

REQUEST FOR PROPOSAL (RFP)

FUNDING YEAR 2023-2024 (July 1, 2023 - June 30, 2024)

APPLICANT:

NAME	PRIORITY CHARTER SCH DISTRICT	BEN	17008353
ADDRESS	275 FM 2483		
CITY, STATE, ZIP	Morgan's Point Resort, TX 76513		

Submit bids/proposals to:

CONTACT Jason Osburn

EMAIL josburn@prioritycharterschools.org

PHONE 254-624-9819 ext

ALTERNATE CONTACT James Fisher

EMAIL jfisher@prioritycharterschools.org

PHONE 254-394-3028 ext

E-RATE CONSULTANT MACHELLE MCKAY

COLLECT-ED LLC

EMAIL collect-ed@hotmail.com

PHONE (405) 830-2200

FORM 470 APPLICATION SUBMITTED AND CERTIFIED DATE:	1/12/2023
SUBMIT QUESTIONS - no later than:	2/28/2023
Any questions or concerns, must be submitted by email no later than 3PM on the due date listed above. FINAL Answers or replies posted on school website by 3/1/2023	
BIDS DUE DATE:	
3/3/2023	
Bids must be submitted via email to both contacts listed above no later than 3PM on the due date listed above.	

<u>SERVICES REQUESTED (As checked)</u>		requesting bids	<u>SITE VISIT</u>
CAT1	INTERNET ACCESS	X	YES
	TELECOMMUNICATIONS SERVICES (Data transmission)	X	YES
CAT2	INTERNAL CONNECTIONS (Hardware)		
	BASIC MAINTENANCE SERVICES		
	MANAGED INTERNAL BROADBAND SVCS	X	YES

Please refer to all pages included in this RFP:

- > Bid Summary Page
- > RFP General Terms
- > School District Specific - Additional Information
- > Bid Proposal Documentation Requirements
- > INTENT TO BID PAGE (for scheduled site visit only form required prior to date)
- > CAT1 - TERMS & DEFINITIONS
- > CAT1 - SPECIFIC DETAILS FOR BID REQUESTS
- > CAT2 - TERMS & DEFINITIONS
- > CAT2 - SPECIFIC DETAILS FOR BID REQUESTS

REQUEST FOR PROPOSAL (RFP) - TERMS

General Terms (if applicable)

SERVICE PROVIDER AGREES WITH STATEMENT(S)- must initial & include THIS PAGE with bid/proposal

**AGREE
(by initials)**

1 Complies with USAC Competitive Bid Rules & Regulations

- a. To receive E-Rate discounts, School districts will comply with fair and competitive bid process, either by state procedurement laws or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division.

2 Erate Projects are contingent on Erate funding approval

- a. All requested products and services may be contingent upon Erate funding approval and /or school board approval.

3 Service Providers must be compliant with all terms of USAC and provide SPIN#

- a. Service Providers must meet all terms and conditions by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program and must provide SPIN# (Service Provider Identification Number) on bid/proposal response.
- b. All service providers agree to participate and comply with any additional information needed and/or audits after the bid process. Based on USAC rules, apply to all winning or losing bids and up to 10 years from the last date of service.

4 Bids and Proposals; must be compatitible, may offer multiple solutions or options by separate proposals

- a. Service Providers may offer product options (i.e. different product models or manufacturers and/or different lengths of cables); *for each recommended technology solution, a separate bid proposal is required.*
- b. The technology solution proposed must be must be operational and compatible with all network equipment brands/software used by school district, without any additional equipment or cost to make the solution compatible.
- c. No refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.

5 School district reserves rights within the competitive bid process

- a. School District reserves the right to accept all, some or none of the received bids.
- b. School District may award bids or proposal by per product, per project or entire bid basis.
- c. School district considers all bids as CONTIGENT ON ERATE FUNDING APPROVAL; unless otherwise notified. The school district will be responsible for products and services ordered and not funded by USAC.
- d. School District is seeking the Lowest Corresponding Price (LCP) or best bid available for school and or student needs; per USAC terms and conditions.
- e. The school reserves the right to interview or ask additional questions to service provider candidate as part of the bid evaluation process.
- f. Bid evaluations will be scored primarily on proposal price and other evaluation factors.

