REQUEST FOR PROPOSAL (RFP)

Wide Area Network (WAN) Connectivity — E-Rate Funding Year 2027

Administrative Contact

- **Contact Name:** Eric Funk, Director of Technology
- **District:** Bellefonte Area School District
- **Address:** 318 North Allegheny Street, Bellefonte, PA 16823
- **Phone:** (814) 353-5311 x3532
- **Fax:** (814) 353-5348
- **Email:** efunk@basd.net
- **Website:** http://www.basd.net

Services Requested

WAN Connectivity (Data Only): Bellefonte Area School District seeks a WAN solution of **5 Gbps minimum connectivity**, expandable to a maximum of **10 Gbps or higher** connection between our three (3) outlying elementary schools and the high school (see attached WAN network diagram).

Building Locations by Street Address

Building Name	Address	Phone
Bellefonte Area High School *(Hub)*	803 East Bishop Street, Bellefonte, PA 16823	(814) 355-4833
Bellefonte Elementary School	108 Governors Park Road, Bellefonte, PA 16823	(814) 355-5519
Marion-Walker Elementary School	100 School Drive, Bellefonte, PA 16823	(814) 357-2425

Pleasant Gap Elementary School	230 South Main Street, Pleasant Gap, PA 16823	(814) 355-2739

E-Rate Program Conditions & Terms

Contract

The Proposer must agree to execute a service agreement (contract) on or before the closing of the E-rate Form 471 signing window. The Proposer must agree that the parties' contract will reflect the terms and conditions that are mutually agreed upon by the District and Contractor. **Proposers** must submit their proposed contract with their bid response and certify that they understand the final contract will be negotiated and not expect the District to agree to the vendor's standard terms and conditions.

The District will entertain questions from **December 1, 2026 through December 15, 2026**. Please direct all questions to the Administrative Contact listed on this RFP. All bids are due no later than **January 5, 2027 at 2:00 PM EST**

Length of Contract

The District will consider a multi-year contract with voluntary contract extensions. The contracted services start date must begin on **July 1, 2027** and end on **June 30, 2032**. We require a **5-year base agreement plus two (2) optional 1-year extensions**.

Implementation

Services are to be fully installed and tested by **June 2027** to allow Bellefonte Area School District to test and implement our independently managed internal voice and network services over the data segment by **July 1, 2027**. The District owns the routing Customer Premises Equipment (CPE); therefore, the Vendor is only responsible for the service handoff to the District-owned equipment.

Outage and Problem Resolution Procedures

Vendors shall describe their problem resolution procedures. Vendors shall provide:

- Dedicated point of contact for problem resolution
- Description of Vendor's emergency capability
- Location of the nearest support depot and service personnel
- Guaranteed time to respond to a down condition
- Guaranteed time to respond to a poor line condition
- Formal escalation procedures
- 24/7/365 support for all circuits and services

- 24-hour Advanced Notification of all planned outages that affect District services
- Informational alerts for all unplanned outages that affect District services

Pricing Format

Pricing must be included in the format prescribed in Appendix A. Proposals must identify all taxes, fees, surcharges, PA gross receipts tax, Universal Service Fees, Universal Service Administrative Fees, regulatory recovery fees, property taxes, etc. Costs or rates should be identified for each tax/fee as of the submission date of the proposal. This is required for budgeting purposes and to conduct an apples-to-apples comparison of vendor proposals. Any proposal that does not meet this requirement will have points deducted in the bid evaluation and will be required to submit a revised proposal with this information included.

Network Performance Guarantees

The District requires performance guarantees for all segments of the WAN at a **99.999% minimum monthly uptime**. The Vendor must provide specific Minimum Performance Levels for each segment. Any performance below this level shall be considered a Partial Outage. Complete loss of service on any segment shall be considered a Total Outage. The Vendor shall provide details on the Customer's recourse for loss of service (either partial or total) for each segment, including specific outage credit structures (e.g., 1 day of credit for a 60-minute outage).

Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The Proposer shall provide a valid E-rate SPIN (Service Provider Identification Number) in the proposal submitted. The SPIN must be recognized by USAC/SLD and the FCC under the **Data Transmission and/or Internet Access** category of the E-rate program. The Proposer shall also provide the company's FCC Registration Number (FCCRN).

