REQUEST FOR PROPOSALS (RFP)
CATEGORY ONE – INTERNET ACCESS
E-RATE FUNDING YEAR 2027

FCC FORM 470#: 270001119
APPLICANT NAME: MERCER CO SPEC SVC SCH DIST
BILLED ENTITY NUMBER: 123467

REQUEST FOR PROPOSALS (RFP)

The Applicant identified above hereby solicits competitive proposals from qualified Service Providers for the provision of E-Rate eligible Category One Internet Access services pursuant to the Schools and Libraries Universal Service Support Mechanism (E-Rate Program) as administered by the Universal Service Administrative Company (USAC) under authority of the Federal Communications Commission (FCC).

This procurement is subject to all applicable federal, state, and local procurement laws, FCC regulations, USAC program requirements, and any Applicant-specific policies.

Service Providers responding to this solicitation are solely responsible for ensuring full compliance with all applicable E-Rate competitive bidding, pricing, equipment eligibility, invoicing, and record retention requirements.

RFP TIMELINE

- **RFP Issued:** October 20, 2026
- **Deadline for Submission of Questions:** October 30, 2026
- **Responses to Questions / Addenda Issued By:** November 4, 2026
- **Proposal Submission Deadline:** December 4, 2026

Mandatory Compliance Notice:
In accordance with FCC rules, the proposal submission deadline shall allow for no fewer than twenty-eight (28) full days from the posting date of the associated FCC Form 470 and/or RFP, whichever is later.

RFP CONTACTS

All communications regarding this procurement must be directed exclusively to all designated contacts below:

- Matthew Goldstein: mgoldstein@mcsssd.us
- Udaya Batchu: ubatchu@mcsssd.us
- Skylands E-Rate Operations Team: bids@e-rate.org

COMMUNICATION AND PROCUREMENT INTEGRITY REQUIREMENTS

Authorized Communications:

- All questions, requests for clarification, and correspondence must be submitted in writing via email to **all** designated RFP contacts.
- Responses to material questions shall be issued through formal written addenda. If no questions are received as outlined in the RFP timeline, an addendum will not be posted for question-and-answer purposes.
- Verbal communications, informal discussions, and individual interpretations will not and shall not be binding.

Strict Prohibition on Unauthorized Contact:
Offerors are expressly prohibited from contacting any employee, representative, or agent of the Applicant not expressly authorized in this RFP. This includes, but is not limited to Board members, Superintendents/Directors, IT personnel not listed herein, Procurement staff not listed herein, Consultants other than designated contacts.

Violation of this restriction will result in immediate disqualification.

Duty to Monitor:
Offerors bear sole responsibility for monitoring the following on a regular basis:

- FCC Form 470 postings
- EPC updates
- Applicant communications
- Addenda
- Procurement portals, where applicable

Failure to monitor updates shall not relieve Offerors of compliance obligations.

PROPOSAL SUBMISSION REQUIREMENTS

Submission Instructions:

- Proposals **must** be submitted electronically to **all** listed RFP contacts.
- Late submissions shall be automatically disqualified.
- Applicant receipt timestamp shall control submission timeliness.
- Partial submissions may be rejected unless expressly permitted.
  Offerors are solely responsible for ensuring timely and complete delivery of proposals, including mitigation of technical failures or transmission delays.

Mandatory Proposal Components:

Each proposal must include, at minimum:

- Applicant name
- BEN
- FCC Form 470 number
- Service Provider Name
- Service Provider Identification Number (SPIN)
- Service Provider contact information
- Terms and conditions
- Completed pricing worksheet (Attachment A – Pricing Workbook)

Each proposal is encouraged to include the following. Failure to provide the following may adversely affect the scoring of your proposal.

- SPI invoicing capability certification
- E-Rate compliance certifications (broad compliance with FCC rules, USAC procedures, LCP, Gift Rules, Record Retention, etc.)
- Supply chain compliance certification (ensures compliance with FCC Order 19-121)
- Debarment/suspension certification (confirms vendor is not FCC barred, Federal debarred, SAM excluded, etc.)
- FCC Red Light Rule Compliance Certification. Offerors should certify that they are not currently subject to the FCC's Red Light Rule (47 C.F.R. § 1.1910), are in good standing with all FCC financial obligations, and are not delinquent on any debts owed to the FCC.
- Conflict of interest disclosure (vendor disclosure statement that ensures no unfair bidding advantage or relationships have improperly influenced the procurement process, proposal development, or bid submission).
    - Failure to fully disclose relevant conflicts may result in disqualification, contract termination, or referral to appropriate regulatory authorities.

