

Request for Proposal

Applicant Name: Haslett Public Schools
E-Rate BEN: 131209
E-Rate Form 470#: 260000833
RFP Title: 2026 Haslett WAN
RFP Close Date/Time: 3:30 p.m. EST/November 13, 2025

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Director of Technology and Innovation, Jamie DeWitt, via email at dewittjr@haslettschools.org, by 3:30 p.m. EST/November 13, 2025, as per the Official Purchasing Timeclock. Applicant shall not be responsible for verbal clarification of information provided by parties other than contacts provided in this document. Unauthorized contact may be grounds for disqualification.

Proposals shall be clearly marked with the RFP# and Title and sent to Jamie DeWitt, via email to dewittjr@haslettschools.org no later than the RFP Close/Date Time. USPS, Fed Ex, UPS, or Hand Delivered proposals **will not** be considered.

The School District does not discriminate against faith-based organizations or against any contractor, bidder, or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

By signing this document, the Offeror agrees that he has carefully examined all the requirements of this solicitation and that there are no contradictions, ambiguities, errors or infeasible requirements apparent. The undersigned further agrees that he will accept an award to carry out the required services under this solicitation.

In compliance with this Request for Proposal and all the conditions imposed herein, including the General Terms and Conditions, and Attachments, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Date: _____

By: _____

Signature in Ink

Telephone: _____

Printed/Typed

Email: _____

FIN/SSN: _____

Contents

<i>Section 1: Introduction</i>	<i>3</i>
<i>Section 2: Service Requests</i>	<i>3</i>
<i>Section 3: Solution Specifications</i>	<i>4</i>
<i>Section 4: Service Level Agreement</i>	<i>4</i>
<i>Section 5: General Terms for All Proposals.....</i>	<i>5</i>
<i>Section 6: Locations and Network Configuration</i>	<i>7</i>
<i>Section 7: Procurement Timeline</i>	<i>7</i>
<i>Section 8: Additional Information/Questions</i>	<i>7</i>
<i>Section 9: Proposal Procedures</i>	<i>7</i>
<i>Section 10: Evaluation Criteria.....</i>	<i>8</i>
<i>Section 11: Contract Term and Modifications</i>	<i>8</i>
<i>Section 12: Award of Contract</i>	<i>8</i>
<i>Attachment A - Mandatory Pricing Attachment.....</i>	<i>9</i>

Section 1: Introduction

Haslett Public Schools, hereafter referred to as Applicant, is requesting proposals for the delivery of transport-only Wide Area Network (WAN) services to the school district. The Applicant receives their Internet Access via the MiSEN State Network by way of the Ingham Intermediate School District (ISD). The district's WAN must terminate at the Thorburn Education Center, located at 2630 W. Howell Road, Mason, MI 48854. The new service shall commence on July 1, 2026, and continue through June 30, 2031, for a total duration of not more than 60 months. If special construction is required, services shall not commence prior to January 1, 2026, and no service start date earlier than July 1, 2026 shall be binding unless expressly authorized in writing by the Applicant.

The Contractor understands and agrees that continuity of this award is subject to availability of funding by Applicant and satisfactory performance by the Contractor.

Section 2: Service Requests

1. Applicant is seeking proposals for a transport-only WAN solution.
2. Network Design and Construction Routes
 - a. Applicant leaves point of presence (PoP) location and routes up to respondent. However, due to current and future bandwidth needs, designs are encouraged to provide dedicated infrastructure to Applicant. This includes little to no aggregation or third-party equipment between Applicant site and PoP.
 - b. Applicant is not advocating or mandating any preconceived network design or construction route and leaves this decision up to the vendor to present their best solution.
 - c. Respondents should clearly illustrate proposed network design and construction routes.
 - d. Applicant's stated decision criteria (outlined in the RFP) will be used to determine if an award is made as a result of this RFP. Applicant has, in accordance with E-Rate guidelines, rated cost of E-Rate eligible services as the highest weighted factor in its decision criteria.
3. Special Construction
 - a. For the purposes of the E-Rate program, special construction charges are the upfront, non-recurring costs of deploying new or upgraded network facilities to E-Rate eligible entities. Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-Rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-E-Rate-21st-century-connectivity>) for more information.
 - b. Special construction charges eligible for Category One support consist of three components:
 - i. construction of network facilities
 - ii. design and engineering
 - iii. project management
 - c. If no new facilities are being installed, then any installation costs are considered standard **non-recurring costs (NRC)**.
 - i. For solutions requiring special construction, this means that the costs associated with building the network are considered special construction, and the costs associated with the equipment required to activate the service are a standard NRC.
 - d. Excess fiber strands for special construction projects (if applicable)
 - i. To the extent that the winning service provider installs additional strands of fiber for future business ventures, the winning service provider assumes full responsibility to ensure those incremental costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders.
 - ii. If, after the issuance of the FCDL, USAC or the FCC determines that the winning service provider did not cost-allocate those charges associated with the additional strands, Applicant will not be responsible for reimbursing the winning vendor, and the winning vendor will assume all responsibilities deemed ineligible by USAC.

