# REQUEST FOR PROPOSAL

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## ERATE FUNDING YEAR 27 FCC FORM 470 # 270003639)
## Canute Cat 1 - FY27 INTERNET

## APPLICANT

Canute Independent School District 11 (BEN 139927)

216 East Walk Street, Canute, OK 73626
580-472-3295

## DUE DATE: Monday December 7th 2026

THE FOLLOWING INFORMATION IS INCLUDED IN THIS RFP:

- Bid Specifications
- Proposal Requirements
- Evaluation Criteria
- Required Forms
- PROPOSAL FORM – Pricing Schedule
- PROPOSAL FORM – Experience & References – ATTACHMENT A
- PROPOSAL FORM – OUSF Certifications – ATTACHMENT B

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# BID SPECIFICATIONS

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# Internet Access

*Bidders must specify dmarc address, mode of delivery, bandwidth level, and contract term.*

Bidders are requested to provide incremental pricing from the minimum to maximum bandwidth levels listed in order for the applicant to select the most cost-effective solution. The applicant has provided the bandwidth needed along with the SETDA Internet Service Provider Recommendations (September, 2016) [1] for reference.

All bids must include the complete cost to connect to and work with the LAN.

| **BROADBAND INTERNET ACCESS** | | |
|---|---|---|
| Location Site Name (Entity #) | Canute Elementary School (BEN 84150) | |
| Location Address, City, ST, Zip | 216 East Walk Street, Canute, OK 73626 | |
| Qty | 1 | |
| Contract Terms Requested | Month to month or 12 months, 36 months, 60 months featuring annual voluntary renewals | |
| Provide Pricing for bandwidth level needed by Applicant | | 2 or 3 Gbps |
| Provide Pricing for bandwidth range for cost effective evaluation | | 2 Gbps to 5 Gbps |
| Burstable? | | No |
| Applicant's current network infrastructure may not support connections beyond | | 25 Gbps |
| SETDA Internet Service Provider Recommendations for this applicant. | | 1.333 Gbps |
| Small Districts – At least 2.8 Mbps per user with a minimum of 300 Mbps per district<br>Medium Districts – At least 2 Mbps per user<br>Large Districts – At least 1.4 Mbps per user | *Student Enrollment*<br>*Staff Total Users for SETDA* | *415*<br>*60*<br>475 |

| | |
|---|---|
| Location Site Name (Entity #) | Canute Elementary School (BEN 84150) |
| Description | |
| Location Address, City, ST, Zip | 216 East Walk Street, Canute, OK 73626 |
| | |

# PROPOSAL REQUIREMENTS (OK C1 INT)

## Proposal Requirements

1. Service providers (bidders) must comply with E-rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

   **Disqualification – FCC Form 498 ID Status.** If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified by the applicant school or library.

2. Equivalent products and services. Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT.

3. Timeline. Bidder must include a project timeline. Preference is given to responses with a service start of July 1, 2027. If the awarded bidder is not the incumbent provider, transition of service must be completed by the later of July 1, 2027 or the contract expiration date associated with the services currently under contract.

   **Disqualification – Unable to commence service.** If the bidder is not able to commence service by the date listed in the bid specifications, the bidder may be disqualified by the applicant school or library.

4. Mandatory Bidders' Conference or Walk Through

   ☐ APPLIES TO THIS RFP ☒ DOES NOT APPLY FOR THIS RFP

   **Disqualification – Mandatory Bidders' Conference**. If the bidder does not attend a mandatory bidders' conference, walk through, or other mandatory meeting listed in the Bidders' Conference section, the bidder may be disqualified by the applicant school or library.

5. Proposal Acceptance. The applicant school or library reserves the right to accept some, all or none of the items included in the proposal. Notification of bid acceptance or bid rejection will be provided at the discretion of the applicant school or library.

6. All Costs. Pricing proposed by the bidder must include all costs. All costs include special construction or non-recurring charges (NRC) required by the service provider to provide the product or service and all monthly recurring charges (MRC) including estimated surcharges and fees. Price increases will not be allowed during the term quoted.

