



NOTICE TO ALL POTENTIAL BIDDERS

The requirements for submitting a response to this bid have changed from previous instructions. It is highly recommended that you read through the instructions below and the bid documents to ensure you have completely responded to this RFP.

All bidders are required to submit their bids as instructed below. Failure to follow these instructions may result in the disqualification of the bidder's response.

All bid responses must be submitted through the project's website at:

<https://projects.infinitycomm.com>

Bidders are required to create a free account to access the website to provide their response. Bidders will be required to provide a breakout of their bid response with the following information:

Monthly Recurring Costs, Monthly Taxes, Non-Recurring Costs, and the Term of the Agreement

Bidders **will not** be able to provide a complete response to the bid through the website without this information.

It is highly recommended that prior to beginning the upload process, this information is calculated so not to cause delays in submitting bid responses.

All questions pertaining to this request will also be submitted through the project website. Questions presented through phone call or email will not be responded to. ALL questions MUST be submitted through the project website.

Failure to provide a complete bid response for this project, including but not limited to, including growth costs in the contract (as requested), failure to provide accurate pricing, failure to provide/include connectivity between the demarc and MDF locations in the service provider contract, failure to provide an executed contract in the bid response, or any other deviation from the requested services, or requirements in this RFP, **WILL** result in respondent being penalized by reduction in awarded points through the Bid Evaluation.

REQUEST FOR PROPOSAL FOR WIDE AREA NETWORK CONNECTIONS

HOPEWELL CITY SCHOOL DISTRICT

RFP No: 680E-24A.11

RFP Posting Date: November 16, 2023
Mandatory Site Walk: November 28, 2023
At Hopewell High School, located at 400 South Mesa Drive, Hopewell, VA 23860
at 10:00 AM EST and/or 2:00 PM EST
Questions Due By: November 30, 2023, at 5:00 PM EST
RFP Due By: December 14, 2023, at 05:00 PM EST

In conformity with the Federal Communications Commission (FCC) Schools and Library Division (SLD), "Universal Service Fund" (a.k.a. "E-Rate funding) application process, Hopewell City School District, here after referred to as "Owner" is seeking proposals from qualified providers of Data Services.

Any and all updated project information, forms, including addenda, will be distributed through the project website, located at <https://infinitycomm.com/projects> & <https://portal.usac.org/suite/>. All these documents shall be made part of and material to the contract for services.

*****Vendors, subcontractors, and subcontractors who perform on-site activities are required to contact the awarding entity for current health and safety protocols. Including but not limited to COVID-19 vaccination requirements. *****

Definitions

For the purposes of this Request for Proposal, the following definitions shall be used to define the types of Wide Area Network, their topologies, and their requirements. Proposers should **only use these** definitions when creating their proposals for this project. All other assumptions used by the Proposer are done so at their own risk. If the Proposer includes a solution other than what is requested in this RFP, it may be grounds for dismissal of their proposal.

- Wide Area Network is the connectivity providing communication between the different sites in the Owner's network.
- HUB Site is the site where point-to-point connections are terminated in a one-to-one connection method where each site is directly connected to a physical port on the applicant's equipment.
- Collector Site is the site where point-to-multi-point or multi-point-to-multi-point connections are terminated in a one-to-many method where multiple sites share the same connection to the collector site.
- Aerial Cable is cable above ground supported and connected through utility poles to provide connectivity between sites.
- Underground Cable refers to cable concealed underground in conduit between sites.
- Direct Burial Cable refers to cable that is buried underground, not concealed in conduit between sites.
- Point-to-Point Wide Area Network is the logical connection between no more than two sites.
- Point-to-Multi-Point Wide Area Network is the logical connection between more than two sites, sharing the same point of connection.
- Multi-Point-to-Multi-Point Wide Area Network is the logical connection between more than two sites, sharing multiple points of connection between multiple sites.
- Mesh Network is a WAN in which each site is logically connected to every other site.
- Direct Connection is the dedicated physical connection between two or more sites, with no other physical or logical breaks between the sites.
- Switched Connection is the use of managed switches to connect two or more sites without a direct physical or logical connection between the sites.
- Ring Topology is a type of network topology in which each site is connected by a point-to-point network where the first site connects to the second site, and the second site connects to the third site, and so on, until the final site, reconnects to the first site.

