

**Redbank Valley School District  
Fiber Optic Connections RFP**

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Dear Telecommunications Service Provider:

You are invited to submit a response to this Request for Proposal (RFP) by the Redbank Valley School District (RVSD) for leased fiber optic connections among its member schools. The RFP is available today at: [www.redbankvalley.net](http://www.redbankvalley.net)

This RFP seeks leased fiber optic connections from two elementary school buildings including Redbank Valley Primary and Intermediate Schools to the Redbank Valley Jr. Sr. High School. Providers are required to bid on installation interconnecting all three locations. The objective is to begin services on or near July 1, 2012.

In preparing the RFP response, please provide all the requested information in the format outlined in the document, **due at 3:00 pm EST on Saturday, March 3, 2012**. Please submit (3) paper copies of the RFP response to me, Michael A. Drzewiecki, Superintendent, Redbank Valley School District, 920 Broad Street, New Bethlehem PA 16242. Also, please submit one (1) soft copy via email to [mdrzewiecki@redbankvalley.net](mailto:mdrzewiecki@redbankvalley.net) or on CD-ROM to the above address.

Please contact me by email or by phone (814-275-2426) with any questions about the RFP. Thank you for your interest in our project.

Sincerely,

Michael A. Drzewiecki  
Superintendent  
Redbank Valley SD

**Request for Proposal  
For  
Fiber Optic Connections**

**Issued by:**

**Redbank Valley School District  
920 Broad Street  
New Bethlehem PA, 16242**

**November 29, 2011**

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**TABLE OF CONTENTS**

	<u>Page No.</u>
Cover Letter	
Cover Sheet	
PART 1    General Information .....	4
PART 2    Statement of Work .....	9
PART 3    Additional Response Requirements .....	14
PART 4    General Contract Conditions .....	15
PART 5    Format of Response .....	16
PART 6    Criteria for Selection .....	17
 Attachment 1: Cost Template Spreadsheet and Instructions Attachment 2: Non-Collusion Affidavit Instructions and Form	
 APPENDICES:	
 APPENDIX A: Information about Schools located within the Redbank Valley School District	

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**Section 1: General Information for Providers**

**1.1. Purpose and Background**

The purpose of this Request for Proposal (RFP) is to solicit proposals from providers for fiber optic connections linking two elementary schools in RVSD including Redbank Valley Primary School grades K-2 and Redbank Valley Intermediate School grades 3-6 to the Redbank Valley Jr. Sr. High School.

This RFP intends to improve the overall effort to provide expanded connectivity to the elementary school buildings beyond the district hub-site located at the high school. As such, there are two elementary school buildings that seek expanded telecommunication connections at the district level. The target start date for these services will be July 1, 2012.

**1.2. Issuing Office**

The Issuing Office is the official point of contact with regard to all matters relating to this RFP. The Issuing Officer is:

Michael A. Drzewiecki  
Superintendent  
Redbank Valley SD  
920 Broad Street  
New Bethlehem, PA 16242  
Phone: 814-275-2426  
Email: mdrzewiecki@redbankvalley.net

**1.3. Timeline for the Procurement Process**

Feb 3 <sup>rd</sup> , 2012	RFP available to interested respondents and E-Rate Form 470 filed
<b>Mar 3<sup>rd</sup>, 2012</b>	<b>RFP proposals due from service providers by 3:00 PM EST.</b>
Mar 3 <sup>rd</sup> , 2012	Service provider clarifications complete (if necessary)
Mar 5 <sup>th</sup> , 2012*	RFP anticipated award date
Mar 5 <sup>th</sup> , 2012*	Final contract approval
JUL 01st, 2012*	Target services delivery start-date

\*The dates with an asterisk are target dates and may change. In no instance will final contract approval occur after the deadline for filing a completed E-Rate Form 471.

