



**Tri-County Academy  
400 Cox Ferry Road  
Flora, MS 39071**

**E-RATE 2019-2020 CATEGORY 1  
REQUEST FOR PROPOSALS (RFP) FOR INTERNET SERVICE  
PROPOSAL DUE DATE:**

**February 8, 2019 at 2:00 P.M. CST**

**BID OPENING 3:30 P.M.**

**Tom Taylor Ph.D  
Headmaster**

## **Tri-County Academy Internet RFP**

**Subject:** Requests for Quotations/Proposals for Internet Service for Tri-County Academy.

**Purpose:**

Proposals are being sought by The Tri-County Academy for the purpose of obtaining proposals from Responders for Telecommunications Service for a multi-year contract for Internet Services – E-Rateable Service: TCA is soliciting qualified contractors to submit an installation and ongoing service bid for Internet Service. All equipment included in this option will be owned and maintained by the awarded service provider with no option for transfer of ownership to the lessee.

**General Requirements:**

TCA is requesting internet services proposals for various levels of bandwidth. Levels include 250Mb, 500Mb, and 1Gb service speeds. All service speeds are equal download and upload.

**Contract Terms:**

TCA requires vendor proposals to include options for various contract term lengths and voluntary extension lengths.

Example: **1 year initial contract with 4 year voluntary extensions** or **3 year initial contract with 2 year voluntary extensions**. **No** fully extended contract will exceed **5 years**.

## Schedule of Events:

Event	Date(s)	
Release of RFP to Service Providers	1-9-2019	
Site Visits (Mandatory)	1-24-2019	1:00 PM CST
Optional Site Visit (If Circumstances permit)	1-25-2019	1:00 PM CST
Deadline for Submission of Proposals	2-8-2019	2:00 PM CST
Opening of Proposals (@TCA)	2-8-2019	3:30 PM CST
Board Approval of winning bid	TBA	TBA

Send proposals and supporting documentation to:

Tom Taylor, Headmaster  
400 Cox Ferry Road  
Flora, MS 39071

### Proposal Submittal:

In order to be eligible for submission of a quote, the Service Provider must complete a site visit to all locations in the proposal. Any submissions submitted by a company that has not completed a site visit will be returned unopened.

One original and one copy of the proposal and two copies of the other required documentation must be sent in a sealed envelope clearly marked with the words "Tri-County Academy, TCA Internet Services RFP 2019" to the address noted on page 1 of this document. All proposals will be opened at 3:30 PM CST on Feb 8, 2019, at TCA at 400 Cox Ferry Road Flora, MS 39071.

Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for TCA. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until TCA has determined the best proposal based on all factors.

### Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless the Service Provider makes a request in writing to TCA prior to the time set for the opening of submitted proposals. TCA will accept no quotes after the deadline for submission of proposals.

## **The Service Provider's Qualifications**

The Service Provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Category Two Services. If The Service Provider fails to file the appropriate forms with the SLD or fails to receive an SLD Service Provider Number, TCA is not responsible for the discounted portion of The Service Provider's bill. The Service Provider must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The Service Provider is responsible for supplying SLD SPIN with the quote.

It is preferred that the Service Provider has been in business for at least 3 years and have an office in the state of Mississippi. A legible copy of incorporation papers must be attached and noted.

Service Providers must give examples of experience with installation of similar projects that have equal infrastructure equipment. Service Provider must give examples and contact information for at least three such installations.

A service provider's bid will be rejected also if the provider is not in good standing with USAC.

**Do Not Fax or Email Proposals.** Proposals will be received by TCA at the Office of Headmaster, 400 Cox Ferry Road Flora, MS 39071 until 2:00 PM **CST, Feb. 8 2019**. Proposals must be mailed to the address above in time for delivery before the closing date or hand delivered.

## **Inquiries**

All correspondence and inquiries regarding this RFP must be done via Email:

tom.taylor@tricountyacademy.org

If a Service Provider does not receive a response within 48 hours, it is the responsibility of the Service Provider to call Tom Taylor at 601-879-8517 and confirm that the email message was received.

All responses to inquiries will be emailed to the Service Providers.

## **Basis of Award:**

1. E-rate approval by USAC
2. Provider must have current USAC SPAC and SPIN Number.
3. References of at least three installations of similar application size.

4. Proposed network equipment's ability to meet current and future needs of TCA, including onsite support, training, and technical assistance.
5. Compatibility with existing wired and/or wireless infrastructure and existing CSpire VOIP Phone System.
6. Vendor's qualifications, knowledge, experience, past work and functionality of previous installations.
7. Overall cost and quality of proposal.
8. Service Provider MUST complete the MANDATORY walk through. NO BIDS WILL BE ACCEPTED FROM SERVICE PROVIDERS WHO DO NOT COMPLETE THE MANDATORY SITE VISIT.

The mandatory walk through will be on **January 24, 2019 at 1:00** PM at TCA. If extenuating circumstances prevent a vendor from attending on this date, a possible alternate date will be **January 25, 2019 at 1:00 PM**. This date must be confirmed by Tom Taylor by phone at 601-879-8517 or by email at Tom.Taylor@tricityacademy.org.