



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Request for Proposal**

**Excelsior Springs School District #40  
Internet Access**

**The Excelsior Springs School District #40 is comprised of: 1- Early Childhood Center, 3- Elementary Schools, 1- Middle School, 1- High School, 1- Technical Center, and 1-new elementary (under construction, scheduled to open August 2021) including a total district enrollment of approximately 2,900 students**

The Excelsior Springs School District is accepting proposals for the high speed internet access services. The district wants to achieve a load balanced, high availability internet connection minimizing the risk of outage.

**Request for information**

Must be submitted in writing to the attention of: Lynnette Procopio, Director of Technology via email at [lprocopio@ga.essd40.com](mailto:lprocopio@ga.essd40.com) within the time frame indicated in the response timeline. Questions received after the deadline will not be responded to. Questions and responses will be posted on the district's website and EPC portal site. In the event that there is a discrepancy between in documentation posted in multiple locations, the controlling (master) document will always be located at <https://sites.google.com/ga.essd40.com/technology-services/Get-Help/request-for-proposals?authuser=0>

**Request for proposal (RFP) Response**

Bid submission deadline will be 8:00 a.m. January 8, 2021.  
Due to Covid sealed bids may be emailed to the following address:

[lshelton@ga.essd40.com](mailto:lshelton@ga.essd40.com)

Subject line must read **Sealed Bid 2021-T002e-Internet**

## Specifications

High School

Termination Address	612 Tiger Drive Excelsior Springs, MO 64024
Item	<p>The district wants to achieve a load balanced, high availability internet connection minimizing the risk of outage. The desired internet access proposal includes:</p> <ul style="list-style-type: none"><li>● Pricing for 1 Gbps, 2 Gbps, 5 Gbps and 10 Gbps bandwidth options</li><li>● 1, 3, and 5-year terms with 2 - 1 year voluntary extensions on each</li><li>● Cost-allocated amounts for the ineligible services such as email, web hosting, content filtering, or other bundled ineligible services</li><li>● Symmetrical connection, e.g. 1Gbps up and 1Gbps down</li><li>● Any and all installation charges identified</li><li>● Indicate if proposer owns the entire circuit for internet access or if proposer has to lease a portion from a separate provider (indicate who is the provider).</li></ul>

The District would like to reserve the right to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered.

### Customer Requirements

- Option for growth including, but not limited to, increases in bandwidth and/or additions of locations, as determined necessary by the District
- All equipment necessary to provide this connectivity shall be provided with no option of transfer of ownership to ESSD40. All vendor equipment installed shall be under repair maintenance at no cost to ESSD40 for the life of the contract agreement.

### Information Requested

- Proposed solution pricing
- Special construction costs (curb to MPOE) should be amortized over the initial contract term as part of the MRC. DISTRICT WILL NOT BE RESPONSIBLE FOR ANY EASEMENT/RIGHT OF WAY COSTS INCURRED BY THE PROPOSER WHILE IMPLEMENTING THE SOLUTION. The Minimum Point of Entry (MPOE) and Demarcation point in the High School MDF shall be determined by ESSD40 technical staff. All cost proposals must include pricing to install services to the MPOE and Demarcation point.

- Include any one-time and recurring costs and explain any additional associated contractual obligations associated with the growth option (as stated above).
- Provide support agreements including response times.

### **Installation Timeline**

No billing can take place prior to July 1, 2021 though start up work can begin as early as February 1, 2021 in order to meet this deadline and maintain compliance with the E-Rate Program rules.

### **Request for Proposal Preparation Cost**

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to ESSD40. The ESSD40 will not be held liable for any cost incurred by VENDORS in responding to the RFP.

### **Vendor Qualifications**

Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP. The vendor shall provide three (3) K-12 references consisting of similar work and scope.