**1.4. Scope of Document**

Section 1 contains general administrative information for providers. Section 2 is the Statement of Work. Section 3 contains additional requirements of the provider not directly related to the Statement of Work and Section 4 contains contract requirements. Section 5 is the format to be followed in the response and Section 6 is the Criteria for Evaluation. Appendix A contains additional information about the school locations that seek connectivity and the specific addresses and telephone numbers for the connections.

**Redbank Valley School District  
Fiber Optic Connections RFP**

---

**1.4.1. Amendments to the RFP.** If it becomes necessary to revise any part of this RFP, an amendment will be issued by the Issuing Officer and a notice emailed to all providers which have registered with the Issuing Office via email or in person. Providers may request a hardcopy of the amendments by contacting the Issuing Office.

**1.5. RFP Service Providers' Conference**

There is no service providers' conference. Providers should address questions to the Issuing Officer. All questions must be in writing. All questions must be submitted in writing to the Issuing Officer (email is sufficient) by 3:00 p.m. on March 3, 2012, for an official response.

**1.6. Response Closing Date**

RFP proposals are due from service providers by 3:00 PM EST on March 3, 2012.

**1.7. Submission Costs**

The RVSD is not liable for any costs incurred by a provider in preparing or responding to the RFP.

**1.8. RFP Response Submission**

Please respond to all numbered items in Sections 1 through 4 in this RFP as directed in Section 5, Format of Response. Responding service providers will not be given an opportunity to change any part of the proposal after submission deadline, except as described in 1.17 or 3.5. For this RFP, the response must remain valid for sixty days or until a contract is executed, whichever comes first.

**1.8.1. Packaging of RFP Responses**

RFP responses shall be submitted to the Issuing Officer as follows: **a) three (3) paper copies according to the instructions in Section 5; and b) one (1) electronic copy via e-mail or CD-ROM.** The electronic copy should be in a Microsoft Office Word and Excel format. Providers may submit partly in a PDF format, but only for the body of the document; the pricing information must be submitted in Excel format.

**1.9. Proprietary Information**

RFP Proposals will be held in confidence, and will not be revealed to or discussed with competitors, except as required by law or relevant state or federal grant programs. All other material submitted with the RFP proposals becomes the property of the RVSD and may be returned only at the RVSD's option. RFP proposals submitted to the RVSD may be reviewed and evaluated by any person other than competing providers at the discretion of the RVSD.

The RVSD has the right to use any or all ideas presented in any RFP proposal. Selection or rejection of the RFP proposal does not affect this right. Any financial information disclosures that are considered of a proprietary and confidential nature by the provider may be returned upon written request.

**1.10. Rejection or Acceptance of Responses**

RVSD reserves the right to accept or reject any proposal, at their sole discretion.

Any submission that is deemed non-responsive, or does not meet the RFP requirements is subject to rejection. Nevertheless, RVSD at their discretion may accept a proposal that contains one or more deviations from the performance requirements or other terms of the RFP, informalities or defects, if it is in substantial compliance with the terms and intent of the RFP. However, any deviation also may be

**Redbank Valley School District  
Fiber Optic Connections RFP**

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grounds to reject any proposal. Any changes proposed by the responder to the terms and conditions contained herein or any other deviation from the RFP must be clearly marked and identified in the proposal response.

**1.11. Contractual Obligation**

Responding service providers must be willing to enter into contracts in the form set forth in Section 4 of this RFP, General Contract Conditions. This RFP, the selected RFP proposal, the delivery and performance Service Level Agreements (SLAs) and all addenda will become part of the contract. If the selected provider fails or refuses to properly execute the contract, the Issuing Office may, at its option, discontinue communications with the provider, commence contract negotiations with any other provider or subcontractor, or reject all RFP proposals.

**1.12. Notification of Selected Provider(s)**

The selected provider(s) will be advised of selection by the RVSD through the issuance of a notification of award letter. Unsuccessful providers also will be notified by letter.

**1.13. Selected Provider Responsibilities**

The selected provider(s) will be required to assume full responsibility for all products, services and warranties offered in its RFP proposal whether or not the services are provided by the provider or its subcontractors. Further, the RVSD will consider the selected provider to be the sole point of contact with regard to contractual matters. The RVSD will require the selected provider to coordinate all aspects of the planning, installation and service coordination to the individual schools as part of the process.

