
REQUEST FOR PROPOSAL

ERATE FUNDING YEAR 2023-24

FCC FORM 470 # 230020319 (ELYM 2023-C1)

APPLICANT

East Lyme Public Schools (BEN: 122400)
165 Boston Post Rd, East Lyme, CT 06333

DUE DATE: Friday, March 17, 2023

Bids must be submitted online no later than 2:00 pm Central Time
on the due date listed above.

Submit Questions no later than: Wednesday, February 22, 2023

Questions must be submitted online no later than 2:00 pm Central Time
on the due date listed above.

ONLINE SUBMISSION: <https://kelloggllc.bonfirehub.com/portal>

THE FOLLOWING INFORMATION IS INCLUDED IN THIS RFP:

- Bid Specifications
- Site List
- Proposal Requirements
- Vendor Registration
- Evaluation Criteria
- Required Forms
- PROPOSAL FORM – Pricing Schedule – ATTACHMENT A
- PROPOSAL FORM – Experience & References – ATTACHMENT B

BID SPECIFICATIONS

Internet Access

Bidders must specify dmarc address, mode of delivery, bandwidth level, and contract term.

Bidders are requested to provide incremental pricing from the minimum to maximum bandwidth levels listed.

All bids must include the complete cost to connect to and work with the LAN.

BROADBAND INTERNET ACCESS		
Location Site Name (Entity #)	East Lyme Senior High School (5521)	
Location Address, City , ST, Zip	30 Chesterfield RD., East Lyme, CT 06333-1201	
Qty	1	
Contract Terms Requested	Month to month, 1 year with up to 4 annual voluntary renewals	
Provide Pricing for bandwidth range, incremental pricing requested		1 Gbps to 10 Gbps
LEASED ON-PREMISE EQUIPMENT		
Location Site Name (Entity #)	East Lyme Senior High School (5521)	
Location Address, City, ST, Zip	30 Chesterfield RD., East Lyme, CT 06333-1201	
Qty	1	
Description	Leased on-premise router for Internet Access.	

Broadband Data Connections

Bidders must specify FROM/TO addresses, mode of delivery, bandwidth level, and contract term.

All bids must include the complete cost to connect to and work with the LAN.

Bandwidth at aggregation (hub) site should be of sufficient bandwidth to support the network as proposed per the bidder's service level agreement.

WIDE AREA NETWORK – BROADBAND DATA CONNECTIONS	
Applicant Name (Entity #)	East Lyme Public Schools (BEN: 122400)
Sites	See Site List attached to this RFP
Service Requested	Transport (any mode of delivery) Leased Lit Fiber
Special Construction Installment Plan	If special construction is required, please provide installment plan up to 4 years for applicant's non-discount share in annual monthly payments.
Contract Terms Requested	Month to month, 1 year with up to 4 annual voluntary renewals
Provide Pricing for bandwidth level needed by Applicant	1 Gbps
Provide Pricing for bandwidth range for cost effective evaluation	1 Gbps to 10 Gbps
LEASED ON-PREMISE EQUIPMENT	
Qty	1 per site
Description	Leased on-premise equipment as recommended to support the proposed bandwidth levels

SITE LIST

NETWORK HUB SITE "FROM LOCATION"	
FROM LOCATION NAME (Entity #)	East Lyme Senior High School (5521)
FROM ADDRESS, CITY, ST, ZIP	30 Chesterfield RD., East Lyme, CT 06333-1201

TO LOCATIONS:

Site Name	Entity #	Physical Address	City	ST	Zip
Niantic Center School	5557	7 W Main St.	Niantic	CT	06357
East Lyme Middle School	5555	31 Society Rd.	Niantic	CT	06333

PROPOSAL REQUIREMENTS (C1)

Proposal Requirements

1. **E-Rate Compliance.** Service providers (bidders) must comply with E-Rate program rules as set forth by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Company (USAC).

Disqualification – FCC Form 498 ID Status. If the bidder is under FCC red light status or does not have an FCC Form 498 ID (service provider identification number), the bidder may be disqualified by the applicant school or library.