### **Payment and Funding**

The District intends to partially fund the services contemplated herein by leveraging the federal E-Rate program. Vendors should be familiar with and compliant with all applicable federal E-Rate policies. Bids from vendors that are not E-Rate eligible will not be considered for this RFP. Vendors must provide a response to this RFP that is compliant with E-Rate. Vendors must submit their E-Rate Service Provider Identification Number (SPIN) in the vendor response. Vendors must submit their E-Rate Federal Communications Commission Registration Number (FCCRN) in the vendor response along with proof of FCC Green Light Status. The successful bidder also must abide by the requirements for vendors under the E-rate program as set forth by the E-Rate program administrators. These requirements include, but are not limited to; filing of all Form 474 forms, extension of appropriate discounts to the participating eligible entities, careful record keeping for auditing purposes, and the provision of any information participating eligible entities must submit as part of their filing requirements. The bidder must identify and separate any costs that are associated with non E-Rate eligible entities and services as identified in the scope of work herein.

**Basic Selection**

No commitment will be made to select a proponent's system(s) solely on the basis of cost. Selection will be made on a combination of factors including technical bid submittal, Proponent experience and references, Implementation Price and the ability to deliver service.

Therefore, the District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.

The process that will be used by the district in selecting the firm to perform services outlined in the Request for Proposal will be as follows:

- A. Screening & Selection – The screening and selection will be performed by District Staff. All proposals submitted by firms will be reviewed. The committee will then formulate a recommendation to the Board of Education. The criterion to be used by the committee in the evaluation process is as follows:

Responses will be evaluated according to the following weighting:

	<b>Factor</b>	<b>Total Available</b>	<b>Points</b>
	Cost of eligible products and/or services	30	
	Cost of ineligible products and/or services	10	
	Design and Technical Bid Submittal	15	
	Implementation Cost	10	
	Vendor References	5	
	Experience with district	15	
	Ability to deliver service at start of funding yea	5	
	Ability to deliver service throughout district geographic region	5	
	Financial stability	5	
	<b>Total Points</b>	<b>100</b>	

**Timeline:**

<b>Activity</b>	<b>Date</b>
RFP issued	12/11/20
Question due date	12/21/20
Respond to written questions	12/22/20
Bids due and opened	01/08/21
RFP Review & Selection	1/11/21
Contractor Notification	1/12/21

- The Excelsior Springs School District reserves the right to reject any or all RFP's for irregularities, informalities, or technicalities which is in the best interest of the District. The Excelsior Springs School District also reserves the right to waive any or all RFP's for irregularities, informalities or technicalities which is in the best interest of the District.
- Vendors may withdraw their RFP prior to the stated time of opening, but may not be withdrawn for a period of thirty days thereafter, unless required by law.
- The Excelsior Springs School District reserves the right to accept any offer in part or in whole, to request a new RFP, or to award any of the items specified herein as it deems to be in its best interest of the school district. By quoting, the vendor specifically agrees that the decision of the Excelsior Springs School District is final and binding.
- The Excelsior Springs School District reserves the right to be the sole determining party as to which vendor is awarded this project. The selection process will be made on a combination of factors with price being the heaviest weighted factor.
- Should the vendor take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening.
- Written exceptions may or may not be honored by the Excelsior Springs School District. By quoting this proposal, the vendor agrees to all contents of this RFP.
- Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. In the case of default by the awarded vendor, the Excelsior Springs School District will procure from the second ranked vendor, and hold the first vendor responsible for any excess cost associated therein.
- Vendors are expected to utilize Lynnette Procopio, lprocopio@ga.essd40.com, as the sole representative for ALL information regarding this RFP. Vendor's who contact any other District employee or representative without the approval of Lynnette Procopio are subject to disqualification from this RFP.

## Pricing Sheet

<b>Service</b>	<b>Proposed Bandwidth</b>	<b>Monthly Cost</b>	<b>Fees</b>	<b>Total Annual Coast</b>
<b>Internet</b>	<b>1 GIG</b>			
<b>Internet</b>	<b>2 GiG</b>			
<b>Internet</b>	<b>5 GIG</b>			
<b>Internet</b>	<b>10 GIG</b>			

- All Fees must be explained in proposal