

**FRIENDSHIP PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSALS (RFP) FOR**

**Internet and WAN Services**

Friendship Public Charter School Inc. is soliciting proposals and qualification statements from parties having specific interests and qualifications in the areas identified in this solicitation. A selection committee will review and evaluate all qualification statements and proposals and may request that the bidders make oral presentations and/or provide additional information. The selection committee will rely on the qualification statements, proposals, additional information if provided and oral presentations if made, in the selection of finalists and, therefore, bidders should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Interested parties shall email the response to this RFP to: Ruby Sherman ([ProcurementInquiry@friendshipschools.org](mailto:ProcurementInquiry@friendshipschools.org)) and Alex Majewski ([amajewski@e-ratecentral.com](mailto:amajewski@e-ratecentral.com)) no later than the date indicated below. The email subject line should clearly state **“Form 470# 250000201 RFP Response - Internet and WAN Services”**.

Proposals may also be submitted by sending one (1) clearly identified ORIGINAL (hard copy) of the proposal to:

**Procurement Inquiry**

Ruby Sherman  
Friendship Public Charter School (FPCS)  
1400 1st Street, NW Suite 300  
Washington, DC., 20001

**Proposals are due by 4PM EST on Friday, January 10, 2025. Late proposals will be disqualified.**

***You must sign below in INK; failure to sign WILL disqualify the proposal.***

Company Name: \_\_\_\_\_

CompanyAddress: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.*

*Friendship Public Charter School Inc. (“Friendship”) reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.*

**TABLE OF CONTENTS – REQUEST FOR PROPOSAL PACKAGE**

The items below represent components, which comprise this Request for Proposal (RFP) package. Proposers are asked to review the package to be sure that all applicable parts are included. It is the Proposers responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your proposal packet.

1. **Cover Sheet:** Your company name, address, and your signature (**IN INK**) should appear on this page
2. **Table of Contents:** Identifies the order in which the information appears in the document.
3. **General Requirements:** You should be familiar with all of the General Requirements.
4. **Special Requirements/Instructions:** This section provides information you must know in order to make a complete and proper proposal.
5. **Specifications:** This section contains the detailed description of the products/services sought by Friendship Public Charter School.
6. **Attachments**
  - a. Proposal Requirement
  - b. Insurance Coverage Requirements
  - c. Financial Statements
  - d. Proposed Exceptions, Alterations, Additions, or Modifications to RFP (if any)

**PROCUREMENT TIMELINE**

<b>Task</b>	<b>Due Date</b>
Issue Date	November 15, 2024
Deadline to Submit Questions	December 6, 2024 at 4PM EST
Posting of Questions/Clarifications	December 10, 2024
Proposal Submission Deadline	January 10, 2025 at 4PM EST

## **GENERAL REQUIREMENTS**

### **ACCESS TO RECORDS**

Proposer may be required to allow duly authorized representatives of FPCS access to contracts, books, documents, and records necessary to verify the nature, extent, and cost of services provided by the Proposer.

### **AWARD**

FPCS reserves the right to reject any and all proposals, and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of FPCS and waive any and all minor irregularities in any proposal(s). FPCS further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of FPCS.

### **OFFER COMPLETION**

Completed proposal(s) must be sent to **Procurement Inquiry, 1400 1<sup>st</sup> Street, NW, Washington DC 20001**. An authorized company representative should sign the Cover Sheet. Completion of these forms is intended to verify that the proposer has submitted the proposal, is familiar with its contents, and has submitted the material in accordance with all requirements.

The submission of a response shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All terms, conditions, specifications, stipulations and supplier requirements stated in the RFP, any attached Appendices to the RFP, and any and all Addenda issued shall become part of the contract entered into between FPCS and the Proposer.

### **OFFER RETURNS**

Proposers must return completed proposals by date stated above. Late proposals will not be accepted and will be disqualified. It is the responsibility of the responding Proposer to assure that the response is received prior to the date/time indicated on the Cover Page of this RFP package.

### **CONTRACT RENEWALS**

Renewals may be made **ONLY** by written agreement between FPCS and the Proposer. Any price escalations are limited to those stated by the Proposer in the original proposal.