2. **Kellogg & Sovereign® Consulting (K&S) authorized.**
The applicant has engaged the services of K&S to assist with the E-Rate filings for the applicant. The applicant has authorized K&S to act on its behalf regarding this procurement. K&S may request information directly from Proposer(s) as well as conduct the competitive bidding process on the e-procurement site, <https://kelloggllc.bonfirehub.com>.
3. **Equivalent products and services.** Proposals are requested for the specified manufacturer, part, model number OR EQUIVALENT.
4. **Timeline.** Bidder must include a project timeline. Preference is given to responses with a service start of July 1, 2023. If the awarded bidder is not the incumbent provider, transition of service must be completed by the later of July 1, 2023 or the contract expiration date associated with the services currently under contract.

Disqualification – Unable to commence service. If the bidder is not able to commence service by the date listed in the bid specifications, the bidder may be disqualified by the applicant school or library.

5. **Mandatory Bidders' Conference or Walk Through.**

☐ APPLIES TO THIS RFP	☒ DOES NOT APPLY FOR THIS RFP
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Disqualification – Mandatory Bidders' Conference. If the bidder does not attend a mandatory bidders' conference, walk through, or other mandatory meeting listed in the Bidders' Conference section, the bidder may be disqualified by the applicant school or library.

6. **Questions.** Questions must be submitted prior to the end of the question period. Questions can be submitted online: <https://kelloggllc.bonfirehub.com/portal> no later than the date and time listed above.
7. **Proposal Acceptance.** The applicant school or library reserves the right to accept some, all or none of the items included in the proposal. Notification of bid acceptance or bid rejection will be provided at the discretion of the applicant school or library.
8. **All Costs.** Pricing proposed by the bidder must include all costs. All costs include special construction or non-recurring charges (NRC) required by the service provider to provide the product or service and all monthly recurring charges (MRC) including estimated surcharges and fees. Price increases will not be allowed during the term quoted. Prices may be lowered based on market conditions.
9. **Cost Allocation.** Bidders must clearly separate E-Rate eligible costs from ineligible costs.
10. **Contracts.** Bidders for services other than tariff or month-to-month arrangements, must include a

contract or legally binding agreement in response to this RFP with signature block for both service provider and applicant. The agreement should be provided in form only and will not be completed and executed until after bids are awarded by applicant and negotiations completed as applicable. Quotes are not considered a legally binding agreement.

11. **Contract Terms.** Bidders must clearly define contract terms for all pricing submitted. The applicant school or library may consider multi-year contracts featuring voluntary renewals.

The applicant will reserve 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 (FCC) and/or the Universal Service Administrative Company (USAC).

12. **Description of Proposal.** Bidder will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, and any other details that may be useful or necessary for proper evaluation of the proposal.

13. **Required Notice to Proceed and Funding Availability.** The applicant will follow the purchasing policies of their governing board and requirements and procedures of the FCC's E-Rate program as administered by USAC to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the applicant's issuance of a written Notice to Proceed. E-Rate funding notification alone will not signify Notice to Proceed. The applicant will have the right to allow the contract to expire without implementation if appropriate funding does not become available.

14. **Broadband data services.** Bidders for broadband data services (e.g. Internet Access, wide area network connections) must comply with the following:

14a. Bandwidth Range. If the applicant specifies a bandwidth range for broadband data services, the service provider may propose incremental pricing for the bandwidth levels specified or the next highest bandwidth level at the service provider's standard bandwidth level offerings.

14b. Site and Service Substitutions. The applicant may need to add, remove or move sites as well as increase or decrease bandwidth levels during the contract term. Accordingly, bid responses should address allowances for site and service substitutions during the contract term.

14c. Network Diagram. Bidders for broadband data services must include a network diagram displaying the paths to be used to serve the specified site.

14d. Service Level Agreement. Bidders for broadband data services shall provide a proposed Service Level Agreement (SLA) with the bid response. The proposal must include a description of the following services and how these services will be measured.

