

PHILIPSBURG OSCELOA AREA SCHOOL DISTRICT
200 SHORT STREET
PHILIPSBURG, PA 16866
BID #: YR210001

Sheet Number: 1 of 9

Sealed bids for the services listed herein (this document serves as the official bid response contract) will be received at the Philipsburg Osceola Area School District (POASD) Administration Office, located at 200 Short Street, Philipsburg, PA 16866- ATTN: Mr. Michael Conte until 10:00 A.M., JANUARY 25, 2018. Respondents are invited to attend the bid opening however no bid modifications will be permitted, only clarifications pertaining to submitted responses or defining deliverables within the RFP. Bidders are responsible for checking the website www.intelafunds.net for any potential addendums and/or change of dates (opening and/or walk-throughs).

1. **Two (2) hard copies** (signed with original signatures where noted) and **two (2) soft copies on USB drive** of the official Bid document and the corresponding Respondent-populated Excel file (as defined in this document) for this bid inquiry are to be returned to **POASD** as instructed below in item numbers 2 and 3. **All items identified to be returned shall constitute a complete bid response to this inquiry. Incomplete responses shall not be considered. This bid document modified from its original format in any manner by the respondent shall not be considered.** Respondents may include any other documents along with the original bid documents.
2. All bid responses shall be returned in sealed envelopes and addressed to **POASD** at the address stated above. **Please show the bid number (BID#: YR210001- POASD) on the outside of the envelope.**
3. **Additionally, a soft copy of the Respondent's documents (signed submitted proposal in .word or .pdf and corresponding excel spreadsheet in excel format only!) MUST be attached and emailed with a subject line of "POASD BIDYR210001" to e-rateyr21bidresponse@advanedgesolutions.com** The email must be sent prior to the date/time as outlined above.
4. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via U.S. mail and/or carrier service with tracking** prior to 10:00 A.M. on the date stated above. Hand delivering the Bid documents without tracking to a **POASD** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **POASD** is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
5. Bid responses shall be submitted on this official Bid document which must be signed by a duly authorized agent or officer of the Company making the bid response. Absence of original signature of person duly authorized to sign for the Company submitting this bid response will automatically leave this bid response null and void.
6. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges. Pricing quoted by the respondent shall be valid for the complete term requested in this bid. Optional related equipment may be quoted separately.
7. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be attached separately and be accompanied with a valid signature from the submitting vendor.
8. The Board of School Directors shall have full power and authority to reject any and all bid responses furnished which in their opinion, are not in strict compliance and/or conformity with the specifications. The decision of said group shall be final, conclusive, and without challenge.
9. **POASD** reserves the right to reject any or all bid responses, and to accept or reject any item or group of items, for which a bid has been submitted. Bid Proposals received after the date and time set for the Bid opening shall be considered non-responsive and returned unopened to the Bidder.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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10. Upon identification of the selected bid for identified services and installations (if warranted) the successful bidder will be notified in writing. Additionally, it should be noted that all bid responses will commit the respondent to hold submitted quoted pricing for the entire term(s) as outlined in this bid. Once notified of funding POASD will/may commence with deploying said services. POASD may also elect to initiate services before funding notification and will coordinate with the vendor.
11. The district may/will award all items in-whole or in-part as a bundle to a single service provider.
12. Local, State and Federal Compliance Requirements:
Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the school.
13. Bid Proposals received omitting any/all of the following items and/or not meeting specific criteria may be subject to disqualification:
 - Service Provider Identification Number (SPIN/498)
 - Service Provider must have an FCC Registration Number and provide proof of such if requested
 - Service Provider must provide a copy of general and professional liability insurance certificates upon request
 - Service Provider does not offer program discount billing
 - Service provider must be registered to conduct business in PA
 - Service Provider solution does not meet/offer the requested service(s)
 - Service Provider solution is incompatible with school's current infrastructure
 - Service Providers bid response is not received within the identified timelines or is incomplete
 - Service Provider failure to sign all pages as required
 - Spam, generic and telecom broker inquiries will not be considered
 - Service Provider is on E-rate Program "Red-Light" Status or in "Select Review"
 - Service Providers previous workmanship with the school is deemed "unfavorable"
 - Service Provider response must include this bid document and the corresponding excel response Sheet
14. The respondent affirms the following:
 - No employees of the respondent are employed by the school
 - The respondent will not provide the school any gifts in relation to this agreement
 - The respondent is registered to conduct business in PA

RESPONDENT CONTACT INFORMATION (IF DIFFERENT THAN SIGNATURE PERSON)

Name: _____ Title: _____

Phone: _____ Email: _____

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Signature: _____

Printed Name: _____

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**PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT
200 SHORT STREET
PHILIPSBURG, PA 16866
BID #: YR210001**

