REQUEST FOR PROPOSAL

Primary Internet Access & WAN Services

KENDRICK
JOINT SCHOOL DISTRICT

Kendrick Joint School District 283

RFP Name: KJSD Internet Access and WAN FY2027

Deadline for questions: December 18, 2026; 4 PM PST

Proposal Due: January 8, 2027; 5 PM PST

1 INTRODUCTION....4
1.1 Purpose....4
1.2 Background....4
1.3 About the District....4
2 REQUEST FOR PROPOSAL (RFP) DETAIL....4
2.1 RFP Name....4
2.2 Important Dates....4
2.3 Questions about this Proposal....5
3 SCOPE OF SERVICES....5
3.1 Internet Access....5
3.2 WAN Service....5
4 GENERAL TERMS FOR ALL PROPOSALS....6
4.1 Description of Proposal....6
4.2 Service Level Agreement....6
4.3 Demarcation....7
4.4 References....7
5 CONTENTS OF PROPOSAL....7
5.1 Submitting a Proposal....8
6 SCORING CRITERIA....8
6.1 Non-Response Bids....8
7 ADDITIONAL INFORMATION....9
7.1 Authorized Signature....9
7.2 Availability of Funds....9
7.3 Award Rights....10
7.4 Cancellation....10
7.5 Clarifications....10
7.6 Compliance with Local, State, and Federal Laws....10
7.7 Confidentiality....10
7.8 Conflict of Interest....10
7.9 Cost Allocation and Ineligible Products/Services....10
7.10 Cost of Preparing Proposal....10
7.11 Debarment....11
7.12 Design Limitations of this RFP....11
7.13 Errors in the Proposal....11
7.14 Inconsistencies....11
7.15 Incorporation of the RFP and Proposal in the Final Agreement....11
7.16 Proposal Disposition....11
7.17 Reseller Authorization....11

7.18 Right to Waive Irregularities..... 11
7.19 Service Provider Identification Number (SPIN).....12
7.20 Severability..... 12
7.21 Taxes and other fees.....12
7.22 Terms of Validity..... 12
7.23 Use of Subcontractors..... 12
7.24 Withdrawal of Proposal.....12

1 INTRODUCTION

1.1 Purpose

Kendrick Joint School District 283 (hereinafter, District) is seeking a contract with a company (hereinafter, Respondent) for the following purposes:

Internet Access for the District and Wide Area Network (WAN) connections between Kendrick High School, Juliaetta Elementary School, and the Kendrick Joint School District Bus Garage.

The aim of this Request for Proposal (RFP) is to solicit proposals and enter into a contract or contracts with qualified Respondents to obtain the equipment and services described below.

1.2 Background

The District seeks bids from qualified Respondent(s) to provide Internet Access and WAN service to building locations as described in Section 3, below. Any Respondent(s) awarded a contract based on a proposal submitted in response to this RFP will be required to comply with all FCC program regulations as well as any rules established by the Universal Service Administrative Company (USAC) and the Schools and Libraries Division.

1.3 About the District

Kendrick Joint School District 283 is located in Kendrick and Juliaetta, Idaho. Approximately 300 students attend (1) elementary school and (1) junior/senior high school.

2 REQUEST FOR PROPOSAL (RFP) DETAIL

2.1 RFP Name

The name of this RFP is “KJSD Internet Access and WAN FY2027”. This name must be referenced on all proposals, correspondence, and documentation relating to this RFP.

2.2 Important Dates

1. RFP Release Date: November 25, 2026
2. Deadline for Questions: December 18, 2026; 4 PM PST
3. Proposal Due By: January 8, 2027; 5 PM PST
4. Notice of Award: January 22, 2027
5. Late proposals will not be accepted under any circumstances.

2.3 Questions about this Proposal

All questions, comments, or concerns regarding this RFP must be submitted to Ethan Williamson at ewilliamson@sd283.org.

