

MIDDLETOWN UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS
FOR
Dedicated Internet Access to be
Funded by E-Rate Year 26 (2023-2024)
Released September 25, 2026

1 SUMMARY

The purpose of this Request for Proposal (RFP) is to define Middletown Unified School District's minimum requirements, solicit proposals and gain adequate information by which the District may evaluate the services offered by the Proposer.

Middletown Unified School District is located in a rural town in Lake County, California. The District is comprised of three elementary schools, one middle school, one high school and one continuation high school.

The Middletown Unified School District is committed to creating a community of knowledge and responsible lifelong learners through challenging learning experiences and mastery of a standards-based curriculum.

Middletown Unified School District, herein after referred to as the District, seeks Bundled Internet Access and Transport Services for four District locations.

The District discourages lengthy and costly proposals. Proposals should be prepared simply, economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

For a proposal to be valid, it must address all aspects of desired equipment/services and be received by the District's representative no later than 5:00pm, Friday, October 30, 2026.

2 PROPOSAL EVALUATION

All valid proposals will be evaluated using the following scale:

Cost E-Rate Eligible	30%
Prior vendor performance	25%
Accuracy of Bid Response	20%
Service Level Agreements	15%
References	10%

3 GENERAL REQUIREMENTS AND INFORMATION

3.1 SITES

- 3.1.1 Middletown Unified School District Office
20932 Big Canyon Road, Middletown
- 3.1.2 Coyote Valley Elementary School
18950 Coyote Valley Rd., Hidden Valley Lake
- 3.1.3 Cobb Mountain Elementary School
15895 Highway 175, Cobb
- 3.1.4 Middletown Unified School District Bus Yard
17110 Butts Canyon Rd., Middletown

3.2 DISTRICT'S DESIRED DEDICATED INTERNET ACCESS SERVICE

1Gb Dedicated Internet access at each of the following locations upon installation:

- o Middletown Unified School District Office – Site 3.1.1
- o Cobb Mountain Elementary School – Site 3.1.2
- o Coyote Valley Elementary School – Site 3.1.3
- o Middletown Unified School District Bus Yard – Site 3.1.4

Dedicated Internet Access Service to be:

- Scalable from 1Gb to 5Gb over the term of agreement
- Service to include the following ancillary service at no additional cost.
 - o Managed Bundled Firewall Services
 - o Static IP Addressing
 - o Internet Filtering
 - o Domain Name Service

Service to be:

- Provided under a term agreement of no less than two years.
 - o District will consider long-term agreements.
- An E-Rate eligible Category One Service
- Eligible for California Teleconnect Fund discounts.

4 PROPOSER'S RESPONSE REQUIREMENTS AND COMMITMENTS

- Proposers responses are required in PDF file format and shall be emailed to the District's Consultant: rich@aagiconsulting.com

- o Hard copy responses are not required.
- Confirm that proposer has completed or commitment to complete FCC Form 473 Service Provider Annual Certification Form for Funding Year 2027-2028.
- Confirm that proposed Dedicated Internet Access Service is eligible for E-Rate and California Teleconnect Fund discounts.
- Provide contractual pricing for Dedicated Internet Access service, which identifies minimum annual dollar commitment for proposed service to be provided under a minimum two-year agreement.
 - o Contractual pricing should:
 - Identify recurring and non-recurring rates for all available bandwidths between 1Gb and 5Gb available to District.
 - Identify any non-recurring costs associated with increasing bandwidth over the term of the agreement.
 - Special construction charges, if applicable.
 - o Identify any FCC, CPUC surcharge/fees and taxes to be applied to monthly billing.
 - If proposed service is exempt from any FCC and/or CPUC surcharges/fees and taxes, provide documentation of exemption.
 - Responses that fail to include surcharge/fee information as requested will be considered non-compliant.
- Should proposer elect to identify E-Rate Eligible Special Construction Costs in its proposal,
 - o Proposer shall confirm ability of the District to amortize non-discounted portion of Special Construction costs over a four-year term.
 - o If successful bidder, Proposer agrees to provide the following information to support Special Construction costs:
 - Aerial Build Cost
 - Average Cost per foot for material
 - Average Cost per foot for placement, structure material, structure placement.
 - Direct Buried Build
 - Average Cost per foot for material
 - Average Cost per foot for placement, labor, conduit. Handholes, vaults etc.
 - o Any additional information that may be requested during E-Rate Program Integrity Assurance process.
- Identify implementation plan for Dedicated Internet Access Service.
 - o Include timeline in business days from receipt of firm order from the District to implement Dedicated Internet Access Service.
 - Responses that fail to include timeline as requested will be considered non-compliant.
 - o Should proposer's implementation plan include utilization of sub-contractors
 - Identify work to be completed by proposer's personal
 - Identify work to be completed by sub-contractor

