Scope of Work

Category One – Internet Access

Al Aqsa Islamic Academy

FY2024
E-Rate Funding Year
July 1, 2024 through
June 30, 2025

SCOPE OF WORK & SERVICE SPECIFICATIONS
Category One – Internet Access
Al Aqsa Islamic Academy

Al Aqsa Islamic Academy (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 - Erate Funding Year July 1, 2024 through June 30, 2025

TIMELINE

- Deadline for vendor questions: October 11, 2023
- Answers to vendor questions posted to EPC: October 13, 2023
- Deadline for vendors to submit proposals: November 13, 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 Shireen Hammoudeh (principal@alaqsaschool.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.

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, principal@alaqsaschool.org, AND office@alaqsaschool.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: Al Aqsa Islamic Academy – 1501 Germantown Avenue, Philadelphia, PA 19122.
- Applicant requires that prospective bidders provide pricing for the following bandwidth options: 1 Gbps, 2 Gbps, 3 Gbps.
- Applicant requires that prospective bidders provide pricing for 12-month, 36-month, and 60-month terms.

SERVICE REQUIREMENTS

Dedicated Internet Access: Applicant requires a minimum of 1 Gbps dedicated, fully-managed, symmetrical bandwidth with Service Level Agreement (SLA) guarantees to the specified site. Service providers are requested to submit offers for the following bandwidth: 1 Gbps, 2 Gbps, and 3 Gbps. Applicant prefers leased lit fiber or a service that is equivalent in quality and reliability and reserves the right to evaluate bids to determine their equivalence to leased lit fiber.

When submitting proposals, offerors must include 'Al Aqsa C1 Pricing Schedule' as part of their proposal response. Failure to meet this requirement may subject your proposal to disqualification.

CONTRACT TERMS & MODIFICATIONS

Offers of month-to-month or contracted services will be considered. Service providers submitting proposals for contracted service are required to provide 12-month, 36-month, and 60-month pricing. Contracts may include an option for annual voluntary renewals for up to 2 additional years, when agreed to in writing by both parties. Offers requiring an initial term of more than 60 months will not be considered.

All contracts must allow for bandwidth increases up to 3 Gbps throughout the term of the contract; 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. Additionally, if the Applicant opens a new location, the final agreement must include a provision permitting that site to be added at the existing MRC rate for the duration of the contract, with the Applicant paying for any one-time charges associated with adding the new site to the network.

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.

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 does not include 'Al Aqsa C1 Pricing Schedule'.
- Proposal includes generic/encyclopedic price lists and/or solution is proposed by artificial intelligence.

- The Service Provider is required to submit its SPIN as part of the Proposal. If you do not have a SPIN, you MUST obtain it before you respond to the FCC Form 470, otherwise your bid may not be considered.
- SPI billing is not offered/available.

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/..

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 is subject to New York restrictions and New York purchasing law.

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.

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/.

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** *****