the MSBSD and proposers shall not rely on them. All addenda issued shall become part of the agreement documents. It is the proposer's sole responsibility to ascertain that they have received all addenda issued by the Purchasing Department. Each addendum will be issued by both fax machine and U.S. mail. All addenda will also be posted in the Purchasing section of the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids). **All addenda must be acknowledged in the space provided on Appendix 1 or the proposal may be deemed non-responsive.**

**6. PREPARATION AND SUBMISSION OF PROPOSALS:**

A. Each proposal must be signed in longhand by the proposer with their usual signature. Proposals submitted by partnerships must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing. Proposals submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation, and by the signature of the president, secretary, or other person authorized to bind in the matter. The full name and address of each person signing shall be typed or printed below the signature.

B. Proposals shall be submitted on the forms furnished and must be manually signed. Proposals must be submitted in a sealed envelope and addressed as indicated in Section 8 of this Instructions to Proposers.

C. Proposals may be rejected if they show any omissions, alteration of the forms, additions not called for, conditional or alternate proposals not called for, qualified proposals, or irregularities of any kind.

D. Proposers shall bear all costs directly or indirectly related to preparing a proposal, preparing presentations or supplements, and/or clarifying a proposal as may be required by the MSBSD in response to this solicitation.

**7. SUBMITTAL REQUIREMENTS:**

Refer to Attachment A, Scope of Services, for the full submittal requirements specific to this RFP.

**8. PROPOSALS:**

A. Signed proposals **MUST** be in the MSBSD Purchasing Department office on or before

November 11, 2024

at

2:00 P.M.

Palmer, Alaska time.

B. It is the responsibility of all proposers to ensure that their proposals and associated documents are in the office of the Purchasing Department prior to the time of the scheduled RFP opening. Proposals **MUST** be in **SEALED** envelopes clearly marked as follows:

RFP Number: RFP #B25-03

RFP Title: WIDE AREA NETWORK SERVICES FOR THE MSBSD

Due: November 11, 2024 at 2:00 P.M.

C. Proposers are cautioned that mailed proposals, which arrive after the date and time designated for receipt of proposals, will not be opened or considered. Proposers are further cautioned not to rely on the U.S. Postal System or any other second party for timely delivery of their proposal. It is the proposer's sole responsibility to ensure that their proposal and associated documents are in the physical possession of the Purchasing Department prior to the date and time designated for receipt of proposals.

D. All proposals shall be submitted on the attached forms in the spaces indicated and must comply with these instructions. The proposal must be completed and signed by an authorized representative of the firm submitting the proposal.

E. Scheduled proposal openings are open to the public and are located in the Purchasing Department.

F. The MSBSD will not accept proposals via fax machine or e-mail.

G. The MSBSD reserves the right to accept or reject any or all proposals, consider alternatives, and further reserves the right to waive minor informalities in procedures.

**9. WITHDRAWAL FROM CONSIDERATION:**

Proposals may be withdrawn upon written request delivered to the MSBSD Purchasing Department prior to the date and time designated for receipt of proposals. However, no proposer shall withdraw or cancel their proposal

WIDE AREA NETWORK SERVICES FOR THE MSBSD

RFP #B25-03



**9. WITHDRAWAL FROM CONSIDERATION (CONT.):**

for a period of ninety (90) calendar days after said date and time designated for the receipt of proposals, nor shall the selected proposer withdraw, cancel, or modify their proposal after having been notified by the Purchasing Department that said proposal has been accepted by the MSBSD.

**10. PROPOSAL EVALUATION:**

A. An Evaluation Committee will be selected by the MSBSD to review the proposals.

B. The Evaluation Committee may elect to interview any or all proposers at its discretion, but is not required to do so.

C. Any proposers selected for an interview may be expected to make a presentation followed by a question and answer period at the MSBSD main administrative office (501 N. Gulkana St.; Palmer, AK 99645).

D. The MSBSD will select the proposal that reflects what is believed to be the best combination of price, experience, expertise, other cost factors, management capability, and understanding of the needs of the MSBSD. Proposals will be evaluated per the criteria outlined in Attachment B, Evaluation Criteria.

**11. NEGOTIATIONS:**

Proposers are asked to provide their best offer, including pricing, as part of the initial submittals. The MSBSD desires to enter into an agreement based on the initial submissions and proposers should not rely on the negotiation process to modify their offers. However, the MSBSD may conduct negotiations in accordance with the following at their discretion:

A. With the proposer who submits the most attractive proposal that is acceptable to the MSBSD;

B. With the proposers who have submitted proposals that are within the established competitive range; or

C. With all proposers.

Negotiations, if conducted, will occur after the opening date of the RFP and after evaluation by the Evaluation Committee. Proposers will be accorded fair and equal treatment during negotiations with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information derived from proposals submitted. Upon completion of negotiations, if any, the MSBSD may call for "best and final offers" at its discretion.

**12. AWARD OF CONTRACT:**

A. The MSBSD will award a contract to the proposer with the highest score on the evaluation criteria outlined in Attachment B, Evaluation Criteria.

B. The MSBSD, as it deems appropriate, shall have the right to reject any and all proposals. Proposals may be rejected if they do not include a required proposal bond or other data required by the Proposal Documents. All responsive proposals may be rejected if the MSBSD in its sole judgment, considers them too costly.

C. The MSBSD reserves the right to reject any and all proposals and to waive any minor informalities and/or irregularities in submittal of a proposal or award of the agreement and to request clarification of information from any proposer. The MSBSD is not obligated to enter into a contract on the basis of any bid or proposal submitted in response to the RFP.

D. The MSBSD reserves the right to make awards within a ninety (90) calendar day award period from the date proposals are opened. Proposals must be firm for the award period and the contracted service period.

**13. AVAILABILITY OF FUNDS:**

A. The MSBSD reserves the right, at its sole discretion, to cancel this RFP or any part thereof, at any time, prior to an award of contract issued under this RFP.

B. Awards are contingent upon the appropriation of MSBSD budget funds.

**14. REQUEST FOR ADDITIONAL INFORMATION:**

A. The MSBSD reserves the right to request clarification of ambiguous proposal language current audited financial statements; qualifications of management personnel, including program manager or field supervisors' performance references; or other information deemed relevant at any time prior to proposal award. Proposers





**14. REQUEST FOR ADDITIONAL INFORMATION (CONT.):**

agree to provide such requested information within three (3) business days of the request.

B. Prior to the final selection, proposers may be required to submit additional information, which the MSBSD may deem necessary to further evaluate the proposals.

C. The MSBSD reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to a background investigation conducted by proper authorities.

**15. PUBLIC RECORDS CLAUSE:**

This RFP and the resulting proposals received, together with copies of all documents pertaining to the award of a contract, will be kept by the Purchasing Department and made a part of the record, which will be open to public inspection, unless restricted by the proposer and School Board Policy, once the Notice of Intent to Award has been issued. If a proposal contains any information which is proprietary or confidential, each page of the confidential information must be clearly marked with a diagonal watermark that reads "CONFIDENTIAL"; such information will be kept confidential if appropriate and will not be released to the public. A confidential watermark is required. MSBSD is not responsible for release of any documents not marked in this manner. The proposal tabulation sheet shall be open to public inspection as soon as practicable after the Notice of Intent to Award has been issued.