- o Identify any external influences which are out of proposer's control which could impact ability to meet stated installation timelines.
 - o Provide description of facilities to be installed by provider and handoff at service location, including any rack space or electrical requirements to be provided by the District.
- Define support resources available to the District which will:
 - o Identify process and interval to increase bandwidth or modify network
 - Provide organization chart with contact information for sales and support organization
 - Interval should be stated in business days from receipt of firm order from District to complete bandwidth increase or network modification.
 - Provide mask of service order which highlights specific information required from the District to be considered a firm order.
 - Define timeline for confirmation of firm order from District
 - Responses that fail to include process and interval for bandwidth or network modification shall be considered non-compliant.
 - o Identify process for resolution of service interruptions
 - Provide organization chart with contract information for repair/maintenance organization.
 - Identify number of personnel located in Sonoma County available to support proposed service.
 - If repair/maintenance is to be provided by sub-contractor, so state and:
 - Provide location of sub-contractor's offices and number of personnel available to support proposed service.
 - Define major and minor service interruptions and mean time to resolution
- Provide
 - o Minimum of three references for proposed services.
 - Identify reference contact and provide contact information
 - Length of time that proposed service has been in place.
 - Responses that fail to provide reference information as requested will be considered non-compliant.
 - o SPIN numbers for services to be provided.
 - o Sample Billing Statement
 - o Identify process for obtaining approved E-Rate discounts following receipt of Funding Commitment Decision Letter and submission of Form 486
 - Provide organization chart with contact information for E-Rate support organization.
 - Confirm methodology for providing E-Rate discounts
 - Confirm eligible of service for California Teleconnect Fund discounts and methodology for delivering discounts.

5 SERVICE LEVEL/MAINTENANCE AGREEMENTS

5.1 SERVICE LEVEL/MAINTENANCE AGREEMENTS MUST BE INCLUDED IN PROPOSAL TO BE CONSIDERED A VALID RESPONSE.

- Service Level Agreement should identify support services to be provided, including but not limited to:
 - o Service Outage Response Commitments
 - o Performance guarantees
 - o Network Monitoring
 - o Fault Isolation and Resolution
- Service Level Agreement shall be an industry standard 24/7 agreement to ensure the following objectives are maintained:
 - No other Services Provider's customers will have any physical or logical access to District's traffic.
 - Network Availability – 99.00%
 - Packet Delivery – 99.99%
 - Network Latency: As identified and committed to in proposal
 - Mean Time to Repair – 4 Hours – end-to-end, including local loop

6 RFP TERMS

District requires RFP submittals no later than 5:00pm, Friday, October 30, 2026.

Proposals must be valid through the E-Rate Funding Year 2027-2028.

District requests email responses to this RFP.

Email responses to: rich@aagjconsulting.com

Received responses will be opened and read by the District's evaluation team, following close of the submission window. The District reserves the right to make an award without further discussion of any proposal submitted. Therefore, each proposal should be initially submitted on the most favorable terms the vendor can offer.

All proposals will be evaluated based upon evaluation matrix identified in Section 2 and the network requirements identified in Section 3 of this document.

After the evaluation of proposals and final consideration of all pertinent information available, the District shall issue an email notification which shall identify the apparent best evaluated Proposer. The notice shall not create rights, interests or claims of entitlement in the apparent best evaluated Proposer or any vendor.

The District reserves the right to reject any or all proposals submitted and waive any formality in the proposals received.

The contract(s), if awarded, will be to the vendor considered to be the best value to District. Best value will be considered based upon the proposal evaluation matrix identified in Section 2 and network requirements identified in Section 3.

7 CONTRACTS

Contract terms of not less than two years. Contractual agreement shall restate service provider's commitments as identified in Section 3.5 of this RFP.

The District requires all contractual agreements to be reviewed by District's legal representative and approval of the Middletown Unified School District's Board of Trustees.

Contract and implementation of successful proposal are contingent upon full E-Rate funding.

8 CONTACT INFORMATION

Direct contact with District personnel during RFP process is prohibited and will result in disqualification of potential service providers that ignore this prohibition.

Direct contact between District personnel and existing service providers to discuss ongoing projects initiated prior to the release of this RFP does not constitute a violation of the previously stated prohibition.

Submit questions regarding this RFP via email to District Consultant:

Rich Tunheim
Aarrestad-Gjervik Consulting
4763 Saddle Club Lane
Santa Rosa, CA. 95409
rich@aagjconsulting.com

P. 707-228-9357
F. 707-490-1547

Last date to submit questions October 2, 2026.