Proposal Validity:
Proposals must remain valid for a minimum of 180 days from submission unless otherwise stated.

Proposal Exceptions / Deviations:
By submitting a proposal, the Offeror acknowledges that it has reviewed and agrees to comply with the terms, conditions, and requirements set forth in this RFP unless specific exceptions are clearly identified in the proposal submission.

Any proposed exceptions, deviations, or alternative terms must be explicitly disclosed in writing as part of the proposal response.

The Applicant reserves the sole right to determine the acceptability of any exceptions, may require withdrawal of unacceptable exceptions, and may consider exceptions or deviations in proposal evaluation and scoring.

Failure to clearly disclose exceptions may result in proposal disqualification or rejection.

PRE-BID MEETING / SITE VISIT

No pre-bid conference or site visit will be conducted.

SCOPE OF WORK: DEDICATED INTERNET ACCESS

The Applicant requires a minimum of 1 Gbps of dedicated, fully managed, symmetrical Internet Access service delivered to the location(s) identified below. The proposed service shall provide reliable, high-speed connectivity to the public Internet and include an enforceable Service Level Agreement (SLA) consistent with the requirements outlined in this RFP. Service is requested for E-Rate Funding Year 2027 (July 1, 2027 – June 30, 2028), with service to be operational on or about July 1, 2027.

Connectivity is only requested for Internet Access to Mercer Elementary School. Direct connectivity is not required for the High School or the Cappello School; the district owns its own transport to connect the Elementary School to other buildings.

The proposed solution shall include all equipment, facilities, and services necessary to provide a fully operational Internet Access solution. If customer premises equipment (CPE), including a managed router, is required for the proper operation of the proposed service, the Offeror shall include such equipment and all associated licensing, maintenance, monitoring, and support in its proposal. The Applicant also requires a minimum /26 block of public IPv4 addresses (62 usable). Offerors are encouraged to identify any IPv6 capabilities included with the proposed service.

The Applicant's preference is for Leased Lit Fiber service or a functionally equivalent technology that provides comparable reliability, scalability, and overall network performance. Offerors proposing an alternative technology must clearly demonstrate that the proposed solution meets or exceeds the performance characteristics of leased lit fiber.

The proposed Internet Access service should include, as applicable:

- Dedicated, symmetrical Internet bandwidth.
- Full-time access to the public Internet without intentional oversubscription of the Applicant's committed bandwidth.
- Ethernet handoff (RJ-45 or fiber optic), as appropriate for the proposed solution.
- Fully managed Internet Access service, including proactive monitoring and fault management by the Service Provider.
- A managed router, if required for service functionality.

- A minimum /26 block of public IPv4 addresses (62 usable)
- Support for IPv6 connectivity, if available.
- Twenty-four (24) hours per day, seven (7) days per week network monitoring and technical support through the Service Provider's Network Operations Center (NOC).
- Installation, configuration, testing, and activation of all services necessary to place the circuit into production.
- Compliance with all applicable FCC and USAC E-Rate requirements.

Dedicated Internet Access service is requested for the following location(s):

- **Mercer Elementary School: 1020 Old Trenton Road, Trenton, NJ 08690**

Prospective bidders shall provide pricing for the following bandwidth options:

- **1Gbps, 2Gbps, 3Gbps, 5Gbps**

The Applicant reserves the right to evaluate proposals offering higher bandwidths, additional service options, or functionally equivalent solutions when determined to be in the Applicant's best interest and consistent with applicable FCC and USAC competitive bidding requirements. If an Offeror does not offer a requested bandwidth tier, the Offeror shall so state on the pricing worksheet and may instead price the next available tier.

Prospective bidders shall provide pricing for the following contract terms:

- **12 months, 36 months, 60 months**

In addition to the initial contract term(s), all proposals shall include provisions for up to two (2) optional one-year (1+1) renewal periods, exercisable at the Applicant's option and subject to mutual written agreement between the Applicant and the selected Service Provider.

Offerors shall clearly identify all Monthly Recurring Charges (MRC), Non-Recurring Charges (NRC), and any Special Construction Charges associated with each proposed contract term. Pricing shall remain firm for the duration of the initial contract term and any exercised renewal period(s), except as otherwise expressly permitted within the resulting agreement.

The Applicant reserves the exclusive right to determine the contract term that provides the best overall value and most cost-effective solution consistent with the Applicant's operational needs and applicable FCC and USAC E-Rate program requirements.