**16. PROTEST OF AWARD:**

The MSBSD has a process in place for an apparently unsuccessful proposer to submit a written protest, requesting a review of the proposal award.

A. An unsuccessful proposer must submit its protest within 

three (3)
-----------

 days of the date of the Notice of Intent to Award issued by the MSBSD Purchasing Department.

B. The protest must be made in writing, delivered to the same location as the original proposal, and must set forth in detail all the reason(s) for the protest, with specific reference to the relevant provision in the Proposal Documents.

C. Upon receipt of the request for review, the Purchasing Department shall schedule an informal hearing to include the successful proposer, the protesting proposer, the Assistant Superintendent of Business and Operations, and a representative of the Purchasing Department. At such time, the proposer making protest can express his/her concerns with said award.

D. Following the informal hearing, the Assistant Superintendent of Business and Operations will send the MSBSD's decision on the protest to all involved parties.

E. If the contract award for the proposed project is required to be approved by the MSBSD School Board, the involved parties will be notified of the date and time of the applicable School Board meeting.

**17. CONTRACT:**

The contract between the MSBSD and the proposer shall consist of (1) the RFP and any attachments and/or amendments and/or addenda thereto; (2) the proposal submitted by the contractor in response to the RFP; and (3) the actual written agreement or contract. In the event of a conflict in language between the documents reference above, the provisions and requirements set forth and/or referenced in the RFP documents shall govern.

**18. INSURANCE:**

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of this agreement to create in the public or any member thereof a third-party benefit hereunder, or to authorize anyone not a party to this agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this agreement. The successful proposer shall procure and maintain minimum insurance requirements and shall provide all required documentation as per attached Appendix 3 to the MSBSD upon award of this agreement. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of this agreement, may be grounds for termination. The duties required under this subsection shall survive the termination expiration of this agreement. **It is highly recommended that the proposers confer with their respective insurance companies or brokers to determine if their insurance program complies with the MSBSD's insurance requirements, as per attached Appendix 3.**

**19. LICENSES:**

All individuals or businesses conducting business within the State of Alaska and within the Matanuska-Susitna Borough are hereby advised that they must obtain both a State of Alaska and a Matanuska-Susitna Borough





**19. LICENSES (CONT.):**

business license. For information on how to obtain the appropriate business license or see if any exemptions may apply, please visit the following websites:

State of Alaska:

<https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing/BusinessLicensingFormsFees.aspx>

Matanuska-Susitna Borough:

<http://www.matsugov.us/business-licenses>

**20. INVOICES AND METHOD OF PAYMENT:**

Billings for services must be verified by a responsible representative of the MSBSD before payment can be made. Payments shall be made to the selected proposer within thirty (30) calendar days after the MSBSD receives and approves a written request for payment or invoice from the contractor. The request for payment or invoice may be submitted to the Matanuska-Susitna Borough School District, Attn: Accounting Department; 501 N. Gulkana St.; Palmer, AK 99645 or e-mailed to [accounting@matsuk12.us](mailto:accounting@matsuk12.us).

**21. FEDERAL EXCISE TAXES:**

The MSBSD is exempt from Federal Excise Taxes. An Exemption Certificate will be furnished upon request.

**22. MODIFICATIONS:**

The MSBSD may, from time to time, require modifications in the scope of services to be performed under this agreement. However, it is expressly understood that this agreement shall not under any circumstances be modified without written authorization from the MSBSD. All modifications in the terms of this agreement, to include adding additional schools or sites, shall be incorporated by written amendments to this agreement executed by both parties.

**23. INDEMNIFICATION:**

A. Any and all employees of the proposer and other persons, while engaged in the performance of any work or services required by the proposer under this agreement, shall not be considered employees of the MSBSD.

B. Each party shall indemnify, defend, and hold harmless the other party from and against any claim of, or liability for, negligent acts, errors, and omissions of the other party under this agreement. However, a party is not required to indemnify, defend, or hold harmless the other party for a claim of, or liability for, the independent negligent acts, errors, and omissions of the other party. If there is a claim of, or liability for, a joint negligent act, error, or omission of both parties, the indemnification, defense, and hold harmless obligations of this provision shall be apportioned on a comparative fault basis.

**24. PROTECTION OF EQUIPMENT AND PROPERTY:**

The proposer assumes full responsibility for and shall indemnify the MSBSD for any loss or damage to any MSBSD property resulting in whole or in part from the negligent acts or omissions of the proposers, or any employee, agent or representative of the proposer.

**25. PROPOSER'S PERSONNEL REQUIREMENTS:**

The MSBSD may, by serving written notice, require the proposer to promptly remove from the site of work any employee or worker the MSBSD deems incompetent, careless, or otherwise objectionable including, but not limited to, violation of MSBSD policies relating to alcohol, illegal drugs or firearms on MSBSD property.

**26. EQUAL EMPLOYMENT OPPORTUNITY:**

Proposers, in submitting proposals, certify that if awarded a contract under this Request for Proposal, they will not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national or ethnic origin, disability, marital status, change in marital status, pregnancy, parenthood, or any other basis prohibited by Alaska state or federal laws. The proposer will take affirmative action to ensure non-discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The proposer agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.

**27. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE:**

The selected proposer agrees to comply with MSBSD School Board Policy BP 4020, Drug, Tobacco and Alcohol-Free Workplace. This policy states, in part: "In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell



**27. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE (CONT.):**

tobacco, any non-FDA-approved tobacco or nicotine delivery products or devices including but not limited to, cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles."

**28. CODE OF ETHICS:**

A. The selected proposer shall comply with MSBSD School Board Policy BP 4119.21, Code of Ethics.

B. The selected proposer shall also comply with BP 3515.7, Restrictions on Sex Offenders on Campus. This policy states, in part: "To protect the morals, health, and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or any building used for school activities to registered sex offenders or persons required to register under the sex offender registration act of whom the district has knowledge."

C. The selected proposer shall take affirmative action to ensure that no contractor, employee, or subcontractor who will be working on MSBSD property has a criminal record of any conviction for child abuse or assault, be on the State of Alaska or any State Sexual Offender Registry, or has been convicted of a crime of moral turpitude. Any waiver of this section must be in writing, signed by the District's Superintendent. The MSBSD has the right to verify such records at any time during the life of the contract.

**29. OCCUPATIONAL SAFETY AND HEALTH WARRANTY:**

If awarded the agreement, the proposer warrants that the products sold or services rendered shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29 U.S.C. 651, OL 91-596) and all amendments thereto. In the event the product sold does not conform to the OSHA standards and/or regulations, the MSBSD may return the product for correction or replacement at proposer's option and at proposer's expense. Services performed by the proposer which do not conform to OSHA standards and/or regulations must be corrected by proposer at proposer's expense or by the MSBSD at proposer's expense in the event proposer fails to make the appropriate correction within a reasonable time.