### **DISQUALIFICATION OF PROPOSER**

Upon signing this offer document, a Proposer certifies that the proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if FPCS believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected; offerors must bid on all sites and services within this RFP.

## **EVALUATION**

In evaluating the proposals submitted, FPCS will apply the “Best Value” process in selecting the Proposer to be awarded a contract for this project. In accordance with FCC and E-Rate program rules, price of E-Rate eligible products and/or services will be the primary factor carrying the heaviest weight. **Purchase price is not the only criteria that will be used in the evaluation process.** The selection process will include, but not be limited to, the following considerations:

1. The purchase price (E-Rate eligible products and/or services). 30%
2. The Proposer’s overall experience, reputation, expertise, stability and financial responsibility. 15%.
3. The extent to which the goods and/or services meet FPCS needs. 15%.
4. The Proposer’s past relationship with FPCS. 15%.
5. The ability to provide service in a reliable, expedient and efficient manner. 10%.
6. The total long-term cost to FPCS to acquire the Proposer’s goods or services. 5%.
7. Quality of Proposal. 10%.

All proposals must be valid for a minimum period of one hundred-twenty (120) days from the due date of this RFP. Proposers shall furnish in a timely manner to FPCS such additional information as FPCS may reasonably require.

FPCS reserves the right to contact references from the Proposer’s client list, or any other persons considered relevant by FPCS.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

## **DOCUMENT INTERPRETATION**

In the event of any conflict of interpretation of any part of this overall document, the interpretation of FPCS shall govern consistent with the laws of the District of Columbia. Wherever the term “Proposer” is used throughout the RFP, it includes the Proposer’s agents, employees, directors and/or assigns even if not specifically delineated.

## **HOLD HARMLESS AGREEMENT**

The successful Proposer(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend FPCS, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the Proposer and its agents, employees(paid or volunteer), directors and/or assigns in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting there from. Such indemnification shall also include reasonable attorneys’ fees, court costs, and expenses.

## **INSPECTIONS**

FPCS reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of FPCS. If a Proposer cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, FPCS can reject the proposal as inadequate.

## **TESTING**

FPCS reserves the right to test equipment, supplies, materials and goods proposed for quality, compliance with specifications and ability to meet the needs of FPCS. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

## **INVOICES AND PAYMENTS**

The Proposer who is awarded the contract is required to send all invoices to FPCS's reference point of contact and to **Accounts Payable 1400 1st Street NW Washington DC 20001**. Invoices shall be provided to FPCS in a timely manner. The Proposer who is awarded the contract is required to invoice FPCS within 30 days of providing goods and/or services to FPCS.

In the event FPCS is presented with invoices, statements, reports, etc. that are incomplete, or inaccurate, FPCS may be required to perform substantial research which could result in delay of payment. FPCS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices.

## **PRICING**

Prices for all goods and/or services shall be negotiated to a firm amount for the duration of the contract. No price increases will be permitted during the term of the agreement (or any renewal terms). All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

## **SUPPLEMENTAL MATERIALS**

Proposers are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Proposer wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

## **TAXES**

FPCS is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, FPCS will not be responsible for payment of the taxes. The Proposer awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to FPCS.

## **CONTRACT TERM**

Services are needed effective July 1, 2025. If the service cannot be guaranteed by this date, this should be indicated in the proposal, along with an estimated timeline for when the service will be available.

Service providers submitting proposals are requested to provide 36-month pricing, with an exclusive option by FPCS to voluntarily extend the agreement for two (2) additional twelve (12) month terms. Offers requiring an initial term of more than 36-months will be disqualified. All contracts should include an additional 90-day transitional period added to the end of the contractual agreement which may be exercised at the option of FPCS. The contractual prices, terms and conditions are to remain in force during the transitional period.

The successful Proposer, as determined by FPCS, shall be required to execute a contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. No Proposer shall obtain any interest or right in any award until FPCS has executed a contract, and any such interest and rights shall be subject to the terms and conditions as contained in such contract.

The successful Proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof, without prior written consent from the FPCS.

## **QUANTITY**

There is no guaranteed amount of business, expressed or implied, to be purchased or, contracted for by FPCS in the initial maximum three year contract term or in the subsequent two, 1 year renewals which may or may not be negotiated and agreed to by FPCS with any proposer(s). However, the Proposer(s) awarded the contract shall furnish all required goods and/or services to FPCS at the stated price, when and if required.