3 SCOPE OF SERVICES

The District operates three locations and requires service at all three:

1. Kendrick Junior/Senior High School (KHS) - 2001 Hwy 3, Kendrick ID 83537
2. Juliaetta Elementary School (JES) - 305 4th Street, Juliaetta ID 83535
3. Kendrick Joint School District Bus Garage (BUS) - 805 Railroad Street, Kendrick ID 83537

3.1 Internet Access

The Respondent shall provide:

1. A quote for the costs of the following business class internet access with a minimum dedicated circuit of one of the following speeds:
    a. 1 Gigabit Per Second (Gbps)
    b. 2 Gigabits Per Second (Gbps)
2. Symmetrical connections, billed monthly.
3. Minimum block of 10 Public IP Addresses for District use, as well as a means of managing external DNS entries.
4. Fiber connection to the District for Internet Access/WAN Services.

3.2 WAN Service

The Respondent shall provide:

1. Business Class WAN connectivity between KHS, JES, and BUS with a dedicated circuit to each location.
2. WAN connection speed between KHS and JES will be 500 Mbps or 1 Gbps symmetrical.
3. WAN connection speed between KHS and BUS will be 500 Mbps or 1 Gbps symmetrical.

4 GENERAL TERMS FOR ALL PROPOSALS

4.1 Description of Proposal

The Respondent will describe their proposal for all services and solutions. The description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and other details the District may find useful or necessary (or could differentiate the solution from a competing proposal). At a minimum, each proposal shall address the following:

1. Contract term of five (5) to ten (10) years. Respondents should provide pricing for a 5-year term and a 10-year term, and may propose other term lengths within that range. The District may also consider a 5-year initial term with voluntary extensions not to exceed 10 years total.
2. The Respondent must be a participating E-Rate service provider, maintain a valid SPIN, and respond directly, as needed, to provide information as requested for any PIA questions that might arise during the E-Rate review process.
3. Customer Support Center hours of operation, including protocols for accessing customer support. The District prefers a solution that includes customer support functions including problem tracking, resolution, and escalation support management on a 24 hours a day, 7 days a week, and 365 days a year basis.
4. Response times for service interruptions, degradation, and loss of service. The District prefers a system that includes a stated commitment 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 vendor and identifies the problem. Credits for outages or shortages will be identified.
5. Process of escalation if service is not repaired or restored within agreed-upon time frames. The District prefers a system where, if service has not been restored in a timely manner, or the District does not feel that adequate attention has been allocated, the District can escalate the trouble resolution by request. A list of escalation contacts will be provided when the implementation schedule is completed.
6. Resolution notification process. The District prefers a system where the Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
7. Timeline for bringing services online.
8. Process for scaling up during the contract terms.

The Respondent shall provide information requested from PIA via email or call or as requested from any PIA request in a timely manner. The Respondent will give a point of contact person for PIA and include a secondary person if the primary contact is on vacation. It is in the Respondent's best interest to answer all questions that might arise during the E-Rate review process.

4.2 Service Level Agreement

The Respondent must provide a proposed Service Level Agreement (SLA) with their RFP response including a description of the following services, how they will be measured, how they will be mitigated,

and how the District will be compensated when the terms are not met. Service Level Agreements should address the following:

1. Network availability > 99.99% up-time
2. Frame/packet loss < 0.25%
3. Network latency < 25ms

Please note: The District will not accept any proposals that include provisions to limit or throttle the capacity of the service at any time for any reason.

4.3 Demarcation

All solutions must terminate services in the demarcation point at the addresses specified above. By "demarcation point" we mean the Main Distribution Frame (MDF) located inside the schools listed above. The Respondent must specify a hand-off medium (e.g. copper, single-mode fiber, etc.). Additionally, Respondents must specify any required hardware including District-owned or Vendor-owned necessary for the solution to be fully operational. Solutions that bring the service to the property line but not to the demarcation point will be rejected.

4.4 References

Respondents must provide three references, preferably from customers of similar size/need. References should include the following required items:

1. Full Name
2. Company/organization name
3. Position at company/organization
4. Full address (street address, city, state, zip)
5. Telephone number
6. Email address

5 CONTENTS OF PROPOSAL

All proposals must have the following sections in their submission:

1. Brief Agency Background **(Required)**
    a. No page limit but you are limited to one file (such as a PDF). Please ensure this document includes sufficient information to determine if your organization has the background and experience to complete this project if selected.
2. Project Specific Questions **(Required)**
    a. No page limit but you are limited to one file (such as a PDF). Please ensure that you answer all questions completely. Note that responses such as "See SLA" are NOT sufficient and will be deemed non-responsive. These questions are outlined in Section 4.1.

