Ritenour School District
Educational Excellence Since 1867

2420 Woodson Road
St. Louis, Mo. 63114
(314) 493-6010

Request for Proposal

Category 1 - Wide Area Network Data Service

November 4, 2026

Executive Summary:

The Ritenour School District (Ritenour) is seeking a service provider for Wide Area Network (WAN) data connectivity. Ritenour desires to enter into either a 36 or 60-month contract with a company to provide data connectivity between district buildings (via fiber optic or switched Ethernet) for its WAN services to 15 building locations in St. Louis County, Missouri. Ritenour utilizes E-Rate Service Provider Invoicing (SPI) for Category 1 eligible services, and is currently at the 80% E-Rate discount funding level.

The 15 locations are:

1. Buder Elementary, 10350 Baltimore Ave, 63074
2. Iveland Elementary, 1836 Dyer, 63114
3. Kratz Elementary, 4301 Edmundson Rd, 63134
4. Marion Elementary, 2634 Sims Ave, 63114
5. Marvin Elementary, 3510 Woodson Rd, 63114
6. Wyland Elementary, 2200 Brown Rd, 63114
7. Admin Center, 2420 Woodson Rd, 63114
8. Husky Support Center, 9303 Midland Blvd, 63114
9. Husky Academy, 9229 Lackland Ave, 63114
10. Hoech Middle, 3312 Ashby Rd, 63074
11. Ritenour Middle, 2500 Marshall Ave, 63114
12. Ritenour High School, 9100 St. Charles Rock Rd, 63114
13. Ritenour Center for Educational Excellence (RCEE), 10901 St. Henry Ln, 63074
14. North Athletic Complex, 8775 St. Charles Road Rd, 63114
15. School for Early Childhood Education, 3580 Woodson Rd, 63114

Ritenour requires that all services begin July 1, 2027, in order to coincide with the E-Rate Funding Year.

Service Requirements:

The proposed WAN shall meet the following specifications:

1. The bandwidth for each WAN link for each location is as follows:
    a. Minimum of 500Mbps for:
        i. North Athletic Complex
    b. Minimum of 1Gbps for:
        i. School for Early Childhood Education
    c. Minimum of 2Gbps for:
        i. Buder Elementary
        ii. Iveland Elementary
        iii. Kratz Elementary

iv. Marion Elementary
v. Marvin Elementary
vi. Wyland Elementary
vii. Admin Center
viii. Husky Support Center
ix. Husky Academy
x. Hoech Middle
xi. Ritenour Middle
xii. RCEE

d. Minimum of 10 Gbps at:
i. Ritenour High School

2. Provider shall provide IP connectivity to each location.
3. Service shall connect to the internal Ritenour network via fiber ethernet hand-offs in the head end room of each location.
4. All necessary WAN equipment shall be provided, owned, and maintained by the service provider. If equipment must be purchased by Ritenour to connect to the WAN links, that cost should be specified separately.
5. All fiber optic WAN links and strands shall be dedicated for use by Ritenour only.
6. Service shall be monitored 24/7 by the service provider.
7. Service provider shall notify a Ritenour designee of a service interruption within 10 minutes of the interruption.
8. Service interruptions shall be addressed within 1 hour of the interruption.
9. Service must qualify for E-Rate Category 1 funding.
10. Lease term shall be for either 36 or 60-months.
11. WAN service shall be fully operational July 1, 2027.

As a part of the delivered service, the provider shall provide all required cabling, cable infrastructure, connections, and network equipment. This complete system shall include all components required to hand-off one (1) fiber-based minimal 500 Mbps to 10 Gigabit per second (as previously specified) to an ethernet connection to Ritenour at each site. Moreover, Ritenour will have unfettered access to all provided switches and routers to monitor and make changes as needed. This service will be used to provide data connectivity, including internet access, to the 15 sites.

The provider shall be responsible for the monitoring, maintenance and repair of all components related to the operation of this service. Ritenour requires a response time of one hour, or less, for any network incident occurring on a weekday (Monday through Friday) between the times of 6:30am and 6:30pm inclusive. Ritenour requires a four-hour, or less, response time at all other times for any network incident. Network outages – which are not caused by Ritenour - in excess of one school day, will be charged back to the service provider at 1.5 times the average daily rate per day for the first five (5) calendar days of the outage. Network outages – which are not caused by Ritenour - in excess of seven calendar days, will be charged back to the service provider

at 3 times the average daily rate per day for every calendar day of the outage, subsequent to the first five (5) days.