**1.14. E-Rate**

Providers must be familiar with and compliant with all applicable federal E-Rate program requirements. The RVSD assumes that ALL SERVICES sought in this RFP are Priority One-E-Rate eligible. Providers are expected to verify that all costs associated with all services in this RFP Proposals are Priority One E-Rate eligible. Also, the selected provider shall designate an individual E-Rate contact that will assist the RVSD with determination of eligibility of services, preparation of the Form 471, responses to E-Rate administrator inquiries and ongoing E-Rate compliance during the term of the contract. Any provider submitting a response for the proposal must be an E-Rate eligible telecommunications carrier with a Telecommunication Services SPIN number. All providers must be E-Rate eligible for the services proposed at the time of proposal submission, and no providers that are not E-Rate eligible will be considered for this RFP.

Providers must submit their Universal Service Program Service Provider Identification Number (SPIN) with the RFP response. Providers must secure and submit a Federal Communications Commission Registration Number (FCCRN) with the provider response. Proof of the SPIN and FCCRN (in the form of a printout from the USAC and FCC websites, respectively) should be included in the proposal.

The successful provider also must abide by the requirements for providers 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 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 provider must be able to separate any costs that are associated with E-Rate eligible versus non-eligible entities or services.

The provider agrees to timely submit to the Schools and Libraries Division (“SLD”) of the Universal Service Administrative Company a completed Form 473, Service Provider Annual Certification form, which provides updated contact information to the SLD each and every year covered under this RFP.

**Redbank Valley School District  
Fiber Optic Connections RFP**

---

The provider must also agree to provide a copy of the completed Form 473 to RVSD. This form is available on the SLD's website at [www.sl.universalservice.org](http://www.sl.universalservice.org) in the Forms section.

Providers have access to E-Rate regulations and policies via the E-Rate Administrator's Website: <http://www.sl.universalservice.org>. Providers may obtain a FCCRN via the Federal Communications Commission Website: <http://www.fcc.gov>.

**1.15. Security and Pennsylvania Act 34 Clearance/Act 151 Clearances**

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure record checks required by law (and submit the results thereof) as follows:

**1.15.1.** For Pennsylvania Residents: Form SP4-164-Pennsylvania State Police "Request for Criminal Record Check" – Call 717-783-5494

**1.15.2.** Out-of-State Residents: Pennsylvania Form SP4-164 and FBI Background Check

**1.15.3.** Pennsylvania "Child Abuse History Clearance" – Call 717-783-6211

On-site work at the school district sites cannot commence until all service provider's workers are "cleared" by the RVSD, and the service provider has obtained and furnished to the RVSD all relevant certifications, licenses, permits and/or other required qualifications. Note the successful vendor must comply with Act 34 Amendment, Issued Mar. 13<sup>th</sup>, 2007, 24PS1-111.

**1.16. Tax Exempt Status**

The RVSD is exempt from Pennsylvania Sales and Use Taxes and enjoys all other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. They are not exempt from all provisions of the SLD Universal Service Fund, or other FCC taxes and fees.

**1.17. Additional Information for the Providers**

The RVSD reserves the right to:

- Amend, modify, or cancel this RFP.
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers.
- Not award any contract.
- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP.
- Utilize any and all ideas submitted in the RFP proposals received.
- Request providers to clarify any aspect of their RFP proposals, including price, in a written follow-up to the initial response.

## **Redbank Valley School District Fiber Optic Connections RFP**

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### **2. Section 2: Statement of Work**

The provider should address each numbered heading in this Section 2, Statement of Work, by acknowledging any requirements, answering any questions or responding as applicable. See Section 5, Format of Response, for further instructions.