Scope of Work

The Owner is seeking proposals for Wide Area Network connections and will accept proposals from Service Providers for Leased Lit fiber solutions. The Respondent will include in their proposal all costs necessary to provide, construct, install, program, maintain, and monitor the services requested. All maintenance costs associated with any on-site premise equipment, provided as an integral part of the Respondent's proposed service, shall be their sole responsibility. Per the requirement of the E-Rate Program, the services requested shall at no point now, or in the future, become the property of the Owner. The successful Respondent will include in their bid price, at a minimum, the following:

1. The requested service is a Point-to-Point service between the User Network Interface (UNI) at the Owner's "Collector Site" to the UNI(s) located at each of the sites as listed on "Attachment A – Site Schedule" along with the link to the interactive WAN Sites/Links Map https://t.ly/wKJ_S.
2. The Connections shall be a minimum of 1,000Mb/s, or higher, unless otherwise noted on the "Attachment A – Site Schedule".
3. The Respondent will provide a separate price for all one-time special construction and/or build-out costs, including but not limited to: conduit/trenching, interior pathways, cabling, terminations, construction of network facilities, route assessments, ROW access and/or easement assessments, traffic control and permits, surveys, testing, design and engineering, and project management to provide the requested service connection to the Owner's designated demarcation point and also a separate proposal to amortize the cost of the construction into the monthly contract cost.
 - a. If the Respondent can offer financing up to three (3) years on the Owners non-discounted share of the special construction charges, please list this in the proposal. Include the following:
 - i. The total amount financed
 - ii. The term of the agreement
 - iii. The annual interest rate

The installment payment option is available for the Owner's non-discount share of the special construction charges only, not the total cost of the special construction project.

The cost of one-time construction and/or installation fees as necessary by the bidder to provide their proposed service. For E-Rate purposes, special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. If no new fiber is being installed, then any installation costs are considered standard, non-recurring costs (NRC). The Owner may seek funding for special construction charges relating to leased lit, leased dark and self-provisioned fiber. Special construction charges eligible for Category One support consist of three components:

- a. Construction and network facilities
- b. Design and Engineering
- c. Project Management

****Note**** The term special construction does not include network equipment necessary to light fiber, nor the services necessary to maintain the fiber. Charges for network equipment and fiber maintenance are eligible for Category One support as separate services but not as special construction.

All options can include special construction or one-time E-Rate eligible non-recurring costs as well as E-Rate eligible recurring circuit costs. All proposals for solutions requiring special construction must only include capacity and special construction necessary to deliver service to the Owner. To the extent that the winning Respondent installs additional strands of fiber for future business ventures, the winning Respondent assumes full responsibility to ensure those costs are allocated out of the special construction charges to the Owner in accordance with FCC rules and orders. If, after issuance of the Funding Commitment Decision Letter (FCDL), USAC of the FCC determines that the winning respondent did not cost allocate those charges associated with the additional strands, the Owner will not be responsible for reimbursing the winning Respondent and the winning Respondent will assume all responsibilities deemed ineligible by USAC.

Based on the proposal, and both short-term and long-term cost effectiveness analysis, the Owner will determine which of the solutions is acceptable.

4. All RFP proposals will include any/all costs associated with switching service from the Owner's existing service provider. The Respondents submittal of a proposal is an acknowledgement of this requirement.