**30. COMPLIANCE:**

A. The selected proposer shall comply with all state, federal and local laws, regulations or orders applicable to the purchase, manufacture, processing and delivery of the service.

B. General Conditions:

I. General Statement: The following conditions shall be followed by the selected proposer. These conditions shall be adhered to, relative to any project for which the selected proposer provides services. The MSBSD reserves the right to delete or alter the following terms and conditions or to add additional terms and conditions at its discretion. The selected proposer shall perform services and otherwise comply with all conditions as set forth in this RFP including all attachments and appendices hereto and all additional requirements identified in the proposal documents.

II. Governing Laws: The agreement shall be governed as to performance and interpretation in accordance with the laws of the State of Alaska.

III. Compliance with All Laws: The proposer shall comply with all applicable laws, ordinances, executive orders and regulations of the federal, state, and local government, which may in any manner affect the performance of the agreement and all applicable MSBSD policies, rules and procedures.

IV. Relationship of All Parties: It is expressly understood and agreed by the proposer and the MSBSD that the proposer's relationship to the MSBSD is that of an independent contractor.

**31. CONFLICT OF INTEREST:**

A. The contracting party expressly represents that the contract is not contrary to MSBSD School Board Policy BP 2300, Conflict of Interest and that the contracting party has read and understands BP 2300. If this representation is false, the Superintendent may terminate the contract without regard to partial performance and in the event of such a termination the District will have no further liability or obligation to the contracting party.

B. Any employee and/or employee with immediate family members that may have a financial interest in the contract must file an annual BP 2300, Conflict of Interest Affidavit with MSBSD. The following definitions apply to this policy: Immediate family member means an employee's grandparent, parent, child, grandchild, brother, sister, spouse, child of a spouse, or regular member of the employee's household.

**32. ASSIGNMENTS AND SUBCONTRACTORS:**

A. The proposer shall not sell, assign, transfer, or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the MSBSD.



**32. ASSIGNMENTS AND SUBCONTRACTORS (CONT.):**

B. The proposer shall ensure that any prospective subcontractors are appropriately licensed, insured and bonded, and of sufficient high quality to meet all of the requirements of this RFP. If a proposal with subcontractors is selected, the proposer must provide the following information concerning each prospective subcontractor within five (5) working days of the request notice by the MSBSD:

- I. The complete name and address of the subcontractor;
- II. The type and percentage of work the subcontractor will perform;
- III. Certificate of Insurance;
- IV. Other requested information relevant to the qualifications of the subcontractor.

C. Subcontractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the proposer.

**33. TERMINATION FOR CAUSE:**

A. If, through any cause, the proposer shall fail to fulfill in a timely and proper manner their obligation under this agreement, or if the proposer shall violate any of the covenants, agreements or stipulations of any awarded contract, the MSBSD shall thereupon have the right to terminate this agreement by serving written notice to the proposer of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. However, if the district determines that the continuation of this agreement constitutes an imminent threat to the health and safety of its students and staff, this agreement may be terminated by the MSBSD effective immediately.

B. In the event it becomes necessary to terminate the agreement awarded as a result of this RFP, regardless of the circumstances or time remaining on the contract, the proposer will be responsible for any and all expenses incurred by the MSBSD. These expenses can include, but are not limited to, cost of locating interim services, cost of re-issuing an RFP, and any additional cost to the MSBSD by the new contractor greater than the current contract.

C. The proposer shall be entitled to receive just and equitable compensation for any satisfactory work completed in accordance with the payment provision as set forth under Section 20 of this document. Equitable compensation shall not exceed the amount reasonably billed for work actually done and expenses reasonably incurred. The MSBSD's contract administrator shall determine whether work completed is satisfactory.

**34. TERMINATION FOR CONVENIENCE OF THE MSBSD:**

A. The MSBSD may terminate any awarded contract or agreement at any time by serving written notice to the proposer of such termination and specifying the effective date of such termination at least thirty (30) days prior to the effective date of termination.

B. Upon termination of any awarded contract or agreement, the MSBSD shall pay the proposer any payments due at that time.

**35. FAILURE OF FUNDING:**

A. The MSBSD shall be excused from performance under the contract if funding is not appropriated.

B. The MSBSD may reduce the scope and services provided under the contract to counteract a funding shortfall.



## **ATTACHMENT A:** **SCOPE OF SERVICES**

### **1. SCOPE**

The Matanuska-Susitna Borough School District (MSBSD) is seeking proposals from qualified proposers to provide Wide Area Network services to the MSBSD as described herein.

### **2. BACKGROUND**

A. Ranging in enrollment from 20 students to more than 1,500 students, the schools of the MSBSD educate approximately 19,000 students at 48 schools located throughout the Matanuska-Susitna Borough. The MSBSD also supports a variety of administrative services including but not limited to Facilities, Purchasing and Warehouse, Nutrition Services, and Central Office Administration. MSBSD schools include 21 elementary schools, five middle schools, nine high schools, six non-traditional schools, and seven charter schools.

B. The MSBSD reserves the right to add additional schools/sites or remove schools/sites at any time during the life of the contract.

C. Data communication throughout the MSBSD is based on Ethernet standards at 10Mbps, 100Mbps and 1000Mbps. The majority of wiring installed is Category 5e certified to the 1000Mbps standard, with new sites receiving Cat 6E. New equipment has been installed in some schools to provide 1000Mbps connectivity to the desktop and 10Gbps on the LAN backbone.

### **3. UNIVERSAL SERVICE FUND**

This solicitation is conducted in accordance with the requirements of the Universal Service Fund ("USF") program operated by the Universal Service Administrative Company and the Schools and Libraries Division. It is the proposers' responsibility to understand and comply with all rules and procedures governing participation in the program. Information about the Universal Service Fund, the Universal Service Administrative Company and the Schools and Libraries Division is available at: <http://www.sl.universalservice.org/>.

A. **Identification Number:** The service provider's USF Service Provider Identification Number (SPIN) must be included with the proposal submitted.

B. **Universal Service Discounts:** USF eligible products and/or services must be identified separately in proposals from any and all ineligible products and/or or services.

C. **Universal Service Discount Implementation:** The Matanuska-Susitna Borough School District (MSBSD) reserves the right to specify the filing option for universal service discounts for each product and/or service offered within a proposal. We require the use of Service Provider Invoice (SPI), not Billed Entity Applicant Reimbursement (BEAR). Payment will be made in accordance with the rules and guidelines of the Universal Service Administrative Company and the Schools and Libraries Division. The MSBSD reserves the right to reduce or adjust the contract amount by reducing the amount of services and/or products in order to meet budget requirements in the event the level of universal service discounts is less than anticipated by the MSBSD.

### **4. GENERAL REQUIREMENTS**

A. It is the overall intent of this proposal to provide a Wide Area Network (WAN) that meets our current level of service and is scalable as demands for bandwidth and quality of service increase. MSBSD prefers that the service be delivered on a Virtual Private LAN Service (VPLS) running over a MultiProtocol Label Switching (MPLS) network, supporting QOS. Quality of Service (QOS)

B. Refer to Appendix 6 for a list of schools and sites, and their corresponding current and anticipated speeds. Note that anticipated needs for FY25 are projections only and are subject to change.