7. Cost Allocation. Bidders must clearly separate E-rate eligible costs from ineligible costs.

8. Contracts. Bidders for services other than tariff or month-to-month arrangements, must include a contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after bids are awarded by applicant and negotiations completed as applicable. Quotes are not considered a legally binding agreement.

9. Contract Terms. Bidder must clearly define contract terms for all pricing submitted. The applicant school or library may consider multi-year contracts featuring voluntary renewals.

   The applicant will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E- rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission (FCC) and/or the Universal Service Administrative Company (USAC).

10. Description of Proposal. Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and any other details that may be useful or necessary for proper evaluation of the proposal.

11. Required Notice to Proceed and Funding Availability. The applicant will follow the purchasing policies of their governing board and requirements and procedures of the FCC's E-rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the applicant's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The applicant will have the right to allow the contract to expire without implementation if appropriate funding does not become available. Any projects requiring special construction are also contingent on issuance of funds from Oklahoma Universal Services Fund. The applicant will have the right to allow the contract to expire without implementation if this specific funding does not become available.

12. Broadband data services. Bidders for broadband data services (e.g. Internet Access, wide area network connections) must comply with the following:

    12a. Bandwidth Range. If the applicant specifies a bandwidth range for broadband data services, the service provider may propose incremental pricing for the bandwidth levels specified or the next highest bandwidth level at the service provider's standard bandwidth level offerings.

    12b. Site and Service Substitutions. The applicant may need to add, remove or move sites as well as increase or decrease bandwidth levels during the contract term. Accordingly, bid responses should address allowances for site and service substitutions during the contract term.

    12c. Network Diagram. Bidders for broadband data services must include a network diagram displaying the paths to be used to serve the specified site.

    12d. Service Level Agreement. Bidders for broadband data services shall provide a proposed Service Level Agreement (SLA) with the bid response. The proposal must include a description of the following services and how these services will be measured.

- Network Availability: the provider will make all reasonable efforts to ensure [99.9-99.99]% network availability of each circuit.
- Internet and Operations proposals only: Frame/packet loss Commitment
- Internet and Operations proposals only: Network Latency Commitment
- Internet and Operations proposals only: Network Jitter Commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

In addition to the required services, the proposal may include the following:

- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, Customer may contact service provider by defined method with a response based on trouble level. Upon contact from the Customer, the service provider's support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble Reporting, Escalation and Resolution: A detail trouble reporting, escalation and resolution plan will be provided to the Customer.
- Measurement: stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts the service provider and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- Link Performance per segment: The service will maintain the proposed Link Performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for the proposed service in the Customer's geographic area.

12e. Broadband services demarcation. All solutions must terminate service or infrastructure to an existing network closet inside of the site specified. Solutions bringing service to the property line but not inside of the demarc address are not acceptable.

12f. Special Construction Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three

components: (1) construction of network facilities; (2) design and engineering; and (3) project management.

Bidders for special construction should provide or be prepared to promptly provide the following information:

- A map file of the proposed fiber route in KMZ of ISON format
- The average cost per foot of fiber including detailed breakout of costs for aerial fiber, buried fiber, and buried fiber in conduit:
    - Fiber material (fiber cable)
    - Fiber placement (placing or pulling fiber through conduit, attaching fiber to poles, placing fiber cables in the ground)
    - Buried Conduit (direct bury installations conduit)
    - Trenching (cost of digging trench, cost of machinery needed, permitting cost) o Structure Material (conduit, handholes, vaults, markers)
    - Structure Placement (labor and permitting for placement of all structure materials)
    - Pole Make Ready (enhancement needed on carrier owned poles such as addition of guy or anchor or clearing)
    - The cost per foot of outside plant materials (conduit, handholes, aerial make ready materials)
    - The cost per foot of outside plant (trenching, handhole and marker installation, installation of aerial make-ready materials)
- Cost allocation detail for fiber strands that will not be placed in service for the exclusive use of the applicant by June 30 of the Erate program year.

