Muskegon Montessori Academy for Environmental Change

Request for Proposal

Allowable Contract Date: December 22, 2026

Address:
2950 McCracken St.,
Norton Shores, MI 49441
Contact Person: Paul Ezel, Janelle Morgan and Kelsea Ringleka
Email: paulezel@choiceschools.com, jmorgan@elitefund.com, and kelsea@elitefund.com

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Important Notes:

- Please **email** all quotations to the above email addresses clearly marked "E-rate bid."
- All quotes must be submitted with the understanding that implementation may be dependent upon:
  - E-rate funding approval by the SLD
  - Enrollments
  - Existing budgetary requirements
- The following specifications are to be used as *guidelines* in quoting a solution. Although specification changes are permitted, *the quality of the product/service requested must be based upon industry standards* ***at time of delivery.***
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2027 USF Eligible Services List located on the USAC website (https://www.usac.org/e-rate/eligible-services-list/) for guidance. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)
- All bidders must adhere to the Lowest Corresponding Price (LCP) guidelines (as dictated by the SLD).
- All bidders will understand that if the entity closes, contract termination fees will not be incurred by the entity.
- Offerors submitting proposals for anything other than a firm fixed price for the goods and services listed, will not be accepted. Price adjustments after an award will not be accepted by applicant.
- All bidders will understand that the entity may choose more than one provider for one type of service.
- Multi-year contracts may be considered.
- All bidders must have an E-rate SPIN.
- All bidders must have the 2027 Service Provider Annual Certification Form 473 on file with USAC by September 1, 2027 **AND their SAM.gov must be active**.
- The district reserves the right to accept or reject any or all quotations.
- All respondents of this RFP confirm they are not an Iran-linked business.
- Implementation and completion of the services are contingent upon the district receiving approved funding from the Universal Services Fund. The services may be revised or terminated if the funds from the USF discount program are not approved or do not meet the expectations of the entity. If requested, the vendor will complete the SPI (Form 474) application. It is the vendor's responsibility to understand and comply with all rules and procedures required by the Schools and Libraries Corporation and the Universal Services Fund.
- The Board reserves the right to:
  - Reject any or all bids without assigning any reason thereto
  - Be the sole judge of equivalency
  - Waive any bid requirement in accepting or rejecting bids.

Bid Evaluation:

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. **Do not assume the lowest bid will be awarded the project.**

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Personnel qualifications
- Completeness of response and adherence to bid specifications
- Capability of the bidder to successfully complete the installation/service within the required timeframe

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Category 1 Services:

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

School prefers discounted billing.

- **Internet Access - Minimum of 2Gb**
    - Domain name registration
    - Provide 99.97% uptime guarantee (if possible)
    - Static IP addresses
        - Minimum of 1 static IP block
    - 4-hour maximum service response time (24/7)
    - Include itemization of ISP-owned equipment necessary for connectivity that will be placed within the district
    - Provide proof of worker's compensation insurance
    - Provide proof of $2 million liability insurance umbrella upon award of the bid
    - Bids must include line itemization of all components to allow for the use of E-rate funds on all approved items. Itemization should include, but not be limited to:
        - Statistical analyses access via web interface
        - End-to-end maintenance on equipment used to deliver services

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Category 2 Services:

NOTE: Any additional services not covered by USF eligibility must be itemized and quoted separately.

School prefers discounted billing.

- **Wireless Access Points and related parts**
  - Approximately 3
  - Ubiquiti U7-PRO or equivalent
  - Include necessary components
  - Installation, configuration, and maintenance

- **Switch and related parts**
  - Approximately 1
  - Ubiquiti USW-PRO-MAX-48-PoE (720W) or equivalent
  - Include necessary components
  - Installation, configuration, and maintenance

- **Cabling**
  - Approximately 2,000 ft
  - Outdoor cabling
  - ~2,000 ft Outdoor cabling with end terminations (replacement for lightning-damaged runs; please indicate on eligibility/cost allocation if serving exterior cameras)
  - Installation and configuration

- **Managed Internal Broadband Services**
  - For Ubiquiti Advanced security license or equivalent
  - PRTG network monitoring or equivalent
  - CyberSecure firewall advanced features or equivalent

- **Basic Maintenance**
  - For all wireless access points, cabling, controllers, network switches, UPS', routers, firewall, and caching server, including but not limited to:
    - (7) Ubiquiti AP-AC
    - (4) Ubiquiti UAP-AC-PRO
    - (10) Ubiquiti UAP-AC US-24
    - (10) Ubiquiti UAP-AC-SHD-US
    - (2) Ubiquiti U7-OUTDOOR
    - (1) Ubiquiti ES-24-250W
    - (1) HP 2920-24G
    - (1) Barracuda BNGF280a-p
    - (1) Ubiquiti USW-AGGREGATION-PRO
    - (1) Ubiquiti UXG-PRO
    - (1) Dell R740XD caching server
    - (1) Dell AA664973 caching server
  - Approximately 30 hours needed