C. The MSBSD reserves the right to negotiate interim smaller circuits with the successful proposer to accommodate a phased installation approach. Please provide pricing for the speeds indicated in the table below in the space provided in Attachment C: Cost Proposal.

WAN Mbps		
50	600	4000
100	700	5000
150	800	6000
180	900	7000
200	1000	8000
300	1500	9000
400	2000	10000
500	3000	

D. The proposer shall be responsible for the installation and removal of all vendor equipment, which excludes the MSBSD-owned equipment being retained by the MSBSD. All costs related to such removal at the end of the contract shall be the responsibility of the contractor.

E. Complete specifications must be provided on all equipment or software offered.

F. The MSBSD will provide adequate space and power in Main Distribution Facility (MDF) or designated location.

G. The service provider will notify MSBSD of any occurrence whereby a data breach or leak may have resulted from any possible misconfiguration, equipment failure, or known compromise on the transport network.

H. The MSBSD understands that some of the services requested as part of this Request for Proposal (RFP) may not be eligible for rate subsidization from the Universal Service Fund. It is the MSBSD's intent to purchase WAN services as part of this RFP process whether eligible or not for discount. Proposers shall separate out all cost for determination of eligible or ineligible services and furnish supporting cost information for all components of the services. All costs, eligible or ineligible, should be recorded appropriately on Attachment C: Cost Proposal.

## 5. **SERVICE LEVEL AGREEMENT**

- A. The proposer shall submit a Service Level Agreement (SLA) as part of its proposal. The MSBSD intends to create separate Virtual Local Area Networks (VLANs) within the fiber circuits and provision Quality of Service (QOS) within its routers to ensure mission-critical data quality and subscriber-based tagging and priorities are honored across the provider's network. The SLA is intended to guarantee quality of service of data between MSBSD sites as it passes through the provider's facilities.
- B. The SLA will include a method for MSBSD IT personnel to electronically monitor the level of service on all provided fiber circuits, including up to 90-days of historical data.
- C. The SLA will include a full-day service credit for outages lasting longer than one hour, exclusive of scheduled maintenance windows.

## 6. **COST**

All costs associated with the scope herein should be identified on the form provided in Attachment C: Cost Proposal Form. Eligible and ineligible costs must be identified separately. Costs identified shall be firm for the life of any resulting contract(s).





## 7. **SUBMITTAL REQUIREMENTS**

All proposals must include the following items, as a minimum, or the proposal may be considered non-responsive. Before submitting a proposal, please check the Purchasing section of the MSBSD website at <http://www.matsuk12.us/bids> for any additional information or addenda that may have been issued.

The original and six (6) copies of the narrative proposal must be submitted and clearly marked. Proposer must also provide a USB drive with a PDF copy of the narrative proposal. The cost proposal should be sealed and submitted separately as outlined in subsection (H) below.

The proposal shall include, at minimum, the following:

A. Signature Page (one page): Request for Proposal signature page signed by responsible party.

B. Introduction and Executive Summary (one page suggested maximum):

1. Provide a brief description of your firm, including history, organizational structure, ownership structure, names of principals, number of employees, and number of years in business. Include any information that may be of value to the MSBSD in evaluating your firm's qualifications.
2. Briefly describe the services and activities that your firm proposes to provide to the MSBSD, including the overall approach to the tasks described in the Scope of Services.
3. Describe the assignment of work within your firm's work team and with any proposed joint venture or subcontractor arrangements, including the overall approach to managing resources and output. Provide the name, address, phone, fax number and e-mail addresses of the person or persons to be used as contacts.

C. Firm Qualifications & References (three pages suggested maximum): Provide information on your or your firm's qualifications and references, to include but not be limited to the following:

1. Firm History and Background

Describe your firm's corporate background and experience. At minimum, proposers must address the following information:

- a. General information about the firm's organization, including date established, corporate office location, and ownership interests.
- b. General information about the firm's capacity to provide the requested services.
- c. Identification of active business venues (counties, states, etc.)
- d. Number of certified technical and service staff available to support service startup, operation, and maintenance efforts.

2. Firm Experience and Customer References

The proposer must provide a description of experience in providing Wide Area Network services for school districts or for similar organizations whose needs and size are comparable to those of MSBSD. In addition to a description of experience, the proposer must describe its current customer base and include references as follows:

- a. Provide at least three (3) references of customers that are of comparable size and scope to the MSBSD. References should include the following for each customer:
  - i. Name of organization
  - ii. Location of organization (city/county, state)
  - iii. Number of distinct locations covered by the WAN
  - iv. Duration of relationship
  - v. Contact name, phone number, and email address
- b. Provide a full listing of new customers that have procured the firm's WAN services in the last year. For each customer, list the following:



- i. Name of organization
- ii. Location of organization (city/county, state)
- iii. Number of distinct locations covered by the WAN
- iv. Date of contract and service status

D. Service Installation/Implementation (three page suggested maximum):

- 1. The proposer must describe the approach for installation and implementation of the service.
- 2. The proposer must address the following MSBSD-identified milestone:
  - a. Service start: July 1, 2025
- 3. In order to satisfy the needs of MSBSD identified in this RFP, the proposer may be required to make configurations to the service. Describe the approach for prioritizing and implementing configurations and MSBSD's role in the process.
- 4. The proposer must provide complete specifications of all vendor-provided, vendor-installed equipment or software offered.

E. Service Approach (twenty pages suggested maximum): Describe your firm's project management approach used to manage the startup, operation, and maintenance of the services to be provided. Provide information on your or your firm's understanding of the requirements of the MSBSD's WAN needs and approach to be used, to include but not be limited to the following:

- 1. Service Team Organization/Staffing
  - a. The proposer must provide an organizational chart of their proposed service team.
  - b. The proposer must define the roles and responsibilities of each of its assigned staff. In addition, provide resumes of each staff member. Resumes should include work history related to WAN servicing and should be one page maximum, per subsection (G) of this section.
  - c. The proposer must describe in detail any work to be carried out by subcontractors.
  - d. The proposer must define any expectations for MSBSD technical staffing support.
- 2. Ongoing Service Approach
  - a. The proposer's solution must address the needs of the MSBSD as outlined in section (4), General Requirements.
  - b. The proposer must provide information regarding the firm's current capacity for and coverage of the services to be provided.
  - c. The proposer must speak to the specific methodology by which the firm plans to provide the services requested.
  - d. The proposer should describe any forthcoming upgrades to service that are not currently available but are expected to become available in the first two years of the contract term.
- 3. Maintenance Plan
  - a. The proposer must provide detailed information regarding the firm's proposed maintenance plan, including potential interruptions to the MSBSD's service, with a focus on minimizing those interruptions during business hours.
- 4. Service Outage and Issue Management
  - a. The proposer must describe approach to managing service outages and other issues that may arise. Description should include specific approach to identification, communication, and resolution of such events.
  - b. The proposer must describe the firm's capacity for resiliency, restoration, and continuity of operations following a major event.
  - c. The proposer must provide viable technical support to district employees as needed. Discuss the firm's approach to, and availability of, such support.
  - d. The proposer must define the process for escalation of any service issues that arise in the course of the contract.