Evaluation and/or Disqualifying factors may include but not limited to:

- 1 DISQUALIFICATION FACTOR: Bids/Proposals received later than posted deadline; may be subject to disqualification.
- 2 DISQUALIFICATION FACTOR: Bids/Proposals must meet requested minimum requirements as listed; incomplete bids may be subject to disqualification.
- 3 DISQUALIFICATION FACTOR: If a site visit is REQUIRED; and service provider does not attended; the received bid may be subject to disqualification.
- 4 EVALUATION FACTOR: Bid evaluations will be scored primarily on proposal price. BID PROPOSAL MUST USE CORRECT MATHEMATICS (addition, subtraction or percentages off) TO VERIFY THE CORRECT BID TOTAL, incorrect math may result a evaluation factor to determine winning bid.
- 5 EVALUATION FACTOR: Service provider must allow the school district with the ability of preferred discount method, may be a evaluation factor.
- 6 EVALUATION FACTOR: For INTERNAL CONNECTIONS - Bids/Proposals must provide required manufacturer, model# and manufacturer part numbers, qty, unit price and extended pricing.
- 7 EVALUATION FACTOR: For BASIC MAINTENANCE SERVICES - Bids/Proposals must provide detailed scope of services, estimates of time or schedule of maintenance, and list of eligible equipment, divided by site location (entity location). Location from service provider may be a factor in evaluation.
- a. For most eligible services such as Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers recommended to be within 100 mile radius (approx. 1-2 hours) from school district location.
- b. If using sub-contractors, required disclosure of the contracting company and company information, including bonded, insured and with state specific requirements for any restrictions to personnel.

6 RFP may include not eligible items, if noted

This RFP may include not eligible items (for bid only) for school construction project or special technology project, required for job but not specific for Erate discount request and should be identified as **NOT ELIGIBLE**.

7 Able to exercise competitive pricing options via state contract or consortium member pricing

School district may allow State Contracts or other consortium membership pricing to receive bid prices. Service Provider quoting state contract pricing must include a copy of the State Contract as part of their bid response.

8 No cancellation penalties or change order charges

Bids/proposals, contract/agreements may not contain liquidated damages or cancellation charges. Such charges are considered not eligible for Erate discounts.
School district reserves the right to change order, via USAC service substitution or reduce their E-rate order without penalties.



This page is REQUIRED APPENDIX (A) for submitted bid or proposal

DATE: _____
SALES REPRESENTATIVE NAME: _____
SERVICE PROVIDER NAME: _____
SPIN# _____

REQUEST FOR PROPOSAL (RFP)
School District Specific - Additional Information

1 Request for proposal (RFP) will be public posted & communicated by the school (USAC minimum requirement 28 days)

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | USAC Website |
| <input checked="" type="checkbox"/> | School Website |
| <input type="checkbox"/> | Local Newspaper |
| <input type="checkbox"/> | Next School Board meeting |
| <input type="checkbox"/> | School Public Bulletin Board |
| <input type="checkbox"/> | School social media communication (facebook, twitter, etc) |

