

CAROLINE COUNTY SCHOOL BOARD

(E-rate Applicant BEN 126440)

Fund Year 2023 Form 470 #230001596

SERVICE SPECIFICATIONS FOR BUNDLED INTERNET & TRANSPORT

Procurement Timeline

Task	Due Date
Form 470 posted	October 25, 2022
Deadline for vendors to submit questions	November 3, 2022, 10AM ET
Answers to questions posted	November 4, 2022, 5PM ET
Deadline for vendors to submit proposals*	December 2, 2022, 5PM ET

*Applicant may, at its sole discretion, extend the due date for the submission of proposals when it is in its best interest to do so. Such extensions shall be done via addendum posted in EPC.

Communications and Questions

All communication with the Applicant regarding this solicitation, including questions or comments, must be submitted via email to jrobinson@ccps.us AND mzaruba@e-ratecentral.com no later than the deadline provided in the Procurement Timeline. The subject line must include the Form 470 number. Contact initiated by an Offeror concerning this solicitation with any other Applicant representative is prohibited. Unauthorized contact may result in disqualification of the Offeror from this solicitation. Answers will be posted to EPC by the deadline provided in the Procurement Timeline. It is the responsibility of every Offeror to ensure they have downloaded the latest version of the Form 470 and/or 470 RFP attachments, including any addenda. Applicant reserves the right to ask clarifying questions of vendors upon review of proposals.

Proposal Instructions

Proposals must be submitted by the deadline for guaranteed consideration by the Applicant.

Proposals should be emailed to ALL the following recipients:

- jrobinson@ccps.us
- mzaruba@e-ratecentral.com

Proposal submissions should include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals must include **all** costs associated with providing service, including but not limited to:

- monthly service fees
- managed router/modem lease fees (if required for service to function)
- one-time construction, installation, and/or connection charges
- estimated taxes, fees, and/or surcharges

Service Request

Applicant is seeking proposals for Bundled Internet Access to be delivered to the following locations:

Entity Name	Street Address	Minimum Required Bandwidth
Lotus Academy	7828 Ladysmith Road, Ruther Glen, VA 22546	1Gbps x 35Mbps

Service Requirements

Bundled Internet/Transport: Applicant requires a minimum of 1Gbps download x 35Mbps upload bundled internet service with Service Level Agreement (SLA) guarantees to the specified site. All offerors must also provide, at minimum, a block of 5 consecutive IP addresses for the applicant as well as router/modem lease information.

Contract Term and Modifications

Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are requested to provide 12-month, 24-month, and 36-month pricing. Contracts may include an option for annual voluntary renewals for up to three (3) additional years, when agreed to in writing by both parties. Offers requiring an initial term of more than 36 months will not be considered.

All contracts must allow for bandwidth increases throughout the term of the contract if the service is available in the area; increases in bandwidth during the contract period and/or optional renewal periods shall be considered modifications to the existing agreement, not new agreements and thus do not extend the term of the contract.

All contracts must include a provision permitting early termination of circuits, with no penalty, should a location be closed by the Applicant.

No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate. Service providers proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract. Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement including renewal periods.

Disqualifying Factors

Applicant may disqualify proposals for the following reasons:

- Unauthorized Service Provider contact with Applicant.
- Proposal submitted after the deadline.
- Proposal does not meet Service Requirements.
- Proposal does not provide definitive costs for the services requested (including recurring and/or one-time charges).
- Proposal includes generic/encyclopedic price lists and/or solution is proposed by an artificial intelligence system that does not take into consideration the specific needs of Applicant.
- Proposal requires an initial contract term longer than 36 months.

E-rate Specific Considerations/Information

Per USAC E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies that its equipment and services are compliant with the FCC’s recent Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.fcc.gov/supplychain/coveredlist>.

As required by E-rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price (LCP). See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

Additional Considerations/Information

Applicant is subject to the Virginia Public Procurement Act.

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This procurement in no manner obligates Applicant until a valid signed contract and/or valid Purchase Order is executed.

Applicant may in its sole discretion extend the time for the submission of proposals upon a finding that it is in the interest of Applicant to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. Applicant will not make public any pages of a proposal on which the Offeror has stamped or imprinted “Proprietary” or “Confidential” subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to Applicant.