## **CONTRACT TYPE**

The preferred contract type to be awarded is a fixed fee contract. However, if a Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer is encouraged to offer that better pricing option as an alternative in its submitted proposal. FPCS will consider that type of contract as it compares with other recommended contract options. The contract type providing the best value, over the longest period of time is what FPCS seeks. Proposers are required to provide FPCS with a menu of any optional services offered. Each service must be priced separately and independent of any other services offered or rendered.

## **TERMINATION**

FPCS reserves the right to terminate the contract without cause with 60 days prior written notice for convenience and with 30 days prior written notice for cause, if Proposer breaches any of the terms therein, including warranties of proposer or if the proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which FPCS may have in law or equity. Cause may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to

properly perform any and all services required to FPCS's satisfaction and/or to meet all other obligations and requirements.

If the Proposer breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, FPCS will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate any contract with 30 days prior written notice to the Proposer.

FPCS will then be relieved of all obligations, except to pay the reasonable value of the supplier's prior performance (at a cost not exceeding the contract rate). The Proposer will be liable to FPCS for all costs exceeding the contract price that FPCS incurs in completing or procuring the service as described in the proposal. FPCS's right to require strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

### **TRANSITION**

Once an executed contract with the Proposer terminates for any reason, FPCS reserves the right to have a period of time to transition the contracted goods and/or services provided to FPCS by the Proposer to a new provider. During this transition period, FPCS will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. FPCS further reserves the right to establish the length of the transition period and communicate this transition time period to the provider; however, such transition period shall not exceed 180 days.

### **FUNDING OUT OPTION**

Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to FPCS, either in whole or in part, if funds are not appropriated by the FPCS Board of Directors, or otherwise not made available to FPCS. All outstanding invoices will be paid upon cancellation.

### **WARRANTIES**

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Proposers may not limit or exclude any implied warranties.

### **ASSOCIATION**

Proposers may not use the FPCS official logo(s), or any phrase associated with FPCS, without the written permission from FPCS.

### **EXCEPTIONS, ALTERATIONS, ADDITIONS AND MODIFICATIONS**

If any exceptions, alterations, additions, or modifications are submitted by Proposer to any portion of this RFP, the Proposer must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the proposer of the RFP as proposed by FPCS. FPCS reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

### **PROPOSAL PREPARATION COSTS**

All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit FPCS, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate FPCS to award a contract or purchase any goods and services stated in the RFP.

### **RETENTION OF PROPOSAL DOCUMENTATION**

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of FPCS.

### **MODIFICATION/WITHDRAWAL OF PROPOSAL**

Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission, or in person before the response date.

## **SPECIAL REQUIREMENTS/INSTRUCTIONS**

### **EVALUATION AND AWARD**

This RFP in no manner obligates FPCS to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of FPCS and may be terminated at any time prior to the signing of the contract. FPCS may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful Proposer(s).

If FPCS is unable to agree to contract terms, FPCS reserves the right to terminate contract negotiations with a Proposer and initiate negotiations with another Proposer. FPCS reserves the right to select services and products from any number of Proposers if in its sole discretion it is in the best interest of FPCS to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of FPCS and such evaluation and determination of best value shall be solely at the discretion of FPCS.

**Purchase price is not the only criteria that will be used in the evaluation process.** It must be noted that in accordance with FCC and E-Rate program rules, price of E-Rate eligible products and/or services will be the primary factor carrying the heaviest weight. Submission of a proposal implies the Proposer's acceptance of the evaluation criteria and all other terms and conditions as set forth in this RFP as well as the Proposer's recognition that subjective judgments can and will be made by those individuals evaluating proposals.

**FPCS RESERVES THE RIGHT TO AWARD THE CONTRACT TO ONE PROPOSER/CONTRACTOR, OR MORE THAN ONE PROPOSER/CONTRACTOR IN ITS SOLE DISCRETION.**

### **NON-PERFORMANCE BY PROPOSER/CONTRACTOR**

Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense



relative to this contract, may result in the probation and/or termination of this agreement by FPCS on the basis of nonperformance. Nonperformance shall be determined as follows:

1. Failure to meet and maintain all qualifications required in this RFP;
2. Failure to meet required operating performance standards in the time period required and consistent with workmanlike manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective.";
3. Failure to keep and maintain all required insurance coverage;
4. Failure to cure deficiencies within a reasonable amount of time as stated herein.