5. Customer Premise Equipment (CPE), to provide the requested service.
 - a. Demarcation hand-off will be a Single Mode LC Fiber connection. Respondent will provide and maintain all premise equipment necessary to provide the Owner with the specified hand-off type of service requested.
 - b. All solutions must terminate service or infrastructure in the demarcation point at the site address and MDF location as specified in the RFP. Solutions bringing service to the property line but not to the demarcation point are not acceptable. Respondent must specify the specific demarcation setup included in the base fee.
6. The requested service shall provide for both physical and logical separation of Owner's traffic through the public switched network. The Respondent shall, as determined by the scope of their proposed service, provide all necessary equipment, software, and/or professional services, including but not limited to Ethernet Virtual Connections (EVC), to accomplish this requirement.
7. Full duplex operation (connection shall be bi-directional)
8. The requested service shall allow the following Network Protocols:
 - a. TCP/IP protocols
 - b. 802.1d and 802.1q QoS on the entire circuit
 - c. All Layer 1 and Layer 2 protocols, minimum Layer 3 (EIGRP, IGMP, IPSEC, OSPF & RIP)
 - d. Multicasting (IGMP with PIM, SM or DM)
9. The Respondent shall supply an industry standard Service Level Agreement (SLA), to ensure the following Objectives are maintained:
 - a. No other bidder's customers shall have physical or logical access to the Owner's traffic/VLAN.
 - b. Network availability: 99.99%
 - c. Packet Delivery Rate: 99.99%
 - d. Network Latency: 30ms, one way
 - e. Mean Time to Repair: 4 hours, end-to-end, including local loop.
 - f. 24/7/365 monitoring of the circuits
 - g. The Service Provider, at no time, shall limit or throttle the capacity of the circuit, for any reason.
10. No proposal shall be accepted, or contract awarded to a Respondent:
 - a. Who is not licensed in accordance with the law.
 - b. Who does not hold a license qualifying them to perform work under this contract in the State of Virginia.
 - c. Who does not hold a valid Service Provider Identification Number (SPIN) and is in good standing with the FCC/USAC.
 - d. Who has not successfully performed on projects of similar character and scope to the proposed work.

Site Conditions

It is the responsibility of the Respondent to be informed of all conditions under which work is to be done before submitting proposals. No additional costs will be incurred by the Owner or considerations given to any claims by the bidder based on a lack of knowledge of existing conditions. The submission of a proposal is an acknowledgement and agreement to the stipulation.

A Mandatory Site Walk is scheduled for **November 28, 2023**, at **10:00 AM EST** and **2:00 PM EST**. Potential Respondents can choose the time in which they want to attend the site walk. Respondents are required to meet at Hopewell High School, located at 400 South Mesa Drive, Hopewell, VA 23860. No questions will be answered during the site walk and all inquiries for this RFP shall be submitted through the project website at <https://projects.infinitycomm.com>. Respondents who do not attend the Mandatory Site Walk will not have their proposals reviewed.

E-Rate Requirements

The services requested in this RFP are dependent on funding from the E-Rate program. The Owner expects that each prospective Respondent will make themselves thoroughly familiar with all applicable rules and regulations regarding the E-Rate program. For further information regarding the E-Rate program, please reference the USAC Schools and Libraries website at: www.universalservice.org/sl/

All contracts entered because of this RFP and the associated Form 470 will be contingent upon:

1. Funding approval by the SLD.
2. Approved funding amount equal to the funding amount as requested on the Form 471.
3. The Respondent providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in the RFP.

4. A certified Form 486 filed by the Owner and/or written "Notice to Proceed" from the Owner to the winning Respondent to initiate service. The Service Provider must contact the Owner prior to work proceeding.

Per the requirements of the E-Rate program, no billing and/or service may begin for this contract prior to July 1, 2024, and may not extend past June 30, 2025. Per E-Rate rules, applications will be submitted each year of multi-year contracts for funding consideration.

The Respondent is required to provide the Lowest Corresponding Price (LCP) for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to LCP, regarding a service provider *not* providing the LCP, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide the LCP.

Invoicing

The Owner has the right to choose the type of invoicing method to pay for the services rendered. The Respondent acknowledges this right upon submission of a response to this request.

Service Provider Invoicing

The Owner's discount percentage rate, as determined on the Form 471, will be the maximum that the Owner is liable for. The Respondent will be responsible to invoice USAC for the remaining balance, when using the Service Provider Invoice (SPI) method, or Form 474. Prior to invoicing USAC for the service rendered, the Respondent agrees to provide the Owner a copy of the USAC invoice to verify that the service has been delivered and accepted by the Owner before the Respondent invoices USAC.

BEAR Invoice Method

When utilizing the BEAR method of invoicing, the Respondent will invoice the Owner for the entire amount of the service rendered. The Owner will invoice USAC for the discounted portion of the services provided.

