

Request for Proposal
Pendleton County Schools & Pendleton County Public Library
Emergency Connectivity Funds

Pendleton County Schools, in conjunction with Pendleton County Public Library, seeks to arrange for broadband connectivity to be delivered to all PCS students, educators and/or PCPL library patrons listed in the attached spreadsheet. Proposals must be received by September 23 at 4 P.M. A hard copy or an email copy will be accepted, but hard copies must include a flash drive with the attached spreadsheet filled out. If you send an email, please password protect it, send it on September 23 by 4 P.M., and provide password information that day. It is the responsibility of the vendor to confirm receipt of all proposals.

The laws of the State of West Virginia and Policy 8200 shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract. All quotations are governed by the West Virginia Code and Policy 8200.

The new federal Emergency Connectivity Fund (ECF) authorizes schools to apply for funds to pay for off-campus internet service to be used by students, educators and/or library patrons for remote learning where sufficient internet is currently not provided or available. The ECF rules require schools to rely on commercially available internet service options before considering other options such as construction of network facilities.

Key geographic and demographic information: Pendleton County is the fifth largest county in West Virginia. It is home to Spruce Knob, the highest point in West Virginia and located in the Alleghenies, its elevation being 4,863 feet. Parts of Monongahela and George Washington National Forests are also located in Pendleton. Pendleton County is located entirely within the United States National Radio Quiet Zone. Sugar Grove Station is also a National Security Agency (NSA) communications site located near Sugar Grove, Pendleton County. Any wireless solutions will be required to be approved by both, NSA and NRAO. The total vertical relief of 3,708 feet, the distance from the highest to lowest points, is the greatest of West Virginia Counties. Pendleton County is the third least populous county in West Virginia. Pendleton County has an average population density: 11.1 average population per square mile (2010 US Census) making it the third least populated county in West Virginia (2020 US Census).

The attached spreadsheet contains the list of physical address locations, and the required minimum download and upload speeds needed for remote learning. The spreadsheet then requests each service provider to complete the relevant information:

- Can the service provider currently deliver internet service to the location at the minimum download and upload speeds? Y/N
- If **Yes**, please complete the information in Columns F – J. If the service provider has more than one service plan available, the service provider should copy the information from Columns A – E and create a separate row for the specific address, and then complete the information in Columns F – K for each different option.

- If **No** (service provider cannot currently provide service to that address), but the provider is willing to install facilities to reach that address, the service provider should complete Columns K – R for each location they are willing to serve.

Specifications:

- 1. By requesting this address list, the vendor guarantees that the addresses provided will be kept confidential; these addresses will not to be shared with anyone, will not be used for solicitation, and will be used only for the purpose of providing Internet service under the Emergency Connectivity Fund.**
- 2. The vendor winning the award will seek reimbursement directly from USAC and will provide documentation to that effect with the quote submitted.**
- 3. PCS prefers products not have monthly data caps or bandwidth/speed reduction due to metered usage. Vendors are required to disclose this information in the quote. PCS will not be responsible for fees incurred due to usage over and above data caps.**
- 4. Proposed systems should provide minimum speeds as follows (higher speeds preferred):**
 - a. ISP (any source): average of 25 Mbps downstream and 12 Mbps upstream per end user or client connection**
- 5. All design, construction, installation, implementation, ISP costs, system maintenance for project duration, and project management costs must be capitalized up front and be all-inclusive for the term of the project.**
- 6. Funds allocated through this program will pay only for activated services and equipment. If requested services/devices are not needed, fees will not be billed. Please include the vendor process for this requirement in your narrative.**
- 7. To meet Emergency Connectivity Fund requirements, any proposed build-out must be completed as soon as possible and during the funding year, from July 1, 2021 to June 30, 2022. If the construction is not completed by June 30, 2022, the vendor will not receive payment.**
- 8. Proposal should provide the plan to retrieve or transfer equipment in the case of a move and all similar cases should service be discontinued or transferred. All purchased equipment remains the property of PCS. The vendor shall be responsible for managing, retrieving, and/or transferring said equipment and shall provide documentation of all such cases.**

10. Any ISP proposing any wireless solution delivered by any means, SHALL include as a part of the submission package all required approvals of the national Radio Quiet Zone and Federal Communications Commission licensing. Failure to submit proof of these approvals will result in failure of the package.
11. Any and all bids may be rejected if there is a sound documented reason.
12. This may be a multi award contract for ISPs determined by geographical locations.

If there are any questions about how to complete this form, please email J.P. Mowery at jmowery@k12.wv.us or call at (304) 358-2207.

Time is of the essence to provide this information. The timeline for completing an ECF application is compressed, in order to try to arrange for internet for the school year as quickly as possible. All questions must be sent in writing by September 16 at 4 P.M. to J.P. Mowery: jmowery@k12.wv.us. The bid opening for the RFP will be September 28, 2021, at 11 A.M., at the Pendleton County Board of Education office at 58 Walnut Street, Franklin.

We request that you provide an unable to provide the service request if you are not able to complete the services.

We thank you for your participation as we work to bring broadband to all students, educators and library patrons within Pendleton County.

Pendleton County Schools
Attn: J.P. Mowery
P.O. Box 888
58 Walnut Street
Franklin, WV 26807
(304) 358-2207
jmowery@k12.wv.us