

Request for Proposal: Internet Service

E-Rate FY 2023

Penn Manor School District

2950 Charlestown Road

Lancaster PA 17603

www.pennmanor.net

717.872.9500

Proposal Due Date: **Friday January 6, 2023 at 1:00 P.M. EST.**

Overview

Penn Manor School District (PMSD) seeks proposals for fiber internet service in support of teaching and learning. Proposals for Hambright Elementary School (3000 Charlestown Road, Lancaster, PA 17603) are requested. Service proposals should include pricing for a minimum of 2 Gbps of dedicated internet service, as well as pricing for 5 Gbps and 10 Gbps of internet service. This RFP is for basic internet conduit services only.

Individual monthly and non-recurring pricing must be provided, along with a total cost for the circuits, installation, and maintenance. Multi-year pricing, as well as two optional one-year contract extensions, are encouraged. PMSD is a tax exempt public school system.

Awarded contracts must agree to have services running in test mode from **June 21, 2023 through June 30, 2023**. Cutover to any new contracted services will occur by June 30, 2023. Billing for new services will begin on **July 1, 2023**.

Service Details

1. The connection(s) shall be a minimum of 2 Gbps symmetrical, non-throttled, non-filtered, dedicated internet connectivity. All equipment must be able to pass all PMSD traffic utilizing standard TCP/IP v4 and v6 protocols. Please detail separate costs for 2 Gbps, 5 Gbps, and 10 Gbps internet service.
2. The proposal must include all costs associated with bringing the new circuit from outside PMSD buildings to the district designated MDF at Hambright Elementary School. Any conduit or trenching from the street to the Hambright MDF must include replacement of conduit, pavement, and returning any disturbed ground to its original condition, as determined by the district. Any new construction and the pathways used by the Service Provider within district grounds shall be pre-approved by PMSD prior to starting construction.
3. The Service Provider will hand-off at the building Main Distribution Frame (MDF) a 10Gig LX single-mode fiber optic SFP.
4. Proposals should include a minimum of 32 (/27) public IPv4 addresses, as well as options for 64 (/26) and 128 (/25) IPv4 addresses. All services must support IPv6 and BGP.
5. Service Provider shall include 24x7x365 active monitoring of the network as part of the contract. Service Provider shall certify that they will meet a minimum service level objectives of 99.99% network service availability. The mean time to repair will be four hours maximum in the event of a service interruption due to component failure, and eight hours maximum in the event of fiber damage. Proposals must include details of

service billing reimbursement and restoration plans for outages lasting longer than 30 minutes and/or service levels failing to meet service level objectives.

6. Service Provider agrees to provide network traffic reporting for both live real-time and historical data. Network health reports detailing link bandwidth and utilization statistics will be provided to PMSD via a web-based monitoring service.

E-RATE Terms and Conditions

1. The Service Provider must be able to offer E-Rate discounts for the proposed service. PMSD expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
2. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential provider found to be in Red Light Status may be disqualified during the proposal review process.
3. NO billing can take place before July 1st of the associated funding year. The Service Provider may not commence billing until after products and services are delivered. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). PMSD will only be responsible for paying its non-discounted share of costs and does **not** intend to use the BEAR process (Form 472). Should PMSD, at the time of project implementation, decide that it is in the best interest of PMSD to file a Form 472, PMSD will inform the Service Provider of its intention.
4. Within (1) week of award, the awarded Service Provider will provide PMSD with a bill of materials suitable for the Form 471. Approval for any deviation from the Form 471 must be obtained from PMSD. Subsequent schedules of values and invoices for each site must match the Form 417 or subsequent service substitutions.

Submission Requirements

1. Description of the online portal for account management, billing information, analysis, support requests, and service reports.
2. Proposal price details, including all costs for service during the contract period.
3. Description and estimation of NRC build charges and fees, if applicable.
4. E-Rate Service Provider Identification Number (SPIN) must be included.
5. Implementation plan, including timeline showing full implementation by 7/1/2023.
6. Contact information for all services, including billing, orders, technical support, and E-Rate program concerns.
7. Three references from K-12 educational institutions in Pennsylvania.

Service Period

Proposals should include multi-year pricing for initial terms of 1, 2, or 3 years. Two optional 1-year renewal options should be included.

Proposal Due Date: Friday January 6, 2023 at 2:00 P.M. EST.

Penn Manor School District reserves the right to reject any or all proposals, award a partial contract, and award contracts in the best interest of the District. Any proposal that does not meet the minimum requirements in this

RFP will be excluded from evaluation. In accordance with E-Rate regulations, the price of E-Rate eligible services will be the most heavily-weighted factor for all decisions.

Please submit all proposal files via email to:

Charlie Reisinger
Chief Information Officer
Penn Manor School District
100 East Cottage Avenue
Millersville PA 17551
717.872.9500
charlie@pennmanor.net
<http://www.pennmanor.net/>

Hambright Elementary School
3000 Charlestown Road
Lancaster, PA 17603

MDF location

