Request for Proposal

EAST HELENA SCHOOL DISTRICT 9 a.k.a. EAST HELENA PUBLIC SCHOOLS

226 EAST CLINTON STREET, EAST HELENA, MT, 59635

The EAST HELENA SCHOOL DISTRICT 9 a.k.a. EAST HELENA PUBLIC SCHOOLS is accepting proposals for wide area internet service for the following:

Wide Area Network Service (Vendor) with the following minimum requirements:

- Seeking bids for transport services to connect the district hub at EAST VALLEY MIDDLE SCHOOL, 400 NORTH KALISPELL, EAST HELENA, MT 59635 to the following locations:
    a. EASTGATE ELEMENTARY SCHOOL - 4010 GRADESTAKE, EAST HELENA, MT 59635
    b. RADLEY ELEMENTARY SCHOOL - 226 EAST CLINTON STREET EAST HELENA, MT 59635
    c. EAST HELENA HIGH SCHOOL - 2760 VALLEY DRIVE, EAST HELENA, MT 59635
    d. 227 ACADEMY – HS - 2760 VALLEY DRIVE, EAST HELENA, MT 59635
    e. 227 ACADEMY - MIDDLE SCHOOL - 400 NORTH KALISPELL, EAST HELENA, MT 59635
- Requesting at least one +\- static IP address at each location.
- Currently familiar with Ruckus (or equivalent) and/or Sophos (or equivalent).
- There is currently a district owned fiber line connecting Prickly Pear Elementary and RADLEY ELEMENTARY SCHOOL.
- Looking for transport speeds with pricing options up to 50 Gb download speeds allowing for a scalable solution in which the applicant may exercise the option to increase speeds during the bid period, without an extension of the term of the agreement. Please specify function of delivery (i.e., DSL, Ethernet, MPLS, etc.). Not seeking bids for special construction.
- Vendor should include estimated taxes and fees for services/equipment.
- Vendor will state in writing how they will assure Internet service with effective throughput at subscribed bandwidth.
- Vendor will provide monthly traffic monitoring and analysis to the school district.
- Vendor shall assure there is no planned down time from Monday through Friday between the hours of 7:00 a.m. and 7:00 p.m.
- Technical support shall be available by person-to-person contact Monday through Friday during the hours of 8:00 AM through 5:00 P.M. Proposal must state in writing how this service is provided.
- In addition, the vendor (internet provider) must state in writing what, if any, detail technical support offered – either at no charge or at a stated fee.
- Vendor must specify how the above conditions are met.
- Vendor agrees to bill E-Rate discounts on bills once they receive a Form 486 Notification Letter from USAC. If not, no late charges may be billed.

Bid Duration – All services shall be for a minimum of one year upon notice to proceed from District and no more than three years. At its discretion, the School District shall have the option of extending the service agreement for an additional year. The service provider must state the charges for an additional year if different from the base year.

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Proposal Deadline – Bids will be accepted through the Allowable Contract Date as stated on the associated Form 470 or 28 days after the latest posted RFP Amendment. Bids may be emailed to Dan Rispens at drispens@ehps.k12.mt.us and Eric Power at epower@ehps.k12.mt.us with a copy to Kristi Smith at klsmith@klsmithconsulting.com.

Conditions Affecting Award of Bid – The School District reserves the right to accept or reject any or all bids in whole or part. The decision as to which proposal is most appropriate and is accepted rests solely with the School District.

Other RFP Requirements:

- Questions should be emailed directly to technical contact listed on Form 470.
- If uncertain, service providers should provide options available.
- Bids should be emailed as an attachment to both the contact and technical contact as listed on the Form 470. Bids that are submitted in any other manner such links embedded as a link in an email or texts will not be considered. Failure to follow this guidance may be considered as trying to circumvent the open and fair competitive bidding process and may be grounds for bid dismissal.
- All quantities are estimates and looking for service provider recommendations. If service provider is uncertain, please make recommendation based upon the make and model provided or bid all applicable recommended options and let the District decide.
- It is the responsibility of the service provider/bidder to monitor Form 470 updates and/or newly posted Form 470s.
- If a service provider has already submitted a bid, it is the responsibility of the service provider to submit a new bid within the scope and competitive bidding period of the newly posted Form 470.
- SPAM and/or robotic responses may not be considered valid bid responses and will be disqualified from consideration.
- The District will not complete customized forms from service providers during the competitive bidding period.
- District is not responsible for late bids. At the District's discretion, late bids may be accepted or rejected.
- District reserves the right to accept or reject any and/or all bids and/or parts of any one bid.
- The District reserves the right not to respond to inquiries that are not relevant to the requested equipment and/ or services on the posted Form 470 or are already addressed in the posted documents.

Other RFP Requirements (continued):

- Preference may be given to providers that offer flexible invoicing including SPI where the discounts are applied to the bills with no restrictions. Bids should include whether or not a vendor will honor a flexible invoicing arrangement.
- Preference may be given to providers who schedule any work with the District.
- Facilities must be returned to pre-installation condition once installation and/ or any work is complete. Bids should acknowledge this requirement.
- Preference may be given for bids that include all terms and conditions in which there are no additional terms and conditions applied once winning bid(s) is accepted. Additional terms and conditions applied after bid submission may be grounds for bid dismissal.
- Preference may be given to bidders that can honor their pricing until receipt of a funding commitment decision letter and/or contract term.
- Actual quantities may vary from initial estimates. It is anticipated District will only be billed for services and/ or equipment actually provided. Preference may be given to bids that specify acceptance of this condition.
- Preference may be given to bids that have completed the pre-engineering.
- Service providers must have a SPIN at the close of the competitive bidding window.
- It is the responsibility of the service provide/bidder to know, understand, and act within guidance of the E-Rate rules.
- It is the responsibility of the service providers to have all required equipment including any type of lift/ ladders, garbage disposal, clean-up, that may be required for a full-service bid.
- It is the responsibility of the service providers to adhere to all applicable laws, licensing, permits, insurances, etc. (District, local, state, and/ or federal) as may be required for such a project and may be required to readily verify documentation at request of District.
- The winning bidder may be required to adhere additional policies and/ or procedures, rules, regulations, etc. as required by District (i.e., installation after school hours or during vacation months, background checks, etc.) that may or may not be listed in this RPF document.
- An approved E-Rate funding notification letter alone is not grounds for moving forward with project. Acceptance of winning bid is contingent on E-Rate, Board Approval, and/ or District's Approval. At the District's discretion, it may choose not to move forward with the project in whole or in part and/ or may allow agreement to expire. It is expected that vendor will only move forward once received written notification from District to proceed and move forward with project.
- District is not accepting demonstrations, webinars, test packs, SPAM, marketing inquiries, etc.

Other RFP Requirements (continued):

- All E-Rate equipment must be from companies that are eligible for E-Rate. Bids and/ or equipment from companies that are listed on the FCC's list as a National Security Risk are not eligible for E-Rate and will not be accepted.
- Preference may be given to bids that allow for a scalable solution in which the applicant may exercise the option increase of speeds during the bid period, without the extension of the term of the agreement.
- Preference may be given to bids that are all inclusive for a turn-key service in which the District has no additional costs to initiate service beyond what is in bid. Vendors that impose additional costs after bid submittal may be grounds for bid dismissal.
- Bids should include appropriate network modulating equipment to support speeds. Being a managed service, modulating equipment must have make, model and SKU of equipment requested.