Red Light Rule

Proposers are required to certify in their bid response that the vendor is not subject to the FCC's Red Light Rule and has no outstanding financial obligations with the FCC, USAC, or any other federal agency. The District will automatically disqualify any vendor found to be in violation of any FCC or E-rate rules. Bidders will also be disqualified if the required work cannot be completed by **July 1, 2027**.

Service Provider Annual Certification (SPAC) Form

The Proposer agrees to timely submit to the SLD a completed Form 473 (Service Provider Annual Certification form). The Proposer must also agree to provide a copy of the completed Form 473 to the District. This form is available on the USAC website at www.usac.org/e-rate.

Cooperation with District's Preparation of E-rate Applications

The Proposer must agree to provide information on a timely basis as requested by the District for E-rate filings. All questions and inquiries regarding E-rate documentation must be submitted directly to the Administrative Contact.

Separate Itemization of E-rate Eligible and Ineligible Products and Services

The Proposer shall separately itemize the cost of E-rate eligible and ineligible products, as well as separate installation costs, if any. To determine item eligibility, visit the E-rate Eligible Services List at www.usac.org/e-rate or call the SLD at 888-203-8100.

Compliance with E-rate Contract Signing Rules

The Proposer must acknowledge in its proposal that it will make every effort to have any contract addendums signed in accordance with E-rate contract signing rules. Further, the Proposer must acknowledge that if a contract or addendum is signed outside of the E-rate contract signing window, the Proposer will disclose to the District prior to execution that the contract is not eligible for E-rate funding. The District reserves the right to ask clarifying questions of submitting parties; however, the cost of E-rate eligible services will be given the highest weight during vendor evaluation.

Tax Exempt Status

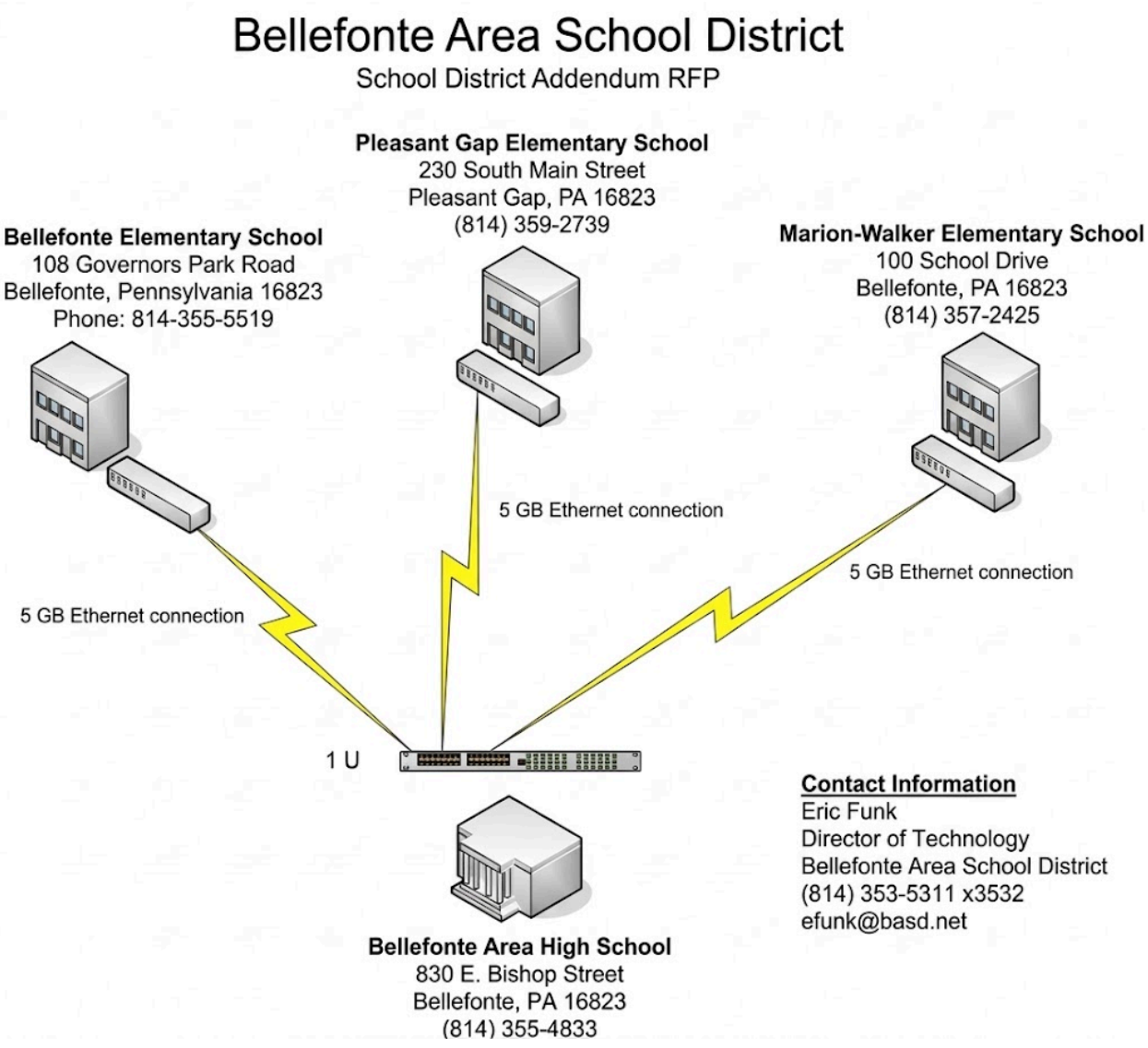
The District, like all public educational entities, is exempt from PA Sales and Use tax and holds other federal and state tax exemptions afforded to public school entities. This notice serves to satisfy any notification required by the provider regarding tax exemptions.