2 For any questions or concerns about this RFP:

- a. Service provider MUST submit questions to school by email.
- b. Answers will be posted & maintained on school website for all available bidders to review before submitting a proposal (updated weekly as a minimum).
- c. **SEE SCHOOL WEBSITE or PAGE:**

www.prioritycharterschools.org

3 a. **Required Bidder's Conference or Site Visit:**

- | | |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Applies to this RFP |
| <input type="checkbox"/> | Does not apply for this RFP |

b. **Type of Site Visit**

- **ONSITE VISITS** may be recommended unless otherwise noted as required action. Site visit attendance will be documented and may be a factor in the bid evaluation results.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | REQUIRED SITE VISIT (MAY BE SUBJECT TO DISQUALIFICATION WITHOUT); SPECIFICALLY REQUIRED FOR MEASURING CABLING AND INSTALL PROJECTS |
| <input checked="" type="checkbox"/> | RECOMMENDED SITE VISIT (MAY BE SUBJECT TO BID EVALUATION POINTS) |
| <input type="checkbox"/> | NO SITE VISIT IS NEEDED FOR THE TYPE OF REQUEST(S) EXPECTED - PER SCHOOL CONTACT |

c. Only if site visit is scheduled, request to register INTEND TO BID PAGE will be a bid requirement

d. **SITE VISIT LOCATION: Potential bidders - please contact for appointment**

PRIORITY CHARTER ADMIN OFFICE - 275 FM 2483 Morgan's Point, TX 76513

e. **SITE VISIT**

- | | |
|-------------------------------------|--------------------------|
| <input type="checkbox"/> | SCHEDULED BY APPOINTMENT |
| <input checked="" type="checkbox"/> | SCHEDULED BY GROUP |

GROUP VISIT #1:

Jan 30, 2023 10AM

GROUP VISIT #2:

Feb 13, 2023 10AM

f. Onsite visits are highly recommended for such projects that include but not limited to cabling, installation, basic maintenance or managed internal broadband services.

g. Plan to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities.

h. Two (2) dates and times will be available for groups to meet within the "bid window", from posting date to deadline date. (also meeting the USAC required 28-day minimum)

i. School may authorize a site visit by appointment after group visits. In order to maintain a fair and competitive bid, only the information given at the group meeting would be able to be discussed, any additional questions or concerns - need to be submitted in writing for public website reply.

REQUEST FOR PROPOSAL (RFP)

Bid Proposal Documentation Requirements

A BEFORE BID PROCESS - INTEND TO BID PAGE (see attached page)

- 1 ONLY IF SITE VISIT IS REQUESTED OR REQUIRED
- 2 To schedule appointment with school site visit - COMPLETED & SUBMIT TO SCHOOL CONTACT
- 3 **ALL SERVICE PROVIDERS MUST SIGN ERATE ONSITE VISIT LOG AT TIME OF CAMPUS VISIT!!**

B Response bid/proposal MUST INCLUDE:

- 1 USAC Service Provider SPIN #
- 2 Company information: including a brief company background and experience.
 - a. Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.
 - b. Subcontracting company information, if applicable must be disclosed at time of bid.
 - c. Federal Tax ID certificate (w-9)
- 3 **FOR INSTALLATION OR ON-SITE SERVICES ONLY:** A copy of certificate of insurance. Please note the school district may request a current copy certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations. (and subcontractor, if applicable)
 - a. Bids/proposals complete copy of contract with terms or legally binding contract with pricing for all products and services to review for consideration.
 - b. A copy of any formal contract with terms and/or legally binding contract to review for consideration.
 - c. Service providers may use their own proposal format. Provided worksheets are not required;
 - d. Separate bids for offering different makes, models or options.
 - e. Each proposal must have complete detailed pricing and/or Statement of Work; complete details of services including maintenance and warranty information. (if any)
 - f. Copy of State contract, consortium or cooperatives pricing, if applicable.
 - g. Confirm preference of Erate discount requested.
- 4 List of References with same scope of work. (minimum of 3 within the state)
- 5 ATTACHMENTS BY APPENDIX
 - a. **GENERAL TERMS PAGE-with service provider acknowledgements; COMPLETED**
 - b. COPY OF ANSWERED RFP QUESTIONS POSTED ON SCHOOL WEBSITE: print copy of the posted questions and answers from school website [*with as of*] date and signature. If no questions were received, just sign and date "website blank copy"