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**BID SPECIFICATIONS
FOR
HIGH-SPEED INTERNET ACCESS**

PHILIPSBURG OSCEOLA AREA SCHOOL DISTRICT IS SEEKING A MULTI-YEAR CONTRACT FOR INTERNET ACCESS SERVICE AND DELIVERY OF SAID SERVICE TO A SINGLE IDENTIFIED SITE. THE SERVICE CONTRACT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1, 2018 THROUGH JUNE 30, 2020 OR JULY 1, 2018 THROUGH JUNE 30, 2021. POASD RESERVES THE RIGHT TO EXTEND THE CONTRACT VIA VOLUNTARY EXTENSIONS ON A MTM AND/OR ANNUAL BASIS IF SO NEEDED OR REDUCE, CANCEL AND/OR IMPLEMENT SERVICES AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL/MAY COMMENCE SOMETIME ON OR AFTER JULY 1, 2018 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES. THE TERM OF THE CONTRACT IS DEFINED BY THE "CONTRACT AWARD AGREEMENT" LETTER; NO OTHER AGREEMENT WILL SUPERSEDE THE INDICATED TERM ON THAT LETTER. UPON CONTRACT EXPIRATION, *AUTO-RENEWAL OF THE TERM OF THIS CONTRACT IS PROHIBITED*. NOTE: FOR RFP SCORING THAT COST WILL BE THE HEAVIEST WEIGHTED FACTOR.

ANY/ALL QUESTIONS PERTAINING TO THIS BID PROCESS AND/OR TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

ERATESUPPORT2018@ADVANEDGESOLUTIONS.COM

NOTE: PLEASE REFERENCE "POASD" – BID# YR210001- POASD" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.

IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.

FOR ANY ADDITIONAL POSTED INFORMATION/CLARIFICATIONS AND/OR ANY UPDATES PLEASE PERIODICALLY REVIEW WWW.ADVANEDGESOLUTIONS.COM

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Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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INCLUDED AS PART OF THIS BID IS AN EXCEL SPREADSHEET DOCUMENT TO ASSIST IN EVALUATING THE PROJECT AND POSTING CORRESPONDING BID RESPONSES. **YOUR BID RESPONSE MUST INCLUDE YOUR COMPLETED VERSION OF THIS EXCEL SPREADSHEET IN EXCEL FORMAT ALONG WITH YOUR COMPLETED BID DOCUMENT. ITEM IS AS FOLLOWS:**

A.) **“POASD YR210001- POASD INTERNET SERVICE BID RESPONDENT SPREADSHEET”**: THIS DOCUMENT CONTAINS SPECIFIC AREAS FOR VENDOR ENTRY AND MUST BE COMPLETED AND SUBMITTED BACK TO THE SCHOOL ALONG WITH THIS FULLY SIGNED BID/CONTRACT DOCUMENT AND CONTRACT AGREEMENT LETTER. THE SPREADSHEET DOCUMENT CAN BE FOUND ON THE SAME WEBSITE WHERE THIS RFP DOCUMENT WAS DOWNLOADED. SEE PAGE 1 FOR SUBMISSION INSTRUCTIONS.

BID CONDITIONS:

1. BID CONTRACT ITEMS/CONDITIONS:

- A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT’S DOCUMENT TO BE SIGNED AND EXECUTED BY POASD UPON AWARD OF THIS BID THEN **TWO (2) COPIES OF SAID DOCUMENT, CONTAINING ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID RESPONSE DOCUMENT AND RESPONDENT PROPOSAL. PLEASE NOTE THAT THIS SIGNED AND DATED BID CONTRACT DOCUMENT WHEN ACCOMPANIED BY THE DUALY SIGNED (SCHOOL ADMINISTRATOR AND RESPONDENT’S AGENT) CONTRACT AGREEMENT LETTER WILL BE THE CONTRACT OF RECORD FOR THE IDENTIFIED SERVICES. NO OTHER DOCUMENTS AND/OR ADDED LANGUAGE WILL SUPERCEDE THIS CONTRACT DOCUMENT PROCESS.**

- B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT’S OFFICIAL RESPONSE. ANY RESPONDENT COMMENTS, ETC. THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT MUST BE ATTACHED SEPARATELY.

- C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT’S ADDITIONAL DOCUMENT/S THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM’S ELIGIBILITY REQUIREMENTS AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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BID CONDITIONS: (CONTINUED)

- D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID CONTRACT DOCUMENT.

- 2. LIABILITY FOR TERMINATION OF SERVICES:
 - A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST **POASD** FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.

 - B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE AT ANY ACTIVE EDUCATIONAL FACILITY OTHER THAN A MINIMAL CHARGE FOR RE-ENGINEERING AND EQUIPMENT DIFFERENTIAL.

 - C. IN THE EVENT THAT **POASD** MUST DISCONTINUE INTERNET ACCESS SERVICE DUE TO BUDGET ISSUES AND/OR E-RATE CHANGES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON **POASD** SO LONG AS **POASD** DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR IDENTICAL SERVICE/S.

 - D. **POASD** RESERVES THE RIGHT TO CANCEL SERVICES AT ANY TIME WITH A 30-DAY WRITTEN NOTICE FOR INSUFFICIENT, INCONSISTENT OR OTHERWISE DEEMED SERVICES AND/OR SUPPORT. ALL ATTEMPTS TO RESOLVE ANY ISSUES (SERVICE, SUPPORT, INVOICING, ETC.) WILL BE MADE BEFORE EXERCISING THIS RIGHT.