SERVICE LEVEL AGREEMENT (SLA) REQUIREMENTS

The Applicant requires each Offeror to provide a detailed description of the proposed Service Level Agreement (SLA) applicable to the requested Internet Access service. The information provided will be used by the Applicant to evaluate the overall quality, reliability,

and support capabilities of the proposed service. Failure to provide the requested information may adversely affect the evaluation of the proposal.

At a minimum, each proposal shall include the following:

- Guaranteed network availability (uptime), including the methodology used to calculate and measure availability.
- Guaranteed average network latency applicable to the proposed service.
- Guaranteed packet loss percentage.
- Guaranteed network jitter.
- Guaranteed Mean Time to Repair (MTTR) for service-affecting outages.
- Guaranteed initial response time for reported service interruptions.
- A description of the vendor's escalation procedures, including the process for escalating unresolved service issues.
- The hours of operation for the vendor's Network Operations Center (NOC), including after-hours support availability.
- A description of scheduled maintenance policies, including customer notification procedures and standard maintenance windows.
- A description of any service credits or other contractual remedies available in the event the vendor fails to meet the guaranteed service levels.
- A description of the methods available for reporting service outages, including telephone, email, and online support options.
- Information regarding any customer portal or network management tools available for monitoring service status, submitting support requests, and reviewing outage history or performance metrics.
- A description of any performance reporting available to the Applicant, including bandwidth utilization reports, SLA performance reports, or other network performance metrics.

The Applicant reserves the right to consider the quality, enforceability, and comprehensiveness of the proposed Service Level Agreement when evaluating proposals.

PRICING REQUIREMENTS

All proposals must include the following, as applicable to the proposed service, using the pricing worksheet provided as Attachment A:

- Itemized unit pricing
- Extended totals
- Separate eligible/ineligible cost allocation
- MRC (Monthly Recurring Charges)
- NRC (Non-Recurring Charges)
- Special Construction Charges (SPC)
- Installation labor
- Configuration costs

- Shipping/freight
- Taxes and fees
- Warranty costs
- Licensing fees (if applicable)

Pricing Integrity:

- Pricing must remain firm for full contract duration.
- No unilateral price escalations permitted.
- Promotional pricing exceeding 90 days must be reflected where applicable.
- Pricing must comply with Lowest Corresponding Price rules.

Import Tariffs / Import Costs:

If tariff exposure exists, Offeror must clearly disclose:

- Affected products
- Proposed adjustment methodology
- Contractual limitations

Applicant retains sole discretion over acceptance.

CONTRACT CONDITIONS

- Applicant intends to enter into a legally binding written agreement.
- Annual appropriation/non-appropriation provisions may apply.
- Written amendments are mandatory for all changes.
- FCC service delivery deadline extensions may be incorporated where applicable.
- Applicant is not obligated to purchase full quoted quantities.
- Contract award may be whole or partial.
- Any contract resulting from this RFP must be fully executed prior to the Applicant's submission of the FCC Form 471 and, at the Applicant's option, may be made contingent upon receipt of an E-Rate Funding Commitment Decision Letter (FCDL).

Respondents to this RFP shall provide pricing for 12-month, 36-month, and 60-month contract terms, as specified in the Scope of Work. The Applicant reserves the exclusive right to determine the final contract duration. All contracts, regardless of length, must include an option for a voluntary renewal period of up to two (2) additional years (structured as 1+1), subject to mutual written agreement by both parties.

Pricing for special construction, Non-Recurring Charges (NRC), and Monthly Recurring Charges (MRC) must remain fixed for the entire contract term. Service providers offering equipment subject to potential price increases due to new U.S. government tariffs on imports are encouraged to (a) clearly identify such equipment in their proposals, and (b) propose a suitable methodology to limit price adjustments over the contract lifecycle.

Within the constraints of the contract, service cost-effectiveness may be reviewed at any time during the agreement, including renewal periods.

All contracts must include a clause allowing the Applicant to terminate circuits early, without penalty, if a location is closed. Furthermore, if the Applicant opens a new location, the contract must allow for that site to be added at the existing MRC rate for the remainder of the contract term, with the Applicant responsible for any associated one-time charges to incorporate the new site into the network.

Contracts shall permit bandwidth increases up to the maximum commercially available bandwidth offered by the selected Service Provider at the service location. Such bandwidth adjustments, including during any renewal periods, shall be treated as amendments to the existing agreement rather than new agreements, and will not extend the contract term. Bandwidth increases to any tier priced in the selected Service Provider's proposal shall be provided at the proposed rates for that tier.

BEST AND FINAL OFFER (BAFO)

The Applicant reserves the right, at its sole discretion, to request Best and Final Offers (BAFO) from all responsive and responsible Offerors.