Termination

The Owner reserves the right to terminate any contract and/or agreement with any Respondent, even the apparent winner, regardless of USAC's approval or denial of funding; any funding requested because of this RFP, prior to any work starting. The Owner reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Program Review

All E-Rate applications, including special construction, are subject to detailed questioning during Program Integrity Assurance (PIA) review where the cost of proposed special construction will be reviewed based on the cost of historical fiber builds in the region. Additionally, certain information on necessary special construction is needed to accurately fill out Form 471. Respondents are required to complete the table in 'Appendix A'. Additionally, Respondents are required to submit the additional information described in 'Appendix A', as this information will be required in a PIA review. If Respondents do not submit the additional information as listed in 'Appendix A', the Respondents bid can be deemed non-responsive and excluded from the bid.

Bid Package Requirements

No bid will be accepted from, or contract awarded to a Respondent:

1. Who is not licensed in accordance with the law.
2. Does not hold a license qualifying them to perform work under this contract in the State of Virginia.
3. Who does not hold a valid SPIN and is not in good standing with the FCC/USAC.
4. Who has not successfully performed one project of similar character and scope of the proposed work.
5. Does not provide all the required documentation as required by this RFP.

Proposals will only be received until **December 14, 2023**, at **05:00 PM EST**. Proposals received after this time will not be considered for award. All responses must be submitted through the project website at <https://projects.infinitycomm.com>. Submissions by email, or physical delivery will not be accepted.

Spam and Robot Bids

Spam and/or Robot responses will not be considered as valid bid response and will be disqualified from consideration.

Requests for Information

Any requests for information regarding this RFP must be submitted through the project website. Bidders requesting information will submit all requests in one, single submission. Bids who fail to comply with this requirement may receive reduced scores in the evaluation for not complying with all requirements of this RFP. The deadline for all questions will be on **November 30, 2023, at 5:00 PM EST.**

To receive consideration by the Owner, each Respondent will provide, at a minimum, the following in their RFP response:

1. **Proposal Narrative** – The Respondent will include with the proposal a written narrative, detailing the means, methods, and transport mediums of the proposed service offering. The Proposal Narrative shall not exceed ten (10) pages (page limit excludes RFP forms and/or copies of the Respondents contracts and service level agreements). The proposal narrative shall include at a minimum:
 - a. A brief description of the Respondent, their history in the marketplace and with the E-Rate program.
 - b. A single line drawing depicting the proposed service.
 - c. An implementation plan, including a project schedule, for the successful delivery of the proposed service offering to the Owner including installation dates for each circuit and the date each circuit will be turned over to the applicant. For the purposes of this RFP, a contract will be signed prior to filing the Form 471, and construction will begin immediately after the Form 471 is filed. The first circuits will be turned over to the Owner on July 1, 2024.
 - d. A description of the Respondents billing process, including those related to the E-Rate program.
 - e. A description, if applicable, of the "Owner Supplied" equipment and/or facilities required by the bidder for the successful implementation of their proposed service offering, i.e. power, environmental controls, facilities upgrades, and/or equipment mounting space requirements.
 - f. A statement, if applicable, that clearly addresses any conflict or inability on the part of the Respondent to meet the specified service and/or terms and conditions specified in this document.
2. **Price Evaluation Form** – The Respondent shall provide their price on the provided "Price Evaluation Form." If the Respondent proposes alternate pricing and/or product options, they may do so only in addition to supplying a "price Evaluation Form" for the requested service. Any/all "alternate" pricing and/or product options will be provided on the "Alternate Pricing Evaluation Form" provided. Each additional service offering in the Respondent provides, must be placed on a separate "Price Evaluation Form."
3. **Detailed Cost Breakdown** – The Respondent will itemize the proposal price as shown on the provided "Detailed Cost Breakdown" sheet. Pricing shown will conform to the pricing shown on the "Price Evaluation Form". Per the RFP, the cost of Special Construction and Network Electronics shall be broken out separately in the Respondents proposal response. Each additional service offering in the Respondent provides, must be placed on a separate "Detailed Cost Breakdown Sheet."
4. **Qualifications Form** – The Respondent shall complete and submit the attached "Qualifications Form" as part of their proposal. The Respondent shall also include a minimum of three (3) references that demonstrate their ability to provide the services requested in this RFP. References will include Contact Name, Organization Name, telephone, and email information for the contact. References must be from projects within the last three (3) calendar years.
5. **Service Agreement** – The Respondent will include **a signed and dated copy** of their multi-year Service Agreement (contract and service level agreement) with their proposal. Once all proposals have been received and evaluated, the Owner will sign, date, and return the winning Respondents agreement(s). See "Contract Requirements" section below for a detailed description of the required Service Agreement.
6. **General Acknowledgement** – Respondents will provide an executed copy of the provided acknowledgement form, acknowledging the RFP requirements.

