Request for Proposals
Internet Connection
for
North Allegheny School District

Due Date: December 22, 2026 at 2:00 PM
North Allegheny Central Administration Office
200 Hillvue Lane
Pittsburgh, PA 15237

Invitation to Submit Proposals

North Allegheny School District ("District") issues this Request for Proposals ("RFP") for Internet service set forth herein. The district intends to apply for discounts on the services listed in the RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

The Issuing Officer is the primary point of contact for North Allegheny School District with regards to all matters relating to the services described herein during the procurement process. The Issuing Officer is:

Jim Cox, Director of Technology and Innovation
North Allegheny School District
200 Hillvue Lane
Pittsburgh, PA 15237
Phone: 412-369-5444
e-mail: rfp@northallegheny.org

Timeline for the Procurement Process

November 12, 2026 RFP available to interested respondents; E-Rate Form 470 posted.

December 22, 2026 RFP bid proposals due from service providers by 2:00 PM EST

February 17, 2027* RFP anticipated award date

March 17, 2027* Final Contract Approved

July 1st 2027* Target services delivery start-date

* These are target dates. Dates may change at the sole discretion of the North Allegheny School District.

Prospective Vendors must direct and confine all inquiries and communications concerning this RFP to the Issuing Officer and correspondence is required to be via e-mail. The District requires prospective vendors to submit any questions they may have **by Tuesday, December 15 at 2:00 pm.** Questions are required to include "Internet Connection" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

RFP Proposals will be held in confidence; and, except for the selected RFP proposal will not be revealed or discussed with competitors, except as required by law. All other material submitted with the RFP proposals becomes the property of the North Allegheny School District and may be returned only at the North Allegheny School District's option. RFP proposals submitted to the North Allegheny School District may be reviewed and evaluated by any person other than the competing vendors at the discretion of the North Allegheny School District.

The North Allegheny School District has the right to use any or all ideas presented in any RFP proposal. Selection or rejection of the RFP proposal does not affect this right. Any financial information disclosures that are considered of a proprietary and confidential nature by the vendor shall be returned to any non-winning vendor upon written request by that vendor.

Final submission should include two (2) complete hard copies and a flash drive of the proposal that shall be delivered in a sealed envelope clearly marked, **"Sealed Proposal – Internet Connection"**. All proposals will remain sealed and will be opened at the North Allegheny School District Bid Opening Meeting on **Tuesday December 22, 2026**. The meeting will begin at 2:00 PM in the North Allegheny CAO conference room A. The North Allegheny School District retains the right to reject any or all proposals.

Representatives of the North Allegheny School District will review and evaluate the bids. The final recommendation will be presented to the North Allegheny School District Board of Directors for E-Rate contract approval. In addition, acceptance of any proposal is contingent upon receipt of E-Rate funding. The selected vendor will be advised of selection by the North Allegheny School District through issuance of a notification of award letter. Unsuccessful vendors will also be notified by email.

All vendor proposals should be prepared simply and economically, providing straightforward, concise description of the vendor's ability to meet the RFP requirements.

Vendors who submit an RFP proposal may be required to make an oral presentation to the North Allegheny School District. All presentations will be scheduled by the Issuing Office. Such presentations provide an opportunity for the vendors to clarify the proposals to ensure thorough mutual understanding. Vendors must submit a written amendment to their RFP proposals to confirm changes made during oral presentations.

Scope of Services Requested in this Request for Proposal

- This project is for one (1) dedicated Internet connection, six (6) static IP addresses.

Internet Handoff Location
Marshall Middle School 5145 Wexford Run Road Wexford, PA 15090

- Vendors should provide a proposal pricing for 1,000Mbps and 2,000Mbps throughput.
- Vendors should calculate costs based on a Five (5) year agreement and include three (3) optional one (1) year renewals.
- Vendors may submit alternate proposals if they wish; however, any alternates must be clearly marked as such.
- This project is to be completely turnkey, with a detailed plan for implementation and testing.
- Vendors should show that the proposed Internet connection is scalable to allow for incremental growth to support applications and services today and in the future.
- Vendors must provide a detailed, ongoing maintenance plan for their services, including support procedures/trouble reporting capabilities, monitoring capabilities, support hours, staff numbers for support, description of staff skill level, as well as average time to repair and escalate issues. All maintenance of the Internet connection must be in accordance with E-Rate guidelines.
- The Vendor is responsible for inclusion and maintenance of any infrastructure equipment that is needed to handoff the Internet connection to the district's equipment located at the specified location.
- The vendor is responsible for confirming the medium required for the Internet handoff at the specified location. The vendor shall make every opportunity to consolidate vendor owned equipment at the district's handoff location.