If BAFO is utilized:

- All eligible Offerors shall receive equal notice
- Uniform submission requirements shall apply
- Identical deadlines shall be enforced
- BAFO requests shall preserve full FCC competitive bidding compliance

Nothing herein obligates Applicant to request BAFO.

EVALUATION CRITERIA

In full compliance with FCC requirements, the cost of E-Rate eligible products and services shall be the single highest weighted evaluation factor.

Additional evaluation criteria with less weight may also be taken into consideration during the selection process.

Applicant reserves sole discretion in proposal evaluation consistent with applicable law.

DISQUALIFICATION FACTORS

Proposals will be disqualified for the following reasons:

- Late submission
- Unauthorized communications

- Does not have a SPIN at the time of proposal submission
- Failure to meet specifications
- Failure to respond to all requested pricing
- Generic or non-responsive pricing
- Submission of a response generated by Artificial Intelligence that contains materially incomplete, inaccurate, or misleading information and/or is not tailored specifically to the Applicant and/or needs of the RFP.
- Inclusion of generic or overly broad pricing lists that do not reflect the specific requirements of this RFP.
- Failure to comply with procurement instructions
- Failure to provide required pricing worksheet

INVOICING REQUIREMENTS

The Applicant reserves the sole right to select the invoicing method for the requested products and/or services. By submitting a proposal, the offeror acknowledges and accepts the Applicant's right to choose between the Billed Entity Applicant Reimbursement (BEAR) method or the Service Provider Invoicing (SPI) method.

BEAR Method (FCC Form 472): If the BEAR method is selected, the offeror shall invoice the Applicant for the full cost of the eligible products and/or services. The Applicant will then seek reimbursement for the discounted portion directly from USAC using FCC Form 472.

SPI Method (FCC Form 474): If the SPI method is selected, the Applicant's E-rate discount will be reflected on the FCC Form 471 and confirmed in the Funding Commitment Decision Letter (FCDL), if issued. The offeror shall invoice USAC directly for the discounted portion using FCC Form 474 and agrees not to invoice the Applicant for any amount covered by the E-rate discount.

Vendor Obligations:

- Timely invoicing cooperation
- Documentation support
- USAC compliance
- No disruption due to billing disputes

ADMINISTRATIVE, PROCUREMENT, AND E-RATE COMPLIANCE PROVISIONS

When submitting proposals, offerors should provide (in accordance with New Jersey law and purchasing statutes) the following documents: Non-Collusion Affidavit, New Jersey Business Registration Certificate (NJBRC), and a W9 Form, Affirmative Action Certificate, Political Contribution Disclosure Form, Certificate of Non-Involvement in Prohibited Activities in Russia or Belarus, and Disclosure of Investment Activities in Iran. Failure to provide all of these documents could adversely impact the scoring of the proposal.

Although price will be the primary factor carrying the highest weight during the vendor selection process, the district reserves the right to score bids for completeness in regard to these forms.

- Procurement Rights and Reservation of Authority
    - The Applicant reserves the right, at its sole discretion, to award contracts in whole, in part, to multiple vendors, or not at all, based on the Applicant's needs, available funding, and the requirements established in this solicitation.
    - The Applicant further reserves the right to reject any or all proposals, waive informalities or minor irregularities, request clarifications, and make award decisions determined to be in the best interest of the Applicant and consistent with all applicable E-Rate and public procurement requirements.
    - In the event of conflict between this RFP and applicable state/local procurement laws, applicable law shall control.
    - The Applicant may, at its sole discretion, extend proposal deadlines, amend procurement schedules, or cancel this solicitation in whole or in part if deemed necessary or advantageous.
- Proposal Submission, Public Disclosure, and Confidentiality
    - Submission of a proposal does not create any binding contractual obligation for the Applicant unless and until a formal written agreement and/or authorized purchase order has been fully executed.
    - Following contract award and execution, proposal documents may be subject to public inspection in accordance with applicable public records laws.
    - Offerors may designate specific portions of their proposals as "Proprietary" or "Confidential," provided such information is clearly identified and readily separable from non-confidential content. The Applicant will make reasonable efforts to protect properly designated confidential information to the extent permitted by law.
    - Pricing, service costs, and other cost-related information shall not be considered proprietary or confidential and may be publicly disclosed.
- Contract Formation and Financial Protections
    - The Applicant reserves the right to reevaluate the cost-effectiveness of contracted services throughout the contract term, consistent with contractual rights and E-Rate program requirements.
    - Offerors proposing products potentially subject to price fluctuations due to tariffs, import restrictions, or other governmental actions must clearly disclose affected products and provide a defined methodology for controlling or limiting future pricing adjustments.
- Conflict of Interest and Competitive Integrity
    - By submitting a proposal, each Offeror certifies that no actual or potential conflict of interest exists that would compromise the fairness of this procurement or create an unfair competitive advantage.

