Request for Proposal (RFP)

Internet Access

Issued By: Westford Public Schools
FCC Form 470 Number: 270004205
Date Issued: November 12, 2026

Response Deadline: December 9, 2026, or after the associated Form 470 # 270004205 and any amendments have been posted for the required 28 days, whichever is later.

GENERAL INFORMATION

Westford Public Schools District ("Applicant") is issuing this Request for Proposal (RFP) to solicit proposals for internet access to support the district's connectivity infrastructure. This RFP is being issued in compliance with USAC E-Rate program rules and is designed to ensure a fair and competitive bidding process.

SCOPE OF WORK

Proposals for internet access are being sought in the bandwidth ranges listed below. Proposals should include all pricing options in the range listed below. The service locations will be:

Location	Street Address	Bandwidth
Blanchard/Day	14 West Street	2 Gbps - 10 Gbps
Stony Brook	9 Farmer Way	2 Gbps - 10 Gbps
Westford Academy/Robinson	30 Patten Road	2 Gbps - 10 Gbps

SCOPE OF WORK (cont.)

1. Proposals should include incremental pricing within the bandwidth range in the chart above.

2. Proposals should include separate pricing for any installation and/or construction costs. Any quotes that indicate there "may be additional construction costs" may not be considered.

3. It is recommended that Bidders conduct any necessary assessment of installation and/or construction needs prior to submitting their proposal.

4. Pricing options for services that do not involve additional engineering at each location are also being sought.

5. Bidders should include their E-Rate 498 ID/SPIN on all quotes.

6. Proposals should contain a signature block to allow WPS to accept the proposal.

7. Proposals should include a statement regarding options that would allow WPS to increase bandwidth during the contract term, coterminous with the contract expiration.

8. In the event WPS needs to increase bandwidth during the contract term, Bidders are asked to state whether they will hold quoted pricing for the bandwidth options not initially selected by WPS for the full term of the contract. This would allow WPS to upgrade to a higher bandwidth at the quoted price, with the upgraded service coterminous with the original contract.

GENERAL TERMS & CONDITIONS

WPS reserves the right to reject any or all proposals and to accept the proposal which appears to be in the best interest of the school. WPS reserves the right to waive any informalities in or reject any or all proposals or any part of any proposal. Any proposal received after the date specified may not be considered.

WPS also reserves the right to negotiate with a bidder when all proposals exceed the budgeted appropriation.

WPS will follow the requirements and procedures of the FCC's E-Rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on WPS's issuance of a "Notice to Proceed".

GENERAL TERMS & CONDITIONS (cont.)

WPS will have the right to allow the contract to expire without implementation if appropriate funding does not become available.

WPS reserves the right to use either the Service Provider Invoice (SPI) method or the Billed Entity Applicant Reimbursement (BEAR) method. Bidders must indicate in their proposal whether they are willing to support SPI or BEAR invoicing methods, or both, in accordance with E-Rate rules.

All respondents must be capable of providing E-Rate-eligible services under the Universal Service Support Mechanism, be a registered vendor with USAC, and have a USAC-issued 498 ID (formerly Service Provider Identification Number-SPIN).

- Contracts will be contingent upon E-Rate funding approval.
- All proposals must comply with applicable federal, state, and local laws.
- Proposals should include pricing for at least 1- and 3-year agreements, as available, and include two (2) 1-year voluntary extensions.
- Proposals for equivalent products and services will be considered.
- Proposals must clearly differentiate between E-Rate eligible and ineligible costs.

QUESTIONS & CLARIFICATIONS

- Questions regarding this RFP must be submitted to Jenny Lin at jlin@westfordk12.us.
- Responses to substantive questions may be uploaded as amendments to the associated Form 470 # 270004205.

RFP DUE DATE AND SUBMISSION REQUIREMENTS

Proposals are due by **December 9, 2026**, or after the associated Form 470 # 270004205 and any amendments have been posted for the required 28 days, whichever is later. Late submissions may not be considered.

Proposals may be submitted electronically to Jenny Lin at jlin@westfordk12.us. Please include the following email subject line: “WPS – E-Rate Internet RFP, 2027/28”.