12g. Special Construction installment plan. The applicant may request that bidders allow for the non-discount share of special construction charges to be paid in installments up to four years from the first day of the relevant funding year. Bidders are not required to offer installment payments, but if they choose to do so they must disclose the material terms, including the interest rate and terms of the payment plan, in their bid submission.

12h. Special Construction Amortization Non-recurring capital costs must be amortized over a period of three years for charges of $500,000 or greater.

13. OUSF Compliance. In order to be compliant with the bidding process specified in 17 O.S. § 139.109.1(B)(5), the applicant school or library will accept bids for any type of technology that provides the required level of broadband service,and will accept bids from any OUSF eligible provider as defined in 17 O.S. § 139.102(11).

Bidders may provide bid responses for the bandwidth listed in the bidding specifications section or the next highest standard bandwidth level offered by the service provider.

The bidder must be capable of providing eligible services under the Universal Service Support Mechanism and must be an eligible provider for receiving funding from the Oklahoma Universal Service Fund.

The bidder must include all costs in the bid.

The bidder must separate ineligible services. Monthly

recurring charges must be devoid of construction.

The awarded bidder must file for OUSF support within 90 days of the start of the OUSF-eligible service. **Disqualification – OUSF Eligible Provider**. If the bidder is not eligible to provide Oklahoma Universal Service Fund support for eligible services, the bidder may be disqualified.

14. Documentation and Audit Compliance.

- Service provider shall provide all warranty and product documentation related to products or services sold to the applicant.
- Service provider shall retain all documentation related to the purchase and payment, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of TEN years from the last date of service.
- If the applicant is audited by the Administrator of the program, the service provider shall fully cooperate with the applicant to provide any documentation related to the provision of discounted products and services as requested.
- The service provider and/or applicant is solely responsible for verifying the accuracy of information submitted to Canute Public Schools. Canute Schools disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the service provider or applicant to Canute Schools.
- By submitting bids for Canute Public Schools, the service provider agrees and understands that Canute Schools will forward the information to USAC, and the service provider is responsible for verifying the accuracy of information submitted to Canute Schools.
- Canute Public Schools shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of profits, data or other intangible losses (even if Canute Schools has been advised of the possibility of such damages), resulting from the service provider's non-response or incomplete response and/or the service provider's inaccurate, invalid, incorrect, or incomplete provision of information.

# EVALUATION CRITERIA

**Applicants will select the most cost-effective bids with price of the E-Rate eligible products and services being the primary factor (most heavily weighted).**

| Factor | Possible Points | Description |
|---|---|---|
| Price-E-rate eligible items | 40 | Price of E-rate eligible products & services (primary factor) |
| Price-Other Costs | 5 | Other costs (items not eligible for E-rate discount) |
| Prior Experience | 30 | -Experience with similar projects and references (15 points)<br>-Experience with this applicant (15 Points) |
| Responsiveness | 15 | Responsiveness of the bidder-replied promptly to emails, attended optional on-site walk through if applicable (5 points) Proximity of sales and service offices (5 points) Assigned representative is available locally (5 points) |
| *Technical Merit* | *10* | -Quality / technical merit of the proposed solution to meet needs of the applicant. Service level agreement if applicable (5 points)<br>-Compliance with listed requirements of the project scope and bidding requirements, whether or not the proposal includes all information requested; timelines met, services will commence as requested by applicant (5 points) |
| | | |

**In order for applicants to properly evaluate your bid, please provide details specific to the evaluation criteria areas along with your proposal.**

