

**CAPITAL PREPARATORY HARLEM CHARTER SCHOOL  
1 EAST 104<sup>TH</sup> STREET  
NEW YORK, NY 10029  
BID #: YR190001**

**Sheet Number: 1 of 3**

**SPECIFICATIONS FOR HIGH-SPEED INTERNET ACCESS**

CPHCS IS SEEKING A MULTI-YEAR CONTRACT FOR INTERNET ACCESS SERVICE AND DELIVERY OF SAID SERVICE TO A SINGLE IDENTIFIED SITE AS IDENTIFIED ABOVE IN HEADER. THE SERVICE AGREEMENT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1, 2016 THROUGH JUNE 30, 2018 OR JULY 1, 2016 THROUGH JUNE 30, 2019. CPHCS RESERVES THE RIGHT TO EXTEND THE AGREEMENT ON A MTM BASIS IF SO NEEDED OR CANCEL SERVICES AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL/MAY COMMENCE SOMETIME ON OR AFTER JULY 1, 2016 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES. THE TERM OF THE AGREEMENT IS DEFINED BY THE "AWARD AGREEMENT" LETTER; NO OTHER AGREEMENT WILL SUPERSEDE THE INDICATED TERM ON THAT LETTER. UPON AGREEMENT EXPIRATION, AUTO-RENEWAL OF THE TERM OF THIS AGREEMENT IS PROHIBITED. NOTE THAT THE SCORING CRITERIA FOR THIS SERVICE IS IDENTIFIED WITHIN THIS DOCUMENT. **THE RESPONDER MUST PROVIDE TO THE SCHOOL, TWO (2) HARD COPIES (SIGNED WITH ORIGINAL SIGNATURES WHERE NOTED) OF THE OFFICIAL BID DOCUMENT AND THE CORRESPONDING RESPONDENT-POPULATED EXCEL FILE (AS DEFINED IN THIS DOCUMENT) FOR THIS BID INQUIRY PLUS ANY RELEVANT DOCUMENTS VERIFYING THEIR WOMEN/MINORITY OWNERSHIP AND/OR LOCAL BUSINESS OWNERSHIP. ATTENTION: TAYLOR BERNAL, DIRECTOR OF OPERATIONS. INCOMPLETE RESPONSES (INCLUDING REQUIRED SIGNATURES) SHALL NOT BE CONSIDERED. ADDITIONALLY, ALL RESPONSES (MUST INCLUDE THIS DOCUMENT COMPLETED AND THE POSTED EXCEL SPREADSHEET IN EXCEL FORMAT) MUST BE RECEIVED VIA EMAIL SENT TO THE EMAIL ADDRESS LISTED BELOW NO LATER THAN MAY 24, 2016 AT 10AM EST.**

**SUBMISSION DEADLINE: MAY 24, 2016 10a.m. EST,  
BIDS TO BE RECEIVED AT THE NYC CHARTER CENTER, 111 BROADWAY, SUITE  
604, NEW YORK, NY 10006**

ANY/ALL QUESTIONS PERTAINING TO THIS BID PROCESS AND/OR TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

**[ERATESUPPORT2016@ADVANEDGESOLUTIONS.COM](mailto:ERATESUPPORT2016@ADVANEDGESOLUTIONS.COM)**

**NOTE: PLEASE REFERENCE "CPHCS" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.**

**IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE OF THIS BID DOCUMENT WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.**

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The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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

Signature: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_



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**Sheet Number: 3 of 3**

**1. SCORING CRITERIA:**

SCORING CRITERIA FOR THIS SERVICE WILL BE AS POSTED AT THE BOTTOM OF THE CORRESPONDING MANDATORY EXCEL SPREADSHEET WHICH ACCOMPANIES THIS DOCUMENT. COST WILL BE THE HEAVIEST WEIGHTED FACTOR AS REQUIRED BY THE E-RATE PROGRAM

**FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN TWO HARD COPIES AND SUBMIT ELECTRONIC COPIES (VIA EMAIL AS OUTLINED ON PAGE 1) OF THE ATTACHED "AWARD AGREEMENT" (AT THE AREAS MARKED WITH "X"). ONLY THE SIGNATURE AND NAME/TITLE LINES ARE TO BE COMPLETED, THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. CONTINGENT UPON AWARD OF THIS AGREEMENT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY CPHS AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT'S SIGNED PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES. THE SCHOOL WILL SPECIFY THE TERM AND AWARD DATE OF THIS AGREEMENT. – DO NOT COMPLETE THOSE PORTIONS OF THE LETTER.**

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Signature: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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BID #: YR190001

**AWARD AGREEMENT**

**RESPONDENT:**  \_\_\_\_\_ **SPIN:**  \_\_\_\_\_

**CONTRACT #:** YR19 BID **CONTRACT#:** YR190001 **CONTRACT AWARD DATE:** \_\_\_\_\_

**RE:** CPHCS INTERNET SERVICES CONTRACT **BID #:** YR190001 -INTERNET ACCESS

**TERM:** 2 Year Term (July 1, 2016 through June 30, 2018) \_\_\_\_\_ OR  
3 Year Term (July 1, 2016 through June 30, 2019) \_\_\_\_\_

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1<sup>st</sup>, of 2016 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Your support in abiding by these SLD (E-Rate) and school imposed restrictions and procedures are required and greatly appreciated. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited; however the school may elect to continue services on a month-to-month basis as needed.

In acceptance of these terms and conditions, please sign below:

**Authorized vendor representative confirmation:**

**[Signature]:**  \_\_\_\_\_ **[Name & Title]:**  \_\_\_\_\_

**Authorized School representative:**

**[Signature]:** \_\_\_\_\_ **[Name & Title]:** \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_