

Scope of Work

Category One – Internet Access

KLINGBERG FAMILY CENTER

FY2024

E-Rate Funding Year

July 1, 2024 through

June 30, 2025

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CATEGORY ONE – INTERNET ACCESS

SCOPE OF WORK & SERVICE SPECIFICATIONS

Category One – Internet Access

Klingberg Family Center

Klingberg Family Center (Applicant) invites vendors to submit proposals in accordance with the terms and conditions of this Scope of Work & Service Specifications (SOW/SS). This SOW/SS document provides the requirements and details being requested for Category One.

The work proposed in these specifications is contingent upon receipt of E-Rate Funding for Category 1 Services FY2024 - E-Rate Funding Year July 1, 2024 through June 30, 2025

TIMELINE

- Deadline for vendor questions: November 7, 2023
- Answers to vendor questions posted to EPC: November 9, 2023
- Deadline for vendors to submit proposals: December 11, 2023

COMMUNICATION AND QUESTIONS

All communication with the Applicant regarding this solicitation, including questions or comments, must be submitted via email to the Technical Contact identified on the FCC Form 470, as well as Skylands E-Rate. The Technical Contact and/or Skylands E-Rate will review and provide a response to any and all questions via an addenda to the FCC Form 470 in the E-Rate Productivity Center (EPC).

All questions must be directed to Carlos Jusem (carlosj@klingberg.org) and Skylands E-Rate (bids@e-rate.org) via email only. 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.

It is the responsibility of any prospective bidder to check the FCC Form 470 in EPC for any updates and/or addenda which are issued.

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GUIDELINES FOR SUBMISSION

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

Proposals must be emailed to: bids@e-rate.org and carlosj@klingberg.org

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 ADDRESS AND SPECIFICATIONS

- Applicant is seeking proposals for Dedicated Internet Access to be delivered to the following location: 370 Linwood Street, New Britain, CT 06052.
- Applicant requires that prospective bidders provide pricing for the following bandwidth option: 150 Mbps download / 50 Mbps upload. Bidders may provide pricing for bandwidth up to 500Mbps in increments of 100 Mbps.
- Applicant requires that prospective bidders provide month-to-month pricing only.

SERVICE REQUIREMENTS

Dedicated Internet Access: Applicant requires a minimum of 150Mbps/50Mbps asymmetrical internet service to the specified site. Service providers are requested to submit offers for the following bandwidth: 150Mbps on a month-to-month basis up to 500Mbps on a month-to-month basis in increments of 100Mbps.

CONTRACT TERMS & MODIFICATIONS

Klingberg Family Center is seeking offers for month-to-month service not to exceed 12 months. Offers which do not include pricing on a month-to-month basis will not be considered.

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

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(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.

FACTORS FOR DISQUALIFICATION

Applicant may disqualify proposals for the following reasons:

- Unauthorized Service Provider contact with Applicant.
- Proposal submitted after the bid due date.
- Proposal does not meet Service Requirements.
- Proposal does not provide definitive costs for the services requested (including recurring and/or onetime 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 includes a partial service offering.
- Proposal does not include pricing for service on a month-to-month basis.

E-RATE CONSIDERATIONS/PROVISIONS

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/>.

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ADDITIONAL CONSIDERATIONS/PROVISIONS

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.

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.

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement.

Offerors 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.

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.

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

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between such propose and another person or firm that constitutes a conflict of interest that is adverse to Applicant.

DOCUMENT RETENTION, PRODUCTION OF RECORDS, AND AUDITS

Pursuant to 47 C.F.R. § 54.516, the Service Providers have the following obligations with respect to document retention, production of records and audits:

The Service Providers shall retain documents related to the delivery of discounted telecommunications and other supported services for at least 10 years after the last day of the delivery of discounted services. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Comprehensive information about document retention requirements is found in the FCC's Fifth Report and Order (FCC 04-190).

The Service Provider shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the FCC or any local, state or federal agency with jurisdiction over the entity.

The Service Providers shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the schools and libraries universal service support program including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used.

Applicant must provide written consent before a Service Provider releases information to the auditor, reviewer, or other representative.

The Service Provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention, production of records, and auditing.

LOWEST CORRESPONDING PRICE

Pursuant to 47 C.F.R. § 54.511, Service Providers shall not submit bids for or charge libraries a price above the lowest corresponding price for supported services, unless the FCC, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a Service Provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

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-correspondingprice/>.

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COST OF PROPOSALS

Expenses incurred in the preparation of proposals to this Scope of Work / Service Specifications are the sole responsibility of the vendor.

******* END *******