If the incumbent does not respond to this RFP with a quote, the Owner will use the incumbent vendors current pricing.

Contract Requirements

The Owner intends to use the Respondents supplied Service Agreement to formalize any contractual relationship that results from this RFP. However, the following provisions **MUST** be specifically included in the Respondent supplied agreement for the Respondents proposal to be considered responsive. Failure to include any or all these provisions shall result in a Non-Responsive determination and no further evaluation of the Respondents proposal will be considered.

1. **Terms and Conditions** – The Owner requests proposals that are based on two options. **Option 1:** a one (1) year contract term with four (4) optional one (1) year extensions and **Option 2:** a three (3) year contract term with two (2) optional one (1) year extensions. The initial contract term shall start on July 1, 2024 and end on June 30, 2027, not to exceed five (5) contract years. An extension option must be mutually acceptable to both parties. Any request for and acceptance of an extension shall be in

written form and shall include any requests and justifications for adjustment in compensation. If Respondents can provide "better" rates by extending the length of the contract, provide this option as part of the RFP response.

2. **Growth Clause** – Growth services may or may not be requested by the Owner during the contract term. The Respondent shall include a "Growth Clause" with the maximum charges per month. The "Growth Clause" shall not require a change in contract terms. The "Growth Clause" shall include a price for all existing service types plus any additional services of the same type/speed and bandwidths of 2,000Mbps, 5,000Mbps, and 10,000Mbps. Bidder shall include growth bandwidth and growth pricing in the contract for any potential upgrades.

Bid Evaluation

The Owner will evaluate and select the winning proposal based on the following criteria.

1. **Price (30%)** – The price of eligible goods and services will be the highest weighted factor. The Owner will evaluate price based ONLY on the eligible monthly and eligible "one-time" costs. E-Rate ineligible items must be provided on a separate rate sheet that will not be a part of this evaluation.
2. **Experience (25%)** – The Owner will evaluate prospective Respondent's experience based on, but not limited to, the Respondents ability to successfully provide the requested service(s), and prior history with the Owner. This may generate positive or negative results. A neutral finding will provide all Respondents the same score.
3. **Accuracy of Response (20%)** – The Owner will evaluate the prospective Respondents proposal response for, but not limited to, completeness of proposal package, Service Agreement, amendments and/or exceptions to the requested service(s).
4. **Qualifications (15%)** – The Owner will evaluate the prospective Respondents qualifications based on, but not limited to, technical expertise and service coverage and the number of projects successfully completed by the Respondent providing the same type and scope of the requested services.
5. **Service Level Agreement (5%)** – The Respondent will include a signed and dated copy of their multi-year Service Agreement (contract and service level agreement) with the proposal. Upon review and evaluation of all proposals, the Owner will sign, date, and return the successful Respondents agreement(s). The Service Agreement shall include reference to the RFP number in which you provide a bid response to.
6. **Other Cost Factors (5%)** – The owner will take into consideration all non-E-Rate costs, including but not limited to ineligible one time or recurring charges, equipment, etc.

Protests

To be considered, written protests containing the proposal number must be submitted in accordance with the Owner's Board of Education Policy for protests. Protests must be made on the following grounds to be considered:

1. Owner failed to follow the selection procedures and adhere to the requirements specified in this RFP or any amendments hereto, or
2. A Conflict of Interest
3. State and/or Federal law has been violated.

All protests will be responded to in accordance with the Owners Board of Education Policy.

Bidder Selection/Contract Award

The Owner reserves the right to make the award to the bidder who submits the proposal which meets the requirements set forth herein and best meets the needs of the Owner, after taking into consideration all the aforementioned factors. The Owner also reserves the right to select portions of a proposal, or to reject all proposals. If the Respondent fails to provide the contract service, the Respondent agrees to financial compensation to the Owner to move to the next qualified Respondent.

