

Quba Institute RFP
BEN: 223022
Erate 2024 Form 470# 240022717

1. GENERAL INFORMATION

Quba Institute ("Quba"), located at 4637 Lancaster Ave, Philadelphia, PA 19131, is seeking proposals for Erate year 2024. The school has a total student population of approximately 80 students.

a. Objective

The School is seeking Internet Access and Managed Internet Broadband Services or Basic Maintenance services to provide necessary upgrades to the school network environment. The projects are contingent upon funding commitment approval from the USAC Schools and Libraries Erate Program.

Internet Access:

- High-speed (fiber) Internet Service up to 5Gbps.

Equipment list for Basic Maintenance **OR** Managed Internal Broadband Services:

- Up to 4 Wireless Access Points
- Up to 2 UPS
- Up to 3 24-port PoE network switches
- 1 Firewall

b. Timelines

Any questions pertaining to the RFP scope of work should be submitted via email to wakaalah@gmail.com. The deadline for submission of the proposal will be March 20, 2024, 12PM EST.

2. SERVICE / WORK REQUIREMENTS

a. Expectations

All services will start July 1, 2024.

b. Requirements

Organizations submitting bids should include a statement of qualifications that includes the following:

- Company experience and background
- The number of years the organization has been in business of providing Erate services to schools
- At least two references from Pennsylvania Schools where organizations provided services. Please provide contact name and contact information.

Rights to Amend RFP

Quba reserves the right to amend, modify, cancel this RFP, award part or not award any contract. Quba may also modify or add to the requirements contained in this RFP at any time after the issuance of the RFP for compliance by all providers. The school may also negotiate terms and conditions to meet requirements consistent with this RFP.

Rights of Rejection

Quba reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiation with one or more vendors if such action is in the best interest of the school. The school reserves the right to reject any bid received after the submission deadline and/or any bid not meeting the requirements stated in this RFP.

Disclosure of Proposal Content

Cost and price information provided in Bids will be held in confidential and will not be revealed or discussed with any other vendors. All other materials submitted by vendors for this RFP in the bids becomes property of Quba and may be returned only at the school's option.

Cost of Proposals

Expenses incurred in the preparation or delivery of proposals in response to this RFP is the sole responsibilities of the vendors/organizations that are preparing the bids. The School is not liable for any cost of expenses incurred by Bidders in the preparation of their proposals.

Non-Erate Funding Out Clause

All bidders agree that if the school cannot afford to pay 100% of the contract without Erate discounts, or if the school does not receive all requested Erate discount, the contract is null and void at the discretion of The School.

c. Vendor Evaluation

Evaluation of vendors will be based on the following set of criteria with pricing as the most heavily weighted criteria. However, the school also put a lot of emphasis on the overall service quality provided by the service providers / vendors. Service providers should preferably be able to provide top-notch customer service when it is required during "emergency" situation such as when the internet service is interrupted during critical operational hours.

Criteria	Weight (%)
Pricing	35
Customer service / Vendor responsiveness	30
Vendor Knowledge of Erate & Proximity	25
Personnel Qualification	5
References	5

3. SUBMISSION GUIDELINES

All responses to this RFP should be submitted in electronic format via email to wakaalah@gmail.com. All bid responses must be submitted to the above email by March 20, 2024, 12PM EST.