Contractor/Installation Requirements

- The contractor is responsible for becoming familiar with the conditions at each work site and allowing for them in the proposal.
- Any permits and inspections required for the proper installation of the specified project shall be furnished and coordinated by the vendor at his sole expense.
- All installation work must be performed after normal school hours or on weekends to avoid disruption to the school district. All work areas and materials must be secured and a safe environment maintained.
- The completed installation must be installed in accordance with all state and local codes and requirements.

- All contractors shall carry Worker's Compensation Insurance, in addition to Public Liability Insurance. Verification of insurance must accompany the vendor's proposal.
- All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 114 Fingerprints, Act 151 Child Abuse History Clearance.
- On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.
- The contractor shall remove from the premises any resultant debris and return the surrounding areas to previous condition.

Proposal Requirements/Information

- Each vendor should include the following in their proposal:
    - 3 references from other organizations for similar projects.
    - Materials/Equipment Specifications Sheets.
    - Subcontractors used (if any)
    - Evidence of experience and qualifications of subcontractors.
    - A company profile detailing years in business, number of employees, certification, and service center locations.
    - A project management and implementation plan that includes a timeline outlining the completion of the project.
    - Signed "E-Rate Supplemental Terms and Conditions" form (Appendix A).
- The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees, and surcharges from which the District is not exempt or that is imposed or assessed by the Vendor.
- Pennsylvania Prevailing Wage Act Requirement - In accordance with Section 753 of the Public School Code of 1949 as amended and Section 165-1 to Section 165-17 of the Prevailing Wage Act, the Vendor shall pay all wage rates required by said Acts and comply with all reporting requirements of said Acts or any regulations issued pursuant thereto so as to insure that the laborers and mechanics employed to perform the work specified under the contract shall be paid at the rates required.

Proposal Evaluation Requirements

- Proposals shall be evaluated using the following guidelines:
    - Total Project Cost
    - Technical Merit and Design of the proposal
    - Successful Past Experience on similar or related projects.
    - Successful Past Experience with Public or Educational Related Projects.

APPENDIX “A” – E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) **E-RATE CONTINGENCY**

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) **SERVICE PROVIDER REQUIREMENTS**

The District expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.

b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/

c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: https://www.fcc.gov/licensing-databases/commission-registration-system-fcc

d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed from Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for contract termination as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information

about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html

e. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2027.

f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).

g. 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.

h. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC "Item 21 Template". Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.

i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

j. The awarded Service Provider is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the vendor on an "Invoice Check" with the USAC https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/

k. Service providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.

b. The Service Provider acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Further details on LCP may be obtained at USAC's website: https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/. Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of the lowest corresponding price.

d. BIDDERS are required to comply with the FCC's Lowest Corresponding Price ("LCP") Requirement for all equipment and Services. BIDDER acknowledges that BIDDER is solely responsible to comply with LCP requirements. To the extent that USAC finds an LCP violation and reduces the E-rate Funding, BIDDER agrees that it will not hold the DISTRICT liable for any shortfall in E-rate funding and will be responsible for any ensuing appeals, COMADS and/or RIDFS.

e. The Service Provider attests that its offer does not violate the FCC's REPORT AND ORDER, FURTHER NOTICE OF PROPOSED RULEMAKING, AND ORDER in the matter of "Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs" (FCC 19-121, adopted November 22, 2019, released November 26, 2019) and provisions contained in the Order and any subsequent Orders related to the FNPRM referenced in FCC 19-121. FCC 19-121 can be viewed at https://docs.fcc.gov/public/attachments/FCC-19-121A1.pdf

f. This offer is in full compliance with USAC's Free Services Advisory https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/ There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) <u>STARTING SERVICES/ADVANCE INSTALLATION – Category 1 Services</u>

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract "effective date", E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2027 funding year (July 1, 2027). If Category 1 services (Telecommunication Services and Internet access) begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

EARLY FUNDING CONDITIONS

Category 1
There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services https://e-ratecentral.com/Portals/0/DocFiles/files/fcc/DA-02-3365.pdf released December 6, 2002). This FCC decision only applies to Priority 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:

https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/

Category 2
There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99 , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

However, NO INVOICING can take place prior to July 1 of the funding year.

5) INVOICING

a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs

and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission, certification and USAC approval of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

b. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) <u>FCC/SLD AUDITABILITY</u>

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent 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.

7) <u>PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION</u>

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title**: _____

Phone Number: _____ **Email**: _____

Service Provider Name: _____