C Instructions to submit

- 1 Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- 2 Submit bids/proposals to SCHOOL CONTACT by email and/or mail
 - a. ***Email copy of proposal to consultant for reference and any future audit purposes only. School makes final evaluation decision for winning bid.***
- 3 **DEADLINE FOR BIDS:** Bids must be received no later than the deadline date unless an extension is public posted (FORM 470 update) or Cardinal Change requiring a new FORM 470.
- 4 EVALUATION FACTOR: did the proposal meet all the information as requested?
 - a. Is the proposal complete and understand scope of work?
 - b. Does equipment include manufacturer part numbers? Descriptions? And Price per unit?
 - c. Does the bid MATH calculate the total amount as stated?
 - d. Does the proposal require any clarifications?

INTENT TO BID & SUBMIT RFP QUESTIONS

SERVICE PROVIDERS Immediately Complete & submit THIS PAGE
*****THIS FORM IS REQUIRED - ONLY IF SITE VISIT IS SCHEDULED*****

DATE _____
 SERVICE PROVIDER: _____
 CONTACT: _____
 EMAIL: _____
 OFFICE# or CELL#: _____

SITE VISIT LOCATION: Potential bidders must attend at least 1 scheduled meeting

SITE VISIT?	YES, RECOMMENDED		PLAN TO ATTEND?
VISIT DATE/TIME #1	Jan 30, 2023 10AM		
VISIT DATE/TIME #2	Feb 13, 2023 10AM		

meet at address: **PRIORITY CHARTER ADMIN OFFICE - 275 FM 2483 Morgan's Point, TX 76513**

FOR SITE VISIT -- ALL SERVICE PROVIDERS MUST SIGN ERATE PRE-BID MEETING LOG!!

Please note any school breaks

THANKSGIVING* 11/21/2022-11/25/2022
CHRISTMAS* 12/19/2022-01/03/2023
WINTER/SPRING BREAK 2/20/2023-2/21/2023

* Due to school breaks, school contact may have limited access to email.

BID DEADLINE	3/3/2023 *
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NOTICE TO POTENTIAL BIDDERS

A Our intent is to provide a fair and open bid process.

Submit questions no later than **2/28/2023** *
 to josburn@prioritycharterschools.org
 PRIORITY CHARTER SCH DISTRICT
 Jason Osburn

B All questions and answers will be posted by **3/1/2023** *
 *or last school business day before weekend, school break or holiday

C For RFP updates, questions and answers– not through individual emails.
SEE SCHOOL WEB SITE PAGE: www.prioritycharterschools.org

D We are not responsible for any missed electronic delivery/receipt of any emails or correspondence.

REQUEST FOR PROPOSAL (RFP)

Category One

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT1:

- Applies to this RFP
- Does not apply for this RFP

1 All bids submitted for requested products/services must **meet or exceed:**
SEE (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.

2 Preferred Discount Method for CATEGORY ONE

- SPI - Service Provider Invoice Credit
- BEAR - Billed Entity Applicant Reimbursement
- No Preference

3 **INTERNET ACCESS & TELECOMMUNICATION:** Products / services must comply with annual USAC Eligible Services List. (ESL)
 All charges (or costs) MUST BE disclosed, defined and listed separately.

X	INTERNET ACCESS	Defined as provided bandwidth service for eligible locations to the Internet
X	TELECOMMUNICATION	Services for transport - point to point or WAN, to connect multiple points, services used to connect eligible locations to the Internet.

4 USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

a. **FOR SPECIAL CONSTRUCTION CHARGES - USAC requires additional worksheet of information!**

5 PRICING AND COSTS

a. Monthly recurring charges CAN NOT INCLUDE any other charges.

1 Services Contract Pricing may vary by terms or length of time. Service Providers may place multiple bids for options or one bid with multiple options for consideration, unless an details are specifically requested.

2 **Copy of the contract or agreement will be required, purchasing terms must be specific and eligible for E-Rate funding year.**

b. All OTHER CHARGES (sales tax & surcharges, special construction, installation, maintenance, etc.) must be listed separately.