- Network Availability: the provider will make all reasonable efforts to ensure [99.9-99.99]% network availability of each circuit.
- Internet and Operations proposals only: Frame/packet loss Commitment
- Internet and Operations proposals only: Network Latency Commitment
- Internet and Operations proposals only: Network Jitter Commitment
- There is no right of provider to limit or throttle the capacity of the circuit at any time for any reason

In addition to the required services, the proposal may include the following:

- Network Operations Center: Solution will provide customer support functions including problem tracking, resolution and escalation support management on a 24x7x365 basis. Customer has the right and is encouraged to call concerning any problems that may arise relative to its connection with Vendor provided services.
- Trouble Reporting and Response: Upon interruption, degradation or loss of service, Customer may contact service provider by defined method with a response based on trouble level. Upon contact from the Customer, the service provider's support team will initiate an immediate response to resolve any Customer issue. Customer will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the Customer does not feel that adequate attention has been allocated, the Customer can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The Customer will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble Reporting, Escalation and Resolution: A detail trouble reporting, escalation and resolution plan will be provided to the Customer.
- Measurement: stated commitment is to respond to any outage within two (2) hours and a four (4) hour restoration of service. Time starts from the time the Customer contacts the service provider and identifies the problem. Credits for Outages of shortage will be identified.
- Reports: Upon request, an incident report will be made available to the Customer within five (5) working days of resolution of the trouble.
- Link Performance per segment: The service will maintain the proposed Link Performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for the proposed service in the Customer's geographic area.

14e. Broadband services demarcation. All solutions must terminate service or infrastructure to an existing network closet inside of the site specified. Solutions bringing service to the property line but not inside of the demarc address are not acceptable.

14f. Special Construction Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Applicants may seek funding for special construction charges in connection with leased lit fiber, leased dark fiber, and self-provisioning. Special construction charges eligible for Category One support consist of three components: (1) construction of network facilities; (2) design and engineering; and (3) project management.

Bidders for special construction should provide or be prepared to promptly provide the following information:

- A map file of the proposed fiber route in KMZ or ISON format
- The average cost per foot of fiber including detailed breakout of costs for aerial fiber, buried fiber, and buried fiber in conduit:
 - o Fiber material (fiber cable)
 - o Fiber placement (placing or pulling fiber through conduit, attaching fiber to poles, placing fiber cables in the ground)
 - o Buried Conduit (direct bury installations conduit)
 - o Trenching (cost of digging trench, cost of machinery needed, permitting cost)
 - o Structure Material (conduit, handholes, vaults, markers)
 - o Structure Placement (labor and permitting for placement of all structure materials)
 - o Pole Make Ready (enhancement needed on carrier owned poles such as addition of guy or anchor or clearing)

- o The cost per foot of outside plant materials (conduit, handholes, aerial make ready materials)
- o The cost per foot of outside plant (trenching, handhole and marker installation, installation of aerial make-ready materials)
- Cost allocation detail for fiber strands that will not be placed in service for the exclusive use of the applicant by June 30 of the Erate program year.

14g. Special Construction installment plan. The applicant may request that bidders allow for the non-discount share of special construction charges to be paid in installments up to four years from the first day of the relevant funding year. Bidders are not required to offer installment payments, but if they choose to do so they must disclose the material terms, including the interest rate and terms of the payment plan, in their bid submission.

14h. Special Construction Amortization Non-recurring capital costs must be amortized over a period of three years for charges of \$500,000 or greater.

15. Documentation and Audit Compliance.

- Service provider shall provide all warranty and product documentation related to products or services sold to the applicant.
- Service provider shall retain all documentation related to the purchase and payment, including Forms 474 and receipt of payment from USAC, for all products and services provided to the applicant. Related documentation must be retained for a period of TEN years from the last date of service.
- If the applicant is audited by the Administrator of the program, the service provider shall fully cooperate with the applicant to provide any documentation related to the provision of discounted products and services as requested.
- The service provider and/or applicant is solely responsible for verifying the accuracy of information submitted to Kellogg & Sovereign® Consulting (K&S). K&S disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the service provider or applicant to K&S.
- By submitting bids for K&S client schools & libraries, the service provider agrees and understands that K&S will forward the information to USAC, and the service provider is responsible for verifying the accuracy of information submitted to K&S.
- K&S shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of profits, data or other intangible losses (even if KSLLC has been advised of the possibility of such damages), resulting from the service provider's non-response or incomplete response and/or the service provider's inaccurate, invalid, incorrect, or incomplete provision of information.

