

West Bolivar Consolidated School District

USDA Rural Utilities Service (RUS) Distance Learning & Telemedicine (DLT) Grant Program REQUEST FOR PROPOSAL

OBJECTIVE: West Bolivar Consolidated School District is seeking a qualified vendor that can assist with implementation of the Rural Utilities Service Distance Learning & Telemedicine Grant including but not limited to planning, product acquisition, training and other specifications set forth in this request for proposal. This request for proposal will be posted for 14 consecutive days not to include weekends and holidays and will be evaluated and awarded after close of the 14 day window.

General Instructions

- All bids must be **F.O.B. Destination – Freight Prepaid and Allowed.**
- Bidders must read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions contained in this RFP.
- Failure to comply with any requirement of this RFP may result in the proposal being deemed non-responsive.

FORM OF PROPOSAL

A. Proposal Format

Proposals must be submitted electronically in Microsoft Excel® and/or Adobe PDF® format only to email addresses below:

whitehead@wbcsdk12.org, crash@wbcsdk12.org, and lmukoro@wbcsdk12.org.

Section 1: Cover Letter

The bidder shall provide a signed cover letter that includes:

- A brief history and overview of the organization.
- Identification of the Principal, Officer, or authorized representative who will serve as your primary point of contact for clarifications, negotiations, and contract execution.

Section 2: Executive Summary and RFP Response

Executive Summary

Provide a concise **1–2-page** executive summary addressing the following:

- Demonstrated expertise delivering projects comparable in size, complexity, and scope.
- Experience providing classroom technology, instructional systems, and/or video conferencing solutions.
- Specific experience supporting projects funded through the USDA Rural Utilities Service (RUS) Distance Learning & Telemedicine (DLT) Grant Program.
- A high-level implementation approach describing how the bidder will meet all requirements outlined in this RFP.

Required Section: USDA/RUS Grant Program Support

The bidder must describe its experience and capabilities supporting the full lifecycle of USDA/RUS DLT-funded projects, including but not limited to:

- Pre-award technology planning and documentation support.
- Assistance with RUS-required technical specifications, certifications, and environmental or eligibility requirements.
- Coordination with grant administrators and stakeholders throughout deployment.
- Preparation of submission-ready invoicing packets, milestone documentation, and audit-ready records.
- Support for reimbursement requests, performance reporting, and grant closeout activities.

This section must clearly demonstrate the bidder's familiarity with RUS requirements and its ability to guide West Bolivar through each phase of the grant process to ensure compliance, timely execution, and efficient utilization of awarded funds.

Section 3: Pricing

Value-Based Pricing Overview (Refer to attached spreadsheet titled **WBCSDItemList** for quantities and items description(s)) **NOTICE:** products should follow items set forth in ItemList or should be equivalent.

Rather than emphasizing lowest cost alone, bidders must present pricing that reflects overall value and total cost of ownership, including consideration of:

- Durability, reliability, and lifecycle of proposed equipment.
- Integration and interoperability of all system components.
- Installation, configuration, and training services.
- Warranty coverage, maintenance, and ongoing support.
- Compliance with all technical, operational, and grant-related requirements.

West Bolivar seeks solutions that deliver fair and reasonable pricing while ensuring high-quality implementation, reduced operational risk, and sustainable performance over multiple years.

Required Document

- Completed **Official Bid Price Sheet**

Tab 4: References

Bidders must provide:

- A minimum of three (3) references for projects similar in size and scope to this RFP.
- A brief description of each referenced project.
- Customer contact information, including name, title, phone number, and email address.
- At least three (3) examples of projects delivered under the USDA/RUS DLT grant program.

Evaluation Criteria

Contract award will be made in the best interest of West Bolivar. Proposals must remain valid for ninety (90) days following the submission deadline. Time is of the essence with respect to award and performance.

An evaluation committee composed of West Bolivar personnel will review and score proposals using the following weighted criteria:

1. Pricing – 50%

- Overall value and fairness of proposed pricing.
- Completeness, clarity, and transparency of all cost elements.

2. History and Past Performance with USDA/RUS Grants – 20%

- Experience delivering projects of similar scope and complexity.
- Demonstrated success executing USDA/RUS-funded deployments.
- Quality and relevance of RUS-specific references.

3. Completeness and Thoroughness of Proposal – 10%

- Demonstrated understanding of requested products and services.
- Compliance with all RFP specifications.
- Verification that any proposed equivalent products meet or exceed required specifications.

4. Vendor Qualifications – 20%

- Proximity and demonstrated ability to provide installation, training, and ongoing support.
- Proof of ISO 9000 certification (copy required with submission).
- Ability to deliver a fully integrated, end-to-end solution covering all required components.
- Manufacturer certifications or supporting documentation demonstrating qualification to deliver the proposed solution.