Montgomery Area School District

REQUEST FOR PROPOSAL
INTERNAL CONNECTIONS EQUIPMENT AND/OR SERVICES and RELATED MAINTENANCE

Response Deadline: December 21, 2026 3:00 PM EST

1.0 INTRODUCTION

1.1 Montgomery Area School District issues this Request for Proposals ("RFP") for technology equipment and/or services and related maintenance. The District intends to apply for discounts on the equipment/services listed in this 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.

1.2 Issuing Officer and Technical Contact for Questions and Information

Jeremey Rhoades
Director of Technology
Montgomery Area School District
120 Penn Street
Montgomery, PA 17752
570-547-1608
jrhoades@montasd.org

Kelly Beck
eRate Consultant
Blast Intermediate Unit 17
2400 Reach Road
PO Box 3609
Williamsport PA 17701
570-673-6001 ext 2013, kbeckconsult@iu17.org

1.3 Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence is preferred to be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Technology RFP'' in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

1.4 One complete hard copy must be delivered to the Montgomery Area School District Administrative Office, to the attention of J. Rhoades, 120 Penn Street, Montgomery, PA 17752 on or before 3:00 PM EST, December 21, 2026. If choosing to submit electronically, electronic submissions must be sent to jrhoades@montasd.org and kbeckconsult@iu17.org on or before 3:00 PM EST, December 21, 2026. The proposal must be labeled as "Technology Bid." All required Vendor information, certifications and attachments must be included with the proposal.

The District intends to select the successful Vendor and have the final contract presented to the school board no later than its March 2027 meeting.

1.5 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of Vendors. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

1.6 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend the award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified

via email.

1.7 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 151 Fingerprints, Act 114 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.

1.8 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 as 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 Vendor, as required in Appendix A.

1.9 Reasons for Disqualification of Proposals

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

1.9.1 Vendor's proposal is submitted after proposals have been opened and reviewed by the District.

1.9.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.

1.9.3 Vendor is not authorized to do business in Pennsylvania.

1.9.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.

1.9.5 Vendor does not have an E-rate SPIN number.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Equipment Purchase and Equipment Warranties

2.1 Included in this proposal is Appendix A which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E- rate eligibility for each component.

2.2 An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in Appendix A. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's

existing equipment.

2.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.

2.4 Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.

2.5 Proposals are requested that are preferred turn-key, comprehensive solutions that address all requirements set forth in Appendix A.

2.6 Subcontractors must be identified in the proposal. If the successful Vendor would like to use additional subcontractors that were not identified in the proposal/contract, specific approval must be granted in writing by the District.

2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.

2.8 Equipment must be drop-shipped from manufacturer distribution warehouse to Montgomery Area School District, 120 Penn Street, Montgomery PA 17752.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.

3.2 Discounted Bills: Should the District so choose, Vendor must agree to provide discounted bills to the District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E- rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC.

Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

The Vendor agrees that the district shall have the option to choose discounted billing, and can receive discounted billing ahead of a formal Funding Commitment Decision Letter being issued, with the vendor having the right to collect the amount in full of the purchase should a Funding Commitment Decision Letter failing to be issued on part of a failure of the district.

3.3 Reimbursement Option: Should the District choose to pay for any equipment or services in full, Vendor must agree to promptly process the District's E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds.

3.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.

3.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.

3.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.

3.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's Form 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District -approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining a fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the

price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.

- District intends to award a single contract for all equipment/services in Appendix A; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;

4.2 Timeline for Purchase of Equipment

The purchase of equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the District after E-rate approval has been received. The District will require contract language to enable the cancellation of such a contract without penalty if the District's E-Rate application is not approved.

4.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

4.4 Lowest Corresponding Price

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

4.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same

- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of the company.

5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.

5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.

5.4 Provide the names and contact information of at least 3 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.

5.5 Provide a description of the firm's experience with the federal E-rate program.

5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).

5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.

5.8 Provide contact name and contact information for a person authorized to negotiate terms and conditions.

5.9 Provide contact name and contact information where questions related to the proposal can be directed with a statement certifying that this person (or his/her authorized representative) will be available in February 2027 – March 2027 in order to assist with the completion of the District's E-rate applications, as requested.

5.10 Provide a copy of terms and conditions for the proposed contract.

5.11 Pennsylvania Right-to-Know Law

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release

of proposals after bid opening. Per E-rate regulations, the price of winning bid is not confidential information.

5.12 Pennsylvania Prevailing Wage Act

Vendor is hereby notified that Pennsylvania Prevailing Wage Act may apply to certain aspects of this request.

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the "lowest responsible bidder" in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must comply with the following:

6.1 Submit a timely proposal and not be disqualified under Section 1.8.

6.2 The proposal must include all of the required information in Section 5.

6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.

6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.

6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.