1 **Must include ALL direct and indirect costs including** miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.

d. ERATE ELIGIBLE DISCOUNTS for Proposals may offer other service options including but not limited to: leased router & other required equipment (for CAT1 on-premise use) for consideration. *Requires same service provider for equipment & CAT1 services!*

e. OTHER SERVICES NOT ELIGIBLE FOR DISCOUNTS - Proposals may offer other service options including but not limited to: internet filtering, email, website services, or other technology solutions for improved network performance; any option not listed on the Eligible Services List (ESL),FORM 470 or RFP

f. Not eligible charges or cost allocations for any products or services must be identified or noted at the time of the bid. (for bid evaluation & funding request purposes)

g. The school district will be responsible for products and services ordered and not funded by USAC.

6 QUALITY OF SERVICE

a. Service provider must explain and detail quality of service provided:

- 1 Service performance define details for Network Availability %, average # of minutes/hours of out of service
- 2 Describe in detail response times and services resolutions
- 3 Provide copy of Service Level Agreement document, with contract copy if available or required

7 Service requests are estimates (qtys or capacity is more or less) and may fluctuate over life of the contract term.

a. All Internet Access & Telecommunication Services (WAN, PTP, etc.) must be (1) dedicated symmetric bandwidth, bid/proposal must include bandwidth descriptions with increment pricing

b. A proposal or final contract must include the ability (1) to increase bandwidth or (2) add services to new school sites/locations (ENTITY) throughout the contract term by addendum, without the requirement new bid process.

c. Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider recommendation or PIA review as needed to reduce funding requests.

8 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

REQUEST FOR PROPOSAL (RFP)
Category One

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

112	VoIP (VOICE SERVICES)	School voice services under contract until 6/30/2023; uses access to internet services for functionality (VoIP)	VOICE SERVICE IS NO LONGER ELIGIBLE FOR ERATE DISCOUNTS; must be compatible with internet access connections	DISTRICT LOCATIONS: ADMIN (13 lines) Cedar Park Charter (30 lines) Cove Charter (28 lines) Georgetown Charter (13 lines) Temple Charter (28 lines) and subject to change as needed						
	NOT ELIGIBLE SERVICES (if any)							SPECIAL CONSTRUCTION CHARGES? (additional data worksheet will be required)		

REQUEST FOR PROPOSAL (RFP) Category One

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

TELECOMMUNICATIONS SVCS (data transmission)

Defined as services for transport - point to point or WAN, to connect multiple points, services used to connect eligible locations to the Internet.

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

	(i) Service agreement, one year term [12 months]
X	(ii) Service agreement, one year term [12 months] with extensions options up to 5 years
X	(iii) Service agreement, Multi-year term (up to 3 or 5 years in length)
	(iv) Services for Multi-year long term (for WAN services)
X	(v) Special Construction costs (analysis for cost worksheet)
X	(vi) CAT1 on premise equipment - same service provider; IF APPLICABLE

60% = Estimated discount

QTY (MOL)	SERVICES FOR BID	DETAILS (must meet or exceed)	DISTRICT WIDE SERVICES	LOCATION (DMARC ADDRESS)	PRICE (per unit)	TAXES / SURCHARGES	INSTALLATION?	SITE VISIT?	BASIC MAINTENANCE? (if not included)
Priority Charter School District is seeking a cost effective solution for WAN solution for remote schools. Seeking service providers to recommend best options available considering distances between campuses. District is requesting Service providers to provide a proposal price for each bandwidth at each location. Must include any special construction charges or CAT1 on premise equipment as required for each location. (as a separate charge)									
5	DATA TRANSMISSION CONNECTIONS	500 Mbps (current)	YES	PRIORITY CHARTER ADMIN OFFICE 275 FM 2483 Morgan's Point , TX 76513			YES	YES	YES
		1 Gbps							
		2 Gbps		CEDAR PARK CHARTER (server room) 201 Buttercup Creek Blvd. Cedar Park, TX 78613			YES	YES	YES
		3 Gbps							

