SCOTIA UNION SCHOOL DISTRICT

REQUEST FOR PROPOSAL
FOR
Broadband Service to be
Funded by E-Rate Year 30 (2027-2028)
Released November 4, 2026

1 SUMMARY

The purpose of this Request for Proposal (RFP) is to define Scotia Union School District's minimum requirements, solicit proposals and gain adequate information by which the Scotia Union School District may evaluate the services offered by the Proposer.

Stanwood A. Murphy (Scotia) Elementary School, located in the small family- involved community of Scotia, is the only California public K-8 school in a company-owned town. We maintain the highest standards of excellence in learning and teaching in a safe, respectful, supportive school environment by providing state adopted, technologically-rich, research-based materials. We emphasize small class sizes to meet all learning styles, thus ensuring all students will succeed.

Scotia Union School District, herein after referred to as the District, intends to seek a contractual agreement for Broadband Network Service for new Annex location.

The District discourages lengthy and costly proposals. Proposals should be prepared simply, economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

In order to proposals to be valid, it must address all aspects of desired Broadband Network Service and be received by the District's representative no later than 5:00pm, Friday, December 4, 2026.

2 PROPOSAL EVALUATION

All valid proposals will be evaluated using the following scale:

E-Rate Eligible Costs	35%
Installation Commitment	30%
Completeness and Accuracy of Response	20%
Service Level Agreements	15%

3 GENERAL INFORMATION AND REQUIREMENTS

3.1 SITES

3.1.1 Scotia Union School District Office/Stanwood A. Murphy Elementary School
417 Church Street, Scotia, CA. 95565

3.1.2 Scotia Gymnasium Annex
230 Mill Street, Scotia, CA. 95565

3.1.3 Humboldt County Office of Education
901 Myrtle Avenue, Eureka, CA. 95501

3.2 DISTRICT'S DESIRED BROADBAND SERVICE

- Point to point Broadband Service connecting Scotia Union School District Office/Stanwood A. Murphy Elementary School Site 3.1.0 to Humboldt County Office of Education Site 3.1.3 at 1Gb.
- Point to point Broadband Service connecting Scotia Gymnasium Annex Site 3.1.2 to Humboldt County Office of Education, Site 3.1.3 at 1Gb.
- Proposed service to have the ability to increase bandwidth to 10Gb over the term of a contractual agreement to meet anticipated bandwidth requirements.
- Service to be installed and available to the District by July 1, 2026.
- Consolidated single bill for both circuits.
- Fiber based Ethernet Service fully compliant with IEE 802.3 Ethernet Standards
    - Proposed service shall comply with IEEE Standards:
        - Full Duplex 802.3x
        - Gigabit Ethernet 802.3z
        - Virtual LAN 802.1Q
        - Transparent Bridging 802.1d
        - Packet Priority 802.1
            - Provide overview of capabilities for rate shaping and/or rate-limiting
        - Multicasting (IGMP with PIM, SM or DM)
        - All Layer 1 and Layer 2 protocols
        - Minimum Layer 3 protocols ((EXP, EIGRP, IGMP, IPSec, OSPF & RIP)
        - Increased network management capability
            - WAN utilization reporting
        - Real time network configuration
- Services sought by the District are to be:
    - Eligible for E-Rate Category 1 discounts
    - Eligible for California Teleconnect discounts

4 PROPOSER'S REPONSE REQUIREMENTS AND COMMITMENTS

4.1 PROPOSER'S RESPONSE REQUIREMENTS AND COMMITMENTS

- **Proposers responses are required in PDF file format and shall be emailed to the District's Consultant: rich@aagjconsulting.com**
    - Hard copy responses are not required.
- Confirm that proposer has completed or commitment to complete FCC Form 473 Service Provider Annual Certification Form for Funding Year 2027-2028.
- Provide contractual pricing for services, which identifies minimum annual dollar commitment for network services to be provided at three and five-year terms.
    - Five-year contractual pricing which:
        - Identifies recurring and non-recurring rates for bandwidth to be provided at installation, as previously specified by the District
        - Includes pricing for available bandwidth increments:
            - 1Gb
            - 10Gb
        - Special construction charges (if applicable)
    - Identify any FCC, CPUC surcharge/fees and taxes to be applied to monthly billing.
        - If proposed service is exempt from any FCC and/or CPUC surcharges/fees and taxes, provide documentation of exemption.
- Should proposer elect to identify E-Rate Eligible Special Construction Costs in its proposal,
    - Proposer shall confirm ability of the District to amortize non-discounted portion of Special Construction costs over a three-year term.
    - If successful bidder, Proposer agrees to provide the following information to support Special Construction costs:
        - Aerial Build Cost
            - Average Cost per foot for material
            - Average Cost per foot for placement, structure material, structure placement.
        - Direct Buried Build
            - Average Cost per foot for material
            - Average Cost per foot for placement, labor, conduit. Handholes, vaults etc.
    - Any additional information that may be requested during E-Rate Program Integrity Assurance process.
- Submit network design illustration of proposed services to deliver bandwidth and network configuration as outlined by the District.
    - Identify design components which contribute to increased bandwidth utilization across the proposed network.
        - If proposed solution is a managed network in which provider will install network equipment to support the solution, provide

