

**Moultonborough School District
2024-2025 E-rate Form 470 Category 1**

Category 1: Data Transmission and/or Internet Access

Overview of Moultonborough School District Network

Moultonborough School District network supports and manages 500 iPads and student Macbook Airs in a 1:1 program, and an additional 120 staff MacBooks Airs in an Extreme wireless network, HP POE+ switches and Mosyle MDM. The network spans two buildings including 6 data closets connected by fiber. Additionally, the network supports personal devices for staff and a free public WIFI after school hours.

The district network consists of two buildings: Moultonborough Central School (MCS) & Moultonborough Academy (MA). The Central School has one MDF (main switching closet) and one IDF (secondary switching closet). Moultonborough Academy has one MDF (main switching closet) and three IDFs (secondary switching closets). HP/Aruba switches are used throughout the district.

Proposal Process

Submit questions via email to Etienne Vallée (Director of Technology, evallee@sau45.org) & Todd Clifford (Network Administrator, tclifford@sau45.org).

Award will be the most cost-effective solution that best meets the needs and protection of our network. Price will be the most heavily weighted factor but other factors may include flexibility, capability, and service. All bids must have the ability to work with existing equipment or equivalent. Bidders must have an understanding of the E-rate modernization program, and E-rate Category 1 requirements specifically, a valid Service Provider Identification Number (SPIN) and include this information in the bid. Anticipated start date of this project is July 1st, 2024. The execution of this project is contingent on Board of Education approval of local budget and approved E-Rate funding from USAC.

Relevant Dates-Timeline

Deadline for Questions: Friday, January 5, 2024 at 4 pm, EST.

Deadline for Proposal Submission: Friday, January 12, 2024 at 4 pm, EST.

Date of E-Rate Service: July 1, 2024 through June 30, 2025.

Project Overview (Summary)

The Moultonborough School District seeks pricing to provide multi-year dedicated internet access (DIA) coming into the Moultonborough Central School building at 916 Whittier Highway. The District seeks two bid options, one for 1 line at 2Gbps, the other for 1 line at 5Gbps. Both options should be for a length of time no less than 1 year (12 months) and no more than three years (36 months), with two 1-year voluntary extensions. This DIA is shared via SingleMode 10GB fiber to another building in the district. The District's current DIA contract ends on June 30, 2024.

Vendor should specifically note any non-E-Rate eligible items when presenting a quote. Installation, configuration, and activation should be specifically described and enumerated. Maintenance and technical support should likewise be described and enumerated.

District/School Health and Security Policies must be observed at all times while on campus.

TERMS AND CONDITIONS

One (1) clearly identified original of your proposal is required for district evaluation. It can be sent electronically or in print. All responses must have the bid name **"Moultonborough School District Dedicated Internet Access"** notated in the subject line of a message for an electronic transmission, or on the outside of the sealed package for a print document. When possible, proposals should contain a signature & date line to

allow for acceptance of this proposal.

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this solicitation and that satisfies the requirements of this Request for Proposal.

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 for similar services.

The Moultonborough School District prefers to use USAC's Invoice Method #2, FCC Form 474 (Service Provider Invoice (SPI) Form) for billing and invoicing.

AWARD:

The award shall be made to the responsible and responsive bidder whose bid is determined to be the most advantageous to the District based on (but not limited to) the following evaluation criteria. The awarding authority is the Moultonborough School District Board, which reserves the right to select the bid which, in its totality, is in the best interest of the District.

Factor	Points
Competitive Pricing	60
Quality of Response	20
Prior Experience with Federal E-Rate program	10
References	10
Total	100

GENERAL INFORMATION:

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals. The District reserves the right, where it may serve the District's best interest, to

- request additional information or clarification from bidders that might be required to adequately evaluate credentials and qualifications or to allow correction of errors or omissions.
- reject, in whole or part, any or all proposals and to accept deviations from the requirements of this Request for Proposals
- retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in any resulting contract between the District and the firm selected. Each respondent is solely responsible for the timely delivery of its package by the deadline stated above. The Moultonborough School Board through its appointed designee is the awarding authority and reserves the right to accept and/or reject any proposal and shall

determine the most advantageous proposal from a responsible, responsive, and eligible vendor.

The Price Proposal should include:

- Itemized Bill of Materials with pricing
- Certificate of non-collusion
- Reference List of at least three (3) organizations (School Districts preferred) similar in magnitude, which the vendor has been awarded in the past five (5) years
- Scope of work for installation, including possible dates and timeline

Any proposal which does not contain the requested documents may be rejected as non-responsive.

CONTRACT IDENTIFICATION: Moultonborough School District Dedicated Internet Access

THIS PROPOSAL IS SUBMITTED TO:

Moultonborough School District
Mr. Etienne Vallée, Director of Technology
PO Box 419
25 Blake Road
Moultonborough, NH 03254
(603) 476-4899

The undersigned Submitter proposes and agrees, if this Proposal is accepted, to enter into a Contract to deliver the product as specified or indicated for the prices and within the times indicated in this Proposal in accordance with the other terms and conditions of the Request for Proposal Documents.

The Submitter accepts all of the terms and conditions of the Request for Proposal Documents.

GUARANTEED MAXIMUM Price:

(Amount in Words)

(Amount in Figures) _____

COMPANY NAME _____

COMPANY ADDRESS _____

E-RATE SPIN NUMBER _____

RESPONSIBLE PERSON'S NAME AND AUTHORIZED SIGNATURE

NAME _____ SIGNATURE _____

DATE: _____

CONTACT TELEPHONE: _____ CONTACT EMAIL: _____

VENDOR COST SUMMARY

By signing above the Vendor agrees to furnish and install all labor, materials, and services in accordance with the accompanying specifications as detailed in your response.

CERTIFICATE OF NON-COLLUSION: RETURN WITH YOUR RESPONSE

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Name: _____

Authorized Signature: _____

Date: _____

E-RATE SPIN # or Federal ID # _____

Legal Name of Business Entity: _____

City & State: _____