

**Coffee County School System
Douglas, GA**

**Request for Proposal
Telecommunication Service
10 Gbps WAN Connectivity**

E-rate Funding Year 2026-2027

FORM 470: #260008967



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 WAN Connectivity for Internet services and requests a detailed response from all prospective vendors, including pricing and service descriptions, in a specified format.

Our goals in selecting a WAN Connectivity for Internet services provider include reducing operating costs and improving our existing WAN services through increased product and service features, enhanced accessibility and speed, and greater flexibility in pricing options.

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. Should E-rate funding not become available, the Owner stands ready to pay the full contracted amount.

Background Information

The Coffee County School System is located in Douglas, Georgia, Coffee County. Our enrollment is approximately 7500 students, and we employ 1200 staff members in 14 separate locations. All sites are presently connected through leased fiber optic connectivity to the Internet.

General Conditions

This RFP is not a contract offer. Acceptance of a proposal neither commits 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, Friday, January 16, 2026**. Bids must be received at the Coffee County Board of Education by this date. Envelopes should be marked "WAN 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 e-mail by January 9, 2026 (logan.evans@coffee.k12.ga.us) if you have any questions. **Note:** The district is closed between December 19, 2025 and January 5, 2026, so emails questions may be addressed on or after January 5, 2026.

Calls may be made December 16-19, 2025 and on or after January 5, 2026 to Logan Evans at 912-389-6773.

Schedule of Events	
Date	Event
4:00 PM, Monday, December 8, 2025	Distribute RFP via www.coffee.k12.ga.us ; USAC Form 470
3:00 PM, Friday, January 9, 2026	End of questions to the district about the bid
3:00 PM, Friday, January 16, 2026	Receipt of Proposals
3:15 PM, Friday, January 16, 2026	Opening of Bids, Committee Review of Bids – Make Recommendations for Selected Vendor
5:30 PM, Thursday, January 22, 2026**	Vendor Selection presented to Board of Education at January Work Session**
7:00 PM, Thursday, January 22, 2026**	Board of Education Approval of Vendor at January Regular Meeting**
10:00 AM, Friday, January 23, 2026	Announcement of Vendor Selection

**** Board Meeting date for January 2026 is tentative at time of RFP distribution. If the date changes, qualified bidders will be notified.**

PROPOSAL PREPARATION

Required Proposal

Each proposal must include the information requested on the specified RESPONSE FORM that follows.

EVALUATION CRITERIA

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

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Soundness of WAN network plan, including data routing and cyber security consideration	15%
Comprehensive implementation designed to minimize disruption of business activities.	10%
Experience and capabilities of account support group	10%
Previous business relationship	10%
References	5%
Total	100%

Telecommunication Services:

Telecommunications- Digital Transmission Service 10-Gigabit Fiber WAN

The Coffee County School System (CCSS) is requesting proposals for a turnkey Telecommunications Distribution System under E-Rate guidelines for E-Rate Year 2026 Funding. All responses must be made within the specified time frame and parameters of the USAC SLD E-Rate Program.

The Coffee County School System is requesting proposals for a 10-GB WAN from the CCSS to all campus sites along with connectivity to the Board office. CCSS requires connectivity of 10GB between all locations and the CCSS Technology Office “hub”. It is preferred for the vendor to provide a vendor owned 10-Gigabit fiber module that will be installed in a CCSS owned switch at each location. Please include any one–time build-out cost and recurring charges separately.

CCSS is requesting pricing for a one year term and also one-year term with 2 voluntary extensions. Beginning Date July 1, 2026.

Office Locations: 14 locations within zip codes: 31512, 31519, 31533, 31535, 31554, 31567

Telecommunication services proposed should meet or exceed the following:

Additional sites/schools may be added at the same quoted price.

Sites no longer needing connectivity during the contract timeline will be disconnected at no cost to the district.

The vendor will be responsible for all monitoring, service, and maintenance of connections.

Service will be provided within four (4) hours of reported problem(s) on a 24/7 basis.

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 Wide Area Network for Coffee County School System.

Service Dates:

All services will begin July 1, 2026 and end on June 30 after 12 or 36 months.

12 Month Term -- Begin July 1, 2026 -- End June 30, 2027

36 Month Term – Begin July 1, 2026 -- End June 30, 2029 (1 Yr with 2 Voluntary Extensions.)

Telecommunication Services for minimum 10 Gbps WAN Connectivity to Internet Pricing should include these options:

12 Month Price per site per month \$ _____ Total Price/Term \$ _____

36 Month Price per site per month \$ _____ Total Price/Term \$ _____

Please List any One-Time Buildout Costs \$ _____

Total \$ _____

LIST OF VENDOR'S EXCEPTIONS or CLARIFICATIONS

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.