VENDOR REGISTRATION

The **Vendor Registration** can be found at <https://kelloggllc.bonfirehub.com/login>

Bonfire Vendor Help Center: <https://vendorsupport.gobonfire.com/hc/en-us>

Registration steps:

Enter your organization name, email and password to create your account.

Once an account is created you will need to provide:

- Contact information
- SPIN – Form 498 ID. <https://slweb.usac.org/Spin/Search>
- FCCRN – FCC registration number. <https://apps.fcc.gov/cores/userLogin.do>
- OUSF-Certified Service Provider for Oklahoma (CCN) – indicate Yes/No/Pending (*NOT required for non-Oklahoma RFPs*)

COMMODITY CODES:

K&S will be using the following UNSPSC Codes (classifications) for RHC or E-Rate eligible services. Note that when you are entering UNSPSC Codes, Bonfire leaves off the zeroes. For example, 83112200 is 831122. Additionally, the higher-level code is used in some cases instead of listing all the individual codes. For example, 4322 is the commodity code used instead of the code specifically for routers, antennas or network switches.

INTERNET ACCESS

81112101-Internet Service Providers (ISP – all modes of Internet delivery)

TELECOMMUNICATIONS SERVICES

831122-Enhanced Telecommunication Services (non-fiber broadband data connections including T1, DS3, SMDS, DSL and cable modem)

831123-Fiber Telecommunication Services (Lit Fiber broadband data connections)

83112301-Dark Fiber (dark fiber broadband data connections)

26121616-Telecommunications Cable (self-provisioned broadband networks)

NETWORK EQUIPMENT, MAINTENANCE, MANAGED SERVICES:

2612-Electrical wire & cable & harness (network cabling)

39121011-Uninterruptible Power Supplies (UPS equipment)

4322-Network Equipment (network switches, routers, antennas)

43222607-Cache Engine Equipment or Service (Caching equipment or caching service)

43223108-Wireless access network equipment and components (access points, controllers)

43222501-Firewall Network Security (Firewall appliance or firewall service)

4323-Operating Software (operating software)

43231512-License Software (software license required for operation of eligible equipment)

43223306-Network System cabinet or enclosure

43223308-Network system equipment rack

811118-Computer Services (E-rate Managed Internal Broadband Services, RHC network monitoring)

81111803-Local Area Network LAN maintenance or support

EVALUATION CRITERIA

Applicants will select the most cost-effective bids with price of the E-Rate eligible products and services being the primary factor (most heavily weighted).

Factor	Possible Points	Description
Price-E-Rate eligible items	30	Price of E-Rate eligible products & services (primary factor)
Price-Other Costs	5	Other costs (items not eligible for E-Rate discount)
Prior Experience	20	-Experience with similar projects and references (10 points) -Experience with this applicant (10 Points)
Personnel Qualifications	10	-Qualifications of management (5 points) -Qualifications of staff (5 points)
Responsiveness	15	-Responsiveness of the bidder-replied promptly to emails, attended optional on-site walk through if applicable (5 points) -Proximity of sales and service offices (5 points) -Assigned representative is available locally (5 points)
Technical Merit	20	-Quality / technical merit of the proposed solution to meet needs of the applicant. Service level agreement if applicable (10 points) -Compliance with listed requirements of the project scope and bidding requirements, whether or not the proposal includes all information requested; timelines met, services will commence as requested by applicant (10 points)

In order for applicants to properly evaluate your bid, please provide details specific to the evaluation criteria areas along with your proposal.