#### **2.1. Background and General Requirements**

The RVSD seeks to lease the most cost-effective fiber optic solution for transporting educational and administrative applications from building-to-building between its three buildings. The RVSD is requesting full access to a privately owned line with no less than 8 strands of fiber. Throughput of this line shall only be limited by the layer two edge devices owned by the RVSD at each building. The proposal must clearly indicate eligible and ineligible services, annual recurring and non-recurring cost, and cost allocate per E-rate guidelines. Speeds of 1 Gbps connectivity are requested.

Traffic across these links will include Internet, plus other normal Intra-WAN traffic such as data and/or voice and video. The term of the contract for the proposal request is for five years; however, providers may propose alternate terms provided they submit a base proposal for a five-year term. Terms can also include contract extensions as permitted under E-Rate guidelines.

Respondents should understand that awards will be made for the most cost-effective solution, consistent with federal E-Rate guidance. The most heavily weighted criteria for award will be price.

The proposed network must be an end-to-end solution that includes, but is not limited to the following: all necessary planning, design, materials, equipment, services, configuration, coordination, installation, warranties, permits, licenses, make-ready costs, tower rentals, pole rentals, rights-of-way, applications, etc. The RVSD is purchasing leased services, and will only own the layer two edge devices. No further equipment or facilities associated with this proposal will be owned by RVSD. Any relevant leased equipment must be eligible for E-Rate discounts as on-premise Priority 1 services. Proposals also must consider any and all central office equipment upgrades, conduit needs, one-time port charges, taxes and fees that may apply.

Network availability on the requested links of at least 99.9 percent is required; this translates to 8.76 hours of down time a year or less. The final SLA shall include and provide for penalties and/or credits for any downtime more than 0.73 hours per month, except for scheduled outages and scheduled maintenance on the backbone network. Providers will be evaluated on the quality of their SLA for the various components of service.

WAN services should be provided with 24 X 7 network trouble dispatch, with two-hour response and four hours on-site for problems and equipment repair. The services shall be provided within the final SLA to provide the participating schools with a guaranteed performance and minimum downtime.

Propose network solutions shall include purchased Layer 2 edge devices, including installation, and initial configuration and maintenance as part of the services. The Edge Equipment must be in compliance with the On-Premises, Priority 1 Equipment rules pertaining to the E-rate program. Please describe the equipment to be used and the service package proposed. Identify any additional equipment that the schools will need on their side of the demarcation point. The schools will provide their own routers and/or Layer 3 equipment. The Layer 2 edge device shall support pass-thru of all standards compliant routing protocols as necessary (such as OSPF and RIP), TCP/IP protocol, and support other Ethernet services being provided by the entities, such as but not limited to QoS, VLANs, etc.

The service provider shall provide a negotiated Performance SLA that will address service credits for the following minimums: MTTR > 4 hours over a billing period (monthly); network availability < 99.90 percent over a billing period (monthly) or no more than 0.876 hours downtime monthly. Providers should submit their standard SLA with the proposal response, and clearly delineate how the provider will modify it to

## Redbank Valley School District Fiber Optic Connections RFP

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meet minimum performance requirements. Providers will be evaluated on the quality of their SLAs and therefore are encouraged to propose higher levels of performance and reliability in their SLAs.

Please specify the installation requirements, (including inside conduit, outside conduit, rights-of-way, extra equipment, power requirements, climate control, etc.) that will be the responsibility of the customers and those that will be the responsibility of the provider.

Please provide a network diagram(s) of the proposed network design and full-duplex links, including media. Please clearly label the bandwidth proposed for each link to hub-sites and the location of all relevant network equipment. Describe how the network will function, how the handoff will be accomplished (to the Owners equipment), and how the design will provide the guaranteed bandwidth throughout. Please clearly identify the transport medium for all locations.

### 2.2. Project Plan and Schedule

**2.2.1. Target Start Date:** The target start date as described in this RFP is July 1, 2012.

**2.2.2. Important!** Providers should propose a realistic project plan that identifies the start date for each location. Providers will be evaluated on their ability to meet the July 1 goal for all services. However, providers should offer accurate schedules, even if all or some of the services will not meet the hoped-for goal.