REQUEST FOR PROPOSAL (RFP)
Category One

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

	DATA TRANSMISSION CONNECTIONS	<i>500 Mbps (current)</i>		COVE CHARTER SCH (back of front office) 2205 FM 3046 Copperas Cove, TX 76522				YES	YES	YES
		1 Gbps								
		2 Gbps		GEORGETOWN CHARTER SCH (principal's closet) 302 Serenada Drive Georgetown, TX 78628				YES	YES	YES
		3 Gbps								
				TEMPLE CHARTER SCH (server room) 7177 Airport Road Temple, TX 76502				YES	YES	YES
	NOT ELIGIBLE SERVICES (if any)							CONSTRUCTION CHARGES? (additional data worksheet will be required)		

REQUEST FOR PROPOSAL (RFP)
Category Two

READ ALL INSTRUCTIONS:

THIS SECTION FOR CAT2:

- Applies to this RFP
 Does not apply for this RFP

1 All bids submitted for requested products/services must **meet or exceed:**
SEE (a) General RFP Terms, (b) Category Terms and/or (c) School Specific information terms.

2 Preferred Discount Method for CATEGORY TWO

- SPI - Service Provider Invoice Credit
 BEAR - Billed Entity Applicant Reimbursement
 No Preference

3 **INTERNAL CONNECTIONS, BASIC MAINTENANCE & MANAGED INTERNAL BROADBAND SERVICES:** Products / services must comply with annual USAC Eligible Services List. (ESL)

	INTERNAL CONNECTIONS	Network hardware and software (eligible for discounts by ESL) <ul style="list-style-type: none"> • Cabling • Caching • Firewall services and firewall components separate from basic firewall protection provided as a standard component of a vendor's Internet access service • Racks • Routers • Switches • Uninterruptible Power Supply (UPS)/Battery Backup • Access points used in a local area network (LAN) or wireless local area network (WLAN) environment (such as wireless access points) • Wireless controller systems • Software supporting the components on this list used to distribute high-speed broadband throughout school buildings and libraries (applicants should request software in the same category as the associated service being obtained or installed)
	BASIC MAINTENANCE	Basic Maintenance and tech support to cover the repair and upkeep of eligible products. <ul style="list-style-type: none"> • Repair and upkeep of eligible hardware • Wire and cable maintenance • Configuration changes • Basic technical support including online and telephone-based technical support • Software upgrades and patches including bug fixes and security patches <p>PLEASE NOTE: USAC may consider extended warranties as Basic Maintenance & Tech Support</p>
<input checked="" type="checkbox"/>	MANAGED INTERNAL BROADBAND SERVICES	Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).

4 **ADDITIONAL INFORMATION**

- a. All hardware bids must include specification sheets (white papers, if applicable). All Software, licenses, maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services. (and may be requested for both IC and BM categories).
- b. *For all products installed by Service provider, must include **VALUE ADDED SERVICE FOR ASSET TRACKING.***
Label all installed equipment with Erate project information at minimum : FUNDING YEAR, FORM 471#; FUNDING REQUEST NUMBER
** (FRN) & SERVICE PROVIDER NAME*

** Update or allow School District personnel ability to update asset tracking information into their current system at the time of installation*
- c. USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

5 **PRICING AND COSTS**

Services Contract Pricing may vary by terms or length of time. Make all available options to school for consideration, unless an option is specifically requested.