Right to Reject Any and All Proposals

The Owner reserves the right to accept or reject any or all responses in whole or in part. Or waive any minor irregularity in any proposal received. The Owner shall be the sole judge of the competency and responsibility of the Respondent. The submission of a proposal by a Respondent is acknowledgment of this right.

Appendix A: Special Construction Cost Breakdown

Owner: Hopewell City School District
Project #: 680E-24A.11

Respondent is required to provide the breakdown shown below for all proposals containing special construction. If additional lines are required, submit additional pages as required.

Location	Strand Count	Segment Mileage	Total Segment Cost	Eligible Cost	Ineligible Cost
Total project mileage and costs					

When special construction is required, the following information must also be provided with the proposal. Failure to include the required documents will result in a determination of Non-Responsive for the Respondent.

1. Special Construction Cost Breakdown Sheet
2. Route map of all build segments in KMZ or KML format.
3. Explanation of alternative routes that were explored and why the chosen route is the most cost effective.
4. Explanation of special materials and procedures required that may have increased construction costs, such as.
 - a. Historical preservation or environmental issues
 - b. Bridge, waterway, railway, or highway crossings
 - c. Galvanized conduit
 - d. Directional boring through hard rock or under a paved surface
 - e. An excessive number of handholes, marker posts, or other OSP materials
 - f. Expensive pole attachment fees or make ready costs.

DETAILED COST BREAKDOWN

* Each additional service offering in which you provide MUST be placed on a separate Detailed Breakdown sheet form*

Form 471 - Detailed Cost Breakdown

Customer Name: _____

Service Provider Name: _____

Term of Service: _____

Proposal Date: _____

FRN Number: _____

Billed Entity Number: _____

For use the District's use ONLY. Service Provider will leave BLANK.

(Estimated) E-Rate Funding Level: 0%

Initial Term of Service			One-Time Cost		Annual Recurring Cost		E-Rate Reimbursement	Net Annual Cost after E-Rate, before CTF	Net Annual Cost after E-Rate & CTF Discount
			Eligible One-Time Cost	Ineligible One-Time Cost	Eligible Annual Cost	Ineligible Annual Cost			
Service	Speed	Qty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Estimated) Taxes/Surcharges					\$ -	\$ -	\$ -	\$ -	\$ -
Annual Recurring Total					\$ -	\$ -	\$ -	\$ -	\$ -
One-Time Cost Total AFTER Erate Discount									\$ -

Optional One (1) Year Extension			One-Time Cost		Annual Recurring Cost		E-Rate Reimbursement	Net Annual Cost after E-Rate, before CTF	Net Annual Cost after E-Rate & CTF Discount
			Eligible One-Time Cost	Ineligible One-Time Cost	Eligible Annual Cost	Ineligible Annual Cost			
Service	Speed	Qty	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Estimated) Taxes/Surcharges					\$ -	\$ -	\$ -	\$ -	\$ -
Annual Recurring Total					\$ -	\$ -	\$ -	\$ -	\$ -
One-Time Cost Total AFTER Erate Discount									\$ -

Price Evaluation Form

****Each additional service offering provided MUST be placed on a separate Price Evaluation Form****

Owner: Hopewell City School District
Project #: 680E-24A.11

The owner shall use the price(s) shown below to determine the bidder's evaluation score for all "cost(s)" related to evaluation criteria.

Instructions:

1. Respondents shall provide a line-item price for the "Recurring Price," and if applicable the "One-Time" price for each site(s) listed on Attachment A - Schedule.
2. Respondent shall provide a description and line-item price for any "additional" price elements that are not included in the "recurring price" and the "one-time" price totals that are included in the Respondents proposal.

Recurring Price

Service	Speed	Monthly Recurring Price	Contract Term (Months)			"Recurring Price" Total
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
"Recurring Price" Sub-Total						\$

One-Time Price

Service	Description	"One-Time Price" Total
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
"One-Time Price" Sub-Total		\$

Additional

Service	Description	Total
		\$
		\$
		\$
"Additional" Price Sub-Total		\$

BIDDER'S NAME _____

SIGNATURE _____ Date _____

PRINT NAME _____

TITLE _____

Alternate Price Evaluation Form

****Each additional service offering provided MUST be placed on a separate Price Evaluation Form****

Owner: Hopewell City School District
Project #: 680E-24A.11

The owner shall use the price(s) shown below to determine the bidder's evaluation score for all "cost(s)" related to evaluation criteria.

