IMPACT Institute

Request for Proposals – WAN Circuits

470 #270004450

November 12, 2026

IMPACT Institute (the "Applicant") seeks to lease lit network capacity to provide an eligible Standalone Data Transmission (WAN) Service between its eligible sites and its network head-end, located at Impact Institute, 1607 Dowling St, Kendallville, IN 46755, beginning July 1, 2027. Sites to be connected to the head-end are listed below.

1. Autobody Collision, 1102 Dowling St, Kendallville IN 46755
2. Welding/Precision Machining/Electrical, Plumbing and HVAC, 892 Dowling St, Kendallville IN 46755

In each building, the selected vendor will demarc the service in an existing network closet to be designated by the Applicant. Refer to building maps for locations of current service entrance points and desired demarcation points. Building maps may be requested via e-mail to the contact listed herein. For security reasons, this is the only way to obtain these maps.

Your proposal should include pricing options for 1 or 2 Gbps connections between each endpoint site and the head-end site and should allow for service level changes to be made to any location during the term of the contract.

Respondents should offer a fully managed, leased lit solution that delivers the bandwidth scalability and speed, and meets the uptime, latency, and jitter specifications outlined in this RFP. While the service requirements herein would commonly describe leased lit fiber, this request is technology neutral and the Applicant will consider any combination of transmission medium including fiber-only networks, fiber/non-fiber hybrid networks, or non-fiber networks such as cable, DSL, copper, satellite, or microwave.

The Applicant wishes to work with the selected vendor to establish an appropriate initial service tier for each building to maximize the cost effectiveness of these services to the Applicant. Sites to be connected should be priced separately (individually); the Applicant reserves the right to remove locations from this list prior to the commencement of the project at its discretion.

Cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing, and any available governmental unit discounts including existing state purchasing agreements or contracts. Any proposal referencing an existing state purchasing agreement or contract must include that information in the proposal. Bid prices must be complete for the services proposed and shall include all associated costs, even if the amounts are estimates based upon current applicable taxes, surcharges, or fees. The Applicant requires that the selected vendor be willing to utilize the E-Rate SPI form of invoicing (discounted invoices).

Your response should describe the network topology being proposed and the pathways between the Applicant's points of entry, including any third-party leased lines. This should include a description of whether the circuits are dedicated end-to-end for the Applicant's use, and whether there are any mid-path electronics necessary to provision the circuits. You should fully detail the transmission medium proposed and describe all proposed handoffs, including whether you are handing off multiple connections at the head-end or a single, aggregated connection. Please specify all Service Provider owned onsite equipment necessary to hand off service to the Applicant's LAN equipment. These circuits must be provisioned with an active, powered stand-alone network device on each end of the link. Simply terminating circuits into an optical interface module is not acceptable. Service provider should provide this information in the form of a network WAN diagram.

Each respondent must provide a proposed Service Level Agreement (SLA) with their response. The proposed SLA must include a description of the services provided, and where applicable, describe how the end-to-end performance of these services will be measured (from each A location to the Z locations). At a minimum, the SLA should describe that the vendor will make all reasonable efforts to ensure 99.99% network availability of each circuit. Additionally, the SLA should provide frame/packet loss, network latency (less than 25ms expected) and network jitter commitments, and should address contention levels (none expected) and oversubscription levels (none expected). Each SLA should describe 24x7x365 trouble-reporting procedures, offer commitments with regard to the time to repair outages, and describe provisions offered in the event of chronic trouble. The minimum commitment to be guaranteed is a two-hour diagnosis and a four-hour temporary or permanent repair. Respondents should describe monthly and annual service reports offered, showing peak usage, downtime, and impaired performance versus the SLA, for each link. The services described in the SLA shall be maintained to the specifications of these commitments throughout the term of the contract, and the selected Service Provider shall remediate any deficiencies at no cost to the Applicant.