   b. Please note that Respondents are encouraged to submit pricing for different speeds of bandwidth. During the review process, the District will determine final bandwidth needs.
3. Proposed Contract **(Required)**
   a. No page limit but you are limited to one file (such as a PDF). Please include a sample contract that outlines all the general terms and conditions associated with this work.
4. Proposed Service Level Agreement **(Required)**
   a. No page limit but you are limited to one file (such as a PDF). Please include a sample SLA for review of terms.
5. References **(Required)**
   a. Respondents must provide three references that include the information articulated in section 4.4 above.
6. Additional information **(Optional)**
   a. No page limit but you are limited to one file (such as a PDF). You may include white papers, technical specifications, and other information. This will not be scored.
7. Reseller Authorization **(Optional)**
   a. No page limit but you are limited to one file (such as a PDF). Only include an authorized reseller if required.

5.1 Submitting a Proposal

Proposals shall be submitted via email to ewilliamson@sd283.org. Proposals submitted using any other method will be deemed non-responsive.

Bids will remain sealed until the bidding has been closed at which point they will be released to the district for evaluation.

6 SCORING CRITERIA

Respondents who fail to provide all required information as outlined in Section 5 above will be deemed non-responsive and will not be scored. The following criteria shall be used to evaluate responsive bids:

1. 30 points Price of eligible goods and services
2. 20 points Submission of Proposed contract and Service Level Agreement
3. 20 points Compatibility with existing infrastructure
4. 15 points Proposal's content (See Sec 5)
5. 10 points References (See Sec 4.4)
6. 5 points Additional Questions (See Sec 7)

6.1 Non-Response Bids

In addition to the criteria listed in Section 5, the Respondent's bid responses will be deemed non-responsive by the District and will be rejected without further consideration or evaluation if statements such as the following are included:

1. “This bid does not constitute a binding offer.”
2. “This bid will be valid only if this offer is selected as a finalist or in the competitive range.”
3. “The Respondent does not commit or bind itself to any terms and conditions by this submission.”
4. “This document and all associated documents are non-binding and shall be used for discussion purposes only.”
5. “This bid will not be binding on either party until incorporated in a definitive agreement signed by authorized representatives of both parties.”
6. A statement of similar intent.

7 ADDITIONAL INFORMATION

Any modification of this RFP that results in substantial changes to the Statement of Work will be published in an Addendum to this RFP. This RFP and subsequent addendum, if any, shall be published in the Schools and Libraries Divisions EPC system. It is the responsibility of the Respondent to ensure they have reviewed the RFP and any addendum before submitting a proposal.

Proposers may submit questions via email to ewilliamson@sd283.org. Generally, questions will be answered within two business days and all answers will be distributed to all Proposers via this shared Google Document:

https://docs.google.com/document/d/1ClZONcb_Xz-c3d0FFkguGqUHxPh7aUs-GylgZ45mS5A/edit?usp=sharing

It will be the Respondent’s responsibility to check the document for new questions and answers. The District reserves the right to not answer some questions if, in the opinion of the District and their agents, the answer is not necessary to provide a qualified bid. Please see the deadline for submitting questions, above. It is the responsibility of the Respondent to ensure that they have reviewed all questions and answers before submitting their proposal.

7.1 Authorized Signature

Every proposal must be signed by the person or persons legally authorized to bind the Respondent to a contract. Proposals submitted by a third-party agent for equipment or services on behalf of another entity must include a valid letter of authorization, power of attorney, or other documentation sufficient to certify the agent’s authority to bind the Respondent.

7.2 Availability of Funds

The District’s obligation under this RFP and subsequent contract(s) is contingent upon the availability of funds from which payment for contract purposes can be made including funds from the Federal e-rate program, State matching funds, and the District’s general fund.

7.3 Award Rights

The District retains the right to award all or part of the work described in this RFP, to one or more Respondents.

7.4 Cancellation

The District retains the right to cancel this RFP and all supporting documents at any time. Cancellation notices shall be posted as an addendum in the Schools and Libraries Division EPC system.

7.5 Clarifications

The District reserves the right to obtain clarification of any point in the proposal or to obtain information necessary to properly evaluate the proposal, including contacting subcontractors if listed in the proposal. Failure of a Respondent or subcontractors to respond to such a request for additional information or clarification may result in the rejection of the proposal. The District's retention of this right shall in no way reduce the responsibility of the Respondent to submit a complete, accurate, and clear proposal.

