

Portage Area School District

84 Mountain Avenue • Portage, PA 15946

(814) 736-9636

2021 PORTAGE AREA SCHOOL DISTRICT INTERNAL CONNECTIONS, BASIC MAINTENANCE OF INTERNAL CONNECTIONS, AND MANAGED INTERNAL BROADBAND SERVICES RFP GENERAL TERMS & CONDITIONS

1. Awards will be made in the best interest of the Portage Area School District.
2. The Portage Area School District may accept or reject in part, or in whole, any bid.
3. All quotations are governed by state and local procurement regulations.
4. All services performed or goods delivered under School District Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment will only be made after the delivery and acceptance of goods or services.
6. The School District may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
7. The Contract may be extended only upon mutual written agreement of the parties.
8. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

INSTRUCTIONS TO BIDDERS

1. RFP responses are to be received in the form of sealed bids at the Portage Area School District's Board of Education located at 84 Mountain Ave. Portage, PA 15946. Please address all bids to the attention of Business Department.
2. Bids will be publicly opened at 2PM on the allowable contract date on the FCC Form 470 to which this RFP is attached
3. Any and all bids, in whole or in part, may be rejected at the sole discretion of the District.
4. An approved purchase order is required before the merchandise or service is ordered.
5. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternative solutions offered by the bidder as "equivalent to" the specifications should include

complete detailed specifications and literature. The School District reserves the right to waive minor deviations to specifications.

6. Complete all sections of the quotation form.
7. Unit prices shall prevail in case of discrepancy.
8. The vendor must clearly instruct on the bid document if the vendor wishes to have the payment sent to a different "remit to" address other than the address on this document.

SCOPE OF WORK

2021 INTERNAL CONNECTIONS, BASIC MAINTENANCE OF INTERNAL CONNECTIONS, AND MANAGED INTERNAL BROADBAND SERVICES

For E-rate Funding Year 2021 Portage Area School District is soliciting a Request for Proposal for Internal Connections, Basic Maintenance of Internal Connections (BMIC), and Managed Internal Broadband Services (MIBS) products and services for all locations, as specified in Attachment 1. The District is seeking switches, wireless access points, stacking cables, optical transceivers, associated software and licenses, cabling (stacking cables), installation, configuration, and testing. The District reserves the right to modify the project as it deems necessary. This RFP and the winning bidder's response shall become an integral part of any resultant contract, and shall be attached thereto and incorporated therein by reference.

Any questions related to the technical aspects of this document should be directed to portage.2021@naa.com

Solution acquisition will be contingent on the award and acceptance of E-Rate Category 2 Funding. Service providers are strongly urged to review the requirements in the FCC's 2020 Eligible Services List Category 2 Internal Connections, MIBS, and BMIC sections in the preparation of their response.

All proposals need to be complete, including installation costs, any associated fees, and applicable taxes, such that the District will be able to determine the true total cost of the proposal.

ATTACHMENT 1 provides the list of locations, desired equipment and services.

Pricing for each building must be provided utilizing the FCC Form 471 item templates that can be found on the USAC webpage.

OTHER REQUIREMENTS

- The vendor must quote a turn-key solution that will be installed, tested, fully operational, and accepted by the District within thirty (30) days after completion of the

work. Payment will be authorized only once all products and services have successfully completed testing and been accepted by the District.

- Pricing for all products and services must be quoted separately for each building listed in Attachment 1.
- In accordance with E-rate rules, performance will not commence until on or after April 1, 2021; the specific dates of performance will be determined by the District to best suit its needs.
- The District reserves the right to award to multiple vendors, selecting portions of the vendors' solutions best suitable for District's needs, or not award at all.
- The District, at its sole discretion, for any reason or no reason, reserves the right to cancel this RFP at any time.
- Vendors must include a copy of their contract with their proposal. The District seeks a contract which performance dates will run through September 30, 2022 for Internal Connections which will be extendable as necessary to accommodate the work schedule, District's needs, and other unforeseen events. The District also seeks a contract which performance dates will run through June 30, 2022 for BMIC and MIBS.
- Vendors are expected to provide Lowest Corresponding Price.
- As defined in USAC's Eligible Services List, software for switches, WAPs, and other products associated with hardware purchases, and software for switches and WAPs renewals should be quoted in an appropriate Category of Service under Internal Connections, BMIC, and/or MIBS.
- The District will select the most cost effective, most qualified, and most responsive and responsible bidder(s) when making the award.
- Evaluation Criteria: The heaviest weight will be assigned to price, (complete installation costs, all other one-time costs, and monthly recurring costs if any for a period of the contract duration). Evaluation may also be based on, but not limited to, prior experience of the District with the respondent, technical capability and quality of work. Work performed for other comparable clients, and qualification of personnel. Additionally, the evaluation may be based on the ability of the vendor to deliver a turn-key solution. The District reserves the right to use additional criteria as needed.
- The winning vendor will be required to have or obtain a USAC SPIN number before the start of service and submit a Service Provider Invoice Form directly to USAC pursuant to E-rate procedures established by the federal government.
- The winning vendor must comply with all applicable E-rate and FCC rules and regulations.