**2.2.3. Single Point of Contact.** The RVSD requires a single point of contact for project management regardless of the number or type of subcontractors or partners.

#### 2.2.4. Installation requirements

**2.2.4.1. Installation.** All permits, pole rentals, tower rentals, right of ways, licenses, agreements, site surveys, engineering, design planning, make-ready, applications, conduit, and all other appurtenances and inspections required for the installation of new facilities required for service delivery are the sole responsibility of the provider and will be furnished at the provider's expense. Any roof penetrations required by the Provider shall be sealed and recertified, by the current roof manufacturer, at the Providers cost and liability.

**2.2.4.2. Debris.** The contractor shall remove any debris associated with the installation of new facilities and return the surrounding area to its previous condition.

**2.2.4.3. School Operations.** School operations shall not be disrupted during normal school hours; all network cutovers must be performed after normal school hours or on the weekends to avoid disruption to students and staff. All work areas and materials shall be secured in a safe environment maintained for students and staff.

**2.2.4.4. Codes.** All inside and outside work shall meet all local codes, ordinances, the NEC, the NESC, good standard practice, and TIA/EIA standards and BICSI guidelines for installation.

**2.2.5. Additional Project Plan and Schedule Information.** Please provide any additional information necessary to describe the proposed project plan and schedule.

### 2.3. Cost/Pricing

**Redbank Valley School District  
Fiber Optic Connections RFP**

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Cost/pricing spreadsheets are to be completed as specified in Attachment 1 Cost Template Spreadsheet.

**Price will be the most heavily weighted factor in choosing the successful provider.** This is in keeping with the schools' collective preference and the requirements of the federal E-Rate program. Any NRC (up-front non-recurring costs, if any) shall be indicated on spreadsheet.

- 2.3.1. Taxes and fees included.** Please make the pricing all-inclusive. It should include any taxes and fees and all installation costs associated with starting services. In this section, providers should acknowledge that all taxes and fees are included in the offered price.

**3. Section 3. Additional Response Requirements**

Providers must submit the following additional response requirements in the format required in Section 4, Format of Response.

**3.1. Representations.** Respond to each item in the RFP response:

- 3.1.1.** The provider and all subcontractors are authorized to do business in Pennsylvania.
- 3.1.2.** The provider, its affiliates and subsidiaries, have not been notified that they are presently under consideration for debarment and have not in the last three years been debarred or suspended by any federal, state, or other governmental agency, except as disclosed by the provider in its RFP proposals. Disclose if necessary.
- 3.1.3.** The provider is not currently under suspension or debarment by the Commonwealth of Pennsylvania, or any other state or the federal government. The provider must certify that it is not currently under "Red Light" by the Federal Communications Commission and must provide evidence that it is not in Red Light status no more than seven (7) days prior to the response submission date. Acceptable evidence is a printout of the Federal Communications Commission Red Light Status page from the Federal Communications Commission Web site (<http://www.fcc.gov>). In addition, the provider must disclose whether it is currently or has been the subject of any investigations related to the E-Rate program carried out by the program Administrator, Federal Communications Commission, Department of Justice, or agents working on behalf of any of these organizations.
- 3.1.4.** The provider acknowledges that if it is currently under suspension or debarment, its RFP Proposals may not be considered. In addition, if the provider enters into any subcontracts under the contract with subcontractors who are currently suspended or debarred by the Commonwealth of Pennsylvania or federal government, or who become suspended or debarred by the Commonwealth or federal government, during the term of the contract or any extensions or renewals thereof, the RVSD will have the right to require the provider to terminate such subcontracts.
- 3.1.5. Changes or Discontinuance of Service.** The provider agrees that all proposed services defined in this RFP will not be significantly changed or discontinued without the written authorization of the RVSD.

**3.2. Non-Collusion Affidavit.** Providers are required to submit a Non-Collusion Affidavit with their proposals. An acceptable sample with instructions is included in Attachment 2.