manufacturer's name, model and SKU number for equipment to be installed at each site.
    - State network latency to which provider will commit to deliver
- Identify implementation plan for Broadband Services
    - Include timeline in business days from receipt of firm order from the District to implement Broadband Services.
    - Should proposer's implementation plan include utilization of sub-contractors
        - Identify work to be completed by proposer's personal
        - Identify work to be completed by sub-contractor
    - Identify any external influences which are out of proposer's control which could impact ability to meet stated installation timelines.
    - Provide description of facilities to be installed by provider and handoff at each location, including any rack space or electrical requirements to be provided by the District.
    - Confirm ability to provide the District with as built documentation of network components including but not limited to circuit identification numbers and network routing information
- Define support resources available to the District which will:
    - Identify process and interval to increase bandwidth or modify network
        - Provide organization chart with contact information for sales and support organization
        - Interval should be stated in business days from receipt of firm order from the District to complete bandwidth increase or network modification.
        - Provide mask of service order which highlights specific information required from the District to be considered a firm order.
        - Define timeline for confirmation of firm order from the District.
    - Identify process for resolution of service interruptions
        - Provide organization chart with contact information for repair/maintenance organization.
            - Identify number of personnel located in Sonoma County available to support proposed service.
        - If repair/maintenance is to be provided by sub-contractor, so state and:
            - Provide location of sub-contractor's offices and number of personnel available to support proposed service.
        - Define major and minor service interruptions and mean time to resolution
- Provide
    - Minimum of three references for proposed services.
        - Identify reference contact and provide contact information
    - SPIN numbers for services to be provided.
    - Sample Billing Statement
    - Identify process for obtaining approved E-Rate discounts following receipt of Funding Commitment Decision Letter and submission of Form 486
        - Provide organization chart with contact information for E-Rate support organization.

- Confirm ability to provide E-Rate and California Teleconnect Fund discounts as credits on monthly billing statement.

5 SERVICE LEVEL/MAINTENANCE AGREEMENTS

5.1 SERVICE LEVEL/MAINTENANCE AGREMENTS MUST BE INLCUDED IN PROPOSAL TO BE CONSIDERED A VALID RESPONSE.

- Service Level Agreement should identify support services to be provided, including but not limited to:
  - Performance guarantees
  - Network Monitoring
  - Fault Isolation and Resolution
- Service Level Agreement shall be an industry standard 24/7 agreement to ensure the following objectives are maintained:
  - No other Services Provider's customers will have any physical or logical access to SCOE's traffic/VLAN.
  - Network Availability – 99.00%
  - Packet Delivery – 99.99%
  - Network Latency: As identified and committed to in proposal
  - Mean Time to Repair – 4 Hours – end-to-end, including local loop

6 RFP TERMS

District requires RFP submittals no later than 5:00pm, Friday, December 4, 2026. Proposals must be valid through the E-Rate Funding Year 2027-2028.

District requests email responses to this RFP.
Email responses to: rich@aagjconsulting.com

Received response's will be opened and read by the District's evaluation team, following the close of the submission window. The District reserves the right to make an award without further discussion of any proposal submitted. Therefore, each proposal should be initially submitted on the most favorable terms the vendor can offer.

All proposals will be evaluated based upon evaluation matrix identified in Section 2 and the network requirements identified in Section 3 of this document.

After the evaluation of proposals and final consideration of all pertinent information available, the District shall issue a written notice which shall identify the apparent best evaluated Proposer. The notice shall not create rights, interests or claims of entitlement in the apparent best evaluated Proposer or any vendor.

The District reserves the right to reject any or all proposals submitted and waive any formality in the proposals received.

The contract, if awarded, will be to the vendor considered to be the best value to District. Best value will be considered based upon the proposal evaluation matrix identified in Section 2 and network requirements identified in Section 3.

7 CONTRACT TERM

Contract term to be five years.

Contractual agreement shall restate service provider's commitments as identified in Section 3.5 of this RFP.

The District requires all contractual agreements to be reviewed by District's legal representative and approval of the Scotia Union School District's Board of Trustees.

Contract and implementation of successful proposal are contingent upon full E-Rate funding.

8 CONTACT INFORMATION

Direct contact with District personnel during RFP process is prohibited and will result in disqualification of potential service providers that ignore this prohibition.

Direct contact between District personnel and existing service providers to discuss ongoing projects initiated prior to the release of this RFP does not constitute a violation of the previously stated prohibition.

Submit questions regarding this RFP via email to District Consultant:

Rich Tunheim
Aarrestad-Gjervik Consulting
4785 Saddle Club Lane
Santa Rosa, CA. 95409
rich@aagjconsulting.com

P. 707-228-9357
F. 888-812-8992

Last date to submit questions is November 6, 2026