

MOUNT PLEASANT COTTAGE SCHOOL, U.F.S.D.

REQUEST FOR PROPOSAL

FOR

BROADBAND INTERNET ACCESS

FOR THE E-RATE FUNDING YEAR

2020/2021

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT

1075 Broadway, P.O. Box 8, Pleasantville, New York 10570

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February 7, 2020

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I. PURPOSE OF THE REQUEST FOR PROPOSAL

This RFP is being issued to provide interested parties with information to enable them to prepare and submit a bid for one or more of the following services: Broadband Internet Access for the Mount Pleasant Cottage School U.F.S.D.

The successful bidder will be expected to abide by all requirements of the E-Rate program and District bid process as appropriate, including the extension of discounts as funded by E-Rate. The signed contract will be dependent upon the District receiving approval from the Universal Service Fund and the District's school board. Nothing in this bid shall obligate the District to compensate any vendor for their efforts.

II. INTRODUCTION

Description of the School District

The Mount Pleasant Cottage Union Free School District is located in Pleasantville, New York on a 138 acre campus. As a Union Free School District, the curriculum provided to the children emphasizes special education with remedial services, vocational and occupational education programs.

The District has three school programs:

1. The Mount Pleasant Cottage School teaches students in grades K-12 who reside on the campus. The students are of normal intellectual potential and have social and emotional problems. The high school is registered with the State, and issues diplomas to students completing the prescribed course of study. There is also a GED/TASC program for these students.
2. The Edenwald School serves residents between the ages of 6 and 20 who are below average in intellectual potential and have social and emotional problems. This program is for dual diagnosed students.
3. The Diagnostic Program is for 25 students who are placed for a 30 to 60 day stay during which they receive a full education, psychological, psychiatric and medical workup.

In addition, the Mount Pleasant Cottage School District has a day student program.

The uniqueness of the educational program at the Mount Pleasant Cottage School Union Free School District is the closeness with which it works collaboratively with residential staff in setting goals for every youngster. The staff responsible for the children's care and treatment, including the educational staff, meets regularly to share impressions, reports, progress and re-evaluate plans and goals. This assures an integrated approach between the school services, the child care services, and the clinical services.

The Mount Pleasant Cottage School U.F.S.D. was created as a result of a special act of the State Legislature in 1966, to educate the children in the Pleasantville Cottage School and Edenwald Center Residential Centers. These Residential Centers are Divisions of the Jewish Child Care Association.

The Mount Pleasant Cottage School, U.F.S.D. educational program was developed through the years and has become a comprehensive and appropriate for the delivery of services as directed by the Commissioner of Education of the State of New York.

The E-Rate Program

The Telecommunications Act of 1996 established a requirement to provide discounted telecommunication services to K-12 schools and libraries. In a response to the Act, the FCC issued an Order (known as the Universal Service Order) on May 8, 1997 implementing a discount plan for schools and libraries. The FCC discount plan was adopted by the New York State Public Service Commission and allows schools and libraries in New York State to receive discounts on telecommunications and Broadband Internet access services.

On 7/23/14, the FCC Commissioners published the Report and Order “*Modernizing the E-rate Program for Schools and Libraries*” (available from the [FCC](#)’s website)

The Mount Pleasant Cottage School, U.F.S.D. is eligible to receive the maximum discount 90% offered by the program for category 1 services where applicable.

Please refer to the eligible services list for 2020 listed here:

<https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>

III. INTERENT ACCESS REQUIREMENTS REQUESTED:

- 100 Mbps Broadband Internet access provided by a dedicated circuit
- Technical support for troubleshooting problems with the circuit
- Minimum of 4 hour resolution time for defective equipment
- On-site equipment replacement if necessary

IV. GENERAL VENDOR CONSIDERATIONS:

Guidelines

Mount Pleasant Cottage School U.F.S.D. reserves the right to waive any formality and/or irregularity, to reject any or all bids, or to require new bids as serves the best interests of Mount Pleasant Cottage School U.F.S.D. Mount Pleasant Cottage School U.F.S.D. is not obligated to accept a low proposal if it is non-compliant or does not serve the best interest of the Mount Pleasant Cottage School U.F.S.D.

Vendors must provide a minimum of three references, preferably with other K-12 schools.

Prices must be inclusive of all charges. Bids for multi-year contracts and/or voluntary extensions will be accepted.

Vendors must affirm in writing that all prices will be held for the duration of the contract period.

By signing the bids, a vendor affirms there has been no gift, nor any intent to give at any time any economic opportunity, promise of future employment, gift, loan, gratuity, special discount, trip, favor or service to an employee of Mount Pleasant Cottage School, U.F.S.D. in connection with the proposal submitted.

The quality of the bid(s) submitted by a vendor will be viewed as a basic indication of the vendor's capability and technical competence.

Quality is interpreted as:

- Completeness
- Accuracy
- Compliance with proposal instructions
- Organization and conciseness of descriptive material

Proposals, which do not comply with instructions, may be eliminated from further consideration.

Any questions regarding this RFP can be submitted in writing via email or faxed to Virginia Johnson at vjohnson@mpcsny.org , fax number 914-769-7331.

Response

- **Vendors must return completed proposals to: Angelo Rubbo, Assistant Superintendent for Business, Mount Pleasant Cottage School, U.F.S.D., Business Office, 1075 Broadway, P.O. Box 8, Pleasantville, New York 10570 by 12:00 noon, Friday, March 13, 2020. No bids received after the date and hour specified will be considered.**
- Bids must include the full name and address of the vendor. Vendors must have a Service Provider Identification Number (SPIN) from the Universal Service Administrative Company Schools and Libraries Division and be approved by the SLD to provide these services.

V. VENDOR SELECTION

Mount Pleasant Cottage School, U.F.S.D. will select a maximum of three vendor bids from those submitted in response to this RFP from which the successful vendor will be chosen.

The criteria for selecting the vendor bids are as follows:

Price of Eligible products and services	40%
Expertise	25%
Experience with K-12 Districts in local area	20%
Local or In State Vendor	<u>15%</u>
Total	100%

The contract(s) between the selected vendor and Mount Pleasant Cottage School, U.F.S.D. must be finalized and signed by all parties involved. All contracts are subject to the commitment of E-Rate funding from USAC.

VI. SUMMARY

Each bid/contract presented should be contingent upon full E-rate funding. If the District does not receive the total anticipated funding from the E-rate program for this bid, the District may choose to void all or part of the bid.