If there are any separate installation or special construction costs necessary to provision service, the cost proposal must clearly describe those costs separately from monthly recurring costs and the service provider must be prepared to assist with any USAC review questions concerning those costs. We may request that the undiscounted portion of any upfront, nonrecurring costs be paid in installments as allowed by Section II.A.2. of FCC 14-189 (AKA the Second E-Rate Modernization Order). *However, please note that the Applicant prefers a fixed monthly recurring charge with no separate up-front installation or construction costs.*

Questions

Any questions related to the technical aspects of this document should be directed in writing to Josh Felger at jfelger@impactinstitute.net with a copy to Kristie.martin@adtecerate.com , no later than 1:00 PM EST on November 30, 2026. Answers to any written questions or any additional information, revisions, or clarifications to the RFP will be provided in the form of an addendum to be posted with the FCC Form 470 on the Universal Service (E-Rate) website. It is the sole responsibility of the Service Provider to check for any addenda that may be issued.

Contract Requirements

The Applicant seeks a 3-year or 5-year contract with or without voluntary extensions; other terms will be considered. Extension terms and pricing must be spelled out in the proposal. Open-ended, automatically renewing, or "evergreen" terms are not acceptable and will not be considered responsive.

The contract shall be subject to the laws of the state in which services are provided, and any provision to the contrary is void. The Applicant will not accept terms requiring it to indemnify the Service Provider against the Service Provider's own negligence or misconduct.

Bidders are advised that this procurement will be contingent upon the successful obtaining of E-Rate funding and an Applicant-issued Notice to Proceed, and the contract agreement between the Applicant and the selected vendor must recognize that contingency.

Compliance with Specifications

By submitting a proposal, the Service Provider certifies that it has read and agrees to the following terms and conditions. Failure to meet any requirement outlined herein is adequate cause to reject your proposal.

- The Service Provider has clearly listed any exceptions to any requirements or conditions set forth in this RFP with which it is unable or unwilling to comply and has included all relevant standard or additional contract terms and conditions with its proposal. Such exceptions, terms, and conditions must be set forth with specificity and may not be incorporated by reference. A general or blanket exception to the RFP as a whole does not satisfy this requirement.

- The Service Provider agrees that the final contract shall incorporate and not override any terms or conditions set forth in this RFP, minus any agreed-upon exceptions, and that the RFP will be incorporated into the final contract.

- The Service Provider agrees to follow and abide by the rules of the E-Rate program as promulgated by USAC and the FCC and certifies that it has not been suspended, debarred, or placed on Red Light Status within the prior three years. Service Provider further agrees that any costs not funded by the E-rate Program due to Service Provider violations of Program rules will be the sole responsibility of the Service Provider.

Response Format

All bids must include the following information:

1. A description of services to be provided with detailed information regarding any required construction, including a timeline for completion of every phase of work necessary to demonstrate service delivery by July 1.
2. Complete pricing for the services described herein. Your proposal must clearly indicate non-recurring costs, recurring costs, and fees for the service being proposed, for each service tier for each site requested. If your proposed agreement has a built in “price escalator” clause, that escalator must be detailed within your bid response (not merely mentioned in your sample agreement).
3. Proposed Service Level Agreement.

4. Three (3) reference sites where your company has performed a similar service, including business name, contact name and contact information. It is preferable that at least one reference should be for a school district or library system of similar size within 200 miles of the Applicant.
5. Your E-Rate SPIN Number. (You must have a current SPAC form on file with USAC.)
6. A ready-to-execute contract which includes the proposal requirements and the E-Rate contingencies outlined herein. (Failure to provide a contract in a timely fashion may be considered grounds for disqualification.)

The Applicant's review of information will be primarily focused on the substance of the details provided in response to the requirements herein including but not limited to pricing and terms, technical details, SLA, experience and references, and compliance with the requirements laid out in this document. Per E-rate rules, the cost of eligible goods and services will be the most heavily weighted evaluation factor.

Proposals must be prepared with specificity with regard to the services listed herein. Bids merely listing a general menu of services available from a vendor, bids appearing to be automatically generated without specificity in relation to the requirements of this RFP, and bids missing substantial information but inviting the applicant to contact the bidder to refine the bid and/or discuss specifics will not be considered valid bid responses and will be disqualified from consideration. This includes any SPAM and/or robotic responses. For more information, please review the USAC E-Rate News Brief of February 15, 2024.

Proposal Delivery

The Applicant reserves the right to reject each and every bid, and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids. In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received will be rejected and the procurement will be cancelled or re-bid.

Bids should be e-mailed to the office of Josh Felger at jfelger@impactinstitute.net with a copy to Kristie.martin@adtecerate.com , by 1:00 PM EST on January 4, 2027.