

Wattsburg Area School District

REQUEST FOR PROPOSAL (RFP)

Internet Service Provider

DISTRICT INTERNET SERVICE PROVIDER

Wattsburg Area School District

10782 Wattsburg Road

Wattsburg Area School District, Pennsylvania 16509

Phone: (814)824-3400 | Fax: (814)825-8180

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RFP ID: ISP-2023

Prepared by: Matthew Harman

Date: January 24, 2023

REQUEST FOR PROPOSAL
DISTRICT INTERNET SERVICE PROVIDER
Wattsburg Area School District - Pennsylvania

RFP ID: ISP-2023

SUBMISSION DEADLINE: February 24, 2023, 5:00 PM

QUESTION SUBMISSION DEADLINE: February 10, 2023

Questions may be submitted in written form no later than February 10, 2023 to:

RFP Contact Name: Matthew Harman
Contact Address: 10774 Wattsburg Road
Erie, Pennsylvania 16509
Telephone Number: (814)824-4122
Email Address: Matthew.Harman@wattsburg.org

INTRODUCTION

Wattsburg Area School District invites and welcomes proposals for their District Internet Service Provider project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for District Internet Service Provider which is or shall be located at 10774 Wattsburg Road, Erie, Pennsylvania 16509.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Internet Service Providers, contact:

Name: Matthew Harman
Title: Systems and Services Administrator
Phone: (814)824-4122
Fax: (814)825-8180
Email: Matthew.Harman@wattsburg.org

PROJECT OBJECTIVE

The objective and goal for this project is this project will be determining which service provider can provide the most cost effective internet service that meets all listed criteria.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

All services providers must submit a bid to a certified district representative no later than February 24th, 2023.

Specifications:

- 1.) Provide a 10GB fiber transport connection to the district to be connected at the districts primary network demarcation.
- 2.) Provide at least 3 GB of internet bandwidth for district services over the above referenced fiber transport.
- 3.) Provide the district with a Service Level Agreement (SLA) that establishes 24/7 network availability. This should include the vendors verified e-Rate SPN# and a guarantee to provide appropriately e-rate discounted billing.
- 4.) Provide all hardware necessary to establish an active network connection with the districts internal network. All hardware must be compatible with a Cisco internal network.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Contract Start Date:

July 1, 2023

Contract Expiration Date:

June 30, 2026

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Wattsburg Area School District shall award the contract to the proposal that best accommodates the various project requirements. Wattsburg Area School District reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Wattsburg Area School District or to any Bidder offering or submitting a proposal.

INTENT TO SUBMIT PROPOSAL

All invited Bidders are required to submit a "Letter of Intent" no later than February 10, 2023 informing Wattsburg Area School District of their intent to either submit or decline to submit a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Wattsburg Area School District no later than 5:00 PM on February 24, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Wattsburg Area School District.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Wattsburg Area School District shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Pennsylvania (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

- Organization chart showing key personnel that would provide services to Wattsburg Area School District

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Wattsburg Area School District, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

Bidder agrees that Wattsburg Area School District may contact all submitted references to obtain all information regarding Bidder's performance.