Section 3: Solution Specifications

1. Wide Area Network
 - a. Applicant **must** have a minimum of 10 Gbps dedicated, symmetrical transport bandwidth between the designated endpoints.
 - b. **Each respondent is required to complete the attached pricing sheet with this RFP.**
 - i. Special construction, monthly recurring cost, and any additional non-recurring costs are **required** to be broken out and listed separately.
 1. Should there be special construction, the district desires amortized payment plan.
 - ii. Respondents are free to propose alternate pricing terms provided they have also included pricing in the requested format.
 - iii. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix.
 - c. All solutions should adhere to the Service Level Agreement (SLA) terms in Section 4.
2. Category 1 Leased Router/Switch
 - a. Vendor shall provide, install, configure, and maintain any Category 1 Customer Premises Equipment (CPE) necessary for the operation of the 10 Gbps service, including leased router(s) and/or switch(es).
 - b. The provided equipment must support VLAN transparency across the WAN.

Section 4: Service Level Agreement

1. Proposed services should meet the following specifications:
 - a. The provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.
 - b. .25% frame/packet loss commitment
 - c. 3ms network latency commitment
 - d. 4ms network jitter commitment
 - e. There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason
 - f. Vendor stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service.
2. Network operations center: Solution will provide customer support functions, including problem tracking, resolution, and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with vendor-provided services.
3. Trouble reporting and response: Upon interruption, degradation or loss of service, Customer may contact Vendor by defined method with a response based on trouble level. Upon contact from the Customer, the Vendor support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
4. 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 implementation schedule is completed.
5. Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
6. Trouble reporting, escalation, and resolution: A detailed trouble reporting, escalation, and resolution plan will be provided to the district.
7. Measurement: Time starts from the time the Customer contacts vendor and identifies the problem. Credits for outages of a certain duration or longer will be identified.
8. Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
9. Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.

10. Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing Applicant.

Section 5: General Terms for All Proposals

1. The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Applicant expects in the proposed solution. Proposals failing to meet these will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.
2. Description of Proposal
 - a. Respondent will provide a description of their proposal for all services and solutions.
 - b. Description will include an overview of the proposal, any deviations from the requested architecture, design, or requirements, assumptions made, and other detail. Applicant may find useful or necessary (or could differentiate the solution from a competing proposal).
3. Timeline
 - a. For each response, respondents **must** include a timeline for bringing service online.
 - b. Proposals requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year.
 - c. For solutions requiring special construction, a schedule of bringing the service online **must** be included with an explanation of how this timeline shifts if the date of the E-Rate funding commitment shifts.
4. Demarcation
 - a. All solutions **must** terminate service or infrastructure in the demarcation point at address specified in the pricing sheet.
 - b. Solutions bringing service to the property line but not to the demarcation point are not acceptable.
 - c. Respondent **must** specify specific demarcation setup included in base fees, e.g. wall mounted CPE and CAT6a handoff, rack mount patch panel, etc.
5. Network Diagram
 - a. For each response, respondents **must** include a network diagram displaying the paths to be used to serve each endpoint.
 - b. Diagrams **must** show if the circuit is routed through any aggregation hubs, equipment, or third-party facilities between district site and point of presence.
6. References
 - a. For each response, respondent **must** provide 3 references from current or recent customers (preferably K-12) with projects equivalent to the size of Applicant.
7. E-Rate Program Integrity Assurance (PIA) Review
 - a. If their solution is chosen, respondents are required to promptly provide Applicant with any information being requested as part of PIA review.
 - b. Vendors may assist filing entities with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.
 - c. For all responses that include special construction, the respondent agrees to, by submitting its proposal, produce all construction labor, construction materials, and other cost information requested during PIA review.
 - d. **All responses must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer at all is grounds for disqualification.**
8. Required Notice to Proceed and Funding Availability
 - a. Applicant will follow the purchasing policies of the Applicant Board and requirements and procedures of the FCC's E-Rate program as administered by the Universal Service Administrative Company to be eligible for all available funding.
 - b. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed.
 - c. E-Rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding (including any state matching funds for special construction projects) does not become available.
9. Equipment Restrictions

- a. By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products are in compliance with Part 47 Section 54.9 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain.
 - b. Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on foreign imports are encouraged to (a) identify such products in their proposals, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.
 - c. Offerors proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.
10. As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more information on the requirements relating to LCP.
11. Applicant reserves the right to accept or reject any or all offers, to waive any informalities or irregularities, and to accept a proposal, which is deemed in its best interest.
12. Vendor is responsible for the timely filing of the FCC Form 473 for each related E-Rate application Fund Year. Reimbursement amounts denied by USAC due to the vendor's failure to complete this program requirement will be the responsibility of the vendor. Applicant will not be held responsible for otherwise reimbursable fees due to the vendor's failure to successfully complete this form.
13. If requested by Applicant, E-Rate SPI discount method will be applied to vendor-issued invoices. Vendor is responsible for submitting reimbursement requests via the FCC Form 474 by the invoice deadline. Applicant will not be responsible for repayment of funds not claimed by vendor due to untimely filing of the FCC Form 474.
14. Additional locations may be added during the contract term. Any additional sites added to the agreement will be co-terminus with the main agreement.