REQUIRED FORMS

BID REQUIREMENTS:

1. FCC Form 498 ID (Service Provider Identification Number)
2. FCC registration Number (FCC RN)
3. Service Providers must comply with local, state, and federal requirements including agreement to fully cooperate with audit and ten-year document retention requirements.
4. Bid submitted online <https://kelloggllc.bonfirehub.com/portal> in compliance with instructions
5. Supporting detail and documentation may be submitted online.
6. Contracts or legally binding agreement for all products and services must be submitted with the bid. (Exception for tariffed or month to month service.) *Agreements will be completed AFTER bid award and final negotiations are completed. Quotations are not acceptable.*
7. Must attend mandatory bidders' conferences IF applicable to this RFP.
8. Must complete Attachment A - Pricing
9. Must complete Attachment B – Certifications, Experience and References
10. Must complete Attachment C – Vendor Forms
- 11. Bids submitted after the bid close date/time will be rejected**

ATTACHMENT A

Pricing Schedule

Name of Company: _____

Name of Applicant: _____

Form 470: _____

Pricing submitted by: _____

Signature acknowledges review of the e-bidding program for the issuance of any related addenda:

Signature: _____

Title: _____

Date: _____

Include this page as the cover sheet for your pricing proposal. Combine this completed cover page with your pricing proposal along with Attachments A, B and C as one .pdf file, then upload to Bonfire.

Clearly list the cost of products and services to include the following:

1. Description of Services
2. Monthly (recurring) charges
3. One Time (non-recurring) charges
4. % Eligibility. If the product is fully eligible, show 100%. If not eligible, 0% eligible for E-Rate discount. This is NOT the applicant's E-Rate discount %.
5. Quantity
6. Unit of Measure (Each, Feet)
7. Bandwidth level, if applicable
8. Contract Term
9. Make, Model and part number, if applicable
10. Installation and Configuration
11. Shipping and Handling
12. Travel and Per Diem
13. Estimate of Surcharges and Fees

ATTACHMENT B

Certifications, Experience & References

Name of Company: _____

Address of principal location: _____

Phone: _____ Fax: _____

FCC Form 498 ID (SPIN)¹: _____

FCC Registration Number²: _____

Responsible contact personnel:

Name	Phone	Email

How many years has your company been in business in its current capacity? _____

How many years has your organization been in business under its present name? _____

Under what other or former names has your company operated? _____

During the last five (5) years, has the Vendor been barred, suspended or otherwise prohibited from participating in the Federal Communication Commission E-Rate (Schools & Libraries) or Rural Health Care Programs?

Yes: _____ No: _____

Does the Vendor's FCC Registration Number have RED light status? Yes: _____ No: _____

Attach a printout of your FCC Registration Number red or green light status from the FCC's Red Light Display System (RLDS)³

During the last five (5) years, has the Vendor been a party to a lawsuit involving any existing or prior contracts as it relates to services performed or not performed?

Yes: _____ No: _____

¹ <https://slweb.usac.org/Spin/Search>

² <https://apps.fcc.gov/coresWeb/publicHome.do>

³ *ibid*

If the Vendor responds yes to any of the prior three questions, please provide information concerning the investigation/lawsuit/government action as an attachment to this form.

If the Vendor responded yes to the last question, please provide information pertaining to any monetary damages or exchange of property or services and the state in which the lawsuit was filed.

Experience:

Vendor shall provide a list of three (3) projects of similar type, size and complexity. State project (customer) name, description of work, dollar value, public entity, yes or no, and date using the format below. Projects listed must have been performed within the last five (5) years. Please include additional information with proposal if available.

Project Name	Description of Work	Dollar Value	Public Entity Yes or No	Date

References:

Proposal shall provide three (3) references from company owners or management personnel from projects listed above. There must be at least one (1) reference for each project listed.

REFERENCE #1	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	
REFERENCE #2	
Company Name	
Project Name	
Contact Person Name	

Title	
Email	
Phone	
REFERENCE #3	
Company Name	
Project Name	
Contact Person Name	
Title	
Email	
Phone	

Certifications:

Employees' certifications pertaining to work are to be included in submittal.

AUTHORIZED BY:

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Signature

Date

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Printed Name

Title