

Emerson School

Request for Proposal

Allowable Contract Date: October 30, 2026

Address:

5425 Scio Church Rd
Ann Arbor, MI 48130

Contact Person: Renee Durrant and Janelle Morgan

Email: rdurrant@emerson-school.org, jmorgan@elitefund.com and legan@elitefund.com

Important Notes:

- Please **email** all quotations to the above email addresses clearly marked "E-rate bid."
- All quotes must be submitted with the understanding that implementation may be dependent upon:
 - E-rate funding approval by the SLD
 - Enrollments
 - Existing budgetary requirements
- The following specifications are to be used as *guidelines* in quoting a solution. Although specification changes are permitted, *the quality of the product/service requested must be based upon industry standards at time of delivery.*
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2027 USF Eligible Services List located on the USAC website (<https://www.usac.org/e-rate/eligible-services-list/>) for guidance. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)
- All bidders must adhere to the Lowest Corresponding Price (LCP) guidelines (as dictated by the SLD).
- All bidders will understand that if the entity closes, contract termination fees will not be incurred by the entity.
- Offerors submitting proposals for anything other than a firm fixed price for the goods and services listed, will not be accepted. Price adjustments after an award will not be accepted by applicant.
- All bidders will understand that the entity may choose more than one provider for one type of service.
- Multi-year contracts may be considered.
- All bidders must have an E-rate SPIN.
- All bidders must have the 2027 Service Provider Annual Certification Form 473 on file with USAC by September 1, 2027 **AND their SAM.gov must be active.**
- The district reserves the right to accept or reject any or all quotations.
- All respondents of this RFP confirm they are not an Iran-linked business.
- Implementation and completion of the services are contingent upon the district receiving approved funding from the Universal Services Fund. The services may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of the entity. If requested, the vendor will complete the SPI (Form 474) application. It is the vendor's responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Corporation and the Universal Services Fund.
- The Board reserves the right to:
 - Reject any or all bids without assigning any reason thereto
 - Be the sole judge of equivalency
 - Waive any bid requirement in accepting or rejecting bids.

Bid Evaluation:

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. **Do not assume the lowest bid will be awarded the project.**

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
 - Prior experience
 - Understanding of needs
 - Personnel qualifications
 - Completeness of response and adherence to bid specifications
 - Capability of the bidder to successfully complete the installation/service within the required timeframe
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Category 1 Services:

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Internet Access - Minimum of 300Mb with options up to 1Gb and beyond**
 - Domain name registration
 - Provide 99.97% uptime guarantee (if possible)
 - Static IP addresses
 - Minimum of 1
 - 4-hour maximum service response time (24/7)
 - Include itemization of ISP-owned equipment necessary for connectivity that will be placed within the district
 - Provide proof of worker's compensation insurance
 - Provide proof of \$2 million liability insurance umbrella upon award of the bid
 - Bids must include line itemization of all components to allow for the use of E-rate funds on all approved items. Itemization should include, but not be limited to:
 - Statistical analyses access via web interface
 - End-to-end maintenance on equipment used to deliver services
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Category 2 Services:

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

- **Wireless Access Points**

- Approximately 50
 - Approximately 47 Ubiquiti U7 Pro Max or equivalent
 - Approximately 3 Ubiquiti U7 Pro XGS or equivalent
- Installation, configuration, and maintenance

- **Wireless Controller**

- Approximately 1
 - Ubiquiti Dream Machine Pro Max, Dream Machine Beast, or equivalent
- Installation, configuration, and maintenance

- **Switches**

- Approximately 4
 - Approximately 2 Ubiquiti 48 Port Pro Max or equivalent
 - Approximately 2 Ubiquiti 24 Port Pro Max or equivalent
- Include all necessary patch cables, transceivers, modules, etc.
- Installation, configuration, and maintenance

- **UPSs**

- Approximately 4
 - To be plugged into the approximately 4 switches listed on this RFP
- Installation, configuration, and maintenance

- **Firewall**

- Approximately 1
 - Ubiquiti Enterprise Firewall, Fortinet Fortigate 91G, or equivalent
 - For approximately 420 users
 - Currently have a Fortigate 91G firewall
- Installation, configuration, and maintenance

- **Racks**

- Approximately 2
 - To house the approximately 4 switches and 4 UPSs listed on this RFP
 - Startech or equivalent
- Installation and configuration

- **Cabling**
 - Approximately 30,000 feet
 - Cat6 or Cat6A or equivalent
 - Include any necessary parts associated with the cabling
 - Installation and configuration