5. Security

- a. Discuss the proposed approach to meeting security requirements identified in section (4), General Requirements. Include a discussion of the firm's plan for identification, communication, and resolution of any security issues.

F. Service Level Agreement (two pages suggested maximum):

1. Describe the proposed Service Level Agreement (SLA) for the proposed solution.
2. The SLA must address service monitoring and management, response times, and failures.
3. The SLA will include a full-day service credit for outages lasting longer than one hour, exclusive of scheduled maintenance windows.

G. Resumes (one page suggested maximum per resume): Provide resumes for key personnel as described in subsection (E) of this section.

H. Sealed Cost Proposal: Cost proposal should be submitted in a separate sealed envelope within the larger, original sealed proposal. Only one copy of the cost proposal is desired. Do not submit cost information in the electronic copy of the proposal documents. Cost proposal should be submitted on the form provided in Attachment C: Cost Proposal.

I. Addendum Acknowledgement: Appendix 1, Addendum Acknowledgement, fully executed and signed.

J. Non-Collusion Certificate: Appendix 2, Non-Collusion Certificate, fully executed and signed.

K. Evidence of Insurance: Provide Evidence of Insurance as required in the RFP documents and Appendix 3.

L. Vendor Paperwork: Appendix 4, Vendor Paperwork, fully executed.

M. Proposed Subcontractors and Suppliers: Appendix 5, Proposed Subcontractors and Suppliers List filled out (if applicable).

N. Licenses: Provide copies of State of Alaska business license and all other licenses, certificates, or permits required by city, borough, state and federal law as applicable.

O. Service Provider Identification Number: Provide the firm's USF Service Provider Identification Number (SPIN).

**8. CONTRACT TERM**

The term of the contract shall be for a three (3) year period beginning July 1, 2025 through June 30, 2028. The MSBSD reserves the right to renew the contract for two (2) additional one (1) year terms, upon mutual written agreement between the MSBSD and the Contractor. The MSBSD may exercise this option by giving written notice to the contractor prior to the expiration of the then-existing term, if it is found to be in the MSBSD's best interest. The MSBSD reserves the right to add additional sites or remove sites during the life of the contract.

**9. CONTRACT MANAGEMENT**

At the commencement of the resulting contract, the MSBSD and the successful proposer shall each designate a project manager. Such persons shall be the respective party's single point of contact for purposes of management of the contract. The proposer's project manager shall assume responsibility for the coordination of all contract issues under the contract.



## **10. SUBCONTRACTORS**

If the proposed solution includes subcontractors, proposer must provide a detailed explanation of work to be done and complete Appendix 5, Proposed Subcontractors and Suppliers List. Subcontractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the proposer.

## **11. CONTRACTOR PERSONNEL**

### **A. Conduct:**

1. The selected proposer will assure that each of its employees adheres to all applicable rules and regulations of the district and exhibits conduct that is appropriate to working in a public school environment.
2. The selected proposer will assure that each of its employees adheres to the terms of any contract arising from this solicitation, particularly those related to data security, confidentiality, and disclosure.
3. The selected proposer shall prohibit its employees from personal use of MSBSD property and resources including, but not limited to, telephones, computers, printers/copiers, equipment, and supplies.

### **B. District right to approve, reject, or remove from district service contract employees:**

1. The MSBSD reserves the right to approve, reject, or require the selected proposer to remove from MSBSD service any of the selected proposer's personnel as provided in this contract.
2. The MSBSD, in its sole discretion, may require the selected proposer to remove from MSBSD service any employee the MSBSD deems harmful to children, unsafe, incompetent, careless, or otherwise objectionable within the scope and purpose of the contract requirements. The selected proposer shall remove the employee from active status with the MSBSD immediately.
3. The selected proposer agrees to take appropriate disciplinary or corrective action against an employee if the MSBSD's contract administrator deems the employee's performance to be of concern and that the employee is likely to cause the selected proposer to breach the contract.
4. The selected proposer shall enter into no contract or arrangement with any employee, person, group, or organization which shall in any way interfere with the selected proposer's ability to comply with the MSBSD's right to request disciplinary or corrective action against an employee or to reject or remove from MSBSD service selected proposer's staff to the maximum extent allowed by law.
5. Habitual employment by the selected proposer of unacceptable employees who are removed may result in a partial or complete termination of this contract, at the MSBSD's sole discretion.

C. Selected proposer's right to remove employees from district service: Nothing contained in this contract shall impair the contractor's right to remove or suspend from MSBSD service an employee for unsatisfactory performance or for other grounds.



## **ATTACHMENT B:** **EVALUATION CRITERIA**

### **1. GENERAL**

An Evaluation Committee will be selected by the Matanuska-Susitna Borough School District (MSBSD) to review the proposals.

### **2. NARRATIVE PROPOSAL SCORING**

The total score of all below criteria combined will dictate the ranking of proposals. Each proposal will be evaluated based on the criteria provided below.

Outstanding	1.0 – 0.9	The proposal far exceeds expectations, is very desirable, and has an excellent probability of success.
Excellent	0.8 – 0.7	The proposal exceeds the requirements of the criterion, demonstrates a high level of competence, and has a very good probability of success.
Good	0.6 – 0.5	The proposal meets the requirements of the criterion, achieves all objectives in a reasonable fashion, has a good probability of success.
Fair	0.4 – 0.3	The proposal adequately meets most of the requirements of the criterion, may be lacking in some areas which are not critical, and has a reasonable probability of success.
Poor	0.2 – 0.1	The proposal addresses some, but not all, of the requirements of the criterion to the minimum acceptable level, falls short of expectations, is lacking in some areas which are critical, and has a low probability of success.
Unsatisfactory	0	The proposal does not meet the requirements of the criterion, and the approach has no or very low probability of success.

The maximum weight (score) for each criterion is provided in the rubric below. The evaluation system is based on a maximum score of 500 points. Calculated points will be rounded to the nearest tenth of a point.

*EXAMPLE:* Firm A receives a score of 0.6 (Good) on the Introduction and Executive Summary criterion. Firm A's weighted score for that item would be:

10 points maximum x 0.6 score = 6.0 points

For the purposes of evaluation, a rating of "Good" or "Fair" shall be considered a baseline rating. Ratings outside of this range shall be justified by the evaluator.

In evaluating proposals, factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be considered. Evaluators may also contact listed references or other persons with knowledge of a proposer's past performance in order to make determinations.



