

Northern Westmoreland CTC Request for Proposal

The Northern Westmoreland Career & Technology Center (NWCTC) Request for Proposal is a request for bids for internet to head end. Requests are being accepted for 200 M internet service to head end and 500 M internet service to head end. This RFP does NOT include data communication link.

This proposal shall not include any ancillary services such as email hosting, DNS, or firewall services. This request is for internet services only.

Successful bidder must agree to have services up by July 1, 2022. Service Level Agreements must be offered on all services. The SLA must address service credits for any outage lasting longer than 30 minutes. All contracts will cover the period from July 1, 2022 to June 30, 2027 with two (2) one-year renewal options. Contracts must allow for upgrades to quoted bandwidth throughout the terms of the contract without additional bidding. Proposal must include description of service outage reports and method for customer to report service outages, in addition to what technical support is included without additional service fees, and a proposed service level agreement.

All costs must be included and proposals that state “additional charges may apply” will be disqualified. All special construction charges must be outlined in the bid response. The non-discounted portion of any special construction charges will be required to be amortized over four years. Proposals must disclose whether any services/circuits are being leased from a 3rd party and if so, name that 3rd party.

Each proposal must meet the E-Rate requirements stipulated below, and must be E-Rate Eligible. Price will be the most heavily weighted factor of the proposal scoring criteria.

E-Rate Requirements

The NWCTC will be participating in the Federal Universal Service Fund for Schools and Libraries (E-Rate) during the funding years covered by this RFP. Bidders must meet the following E-rate related requirements.

1. The bidder must participate in the Federal Universal Service Fund (E-Rate) program. A valid Service Provider Identification Number (SPIN) and Federal Communications Commission Registration Number (FCCRN) must be included in the response to this RFP.
2. The bidder must describe briefly their prior experience with the E-Rate program.
3. The bidder must indicate whether they have been “red-lighted” by the Federal Communications Commission in the two years prior to the response date of this RFP and, if so, explain why and indicate whether they are currently “red-lighted.”
4. The bidder will be required to provide evidence of the filing of a Service Provider Annual Certification (SPAC) form prior to the signing of the contract.
5. The bidder must agree to provider service substitutions if requested by NWCTC, and must comply with the requirements for a service substitution under the E-Rate program.
6. The bidder must agree to assist in the SPIN change process if requested by NWCTC.
7. The bidder will regularly issue bills on a schedule as agreed to by NWCTC and the service provider. This will include determining utilization of E-Fund monies. The bills must clearly distinguish between entities eligible for Federal Universal Service Fund E-Rate discounts and those entities ineligible for such discounts. A list of those entities receiving E-Rate support will be provided to the selected service provider before the commencement of services. The bills must also clearly distinguish between those services which are eligible for E-Rate and those which are not eligible for E-rate. NWCTC reserves the right to require separate billing covering only the E-Rate eligible entities, if necessary.

8. The bidder must also agree to comply with all of the other requirements of the Federal Universal Service Fund (E-Rate) program, including the retention of all documentation for a period of five (5) years after the last date that service is delivered under this contract (or any extension to this contract). Any program violations that are the fault of the bidder, and not NWCTC, will be the responsibility of the bidder to resolve and the bidder agrees to be solely responsible for any costs related to such violations.

Sites to be connected:

District	School	Address	Zip
Northern Westmoreland CTC	Northern Westmoreland CTC	705 Stevenson Blvd New Kensington, PA	15068

Other required vendor information:

Executive Summary

A. Qualifications

1. Organization and History
2. Experience with Similar Projects / Press Releases
3. References
4. Other Experience with the Education Market

B. Proposed Solution

1. Network Design
2. Scope of Work
3. Maintenance
4. Disaster Recovery and Service Level Agreement

C. Implementation

1. Implementation Timeline

D. Customer Support

1. Network Management
2. Network Control Center
3. Trouble Reporting and Event Escalation
4. Your Account Team

E. Price Proposal

1. Warranty
2. Network and Maintenance Price for 60 Months, with 2 One-Year Optional Extensions
3. Cost for Additional Capacity in the Future

G. Attachments

1. Non-Collusion Affidavit
2. Certificate of Liability Insurance
3. SPIN Service Provider Verification Form
4. Component Hardware Specifications

All proposals are due by Tuesday January 4, 2022 at 10:00 a.m.
EST and must be delivered to:

Coleen Steim,
Northern Westmoreland CTC
ATTN: Internet Proposal
705 Stevenson Blvd
New Kensington, PA 15068
csteim@northwmwctc.org

Please contact Coleen Steim (csteim@northwmwctc.org) with any questions.