



REQUEST FOR PROPOSAL

INTERNET ACCESS SERVICE : 500 Mbps — 1,000 Mbps

Table of Contents

Project Overview	2
About Center City Public Charter Schools	2
General Instructions and Requirements	2
RFP Process - Timeline	3
Project Requirements	3
E-Rate Requirements	3
Technical Requirements	4
Vendor Requirements	4
Pricing Requirements	5
Proposal Evaluation	5
Appendix A - Locations	5

Project Overview

About Center City Public Charter Schools

Center City Public Charter Schools, Inc. (Center City PCS) operates six schools serving 1,500 pre-kindergarten through eighth grade students in the nation's capital. Our mission is to empower our students for lifelong success by building strong character, promoting academic excellence, and generating public service throughout Washington D.C.

Center City PCS plans to upgrade internet bandwidth at each of our schools and central office to support increased demand for onsite, remote, and hybrid learning; and distributed operations.

General Instructions and Requirements

Proposals should be *emailed* (preferable) *or mailed* to:

Scott Burns
Director, Information Technology
Center City Public Charter Schools
301 N Street NE, Suite 200
Washington, DC 20002
ccpcs@erateassist.com

Clarifying questions should be emailed to ccpcs@erateassist.com. All substantive questions and answers will be cataloged and published for all interested parties to review on Center City PCS' website.

Vendors must request and schedule site surveys in advance. Due to pandemic operating requirements school buildings will only be accessible after 4:30pm EST during the school week, with the exception of Wednesdays, when sites are accessible after 2:00pm.

RFP Process - Timeline

Friday, January 14, 2022

- Release of RFP Documents
- Concurrent submission and posting of Form 470 with the USAC

January 14, 2022 — February 18, 2022

- Submission and online publication of written questions and responses to vendors
- Site surveys requested by interested vendors
- Receipt of final proposals at Center City Public Charter Schools by February 18, 2022 at 5:30pm

February 18, 2022 — February 25, 2022

- Proposal evaluation & clarification
- Vendor Q&A

February 25, 2022 — March 18, 2022

- Notification of proposal award to selected vendor
- Center City PCS Board of Directors Approval
- E-Rate services contracts signed

Project Requirements

E-Rate Requirements

Center City PCS is eligible for E-Rate discounts from the Universal Service Fund (see: <https://www.usac.org/e-rate/>.) Some or all services obtained under this procurement may be eligible for E-rate discounts and Center City PCS and will apply for these discounts to support the services requested. Vendors responding to this RFP are required to:

- Apply for a Service Provider Identification Number, if they don't already have one, and provide it with the bid proposal
- Agree that the Center City PCS' portion of the contract is subject to the availability of the discount to Center City PCS schools on a year by year basis.
- Agree to assist Center City PCS in resolving any administrative issues that arise from the USF program
- Agree that the contract may be canceled, at the Center City PCS's option, if Center City PCS does not receive the anticipated discounts.

Vendors are responsible for ensuring that services quoted meet the eligibility requirements established by the USAC Schools and Libraries program. The Eligible Services list for funding year 2022 is available here:

<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>

Any services not eligible for discounts must be identified and quoted separately.

Technical Requirements

Requirements for EACH site:

- An independent dedicated synchronous connection supporting:
 - for our six schools: 500Mbps access with option to increase to at least 1,000Mbps
 - for our central office: 200Mbps access with options to increase to at least 500Mbps
 - Five (5) public IP addresses for each location
- UPS equipment to support vendor-supplied equipment through power outages lasting up to 30 minutes
- All required cabling, hardware, and installation services to extend vendor point-of-presence to each Center City PCS location's firewall router via 1Gbps ethernet handoff
- All vendor-supplied equipment and services eligible for reimbursement for E-rate Category 1 service.

Vendor Requirements

Center City PCS requires the following commitment from vendors:

- A single point of contact for billing and service requests
- Initial response time of 2 business days (48 hrs) to administrative inquiries including:
 - billing questions
 - service upgrades
 - moves and changes
- Submission of installation and delivery schedules and plans
- Background Check Compliance: Center City PCS requires that all contractors must perform background checks of all contractors and employees who may come into contact with Center City PCS students
- Service Level Agreement specifying %99.99 network availability exclusive of customer related power events or other physical issues on customer premises
- A minimum of two (2) customer references for prior projects of similar scope.

Pricing Requirements

Proposals and resulting contracts must include:

- All installation and other non-recurring charges required to establish requested service
- Recurring charges for services billed monthly starting in the funding year beginning July 1, 2022
- Details of cancellation or change of service charges.

Proposal Evaluation

Proposals will be evaluated using the following weighted criteria:

Cost of Eligible Goods and Services	50%
Meets the Requirements of the RFP	25%
References	15%
Record of Previous Experience with Center City PCS	10%

Appendix A - Locations

Service is required to the following locations:

- Center City Public Charter Schools - Brightwood Campus
6008 Georgia Ave NW
Washington, DC 20011
- Center City Public Charter Schools - Capitol Hill Campus
1503 East Capitol St SE
Washington, DC 20003
- Center City Public Charter Schools - Congress Heights Campus
220 Highview Pl SE
Washington, DC 20032
- Center City Public Charter Schools - Petworth Campus
510 Webster St NW
Washington, DC 20011
- Center City Public Charter Schools - Shaw Campus
711 N St NW
Washington, DC 20001

- Center City Public Charter Schools - Trinidad Campus
1217 West Virginia Ave NE
Washington, DC 20002
- Center City Public Charter Schools - Central Office
301 N St NE, Suite 200
Washington, DC 20002