### 3. **COST PROPOSAL SCORING**

In addition to a narrative proposal, the proposer shall prepare a cost proposal for the work to be performed. The cost proposal should be submitted in a separate sealed envelope. Cost proposals shall be scored using the following formula, which assigns the full point value to the least-cost proposal:

*Maximum points available x (Lowest Price Received / Proposer's Price)*

**EXAMPLE:** Firm A proposes \$60,000; Firm B proposes \$75,000; and Firm C proposes \$80,000.

Firm A: (175 points maximum x (\$60,000/\$60,000)) = 175.0 points

Firm B: (175 points maximum x (\$60,000/\$75,000)) = 140.0 points

Firm C: (175 points maximum x (\$60,000/\$80,000)) = 131.3 points

### 4. **EVALUATION CRITERIA**

The final evaluation scores will be based on the following criteria and point system:

<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>SCORE</b>	<b>WEIGHTED SCORE</b>
<b>NARRATIVE PROPOSAL</b>			
INTRODUCTION AND EXECUTIVE SUMMARY			
This criterion reflects the extent to which the proposal addresses, in a professional and well-organized manner, the services and activities the firm proposes to provide, including the overall approach to the tasks described in the scope of service.	10		
<b>FIRM QUALIFICATIONS &amp; REFERENCES</b>			
Firm Background and History: The firm must have a background and history that substantiates its stated ability to perform the services as required by the scope. (Demonstrate this qualification by describing the firm's background and capacity to meet the needs of the MSBSD.)	20		
Firm Experience and Customer References: The firm must have experience in performing work for other clients of comparable size and complexity. (Demonstrate this qualification by describing such experience and providing references that include the nature of services provided for each.)	20		
<b>SERVICE INSTALLATION/IMPLEMENTATION</b>			
Service Installation/Implementation: The firm must have a viable approach to the tasks and schedule required for installation and implementation. (Demonstrate this qualification by describing the firm's approach to installation and configuration that achieves the milestone date set forth by the MSBSD.)	35		
<b>SERVICE APPROACH</b>			
Service Team Organization/Staffing: The firm must have a viable approach to staffing. (Demonstrate this qualification by describing the assignment of work within the firm's team and with any proposed subcontractor arrangements, including the overall approach to managing resources.)	30		



Ongoing Service Approach: The firm must understand the MSBSD's needs have a viable approach to the provision of services requested. (Demonstrate this qualification by describing the proposed service and its capability to meet the requirements set forth.)	50		
Maintenance Plan: The firm must have a viable approach to maintenance of the system. (Demonstrate this qualification by providing the firm's detailed maintenance plan that minimizes impact to the MSBSD.)	30		
Service Outage and Issue Management: The firm must have a viable approach to manage unexpected events in the course of service. (Demonstrate this qualification by describing the firm's plan for handling such events, including identification, communication, and resolution.)	30		
Security: The firm must ensure the security of the MSBSD's data and respond quickly and appropriately in the event of a security breach. (Demonstrate this qualification by describing the firm's plan for identification, communication, and resolution of any security issues.)	25		
<b>SERVICE LEVEL AGREEMENT</b>			
Service Level Agreement: The firm must provide a viable service level agreement. (Demonstrate this qualification by describing the proposed service level agreement, including addressing service monitoring and management, response times, and failures.)	50		
<b>COST PROPOSAL</b>			
ELIGIBLE COSTS	175		
INELIGIBLE COSTS	25		
<b>TOTAL SCORE</b>	<b>500</b>		



## ATTACHMENT C: COST PROPOSAL

BASE COST PROPOSAL		
Item No.	Proposal Item	Amount
<b>ELIGIBLE</b> monthly cost to provide Wide Area Network services per the Scope of Services at the sites and speeds shown below:		
1	Academy Charter School – 300 Mbps	\$_____/mo.
2	American Charter Academy – 200 Mbps	\$_____/mo.
3	Big Lake Elementary School – 200 Mbps	\$_____/mo.
4	Birchtree Charter School – 180 Mbps	\$_____/mo.
5	Burchell High School – 300 Mbps	\$_____/mo.
6	Butte Elementary School – 200 Mbps	\$_____/mo.
7	Colony High School – 750 Mbps	\$_____/mo.
8	Colony Middle School – 400 Mbps	\$_____/mo.
9	Cottonwood Creek Elementary School - 200 Mbps	\$_____/mo.
10	Dena'ina Elementary School – 200 Mbps	\$_____/mo.
11	Finger Lake Elementary School – 200 Mbps	\$_____/mo.
12	Fronteras Charter School – 200 Mbps	\$_____/mo.
13	Glacier View School – 200 Mbps	\$_____/mo.
14	Goose Bay and Knik Elementary Schools – 300 Mbps	\$_____/mo.
15	Houston High and Houston Middle - 700 Mbps	\$_____/mo.
16	Iditarod Elementary School – 200 Mbps	\$_____/mo.
17	Knik Charter - 200 Mbps	\$_____/mo.
18	Larson Elementary School – 200 Mbps	\$_____/mo.
19	Machetanz Elementary School – 200 Mbps	\$_____/mo.
20	Mat-Su Career & Technical High School – 400 Mbps	\$_____/mo.
21	Mat-Su Central School – 300 Mbps	\$_____/mo.
22	Mat-Su Day School – 150 Mbps	\$_____/mo.
23	Mat-Su Middle College - 200 Mbps	\$_____/mo.
24	Mat-Su Secondary School – 50 Mbps	\$_____/mo.
25	Meadow Lakes Elementary School – 200 Mbps	\$_____/mo.
26	Midnight Sun Charter School – 200 Mbps	\$_____/mo.
27	Palmer High School – 500 Mbps	\$_____/mo.
28	Palmer Junior Middle School – 400 Mbps	\$_____/mo.
29	Pioneer Peak Elementary School – 200 Mbps	\$_____/mo.
30	Redington Jr./Sr. High School – 400 Mbps	\$_____/mo.
31	Shaw Elementary School – 200 Mbps	\$_____/mo.
32	Snowshoe Elementary School – 200 Mbps	\$_____/mo.

33	Sutton Elementary School – 180 Mbps	\$_____/mo.
34	Su-Valley Jr./Sr. High School – 300 Mbps	\$_____/mo.
35	Talkeetna Elementary School – 180 Mbps	\$_____/mo.
36	Tanaina Elementary School – 200 Mbps	\$_____/mo.
37	Teeland Middle School – 400 Mbps	\$_____/mo.
38	Trapper Creek Elementary School – 180 Mbps	\$_____/mo.
39	Twindly Bridge Charter School – 200 Mbps	\$_____/mo.
40	Twindly Bridge Charter School (Palmer Annex) – 50 Mbps	\$_____/mo.
41	Valley Pathways School – 200 Mbps	\$_____/mo.
42	Wasilla High School – 500 Mbps	\$_____/mo.
43	Wasilla Middle School – 400 Mbps	\$_____/mo.
44	Willow Elementary School – 180 Mbps	\$_____/mo.
45	Admin Annex West - 100 Mbps	\$_____/mo.
46	Central Administration, Connection 1 (Shared with Sherrod and Swanson Elementary Schools) – 1000 Mbps	\$_____/mo.
47	Central Administration, Connection 2 – 1000 Mbps	\$_____/mo.
48	Facilities Department – 300 Mbps	\$_____/mo.
49	Warehouse and Nutrition Services Departments – 8000 Mbps	\$_____/mo.
<b>TOTAL ELIGIBLE MONTHLY COST</b>		\$_____/mo.
<b>INELIGIBLE</b> yearly cost to provide Wide-Area Network Services to the MSBSD		\$_____/yr.