7.6 Compliance with Local, State, and Federal Laws

The Respondent must know, understand, and comply with all local ordinances and state and federal rules, regulations, and laws related to the competitive bid process.

7.7 Confidentiality

Proposals received in response to this RFP may be subject to public records requests. It is the responsibility of the Respondent to mark any information that is proprietary or otherwise exempt from federal, state, or local public information requests. (c.f. The Freedom of Information Act, 5 U.S.C. § 552). Marking the entire proposal as "proprietary" may result in the rejection of your proposal. Any information marked as "proprietary" shall be protected to the best of the District's ability. However, the decision to release proposals remains with the District.

7.8 Conflict of Interest

Potential conflicts of interest shall not automatically result in the rejection of the proposal, but they must be declared with the proposal.

7.9 Cost Allocation and Ineligible Products/Services

The Respondent is responsible for correctly applying cost allocation to otherwise eligible products and services and correctly identifying ineligible products/services on the bid form.

7.10 Cost of Preparing Proposal

All costs incurred in the preparation of the proposal(s) shall be the responsibility of the Respondent and shall not be reimbursed by the District.

7.11 Debarment

The Respondent must not be debarred, suspended, proposed for debarment, voluntarily excluded, or otherwise declared ineligible to enter a contract with the District by any local, state, or federal department or agency. The Respondent agrees to notify the District and the NCCE of any change to this status.

7.12 Design Limitations of this RFP

This RFP is intended to represent a functional description and performance criteria for required systems. The Respondent is responsible for the actual system engineering and design activities that shall lead to the final system configuration (c.f. “Cost of Preparing Proposal” above).

7.13 Errors in the Proposal

Respondents are responsible for all errors and omissions in their proposal and any such errors or omissions shall not serve to diminish their obligations to the District.

7.14 Inconsistencies

In the case of inconsistencies or disputes among the Agreement, the District’s RFP, and the Respondent’s Response to the RFP, the following order of precedence shall prevail in descending order of priority: 1. The Agreement and any written and fully signed amendments thereto. 2. The District’s RFP and any written amendments thereto. 3. The Respondent’s Response to the RFP and any authorized written amendment or clarifications thereto.

7.15 Incorporation of the RFP and Proposal in the Final Agreement

This RFP and the selected Respondent's response, including all promises, warranties, commitments, and representations made, shall be binding and incorporated by reference into the District’s contract with the Respondent.

7.16 Proposal Disposition

All materials submitted in response to this RFP shall become the property of the District.

7.17 Reseller Authorization

When applicable, Respondents must be able to produce upon request, evidence of reseller authorization from the hardware and/or software manufacturer.

7.18 Right to Waive Irregularities

The District reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The District also reserves the right to waive mandatory requirements if all of the otherwise responsive proposals fail to meet the requirement and doing so does not materially affect the scope of the project.

7.19 Service Provider Identification Number (SPIN)

The Respondent must have a valid SPIN at the time the proposal is submitted and must not be in 'red light' status with the Federal Communications Commission as listed here: https://apps.fcc.gov/redlight/login.cfm

7.20 Severability

If any provision or part of a provision of this Request for Proposal is found invalid, illegal, unenforceable, or in violation of FCC rules, that portion shall be modified or severed from this RFP, and the remaining provisions deemed valid and enforceable. In the event of a modification or removal of any provision or part of a provision of this RFP, NCCE shall publish an addendum to the Schools and Libraries Division EPC system.

7.21 Taxes and other fees

The District is a tax-exempt entity. Any fees must be included in the proposal.

7.22 Terms of Validity

The proposal should be valid for 180 days or the date of the FCDL, whichever is greater.

7.23 Use of Subcontractors

In all cases, the Respondent shall serve as the sole point of contact concerning any subcontracted services, equipment, software, and supplies, and ensure that all subcontractors comply with the terms of this RFP and subsequent Agreement(s). Responsibility for all work shall be the sole responsibility of the Respondent.

7.24 Withdrawal of Proposal

The Respondent may withdraw their proposal from consideration at any time before the bid opening by contacting Ethan Williamson at ewilliamson@sd283.org.