**3.3. Financial Information**

**Redbank Valley School District  
Fiber Optic Connections RFP**

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Upon request of the RVSD, providers must provide a complete financial statement prepared by an independent certified public accountant, and include the balance sheet and the profit and loss statement for the provider's latest complete fiscal period. If a financial statement has not been completed for the fiscal period since the annual report of the provider or subcontractor, a statement from an independent certified public accountant must so state and the last complete financial statement must be included.

A company or organization newly formed in order to respond as a provider to this RFP must demonstrate financial strength and stability through substantial commitment of the financial and business resources of the partners forming the new company. To that end, financial information must be submitted which substantiates that commitment and commits the partners to fulfilling the obligations of the new company that will act as the provider.

This information need not be submitted as part of the initial RFP response.

- 3.4. Tax Certification.** The successful responder shall be required to execute a tax certification in accordance with the applicable laws for the Commonwealth of Pennsylvania and the United States of America. The successful responder shall also attest in writing that they are not now in default of current or prior year tax payment to any level of government.
- 3.5. Additional Information.** The Issuing Office reserves the right to require providers to submit additional information, drawings, data, etc., for the purpose of clarifying their RFP proposals or to request an oral presentation.

**4. Section 4. General Contract Conditions**

- 4.1. Contract execution.** The selected provider(s) must agree to execute a service agreement no later than March 3, 2012. The provider must agree that the contract will reflect the terms and conditions that are mutually agreed upon by the contracted entity and the provider, including all insurance requirements such as workers compensation and public liability insurance.

- 4.1.1. Proof of Insurance.** The provider shall submit with its proposal a copy of its liability insurance, including types and amounts.

- 4.2. Provider Contract**

The provider should offer a sample of its proposed contract for the service it will provide to serve as the starting point for negotiating a final contract following notification of selection for award from this RFP. The RVSD will negotiate in good faith a final contract based on the winning provider's standard contract as submitted in this Section 4 and modified during contract negotiations.

Such final contract is to specify the terms and conditions that will bind both parties to an agreement that complies with the service commitment particulars as requested by the RVSD in this RFP and the specific details provided by the winning provider in its proposal response to this RFP.

- 4.3. Order of Precedence**

The provider's proposal and the RFP are to be included as additional exhibit attachments to the contracts awarded as a result of this RFP. In the event that any dispute arises in interpretation, the language of this contract (including the exhibits attached hereto) shall be the first point of reference; the final proposal, the second point of reference; and the RFP, the third point of reference.

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**5. Section 5: Format of Response**

Providers must submit a proposal as specified in this Section 5 responding to each numbered item in Sections 1, 2, 3 and 4. Valid responses are:

- 1) “ \_\_\_\_\_ has read, understands, and will comply.”
- 2) “ \_\_\_\_\_ has read, understands, and will not comply.”
- 3) A descriptive response articulating an understanding and appropriate response where necessary or where the above responses are not relevant to the question/statement.

Unless noted, no response to a specific numbered item shall be considered as agreeing with the RFP requirements.

To respond, the provider should copy each numbered heading and respond to the stated requirement. The numbering of all responses must be consistent with the numbering outlined in Sections 1, 2, 3 and 4 of the RFP Proposal.

**5.1. Specific Instructions for Response.** Any changes proposed by the responder to the contract terms and conditions or any other deviations from the RFP must be clearly indicated in the response.