UNIT COSTS		
Item No.	Proposal Item	Amount
ELIGIBLE monthly cost to provide Wide Area Network services at the incremental speeds shown below:		
A	50 Mbps	\$_____/mo.
B	100 Mbps	\$_____/mo.
C	150 Mbps	\$_____/mo.
D	180 Mbps	\$_____/mo.
E	200 Mbps	\$_____/mo.
F	300 Mbps	\$_____/mo.
G	400 Mbps	\$_____/mo.
H	500 Mbps	\$_____/mo.
I	600 Mbps	\$_____/mo.
J	700 Mbps	\$_____/mo.
K	800 Mbps	\$_____/mo.
L	900 Mbps	\$_____/mo.
M	1000 Mbps	\$_____/mo.



N	1500 Mbps	\$_____/mo.
O	2000 Mbps	\$_____/mo.
P	3000 Mbps	\$_____/mo.
Q	4000 Mbps	\$_____/mo.
R	5000 Mbps	\$_____/mo.
S	6000 Mbps	\$_____/mo.
T	7000 Mbps	\$_____/mo.
U	8000 Mbps	\$_____/mo.
V	9000 Mbps	\$_____/mo.
W	10000 Mbps	\$_____/mo.

The undersigned hereby further proposes to furnish all services, including labor, supplies, and supervision necessary to provide **Wide Area Network Services** to the MSBSD in full accordance with the Request for Proposal Documents:

---

Company Name

---

Authorized Signature

Printed Name

Date

**APPENDIX 1:**  
**ADDENDUM ACKNOWLEDGEMENT**

Please sign below to acknowledge receipt of all addenda. Return this form with your bid packet. Failure to acknowledge receipt of addenda may result in a determination of your proposal as non-responsive.

If no addenda have been issued, please indicate "NONE" below.

Addendum No.	Receipt Acknowledged (Signature)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____



**APPENDIX 2:**  
**NON-COLLUSION CERTIFICATE**

The bidder certifies that:

1. The prices in this offer have been arrived at independently and neither the bidder nor any representatives of the bidder has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person relating to:
  - Those prices;
  - The intention to submit an offer; or
  - The methods or factors used to calculate the prices offered.
2. The prices in this offer have not and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract award unless otherwise required by law.
3. No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date



### **APPENDIX 3:**

## **INSURANCE REQUIREMENT FOR CONTRACTORS**

**It is highly recommended that contractors and subcontractors confer with their respective insurance companies or brokers to determine if their insurance program complies with the Matanuska-Susitna Borough School District's (MSBSD) insurance requirements.**

The contractor and subcontractors shall procure and maintain in force at all times during the term of this agreement, and at its own cost, the following insurance policies required hereunder. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of the contract, may be grounds for termination.

The insurance companies shall be rated no less than A-7 by AM Best rating service. MSBSD reserves the right to review and revise any of the following insurance requirements, based on insurance market conditions, availability or affordability of coverage, or changes within the scope of work that applies to this contract. In addition, the MSBSD reserves the right to reject any insurance policies that fail to meet the criteria listed within this section, or insurance carriers that are in poor financial condition or become in poor financial condition during the term of this contract.

The Policies of insurance required shall include the following:

**1. WORKERS' COMPENSATION INSURANCE:**

Workers' Compensation Insurance in compliance with the laws of the State of Alaska, with Statutory Limits, and Employers' Liability insurance with a limit no less than \$500,000 per accident for bodily injury or disease, and any other coverage that may apply to work performed by employees in this agreement and any project hereunder.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Commercial General Liability Insurance on a "per occurrence" basis with limits of liability not less than \$1,000,000 combined single limit bodily injury & property damage, \$1,000,000 personal injury, \$1,000,000 aggregate. Coverage shall include the following extensions: A) Contractual Liability; and B) Products and Completed Operations.

**3. EXCESS LIABILITY INSURANCE:**

Contractors and subcontractors shall procure and maintain during the life of this agreement, Excess Liability insurance with a limit of liability not less than \$1,000,000 per occurrence or claim, and \$1,000,000 policy aggregate.

**4. BUSINESS AUTOMOBILE / MOTOR VEHICLE LIABILITY:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Motor Vehicle Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**5. ADDITIONAL INSURED:**

The following shall be listed as an Additional Insured on each policy listed except Workers' Compensation, Professional Liability, and Errors & Omissions: the Matanuska-Susitna Borough School District including all agents, assigns, subsidiaries, subcontractors, employees, and volunteers of the MSBSD.

**6. INDEMNIFICATION AND HOLD HARMLESS:**

Each party shall indemnify, defend, and hold harmless the other party from and against any claim of, or liability for, negligent acts, errors, and omissions of the other party under this agreement. However, a party is not required to indemnify, defend, or hold harmless the other party for a claim of, or liability for, the independent negligent acts, errors, and omissions of the other party. If there is a claim of, or liability for, a joint negligent act, error, or omission of both parties, the indemnification, defense, and hold harmless obligations of this provision shall be apportioned on a comparative fault basis.

**7. CANCELLATION NOTICE:**

All insurance policies, as described above, shall include an endorsement stating the following: "thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: MSBSD, Attn: Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645.

**8. WAIVER OF SUBROGATION:**

The insurer shall agree to waive all rights of subrogation against the District, its Administrators, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any of its subcontractors for the District.



**9. CERTIFICATES OF INSURANCE:**

The contractors and subcontractors shall provide the MSBSD two (2) Certificates of Insurance and/or copies of policies acceptable to the MSBSD for the coverage's listed herein at the time the agreements are returned for execution.

**10. CONTINUATION OF COVERAGE:**

If any of the above coverage expires during the term of this agreement, the contractors and subcontractors shall deliver renewal certificates of insurance and/or policies to the MSBSD at least ten (10) days prior to the expiration date.

The duties required under this appendix shall survive the termination or expiration of this agreement.



## **APPENDIX 4: VENDOR PAPERWORK**

Please complete this form in its entirety. Any applicable supplemental documents can be attached as needed. A W-9, available at [www.irs.gov/uac/about-form-w9](http://www.irs.gov/uac/about-form-w9), must be submitted with this form or the application will be denied.

Please check one: ☐ New Vendor Application ☐ Vendor Update/Change

Vendor Legal Name  EIN or SSN

Operating Name (DBA)

Vendor Mailing Address

City, State, Zip Code

Vendor Remit-To Address

City, State, Zip Code

Vendor Contact Name

Contact E-mail Address  Phone #

Vendor Website URL  Fax #

Describe the services, materials, and/or equipment to be provided:

How long have you been in business providing these services, materials, and/or equipment?