    - The Applicant will conduct this procurement in a fair, open, and competitive manner consistent with FCC E-Rate rules. No vendor, including incumbents, shall receive preferential treatment or improper advantage.
    - Any proposal determined to involve collusion, undisclosed conflicts, or improper competitive influence will be disqualified.
- E-Rate Compliance Requirements
    - This procurement is subject to all applicable Federal Communications Commission (FCC), Universal Service Administrative Company (USAC), and E-Rate program rules.
    - All participating vendors must comply with all E-Rate requirements, including but not limited to:
        - Service Provider Identification Number (SPIN) eligibility
        - FCC Red Light Rule compliance
        - Lowest Corresponding Price requirements
        - Debarment and suspension certifications
        - Gift rule compliance
        - Eligible services compliance
        - SPI invoicing capability, if required
        - Record retention obligations
    - Failure to maintain E-Rate compliance may result in proposal disqualification or contract termination.
- Product Demonstrations and Trial Equipment Restrictions
    - To preserve the integrity of the competitive bidding process, product demonstrations, vendor meetings, or equipment evaluations during the active procurement window may be restricted or denied.
    - Following the close of the competitive bidding period, temporary equipment loans for evaluation purposes may be permitted only if:
        - The duration is clearly limited
        - Terms are documented
        - No improper competitive advantage is created
        - Demonstrations or evaluation equipment may only be accepted where permitted by law and where such activities do not compromise competitive fairness.
- Supply Chain Compliance Certification
    - By submitting a proposal, the Offeror certifies compliance with FCC Order 19-121 and all related federal supply chain security requirements.
    - Offerors further certify that proposed equipment and services do not include any equipment, services, or components from entities identified on the FCC's Covered List, including but not limited to Huawei Technologies Company, ZTE Corporation, or any successor-designated covered entities.
    - The Offeror acknowledges that non-compliance may result in proposal disqualification, contract cancellation, or other remedies as permitted by law.
- Installation Completion Deadline

- All products and services must be delivered and installed in accordance with applicable E-Rate service delivery deadlines unless officially extended by FCC or USAC.

RECORD RETENTION / AUDIT REQUIREMENTS

Pursuant to 47 C.F.R. § 54.516, Service Providers are required to adhere to the following obligations regarding document retention, records production, and audits.

- Service Providers must retain all documents related to the delivery of discounted telecommunications and other supported services for a minimum of ten (10) years following the final day of service delivery. Additionally, any records that demonstrate compliance with statutory or regulatory requirements under the schools and libraries support mechanism must also be retained. Detailed guidelines on document retention can be found in the FCC's Fifth Report and Order (FCC 04-190), as amended by the E-Rate Modernization Order (FCC 14-99), which extended the retention period to ten (10) years.
- Upon request, Service Providers shall produce relevant records to any authorized representative, including auditors appointed by state education departments, the program Administrator, the Federal Communications Commission (FCC), or any local, state, or federal agency with jurisdiction over the matter.
- Service Providers shall be subject to audits and investigations to verify compliance with all statutory and regulatory requirements applicable to the schools and libraries universal service support program. This includes compliance concerning the procurement, delivery, and usage of services and products.
- Service Providers may protect confidential information except where disclosure is required by FCC, USAC, governmental auditors, or applicable law.
- Service Providers are responsible for ensuring that any subcontractors they engage also comply fully with the FCC's requirements related to document retention, records production, and audits.

LOWEST CORRESPONDING PRICE

In accordance with 47 C.F.R. § 54.511, Service Providers are prohibited from submitting bids or charging schools, libraries, or consortia prices that exceed the Lowest Corresponding Price (LCP) for supported services. Exceptions apply only if the Federal Communications Commission (FCC) for interstate services, or the relevant state commission for intrastate services, determines that the LCP is not compensatory. Additionally, promotional rates offered by a Service Provider for periods longer than 90 days must be factored into the comparable rates used to establish the LCP.
All proposals submitted in response to this Form 470 must comply with the E-rate program requirement to offer the Lowest Corresponding Price (LCP). For further details, please refer to the official USAC guidance regarding Lowest Corresponding Price requirements.

COST OF PROPOSALS

All costs and expenses associated with the preparation and submission of proposals in response to this RFP shall be borne exclusively by the vendor.

******* END OF RFP *******