Section 6: Locations and Network Configuration

Service Location Name	Service Address	Current Speed
Haslett Public School Administration	5593 Franklin St, Haslett, MI 48840	10 Gbps
Haslett Middle School	1535 Franklin St, Haslett, MI 48840	10 Gbps
Haslett High School	5450 Marsh Rd, Haslett, MI 48840	10 Gbps
Wilkshire Early Childhood Ctr	5750 Academic Way, Haslett, MI 48840	10 Gbps
Ralya Elementary School	5645 School St, Haslett, MI 48840	10 Gbps
Murphy Elementary School	1875 Lake Lansing Rd, Haslett, MI 48840	10 Gbps
Haslett Community Education/Technology Building	1590 Franklin St, Haslett, MI 48840	10 Gbps

All contracts should include a provision permitting early termination or transfer of circuits, with no penalty, should a location be closed by the Applicant. Additionally, if Applicant opens a new location, the final agreement **must** include a provision permitting that site to be added at the existing MRC rate for the duration of the contract, with the Applicant paying for any one-time charges associated with adding the new site to the network.

Section 7: Procurement Timeline

September 30, 2025	RFP Issue Date
October 7, 2025	Vendor Question Deadline due by 3:30 p.m. EST
October 15, 2025	Responses to Questions Distributed
November 13, 2025	RFP Close Date; Proposals due by 3:30 p.m. EST

Section 8: Additional Information/Questions

1. All questions or comments concerning this Request for Proposals **must** be submitted in writing to Jamie DeWitt at dewittjr@haslettschools.org.
2. Site visit requests will not be considered.
3. All questions or comments **must** be submitted by 3:30 p.m. EST October 7, 2025.

Section 9: Proposal Procedures

1. Emailed proposals will be received until 3:30 p.m. local prevailing time.
2. The proposal Title and RFP# **must** be clearly shown on the subject line of the email.
3. Offerors **must** email proposals. Mailed or Hand Delivered proposals **will not** be accepted
4. Proposals emailed **must** be sent to Haslett Public Schools, Director of Technology and Innovation, Jamie DeWitt, at dewittjr@haslettschools.org.
5. Proposals must be received by the applicant by the date/time noted above.
6. The applicant will not accept proposals after that date and time. Proposals received after the date and time prescribed will not be considered for evaluation. Vendors submitting late bids will be notified by email that their bid was received after the deadline and has been disqualified.
7. It shall be the Offeror's responsibility to ensure his/her proposal has been received on or before the deadline published above.

Section 10: Evaluation Criteria

% Weight	Criteria
55%	E-Rate eligible recurring and one-time circuit costs
15%	Transitional Services
10%	Ability to support requirements of this RFP
10%	Past Performance with School District
10%	Meets/Understands Needs

Section 11: Contract Term and Modifications

1. Services are needed effective July 1, 2026. If the service cannot be guaranteed by this date, this should be indicated in the proposal, along with an estimated timeline for when the service will be available.
2. Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 60-month pricing
3. No price increases will be permitted during the term of the agreement.
4. Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement including renewal periods.

Section 12: Award of Contract

1. Selection shall be made of one offeror deemed to be fully qualified and best suited among those submitted proposals, on the basis of the factors involved in the Request for Proposal.
2. Price of E-Rate eligible services shall be the primary consideration.
3. Negotiations shall be conducted with the offeror so selected.
4. After negotiations have been conducted with the offeror so selected, Applicant shall select the offeror which, in its opinion, has presented the most cost-effective solution, and shall award the contract to that offeror.
5. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation, and the offeror's proposal as negotiated. Similarly, any materials provided by the offeror for the purpose of Applicant to evaluate the proposal might be referenced to become part of the purchase agreement between Applicant and the offeror.
6. Haslett Public Schools follows Purchasing Policy 6320 found at: <https://www.haslettschools.org/our-district/budget-transparency-reporting>.

Pricing Attachment - Wide Area Network (WAN)

- The Pricing Attachment workbook is required to be completed by all Offerors and included with all proposal submissions.
- Offerors are only responsible for completing the information in the yellow columns of the table below.
- The Filing Entity understands Offerors may structure their service levels differently. Should an Offeror not be able to provide a listed required level of service, the Offeror should enter their closest comparable level of service in the adjacent Offered column.
- Should there be a discrepancy between the fees listed in this Pricing Attachment and any other proposal response document, the costs offered in this document shall prevail.
- Should there be special construction, the district desires amortized payment plan.
- Any references to specific make/models of Category 1 equipment are for illustrative purposes only and do not constitute a desired make/model.

The district's WAN must terminate at the Thorburn Education Center, located at 2630 W. Howell Road, Mason, MI 48854.

Provide the manufacturer make, model and E-Rate eligibility of any vendor provided equip: _____
 Do USF fees apply to any of these services? _____
 Do any additional service provider fees/surcharges apply to any of these services? _____

2025 Haslett Public Schools - WAN
Page 9 of 9