

Converse County School District #1
E-Rate Funding Year 2027, 7/1/2027 through 6/30/2028
Request For Proposal (RFP)
470: 230022479

Applicant Contact Information

Entity Name: Converse County School District
#1Billed Entity #: 142526
Entity Address: 615 Hamilton Street, Douglas, Wyoming 82633
Contact Name: Kathern Redmann, Business Manager
Email: kredmann@ccsd1.org
Phone: 307-358-2942

Instructions to Bidders

Please read the following rules for placing bids.

✓ All Bids should contain the following information:

- | | |
|---|--------------------------|
| ▪ Company Name | ▪ Company Contact Person |
| ▪ Signature of Company Representative | ▪ Phone Number |
| ▪ Service Provider Identification Number (SPIN) | ▪ Fax Number |
| ▪ FCC RN | ▪ E-mail Address |
| | ▪ Mailing Address |

✓ Bidders shall demonstrate they are responsible and qualified to perform pursuant to each service for which they are responding and any resulting contract(s). The standard for evaluating responsibility will be based upon, but not necessarily limited to, the following criteria: (a) adequate financial resources to perform the contract; (b) ability to comply with the required performance schedule; (c) satisfactory performance record with the applicant, if any; (d) satisfactory record of integrity and business ethics; (e) previous experience working with E-Rate projects (and references for these projects); (f) willing to bill SLD directly and (g) adequate facilities, experience, accounting/operational controls and technical skills and certifications necessary to fulfill the contract. Although the applicant reserves the right to require additional information from Respondents to demonstrate their qualifications, Respondents must submit the above information for each of the services for which they are responding.

- ✓ Bids will be received until **Friday, November 13th at 2 PM Mountain time**
- ✓ Bids must include a written statement that “the bid is firm and will not be withdrawn for a period of thirty (30) days after such time that the Applicant receives approval of funding from the Schools and Libraries Corporation”.
- ✓ The bid offer acknowledges the right of the Applicant to accept or reject any or all bids and to waive any informality in any bid received. It declares that the bid is in all respects fair and without collusion or fraud, and that no member of the school board or officer of the school district, or any person employed by the Applicant, is directly or indirectly interested in the bid, or in any portion of the profits that might result from the bid.
- ✓ The Applicant reserves the right to reject any bid if an investigation of the bidder fails to satisfy the Applicant that such bidder is properly qualified to carry out the obligations of the contract.
- ✓ Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Program. The successful bidder agrees to receive a portion of the payment for the provision of goods and services described herein directly from the Universal Service Administrative Company (“USAC”), and/or the Schools and Libraries Division (“SLD”). Applicant and Successful Bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements.

Any Questions or explanations regarding the above matters should be directed to Anthony Witbrod, CCSD#1 Director of Technology, awitbrod@ccsd1.org, 307-359-4088.

Services/Equipment Requested

Bids submitted to the applicant should be complete and thorough

Managed Internal Broadband Services (MIBS)

Network Support Contract

- Contract term will be for one year from July 1, 2027 through June 30th, 2028 with renewal language to include annual extensions for additional years (up to 3 individual years) if the school district requests an extension.
- The current CCSD1 network is made up of 111 Meraki switches (including two Cisco switches at our core) and 264 Meraki wireless access points. The District anticipates that additional switches and wireless access points may be deployed during the contract term. The Service Provider shall include support for such additions within the proposed pricing and shall not assess additional management fees for reasonable growth of the District's network infrastructure during the term of the agreement.
- CCSD#1 has 10 GB leased fiber connecting our Central Administration building to 7 schools/buildings in town. We also have point to point wireless at our Central Admin building providing connectivity to 3 small rural schools and one rural school is connected with fiber.
- CCSD1 expects the selected vendor to be able to provide professional and timely onsite or remote network support to assist the district's Technology Department with network troubleshooting issues, outages, and topology requests and concerns.
- The Service Provider shall provide comprehensive augmented network management services to support the District's technology infrastructure. Services shall include proactive monitoring, administration, configuration, maintenance, and optimization of the District's wired, wireless, and wide-area networking environments.
- The Service Provider shall perform network configuration changes as requested by the District, including but not limited to VLAN creation and modification, subnet management, routing changes, assist with DHCP configuration, wireless network configuration, Quality of Service (QoS) adjustments, network segmentation, and access control policies.
- The Service Provider shall apply industry-recognized and network management best practices to help ensure the District's network environment remains secure, reliable, resilient, and operationally efficient. Services shall be delivered with the goal of maintaining a network infrastructure that is highly available for instructional and administrative operations, optimized for performance and user experience, scalable to meet future technology demands, aligned with current K-12 and industry best practices, and supported through proactive management rather than reactive break/fix services.
- Link for inventory of switches and access points: https://conversecounty1-my.sharepoint.com/:x:/g/personal/awitbrod_ccsd1_org/IQBYC1iE_X4MQ7BpdWCeJ51aAfDRvf_DQejgDVY3lu72x3M?e=B4DWqQ&CID=FC522E62-724B-4191-AFF8-FE4DA1C9D40B

Decision Scoring Rubric:

- Price 50%
- Bid complete 10%
- Previous Vendor Experience 40%