#### **INSURANCE**

All proposers must provide evidence of insurance or insurability.

#### **CONFLICT OF INTEREST**

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the FPCS projects. **If applicable, please complete Attachment F.**

#### **NON DISCRIMINATION**

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

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**RFP SPECIFICATIONS – Internet and WAN Services**

Friendship Public Charter Schools seeks qualified and experienced bidder(s) for: “**Internet and WAN Services**”

**Friendship Public Charter Schools are seeing bids for Wide Area Network Connectivity from 1Gbps – 10Gbps between all locations listed below. Collectively all sites need to have Internet Access for a minimum of 3Gbps as demonstrated on the network diagram. Offerors should provide pricing for up to 10Gbps of Internet connectivity.**

Site Name	Address	City, State, Zip	Minimum Bandwidth	Maximum Bandwidth (scalable)
Friendship Online*	1351 Nicholson Street NW	Washington, DC 20011	1 Gbps	10 Gbps
Friendship Armstrong Elementary & Middle**	111 O Street NW	Washington, DC 20001	1 Gbps	10 Gbps
Friendship Public Charter Schools Admin Building**	1400 1st Street NW	Washington, DC 20001		
Chamberlain Elementary	1345 Potomac Avenue SE	Washington, DC 20003	1 Gbps	10 Gbps
Chamberlain Middle School	1345 Potomac Avenue SE	Washington, DC 20003		
Tech Prep Academy	2705 Martin Luther King Jr. Avenue SE	Washington, DC 20032	1 Gbps	10 Gbps
Woodridge Elementary	2959 Carlton Avenue NE	Washington, DC 20018	1 Gbps	10 Gbps
Woodright Middle School	2959 Carlton Avenue NE	Washington, DC 20018		
Friendship Collegiate Academy	4095 Minnesota Avenue NE	Washington, DC 20019	1 Gbps	10 Gbps
Friendship Ideal Elementary	6130 N Capitol Street NW	Washington, DC 20011	1 Gbps	10 Gbps
Friendship Ideal Middle	6130 N Capitol Street NW	Washington, DC 20011		
Friendship Southeast Elementary Academy	645 Milwaukee Place SE	Washington, DC 20032	1 Gbps	10 Gbps
Blow Pierce Elementary	725 19th Street NE	Washington, DC 20002	1 Gbps	10 Gbps
Blow Pierce Middle	725 19th Street NE	Washington, DC 20002		
Ideal Northeast (aka Friendship Lamond Campus)	6200 Kansas Ave NE	Washington, DC 20011	1 Gbps	10 Gbps