Instructions:

3. Respondents shall provide a line-item price for the "Recurring Price," and if applicable the "One-Time" price for each site(s) listed on Attachment A.
4. Respondent shall provide a description and line-item price for any "additional" price elements that are not included in the "recurring price" and the "one-time" price totals that are included in the Respondents proposal.

Recurring Price

Service	Speed	Monthly Recurring Price	Contract Term (Months)			"Recurring Price" Total
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
		\$	X		=	\$
"Recurring Price" Sub-Total						\$

One-Time Price

Service	Description	"One-Time Price" Total
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
"One-Time Price" Sub-Total		\$

Additional

Service	Description	Total
		\$
		\$
		\$
"Additional" Price Sub-Total		\$

BIDDER'S NAME _____

SIGNATURE _____

Date _____

PRINT NAME _____

TITLE _____

QUALIFICATION FORM

Owner: Hopewell City School District
Project number: 680E-24A.11

The Respondent shall furnish all the following information accurately and completely. Failure to provide the required information may result in a rejection of the proposal. Additional pages may be attached if necessary. "You," and/or "your" as used in this questionnaire refers to the Respondents firm and any of its owners, officers, directors, shareholders, parties, or principals. The Owner has discretion to request additional information depending on the project.

1. Firm name and address:

() - Telephone

() - Fax

2. Type of firm: (check one) Individual ____ Partnership ____ Corp. ____

3. Names and titles of all principals of the firm:

_____	_____
_____	_____
_____	_____

4. How many years has your firm been providing the services you are proposing? Include only years as this type of Respondent and only the years with the current entity in its current form:

- A. Provide the total number of customers that you have provided the same type of proposed services (not using subcontractors) in the last 3 years. (Respondents will be responsible to provide a complete list of reference to confirm this number if asked)

- B. Provide the number of customers that you have provided the same type of proposed services (not using subcontractors) in the Education Market in the last 3 years. (Respondents will be responsible to provide a complete list of reference to confirm this number if asked)

5. Is your firm licensed in the State of Virginia to provide the service you are proposing?

If yes, Please provide the following additional information:

- A. Provide the License Name Holder, Number and Expiration Date of the license associated to the service you are proposing.

Name Holder: _____

License No.: _____

Expiration Date: _____

If no, Please provide the following additional information:



- A. Provide the License Name Holder, Number and Expiration Date of the Sub-Contractor(s) who is licensed to perform the service you are proposing. Attach additional pages as necessary.
Name Holder: _____
License No.: _____
Expiration Date: _____
6. **In the last five years have you or any of your principals been in litigation or arbitration or a dispute of any kind on a question or questions relating to a public funded project?** Response must include information pertaining to principals' association outside of the firm responding to this Project. If yes, provide name of public agency and details of the dispute. Attach additional pages as necessary.

7. **In the last five years have you or any of your principals ever failed to complete a project?** Response must include information pertaining to principals' association outside of the firm bidding this Project. If yes, provide owner's name and details. Attach additional pages as necessary.

8. **Does your firm currently have a Service Provider Identification Number (SPIN)?**

If yes, Please provide the following additional information:
A. Provide the SPIN associated to the service you are proposing.

B. Provide the Date that your last Form 473 Service Provider Annual Certification (SPAC) was approved.

9. **In the last five years have you or any of your principals ever been placed under a "Red Light" restriction by the Federal Communications Commission (FCC) and/or the Universal Services Administrative Company (USAC)?** Response must include information pertaining to principals' association outside of the firm bidding this Project. If yes, provide owner's name and details. Attach additional pages as necessary.

10. **List of References:** Provide information on the three (3) E-Rate projects your company has completed in the last three years that comes closest to matching the scope of this RFP. If the bidder has not completed an E-Rate project provide three (3) "Educational Market" projects, your company has completed in the last three years. Respondent may include additional documentation.