- a. **Copy of the contract or agreement will be required, terms must be specific and eligible for the entire E-Rate funding year. (July - June)**
- b. Bids / Proposals may offer multiple bids for alternative (or equivalent makes, models, or configuration designs) products and services to meet client minimum specifications or recommendations for technology solution.
- c. Not eligible charges or cost allocations for any products or services must be identified or noted at the time of the bid. (for bid evaluation & funding request purposes)
Must include all direct or indirect costs to include miscellaneous charges (as listed on ESL) for consideration: include any change fees, contingency fees, freight assurance fees/shipping, lease or rental fees, per diems or travel time, taxes, surcharges and other reasonable charges including but not limited to: installation, activation and initial configuration fees; design and engineering, project management costs, and/or on-site training. All charges must be identified for erate eligibility.

6 **ERATE CAT2 BUDGET LIMITS**

For USAC CAT2 budget limits set by USAC & FCC, The school district may reserve the right to change the order to meet budget constraints.

- a. Quantities listed on RFP are based on estimates more or less (MOL) and can be adjusted at FORM 471 application per service provider recommendation or PIA review as needed to reduce funding requests.
- b. Bids must be divided by location site specific, if not by district (shared products or services to include all schools)
- c. The school district will be responsible for products and services ordered and not funded by USAC.

7 School District will accept questions VIA EMAIL about services seeking Erate discounts. Please see contact page 1 for information.

REQUEST FOR PROPOSAL (RFP)
Category Two

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

INTERNAL CONNECTIONS (HARDWARE)

Defined as Network hardware and software (eligible for discounts by ESL)

<u>QTY (MOL)</u>	<u>SERVICES FOR BID</u>	<u>DESCRIPTION (manufacturer as listed or equivalent)</u>	<u>DISTRICT WIDE SERVICES</u>	<u>LOCATION</u>	<u>PRICE (per unit)</u>	<u>TAXES (or other charges)</u>	<u>TOTAL PRICE</u>	<u>COST ALLOCATION (NOT ELIGIBLE COSTS)</u>	<u>SITE VISIT</u>	<u>INSTALLATION?</u>	<u>IS LICENSING REQUIRED FOR THIS PRODUCT? LIST ALL OPTIONS AVAILABLE.</u>
<u>0%</u>	= Estimated discount										
											<i>Multi-year license agreement? (INCLUDE ALL OPTIONS)</i>

REQUEST FOR PROPOSAL (RFP)
Category Two

Proposals are not required to use this form worksheet; however, any proposals submitted must include all the required information listed!!!

SERVICE PROVIDER MAY SUBMIT MULTIPLE BIDS, TO PROVIDE ALL AVAILABLE OPTIONS FOR CONSIDERATION: VARIES SERVICE OPTIONS, INSTALLATION CHARGES, SPECIAL CONSTRUCTION, ETC

MANAGED INTERNAL BROADBAND SERVICES

Defined as Services provided by a third party for the operation, management, and monitoring of eligible broadband internal connections are eligible managed internal broadband services (e.g., managed Wi-Fi).

Services Contract Pricing & Terms may vary by length of time. (proposal for ALL available options, if nothing is specifically selected)

	(i) Licensing term(s) and/or cloud based licensing
	(ii) Service agreement, one year term [12 months]
X	(iii) Service agreement, one year term [12 months] with extensions options up to 5 years
X	(iv) Service agreement, Multi-year term (up to 3 or 5 years in length)

60% = Estimated discount

<u>QTY</u> <u>(MOL)</u>	<u>SERVICES FOR BID</u>	<u>DESCRIPTION</u> <u>(manufacturer as listed or</u> <u>equivalent)</u>	<u>DISTRICT</u> <u>WIDE</u> <u>SERVICES</u>	<u>LOCATION</u>	<u>PRICE (per</u> <u>unit)</u>	<u>SITE VISIT</u>
1	FIREWALL	LEASED FIREWALL SERVICES; seeking service provider guidance on available solutions to meet school district needs.	YES	DISTRICT WIDE		YES

PRIORITY CHARTER SCH DISTRICT

District Layout

- Priority Charter Sch ADMIN
- Cedar Park Charter Academy
- Cove Charter Academy
- Georgetown Charter Academy
- Temple Charter Academy

