

**Coffee County School System
Douglas, GA**

**Request for Proposal
Internet Bandwidth**

E-rate Funding Year 2025-2026



INTRODUCTION and INSTRUCTIONS TO VENDORS

The Coffee County School System invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for additional bandwidth to support our Wide Area Network and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our system is seeking Internet Access – additional, not duplicate. The district currently has 4800 Mbps service provided by the State of Georgia, and this RFP is for additional service above and beyond the current 4800 Mbps connection.

*The work and/or equipment proposed in these specifications
are dependent upon receipt of 2025-2026
E-Rate Funding for Internet Access*

Invoicing

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for products and/or services associated with the projects and seek reimbursement of the discount according to the invoicing guidelines of the Schools and Libraries Division. The Owner will pay for the discounted portion of all invoices when all products and/or services listed on the invoice are delivered in accordance with the contract.

Background Information

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our student enrollment is approximately 7600, and we employ 1200 staff members in 14 separate locations.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits the Coffee County School System to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than price.

Failure to answer any questions, exclude sites, or be nonresponsive to this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on the Coffee County School System's E-Rate application which, if approved, will entitle us to discounted services through the Universal Fund. If you are not familiar with this process please call.

Valid Period of Offer

The pricing, terms, and conditions stated in your submitted proposal must remain valid for 60 days from the date of delivery of the proposal to Coffee County School System.

Right of Rejection

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of Coffee County School System.

Cost of Proposals

Expenses incurred in the preparation of proposals in response to this RFP are the sole responsibility of the vendor.

Instructions and Target Dates

The following section includes information governing the preparation and due dates of the proposal to be submitted.

PROPOSAL DELIVERY

RFP Submission

RFPs should be submitted in a sealed envelope addressed to the following no later than **3:00 PM EST, Tuesday, January 21, 2025**. Bids must be received at the Coffee County Board of Education by this date. **Envelopes should be marked "Bandwidth BID"**. No faxed copies will be accepted. The acceptance of any or all alternatives will be at the discretion of the School System.

Send RFPs to:

**Coffee County Board of Education
ATTN: Logan Evans Director of Information Systems
211 Gaskin Ave South
Douglas, GA 31533**

Feel free to e-mail (logan.evans@coffee.k12.ga.us) if you have any questions. The district is closed between **December 21, 2024 and January 5, 2025**, so emails questions may be addressed on or after **January 3, 2022**.

Calls may be made on or after January 3, 2025 to Logan Evans at 912-389-6773.

Schedule of Events	
Date	Event
Monday, December 16, 2025	Distribute RFP via www.coffee.k12.ga.us
3:00 PM, Thursday, January 16, 2025	End of questions to the district about the bid
3:00 PM, Tuesday, January 21, 2025	Receipt of Proposals
3:15 PM, Tuesday, January 21, 2025	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, January 23, 2025	Vendor Selection presented to Board of Education at January Work Session
7:00 PM, Thursday, January 23, 2025	Board of Education Approval of Vendor at January Regular Meeting
10:00 AM, Friday, January 24, 2025	Announcement of Vendor Selection

PROPOSAL PREPARATION

Required Proposal

Each proposal must include the information requested on the specified RESPONSE FORM that follows at the end of this document.

EVALUATION CRITERIA

Coffee County School System evaluates and weighs the follow criteria when considering our future provider of additional bandwidth. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Comprehensive implementation designed to minimize disruption of business activities.	20%
Experience and capabilities of account support group	15%
Invoicing flexibility	15%
Total	100%

INTERNET BANDWIDTH- Proposals

The Coffee County School System is seeking 1000 Mbps of Internet Access – additional, not duplicate. The district currently has 4.8 Gbps service provided through ENA by the State of Georgia, and this RFP is for additional service above and beyond the current connection.

Please include in any proposal pricing for additional Internet access bandwidth of 1000 Mbps. Upstream speed should be at a minimum 25% of downstream speed. The requested service is to be provided terrestrially. The service provider may also list prices for bandwidth speeds above 1000 MBPS as option for the district to consider.

This will be a one-year (12 month) contract with the option to extend two additional (12 months/year) years.

The vendor must provide a plan for any maintenance, installation, and support with a line item breakdown of expenses as applicable for E-rate eligible services as well as any available non-eligible services to include but not limited to the following:

- Installation time frame
- Scope of work
- Internet Access maintenance plans and procedures
- Pricing/bids must include everything necessary to complete all aspects of the service to be provided. This may include burial of wiring and full installation of all equipment and media to the inside of the district's data center located at:

**George Washington Carver Freshman Campus
H Building/Technology Department
1020 Gaskin Ave S
Douglas, Georgia 31533**
- Bids must also include monthly recurring costs for the service provided.
- Bids must include vendor's Service Provider Information Number (SPIN) and agree to receive a portion of the payment from the Schools and Libraries E-rate Funding program if such funding is awarded, using the SPI Invoicing Method.
- Three (3) references of same or similar projects

In the event that E-rate funding is declined or no longer available to the Coffee County School System, the system has the right to end all contractual obligations with absolutely no financial burden from the Coffee County School System due to the selected vendor. The vendor will take responsibility for removal of all equipment and services that are no longer needed or desired by Coffee County School System at the vendor's expense.

RESPONSE FORM

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for the Coffee County School System.

Name of Vendor's Firm	
Name of Company Representative	
Business Address	
Phone Number	
Email Address	
When Organized	
Where Organized	
How many years engaged in this business under the current firm name?	
Partnership <input type="checkbox"/>	*SPIN Number:
Corporation <input type="checkbox"/>	

*Vendor must provide a Service Provider Information Number assigned by the Schools and Libraries Division (SLD)

Attachments

Please attach to this statement at least three references, including: (Key Contact name, address, title, phone number and brief description of work performed for the organization, including dates of work)

The above statements must be subscribed and sworn before a Notary Public.

Firm Name _____
 Representative _____
(printed name)
 Signature _____
 Title _____
 Date _____

Notary Signature _____
 Notary State _____
 Commission Expiration Date _____
 Date of Notarization _____

SEAL/STAMP

CONTRACT PRICE FORM

Vendor Firm Name _____

SPIN Number _____

Representative _____
(printed name)

Signature _____

Title _____

Date _____

Notary Signature _____

Notary State _____

Commission Expiration Date _____

Date of Notarization _____

SEAL/STAMP

To accompany proposals submitted for Internet Bandwidth for Coffee County School System. Please include a monthly and yearly cost of service.

Service Dates:

Year 1: July 1, 2025 - June 30, 2026

12-month Internet Bandwidth 1000 Mbps \$ _____/Month or \$ _____/Year

Service Dates for Voluntary Extension(s):

Year 2: July 1, 2026 – June 30, 2027

Year 3: July 1, 2027 – June 30, 2028

LIST OF VENDOR'S EXCEPTIONS

Contractor shall list any exceptions to these specifications or general conditions.

The Owner reserves the right to reject any or all bids and to waive any informality in the bidding. No bid may be withdrawn for a period of thirty days subsequent to the opening of bids without written consent of the Owner.