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

Project #1

Project Name: _____

Contact Information:

Address: _____

Phone Number: _____

Contact Person: _____

Name: _____

Title: _____

Phone #: _____

Description of Project: _____

Project Start Date: _____

Project Completion Date: _____



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

Project #2

Project Name: _____

Contact Information:

Address: _____

Phone Number: _____

Contact Person: _____

Name: _____

Title: _____

Phone #: _____

Description of Project: _____

Project Start Date: _____

Project Completion Date _____



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

Project #3

Project Name: _____

Contact Information:

Address: _____

Phone Number: _____

Contact Person: _____

Name: _____

Title: _____

Phone #: _____

Description of Project: _____

Project Start Date: _____

Project Completion Date: _____



COMMUNICATIONS & CONSULTING
AN EMPLOYEE OWNED COMPANY

GENERAL ACKNOWLEDGEMENT FORM

Owner: Hopewell City School District
Project Number: 680E-24A.11

The following documents must be submitted with the proposal:

1. Proposal Narrative
2. Price Evaluation Form
3. Detailed Cost Breakout Sheet
4. Qualifications Form
5. Service Agreement
6. General Acknowledgement Form

Pursuant to and in compliance with the published RFP and related documents, **the undersigned Respondent**, having familiarized himself/herself with the terms of the RFP, the conditions affecting the performance of the RFP, the cost of the work at the place where the work is to be done, and other Documents, **proposes and agrees to perform**, within the time stipulated, including all of its required services, and everything required to be performed, and to provide and furnish any and all of the professional services, applicable taxes, utility, and transportation services necessary to perform the requested contract and complete in a workmanlike manner all of the work required in connection with the RFP Documents, including Addendum No.'s _____, _____, _____, _____, _____, _____, _____. Copies of Addenda are obtainable at the office of the owners' representative (Infinity Communications).

The RESPONDENT agrees that at the time of request, he/she will provide a signed copy of the Respondents' **Service Agreement** within (48) forty-eight hours.

The RESPONDENT agrees that pricing provided within proposal and/or contract are true and correct. The responding service provider is required to provide the lowest corresponding price for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to Lowest Corresponding Price regarding a service provider not providing the lowest corresponding price, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide LCP.

The RESPONDENT understands that the withdrawal period for this RFP is (30) thirty days from the day of bid/proposal due date.

The RESPONDENT has carefully examined the RFP and related documents to the fullest that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the Respondent, if awarded the contract, on the date to be stated in the OWNER'S notification and that the scope of work for this request as stated above shall be completed as noted in the RFP.

NAME OF RESPONDENT: _____
FULL NAME OF ALL
PARTNERS OR LEGAL
NAME OF CORPORATION _____
(TYPE OR PRINT)

AUTHORIZED CONTACT / PROPOSAL PREPARER / SALES
REPRESENTATIVE: _____

BUSINESS ADDRESS: _____
(TYPE OR PRINT)

TELEPHONE: _____ EMAIL: _____

BY: _____
(SIGNATURE IN INK) (TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

E-RATE SERVICE PROVIDER
IDENTIFICATION NUMBER (SPIN)
_____ DATE _____



END OF RFP

Attachment "A" - Site Schedule

Collector Site/Data Center

Hopewell High School
400 South Mesa Dr
Hopewell, VA 23860
Demarc Location: MDF

Also viewable on interactive WAN Sites/Links Map:

https://t.ly/wKJ_S

Site #1 Detail

To: Site #1
Copeland Elementary School
400 Westhill Rd
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #2 Detail

To: Site #2
Dupont Elementary School
300 S 18th Ave
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #3 Detail

To: Site #3
Carter Woodson Middle School
1000 Winston Churchill Dr
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #4 Detail

To: Site #4
Woodlawn Learning Center
1100 Dinwiddie Ave
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #5 Detail

To: Site #5
Harry E James Elementary School
1807 Arlington Rd
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #6 Detail

To: Site #6
Hopewell School Board of Office
103 North 12th Ave
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options

Site #7 Detail

To: Site #7
Hopewell Alternative Education
201 W Poythress St
Hopewell, VA 23860
Demarc Location: MDF
Speed: 1Gb & 2Gb Options