

## REQUEST FOR PROPOSAL

Belgrade School District No. 44  
312 North Weaver Street  
Belgrade, Montana 59714  
Jay Bates

Email: [jbates@belgradeschools.com](mailto:jbates@belgradeschools.com)

Telephone: (406) 388-6951

The Belgrade Public Schools is accepting written proposals for Leased Lit Fiber Internet Services for the following:

**Internet Service** (Vendor) with the following minimum requirements:

- Pricing options for 1 Gbps, 2 Gbps, and 10 Gbps download speeds. Pricing options may include 1 Gbps or 2 Gbps with an option to increase to 10 Gbps within the contract and without extending the term of the agreement.
- Vendor agrees not to increase pricing after the acceptance of the bid and/or during the term of the agreement.
- Vendor will state in writing how they will assure lit fiber with effective throughput at subscribed bandwidth.
- Vendor will provide monthly traffic monitoring and analysis to the School District.
- Vendor shall assure there is no planned down time from Monday through Friday between the hours of 7:00 a.m. and 7:00 p.m.
- Technical support shall be available by person-to-person contact Monday through Friday during the hours of 8:00 AM through 5:00 P.M. Proposal must state in writing how this service is provided.
- In addition, the vendor (internet provider) must state in writing what, if any, detail technical support offered – either at no charge or at a stated fee.
- Vendor must specify how the above conditions are met.
- Vendor agrees to bill E-rate discounts on bills once they receive a Form 486 Notification Letter from USAC. If not, no late charges may be billed.
- Bid should include in the Monthly Recurring Costs (MRC) any monthly costs for leasing routers, circuits, etc., that may be required for delivery of service as a standard part of the MRC and not as a separate line item or hidden in the service agreement.
- Internet service will be provided to District Office at 312 N Weaver Street.

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Our current leased lit fiber is provided at 312 N. Weaver St. as is stated. Our District owned internal fiber network provides access from these resources to the Middle School, High School, Saddle Peak Elementary, and Heck/Quaw Elementary. Currently have two bonded internet connections under contract until June 30, 2020. If affordable, will consider upgrading contract and/or bonding for additional internet speeds.

**School District Characteristics.** The School District employs approximately 390 personnel and serves over 3,500 students.

**Minimum Bid Duration.** The School District shall accept bids with service durations of 12 months, 24 months, or 36 months with an effective start date of July 1, 2018. All services shall be for no more than three years. At its discretion, the School District shall have the option of extending the service agreement for an additional year. The service provider must state the charges for an additional year if different from the base year.

**Proposal Deadline.** Written RFP will be accepted until **4:00 P.M., of the Allowable Contract Date on the posted Form 470** at the District Office, 312 N. Weaver St., Belgrade, Montana 59714 (Telephone: 406-388-6951). Bids must be marked **Competitive Internet Services Upgrade Bid** and addressed to Jay J. Bates, District Clerk, 312 N. Weaver St., Box 166, Belgrade, MT. 59714 or emailed to [jbates@belgradeschools.com](mailto:jbates@belgradeschools.com).

All bids will be publicly opened and read in the Administration Board Room at **7:30 am, February 09, 2018.**

**No bids will be accepted after the Proposal Deadline. Late bids will be returned unopened.**

**The School District is not accepting bids for special construction.**

**All respondents must be capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered vendor in good standing with USAC, and have a USAC issued 498 ID (formerly Service Provider Identification Number-SPIN).**

**Additional Information:** Questions regarding this RFP should be directed to:

Nicole Jones, E-Rate Consultant  
E-Rate Program Management, LLC  
406-934-6668

**Conditions Affecting Award of Bid.** The Board of Trustees reserves the right to accept or reject any or all bids in whole or part. The Board also reserves the right to waive any formalities without cause and without explanation to any bidders. The Board will render a final decision of bids received during the Board meeting held **7:00 pm, February 12, 2018.**