District Rights & Reservations

The District reserves the right to:

1. Amend, modify, cancel this RFP, or not award any contract;
2. Modify or add to the requirements contained in this RFP via formal RFP amendment;
3. Award a contract to one or more service providers and negotiate terms consistent with this RFP;
4. Utilize any ideas submitted in RFP proposals;
5. Request providers to clarify their RFP proposals;
6. Purchase the most cost-effective proposal(s) in accordance with E-rate rules, where the price of E-rate eligible services is the primary evaluation factor

Proposed WAN Drawing



Bid Evaluation

The District will evaluate all responsive proposals based on the following criteria. In accordance with E-Rate rules, the cost of E-Rate eligible products and services will be the primary factor and receive the highest number of points.

Evaluation Criteria	Maximum Points
Price of E-Rate Eligible Equipment/Services	50
Compatibility with Existing District Infrastructure	30
Prior Experience with the District / References	20
Total Available Points	100

Appendix A: Pricing Format

Vendors must complete the following pricing matrix for all requested connections. All costs must be broken down to show Monthly Recurring Costs (MRC) and Non-Recurring Costs (NRC) / Special Construction. E-Rate eligible and ineligible costs must be clearly separated.

Connection 1: Bellefonte Area High School (Hub) to Bellefonte Elementary School

Bandwidth	**Eligible MRC**	**Ineligible MRC**	**Eligible NRC (Installation)**	**Ineligible NRC**
5 Gbps	$\vert{}$	$\vert{}$		

10 Gbps	$\vert{}$	$\vert{}$		

Connection 2: Bellefonte Area High School (Hub) to Marion-Walker Elementary School

Bandwidth	Eligible MRC	Ineligible MRC	Eligible NRC (Installation)	Ineligible NRC
5 Gbps	$\vert{}$	$\vert{}$		
10 Gbps	$\vert{}$	$\vert{}$		

Connection 3: Bellefonte Area High School (Hub) to Pleasant Gap Elementary School

Bandwidth	Eligible MRC	Ineligible MRC	Eligible NRC (Installation)	Ineligible NRC
5 Gbps	$\vert{}$	$\vert{}$		
10 Gbps	$\vert{}$	$\vert{}$		

Taxes, Fees, and Surcharges

Vendors must itemize all applicable taxes, fees, and surcharges below. If a fee is bundled into the MRC above, please indicate "Included" in the cost column.

Description of Tax, Fee, or Surcharge	**Cost or Percentage**	**E-Rate Eligible? (Yes/No)**
PA Gross Receipts Tax		
Universal Service Administrative Fees		
Regulatory Recovery Fees		
Property Taxes		
[Vendor to add other applicable fees]		