# REQUIRED FORMS FOR E-RATE BIDS

## BID REQUIREMENTS:

1. FCC Form 498 ID (Service Provider Identification Number)
2. FCC registration Number (FCC RN)
3. Service Providers must comply with local, state, and federal requirements including agreement to fully cooperate with audit and ten-year document retention requirements.
4. Supporting detail and documentation may be submitted through email to morrisb@canuteschools.org.
5. Contracts or legally binding agreement for all products and services must be submitted with the bid. (Exception for tariffed or month to month service.) *Agreements will be completed AFTER bid award and final negotiations are completed.*
6. Must attend mandatory bidders' conferences IF applicable to this RFP.
7. Must complete and provide a Pricing Schedule.
8. Must enter line item pricing online if applicable.
9. Must complete Attachment A – Certifications, Experience and References.
10. Must complete Attachment B – OUSF Eligibility.
11. **.Bids submitted after the bid close date/time will be rejected.**
12. **.Bids submitted not fully filled out or not a true bid will be rejected.**

# Pricing Schedule

Name of Company:

Name of Applicant:

Form 470# :

Pricing submitted by:

Signature:
Date:

**REQUIRED –**

**(1) Include your custom pricing schedule along with this cover sheet and upload in the same document as your RFP response.**

**Clearly list the cost of products and services to include the following:**

1. Description of Services
2. Monthly (recurring) charges
3. One Time (non-recurring) charges
4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, 0% eligible for E- rate discount. This is NOT the applicant's E-rate discount %.
5. Quantity
6. Unit of Measure (Each, Feet)
7. Bandwidth level, if applicable
8. Contract Term
9. Make, Model and part number, if applicable
10. Installation and Configuration
11. Shipping and Handling
12. Travel and Per Diem
13. Estimate of Surcharges and Fees

- **BIDDERS ARE ENCOURAGED TO BID ALL BANDWIDTH LEVELS AVAILABLE TO THEM WITHIN THE RANGE REQUESTED ON THE RFP/FORM 470.**
- **IF YOU WISH TO BID ON LEVELS WITHIN THE REQUESTED RANGE, THAT ARE NOT LISTED IN THE PRICING SCHEDULE, PLEASE EDIT THE SCHEDULE AS NEEDED TO INCLUDE ALL BANDWIDTH LEVELS YOU WOULD LIKE TO PROPOSE.**
- **FOR OUSF, THE APPLICANT MUST BE TECHNOLOGY NEUTRAL. BIDDERS MAY MAKE THEIR OWN DECISIONS ON WHICH BANDWIDTH LEVELS TO PROPOSE INCLUDING MODE OF DELIVERY.**

# Certifications, Experience & References
# ATTACHMENT A

Name of company: _____

Address of principal location: _____

Phone: Fax:

_____ _____

FCC Form 498 ID (SPIN)[2]:

_____

FCC Registration Number[3]:

_____

| Name | Phone | Email |
|---|---|---|
| | | |
| | | |
| | | |

Responsible contact personnel:

How many years has your company been in business in its current capacity?_____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated? _____

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs? Yes:_____ No: _____

Does the Vendor's FCC Registration Number have RED light status? Yes: _____ No: _____

Attach a printout of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS) https://apps.fcc.gov/redlight/login.cfm

[2] http://www.sl.universalservice.org/Forms/SPIN_Contact_Search.asp

[3] https://apps.fcc.gov/coresWeb/publicHome.do

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes: No:

_____ _____

| Project Name | Description of Work | Dollar Value | Public Entity Yes or No | Date |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Vendor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

**Experience:**

Vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include additional information with proposal if available.

**References:**

Proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

For each reference include the following:

Company Name
Project Name
Contact Person Name, Title, Email, and Phone

**Certifications:** Employees' certifications pertaining to work are to be included in submittal.

**AUTHORIZED BY:**

Signature Date

Printed Name Title

# Bidders for OUSF Eligible Services
# ATTACHMENT B

## OUSF PROVIDER VALIDATION

Legal Name:

Doing Business As:

FCC Form 498 ID (SPIN):

Is the Service Provider eligible to receive OUSF Funding?

Yes: _____ No: _____

Is the Vendor in good standing with the Oklahoma Corporation Commission and its annual reporting requirements?

Yes: _____ No: _____

*I understand that my bid may be disqualified if our company is not eligible to provide OUSF discounts.*

Attested by:

Signature Date

Printed Name Title

**Provider Validation only required for vendors bidding OUSF eligible services.**