**5.1.1.** All RFP proposals must contain a table of contents and conform to the following format:

- Tab 1. Letter of Transmittal - Include the name of the provider’s project manager. The RFP proposals must be signed (original signature) by an official authorized to bind the provider to its provisions. The letter of transmittal shall include an introduction of the responder’s company, the name, address, and telephone number of the person to be contacted along with others who are authorized to represent the company in dealing with the RFP. The letter should also include an expression of the responder’s understanding of the services desired and its ability to meet the requirements of this RFP.
- Tab 2. Executive Summary - An overview of the provider’s solution. Include a description of all proposed services and additional service categories as required.
- Tab 3. General Requirements - Providers acknowledgement of each numbered paragraph in Section 1 of this RFP.
- Tab 4. Statement of Work - Provider’s response to each numbered paragraph identified in Section 2 of this RFP.
- Tab 5. Additional Response Requirements - Provider’s response to each numbered paragraph identified in Section 3 of this RFP.
- Tab 6. General Contract Conditions - Provider’s response to each numbered paragraph identified in Section 4 of this RFP.
- Tab 7. Attachments - Complete all attachments included in this RFP. Please pay special attention to ensure that Attachment 1 is completed accurately.

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**5.2. Submission Response Checklist**

For ease and completeness of response submission, verify that all submission requirements are met with the checklist below:

- Have you submitted a complete response that responds to each numbered item in Sections 1, 2, 3 and 4, as required in Section 5?
- Did you accurately fill out all cost/pricing charts in Attachment 1?
- Is your Letter of Transmittal on company letterhead with an original signature of an official of your company authorized to bind your company to its provisions?
- Did you include all required attachments in Tab 7, including:
  - Did you include your SPIN number as requested in Section 1.14?
  - Did you include your FCCRN number as requested in Section 1.14?
  - Did you include evidence of non Red Light status as requested in Section 3.1?
  - Have you included the non-collusion affidavit as required in Section 3.2?
  - Have you included tax certification as required in Section 3.4?
  - Have you included insurance information as required in Section 4.1.1?
  - Have you included the contract language as requested in 4.2?
- Have you submitted a) three (3) paper copies; and b) one (1) electronic copy via CD-ROM?
- Have you ensured that all copies of your RFP proposal will arrive at the Issuing Office by 3:00 pm on the date and at the place specified in Section 1.6?

**6. Section 6. Criteria for Selection**

Each RFP proposal will be evaluated against a predetermined set of criteria, as specified below. **In accordance with E-Rate regulations, price will be the most heavily-weighted factor.**

**6.1.1. Technical Solution**

**6.1.2. Project Plan and Schedule**

**6.1.3. Cost/Pricing**

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**Attachment 1: Cost Template Spreadsheet and Instructions**

The RVSD will evaluate the pricing of the proposals as presented in the spreadsheet in Attachment 1. All pricing information must be pre-E-Rate and should include all taxes and fees. Providers should clearly disclose any additional fees and taxes not included in the spreadsheet.

- Fill in the Nonrecurring Cost (NRC). If there is no NRC then enter a "0"
- Fill in the Monthly Recurring Cost (MRC). This should be based on a 60 month term.
- Fill in the comments column as appropriate.
- DO NOT FILL IN THE COLUMN FOR THE TOTAL COST, THIS IS CALCULATED BASED UPON THE MRC AND NRC (IF ANY).

For the specific addresses and locations, see Appendix A.

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**Attachment 2: NON-COLLUSION AFFIDAVIT INSTRUCTIONS AND FORM**

1. This Non-Collusion Affidavit is material to any contract pursuant to this bid. According to the Pennsylvania Antbid-Rigging Act, 73 P.S., Sections 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**NON-COLLUSION AFFIDAVIT**

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Project No.: \_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA:

:ss

COUNTY OF \_\_\_\_\_:

I state that I am \_\_\_\_\_ of \_\_\_\_\_ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Owner of the true facts relating to the submission of bids for this Agreement.

\_\_\_\_\_

Name:

\_\_\_\_\_

Title:

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2007

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

**Redbank Valley School District  
Fiber Optic Connections RFP**

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**APPENDIX A: Information identifying school building locations**

Redbank Valley Jr. Sr. High School  
920 Broad Street  
New Bethlehem, PA 16242  
814-275-2424

Redbank Valley Primary School  
600 Vine Street  
New Bethlehem Pa, 16242  
814-275-2680

Redbank Valley Intermediate School  
1306 Truittsburg Road  
Hawthorn, PA, 16230  
814-365-5141