To coordinate with the chosen service provider, Ritenour will provide appropriate power receptacles for any WAN equipment installed within district facilities. Ritenour will also provide access to its building and properties to the service providers for installation of WAN components.

E-Rate Considerations:

E-Rate Compliance: Respondent must assure that its response compliant with all current E-Rate program guidelines established by the Federal Communications Commission (FCC). Information regarding eligibility of goods and services, invoicing requirements, documentation requirements and other program rules are available from the SLD by calling Schools and Libraries Division (SLD) of the Universal Service Administration Corporation (USAC) at 1-888-203-8100 or see their website at www.usac.org.

Eligibility of Goods and Services: Goods and services provided shall be clearly designated as "E-Rate Eligible". Non-Eligible goods and services shall be clearly called out as 100% non-eligible or shall be 'cost-allocated' to show the percentage of eligible costs per SLD guidelines.

E-Rate Funding Year Boundaries: The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each fiscal year. All goods and services requested in this RFP shall be delivered no earlier than the start of the Funding Year beginning July 1, 2027. To assure that all charges are eligible for E-Rate funding, contract renewal and expiration dates shall coincide with the start/end dates of the E-Rate funding years.

SLD Invoicing: Respondents agree to conform to all E-Rate guidelines for the billing of discounts to the SLD. Billing method will be in SPI form (Service Provider Invoice): The Service Provider will only invoice Ritenour for the E-rate percentage that applies to Ritenour. The Service Provider will then invoice the SLD their percentage. Responder must also provide the name, title and telephone number for single point of contact for E-Rate questions.

SPIN Number: Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) and current FCC Registration Number (FRN) as part of their proposal.

FCC/SLD Auditability: The E-Rate program requires that all records be retained for at least five years. Respondent hereby agrees to retain all books, records, and other

documents relative to this contract for five (5) years after final payment, or until audited by SLD and or Ritenour, whichever is sooner. Ritenour, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the contractor and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

Evaluation Criteria:

The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The following criteria will be used based off USAC's sample bid evaluation matrix:

a) 50% - price of eligible products and services
b) 25% - prior experience with the vendor
c) 15% - prices for ineligible services and products
d) 10% - local or in-state vendor

A pricing page that breaks down the proposed solution into costs by building would be advantageous. This page should include itemized cost for hardware, software, and installation as well as hardware specifications, options and capabilities for each of the locations within the Ritenour.

For questions contact:

Dr. Rich Wilson
Director of Technology
Ritenour School District
2420 Woodson Rd.
St. Louis, MO 63114-5499
Telephone: 314- 493-6004
Email: wilsonr@ritenourschools.org

Proposal Instructions:

1. Service providers are required to respond to the basic service request. At the service provider's option, they may additionally choose to respond to the alternate service request. Service providers who respond to the alternate service request, without also providing a response to the basic service request will be disqualified.
2. Provide one (1) sealed original and one (1) sealed copy of all proposals for both a 36-month and a 60-month agreement including any and all one-time costs (e.g., construction, installation, configuration), and monthly costs, and any additional costs.
3. Provide pricing for proposed basic service.
    a. Provide Cost to Ritenour for Total Term

    b. Provide Monthly Cost
    c. Provide any potential one-time costs, such as installation, cabling, or construction work required
4. Provide pricing (optional) for proposed alternate service:
    a. Provide Cost to Ritenour for Total Term
    b. Provide Monthly Cost
5. Provide SPIN authorizing company as eligible for E-Rate participation to provide the proposed service.
6. The proposal response must provide information about all service to be provided, including, but not limited to:
    a. Method for providing each circuit
        i. Location of Central Offices for Data service
        ii. Logical and Physical Topology for Data service
    b. Equipment to be installed in Ritenour facilities
    c. Facility and right-of-way requirements of Ritenour (if any)
    d. Any, and all, equipment required to be provided by Ritenour to accept hand-off of Data service.
7. All contract terms and requirements.
8. Proposals submitted electronically, or via facsimile machine, will not be accepted.
9. Proposals received after the bid due date will not be accepted.

Bids should be delivered to:

Dr. Rich Wilson
Director of Technology
Ritenour School District
2420 Woodson Rd.
St. Louis, MO 63114-5499
ATTENTION: Category 1 - WAN Bid

Bid Due Date:
December 3, 2026