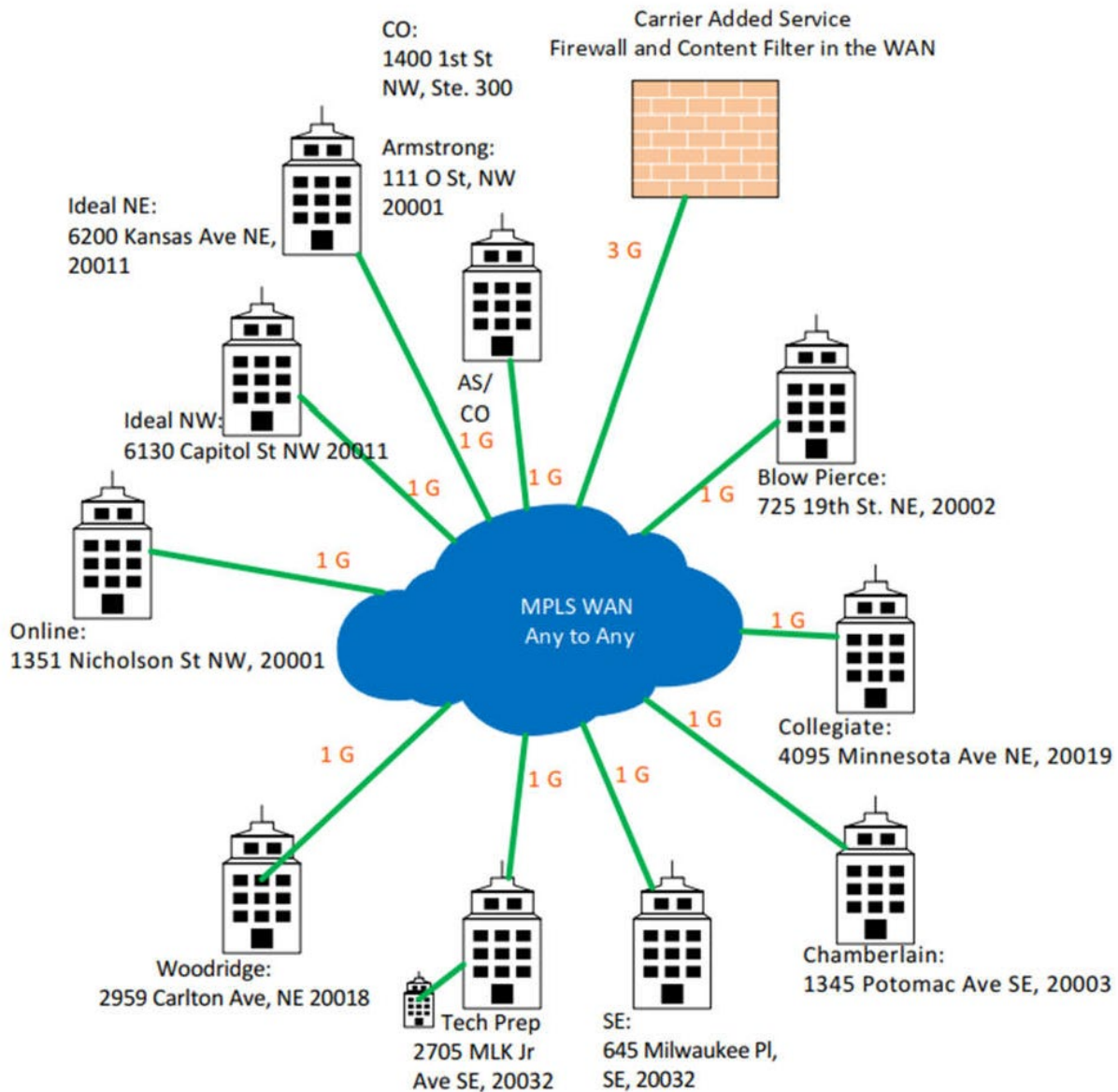
\*Denotes Network Operations Center

\*\* Friendship Armstrong Elementary & Middle and Friendship Public Charter Schools Admin Building share the same circuit.

Interested contractors must provide the services listed in this RFP. The total number of circuits requested is ten (10).

Offerors are encouraged to include pricing for managed network security cloud services (firewall and content filter), however, these are not eligible for E-Rate and must be priced separately.

### Network Diagram (Current State)



## Technical requirements

Internet Access and WAN connections (MPLS or comparable solution) to all FPCS schools/locations listed on RFP.

### Additional information

- 1 Gbps circuit to each site with adequate bandwidth to uplink connection from ISPs side.
- All contracts must allow for bandwidth increases up to 10 Gbps during the term of the contract.
- Vendor supplied Hardware and software necessary to provide the proposed bandwidth at all locations/sites.
- Bringing required cables/access to demarc and from demarc to Data closets should be the vendor's responsibility.
- The vendor coordinates cutover from the current ISP as part of vendor's cost.
- Managed or hosted firewall and content filter that protects all sites / all Internet traffic.
- Vendor must provide rack mountable uninterruptible power supplies (UPSs) to protect ISP equipment.
- Provide adequate Public IP addresses as and when needed for hosted services (not exceeding 254 IPs)
- IPSec-VPN with MFA support to allow 254 clients to the Core network.
- Support NAT and PAT.
- Allow Live Monitoring of the network or portal access to view managed network.
- Vendor supplied equipment at all locations/sites should be part of E-Rate category 1 service or vendor covers the cost of equipment, its replacement and associated costs.
- Vendor must define E-Rate eligible and ineligible portions of service, if applicable.
- The WAN topology should be designed such that no site is dependent upon another site's connection for internet access.
- Responses must include SLA details and commitment.