Describe any special instructions for shipping to Alaska:

Do you accept Purchase Orders (POs)? ☐ Yes ☐ No

How to you prefer to receive POs? ☐ Email ☐ Fax ☐ Mail

What is your preferred method of payment? ☐ EFT ☐ Check

Do you provide services to the public? ☐ Yes ☐ No

Do you have a current Business License? ☐ Yes ☐ No License #  State

Do you have a State of AK Business License? ☐ Yes ☐ No License #

Do you have a Mat-Su Business License? ☐ Yes ☐ No License #

Are you currently an MSBSD employee? ☐ Yes\* ☐ No \*Stop. Complete a Conflict of Interest Affidavit.

Are you related to an MSBSD employee? ☐ Yes\* ☐ No \*Stop. MSBSD employee must complete a Conflict of Interest Affidavit.

Do you have employees? ☐ Yes\* ☐ No \*Do you carry Worker's Compensation insurance? ☐ Yes ☐ No

Upon request, can you provide three (3) references from individuals/companies you have served? ☐ Yes ☐ No

Authorized Agent Signature (Required)	Date	Printed Name and Title
<b>Purchasing Department Use Only:</b>		
W-9 Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Vendor # <input type="text"/>
Pre-Pay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved/Denied By	<input type="text"/>
Sent to Acctg.: <input type="text"/>	*Reason for Denial	<input type="text"/>
	Alt. Vendor # <input type="text"/>	Alt. Vendor Name <input type="text"/>

WIDE AREA NETWORK SERVICES

RFP #B20-05



**APPENDIX 5:**  
**PROPOSED SUBCONTRACTORS AND SUPPLIERS LIST**

**NOTE:** Please return this with your bid, if applicable. Put an "X" in the right columns indicating if the company is a sub-contractor or a supplier.

#	ITEM	CONTRACTOR NAME, ADDRESS, & E-MAIL	SUB	SUP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date





## **APPENDIX 6:** **LOCATION INFORMATION**

The proposed speeds listed below are projections only and are subject to change at the discretion of the MSBSD.

<b>Location Name</b>	<b>Proposed Speed (Mbps) Effective July 1, 2025</b>	<b>Physical Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Academy Charter School	300	801 East Arctic	Palmer	AK	99645
American Charter Academy	200	244 S Sylvan Way, Unit #110	Wasilla	AK	99654
Big Lake Elementary School	200	3808 South Big Lake Road	Big Lake	AK	99652
Birchtree Charter School	180	7101 E Palmer Wasilla Hwy	Palmer	AK	99645
Burchell High School	300	1775 West Parks Highway	Wasilla	AK	99654
Butte Elementary School	200	4006 South Butte Road	Palmer	AK	99645
Colony High School	700	9550 East Bogard Road	Palmer	AK	99645
Colony Middle School	400	9250 East Bogard Road	Palmer	AK	99645
Cottonwood Creek Elementary School	200	800 N Seward Meridian	Wasilla	AK	99654
Dena'ina Elementary School	200	7068 S Knik Knack Mud Shack Rd	Wasilla	AK	99623
Finger Lake Elementary School	200	5981 Eek Street	Wasilla	AK	99654
Fronteras Charter School	200	7010 E Bogard Rd	Wasilla	AK	99654
Glacier View School	200	65975 S Wolverine Circle	Sutton	AK	99674
Goose Bay Elementary School	300	6400 Hollywood Blvd	Wasilla	AK	99654
Houston High School	700	12501 W Hawk Lane	Houston	AK	99694
Houston Middle School	Shared w/Houston High	12801 W Hawk Lane	Houston	AK	99694
Iditarod Elementary School	200	801 N Wasilla Fishhook RD	Wasilla	AK	99654
Knik Charter School	200	758 N Shoreline Dr	Wasilla	AK	99654
Knik Elementary School	Shared w/Goose Bay	6350 West Hollywood	Wasilla	AK	99654
Larson Elementary School	200	2722 E Seldon Road	Wasilla	AK	99654
Machetanz Elementary School	200	4961 E Nelson Rd	Wasilla	AK	99654
Mat-Su Career & Technical High School	400	2472 N Seward Meridian Pkwy	Wasilla	AK	99654
Mat-Su Central School	300	2055 N Stringfield Rd	Wasilla	AK	99645
Mat-Su Day School	150	2360 N Tait Drive	Wasilla	AK	99654
Mat-Su Middle College	200	8274 E College Dr	Palmer	AK	99645



<b>Location Name</b>	<b>Proposed Speed (Mbps) Effective July 1, 2025</b>	<b>Physical Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Mat-Su Secondary School	50	581 S Outer Springer Lp	Palmer	AK	99645
Meadow Lakes Elementary School	200	1741 N Pittman Road	Wasilla	AK	99623
Midnight Sun Charter School	200	7275 W Midnight Sun Circle	Wasilla	AK	99654
Palmer High School	500	1170 West Bogard Road	Palmer	AK	99645
Palmer Junior Middle School	400	1159 South Chugach	Palmer	AK	99645
Pioneer Peak Elementary School	200	1959 North Trunk Road	Palmer	AK	99645
Redington Jr./Sr. High School	400	10015 Redington Road	Wasilla	AK	99654
Shaw Elementary School	200	3750 E Paradise Lane	Wasilla	AK	99654
Sherrod Elementary School	Shared w/Central Admin	561 N Gulkana	Palmer	AK	99645
Snowshoe Elementary School	200	200 W Fairview Loop	Wasilla	AK	99654
Sutton Elementary School	180	11672 N Wright Way	Sutton	AK	99674
Su-Valley Jr./Sr. High School	300	42728 S Parks Highway	Talkeetna	AK	99676
Swanson Elementary School	Shared w/Central Admin	507 N Gulkana	Palmer	AK	99645
Talkeetna Elementary School	180	13930 E Timberwolf Loop	Talkeetna	AK	99676
Tanaina Elementary School	200	2550 Lucille Street	Wasilla	AK	99654
Teeland Middle School	400	2788 N Seward Meridian Pkwy	Wasilla	AK	99654
Trapper Creek Elementary School	180	6742 E Petersville Road	Trapper	AK	99683
Twindly Bridge Charter School	200	141 E Seldon Rd	Wasilla	AK	99654
Twindly Bridge Charter School (Palmer Annex)	50	248 S Alaska St., Ste A	Palmer	AK	99645
Valley Pathways School	200	1150 North France Road	Palmer	AK	99645
Wasilla High School	500	701 E Bogard Road	Wasilla	AK	99654
Wasilla Middle School	400	650 Bogard Road	Wasilla	AK	99654
Willow Elementary School	180	31706 W Parks Hwy	Willow	AK	99688
Admin Annex West	100	2239 N Seward Meridian Pkwy	Wasilla	AK	99654
Central Administration (Connection 1)	1000	501 N Gulkana Street	Palmer	AK	99645
Central Administration (Connection 2)	1000	501 N Gulkana Street	Palmer	AK	99645
Facilities (Operations & Maintenance)	300	3901 E Bogard Road	Wasilla	AK	99654
Warehouse/Nutrition Services	8000	690 Cope Industrial Way	Palmer	AK	99645