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## **VoIP and Telecommunication Services (Ineligible for E-Rate)**

**All costs associated with VoIP and Telecommunication Services should be included separately from any E-Rate eligible costs.**

- Provide 50 SIP trunk lines/lines (concurrent calls) each Collegiate Academy (20) and Tech Prep (30).
- Port/Rollover numbers from FPCS existing system.
- At least 200,000 minutes of local calling per month, must be included in the price
- At least 18,000 minutes of long distance calling per month, must be included in the price
- Include the price of additional long-distance minutes
- Voice services are not E-Rate eligible. Any voice services will need to be priced out separately from all E-Rate eligible services.

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## **Proposal Requirements (Attachment A)**

Proposals shall include, at a minimum, the following information organized as follows in a qualification statement:

1. A brief discussion of the consultant's/company's history, and services offered. Briefly state the Proposer understands of the work to be done and make a positive commitment to perform the work within the required time period.
2. Resumes of key staff that will provide services and training.
3. Names and contact information of at least three client references.
4. Provide proof of CBE as firms certified as CBE will receive preferential consideration. See <http://dslbd.dc.gov/>
5. A proposed signed contract, which includes terms, payments and amount contract, will not to exceed.
6. No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate. If an increase in bandwidth is requested during the contract period, the contract does not renew. As bandwidth needs are steadily rising, respondents are free to price higher tiers of bandwidth than what is requested to demonstrate their future scalability. Service providers are requested to submit offers for incremental bandwidths from 1 Gbps up to 10 Gbps.
7. Service providers submitting proposals for contracted service are requested to provide, 36-months pricing with an exclusive option by FPCS to renew on an annual basis for 2 years. All contracts must allow for bandwidth increases up to 10 Gbps throughout the term of the contract. Contracts may include an option for annual voluntary renewals when agreed to in writing by both parties. All offers must include all costs associated with delivering the service to the applicant, including but not limited to installation charges, special construction costs, leased managed router (if available), plus any other related charges.
8. Proposals must include **all** costs associated with providing service, including but not limited to:
9. monthly service fees
10. managed router/modem lease fees (if required for service to function)
11. one-time construction, installation, and/or connection charges

12. estimated taxes, fees, and/or surcharges
13. Proposals that do not provide definitive costs for the services requested (including recurring and/or one-time charges) will be considered non-responsive and will not be included in the evaluation.
14. Proposals that include generic/encyclopedic price lists will be considered non-responsive and will not be included in the evaluation.
15. Proposals requiring applicant-owned hardware in order to function must provide specifications and, if available, an estimated cost for necessary hardware.
16. Proposals should include the service provider's terms and conditions.
17. 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.
18. Respondents shall document the ability to participate in the E-Rate program by supplying their current SPIN (Service Provider Identification Number) as part of their proposal.
19. FPCS will give priority to proposals, which covers all requested services.
20. Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement.

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**INSURANCE COVERAGE REQUIREMENTS (Attachment B)**

**General & Excess Liability Minimum Coverage**

General Liability:	1,000,000
Umbrella Liability:	1,000,000

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

**FPCS will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.**

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**Financial Statements (Attachment C)**

Proposer should submit as Attachment C current financial statements, preferably for the past two years, which have been audited or reviewed by a Certified Public Accountant.

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**Proposed Exceptions, Alterations, Additions, or Modifications to RFP (Attachment D)**

Proposer should submit as Attachment D, any and all proposed exceptions, alterations, additions, or modifications.

For further information, contact Ruby Sherman at: [ProcurementInquiry@friendshipschools.org](mailto:ProcurementInquiry@friendshipschools.org)

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**ATTACHMENT F**

**CONFLICT OF INTREST DISCLOSURE**

As a prospective vendor/supplier, its agents, employees, directors and/or assigns, you shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with a member of the school’s board or leadership.

**Name of party that poses conflict**

**Relationship/Interest**

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Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

**END OF FPCS RFP PACKAGE.**