- 3. ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. **POASD** WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.

THE RESPONDENT CAN PROVIDE "SPI" BILLING: **YES OR NO**

- 4. THE LEVEL OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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200 SHORT STREET
PHILIPSBURG, PA 16866
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BID CONDITIONS: (CONTINUED)

- A. PROVIDE DISCOUNTED BILLING...WHEREAS **POASD** WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (To be determined on an annual basis).
- B. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW. **FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S BID RESPONSE.**

SPIN #: _____

- C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST, SELECTIVE REVIEW LIST AND/OR PART OF ANY OTHER SLD INVESTIGATION(S). **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S BID RESPONSE.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS:

YES or **NO**
(Please indicate either "YES" or "NO")

RESPONDENT ON SELECTIVE REVIEW LIST:

YES or **NO**
(Please indicate either "YES" or "NO")

RESPONDENT ON PART OF ANY OTHER SLD INVESTIGATION(S) LIST:

YES or **NO**
(Please indicate either "YES" or "NO")

- D. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED OR BECOME INVOLVED IN ANY OTHER INVESTIGATION RESULTING IN DELAY OR POTENTIAL DELAY OF FUNDING AWARD, **POASD** SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS.
5. CONTRACT REDUCTION/MODIFICATION:
- A. THE AWARDED RESPONDENT MUST COMMIT TO A REDUCTION IN THE COST OF THE PER-SITE LEASED SERVICES AND/OR INTERNET ACCESS SERVICES IN THE EVENT THAT COMMERCIAL LEASE RATES FOR SIMILAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

PHILIPSBURG OSCELOA AREA SCHOOL DISTRICT
200 SHORT STREET
PHILIPSBURG, PA 16866
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BID CONDITIONS: (CONTINUED)

- B. IF, DURING THE COURSE OF THE CONTRACT, IMPROVEMENTS IN TECHNOLOGY PROVIDE FOR HIGHER BANDWIDTH AT REDUCED COSTS **POASD** RESERVES THE RIGHT TO FORGO REDUCED BILLING (AS STATED IN 5. A.) AND ACCEPT THE FASTER SERVICE AT A RATE EQUAL TO THE SERVICE RATES BEING PAID VIA THE CONTRACT FOR THE ORIGINAL SERVICE LEVELS.
6. BIDS WILL NOT BE CONSIDERED FROM “RESELLERS” OF DATA NETWORK ACCESS OR INTERNET ACCESS THAT DO NOT OWN AND/OR OPERATE AND MANAGE THE PHYSICAL CONNECTIONS FOR EACH SITE (CURRENT AND FUTURE) WITH THE ABILITY FOR REAL-TIME MONITORING AND 24X7X365 MAINTENANCE OF THE BIDDER’S NETWORK AND CORRESPONDING SERVICES TO THE ENTITY.
7. **POASD** WILL CONSIDER HYBRID NETWORKS OR ALTERNATE TECHNOLOGIES AS A VIABLE MIGRATION PATH TO OBTAIN THE IDENTIFIED END CONNECTIVITY AND SERVICES AS LONG AS THE SERVICE COST IS EQUAL TO OR LESS THAN THE QUOTED FINAL PRICING AND THE VENDOR SUPPLIES ALL REQUIRED INTERACTIVE EQUIPMENT AT NO ADDITIONAL COSTS TO **POASD**. SERVICE HANDOFF MUST BE VIA AN RJ45 ETHERNET PORT.
8. THE LOCATION OF TERMINATION FROM THE RESPONDENT WILL BE AT THE FOLLOWING SITE:

PHILIPSBURG OSCELOA MIDDLE SCHOOL (CENTRAL SITE)
200 SHORT STREET
PHILLIPSBURG PA 16866

ADDITIONAL POASD BUILDINGS UTILIZING SERVICES:

OSCEOLA MILLS ELEMENTARY
PHILIPSBURG ELEMENTARY
PHILIPSBURG-OSCEOLA HIGH SCHOOL
PHILIPSBURG-OSCEOLA MIDDLE SCHOOL

IT SHOULD BE NOTED THAT THE SERVICE TERMINATION LOCATION (SCHOOL) MAY BE CHANGED IN THE FUTURE DUE TO RE-STRUCTURING OF **POASD**’S WAN NETWORK. POSSIBLE OTHER SITES OF TERMINATION COULD BE ANY OF THE SITES IDENTIFIED ON **POASD**’S WEBPAGE AND/OR THE SCHOOL’S E-RATE EPC PORTAL.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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Phone Number: _____ E-mail: _____

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9. IT SHOULD BE UNDERSTOOD THAT IT'S THE VENDOR'S RESPONSIBILITY TO NOTIFY **POASD** DIRECTLY VIA E-MAIL *AND* PHONE CALL OF ANY ANTICIPATED AND/OR IDENTIFIED EXTENDED SERVICE OUTAGES. VENDOR WILL BE HELD RESPONSIBLE FOR ANY COSTS INHERITED BY THE SCHOOL DUE TO EXTENDED SERVICE OUTAGE.

10. THE SCHOOL RESERVES THE RIGHT TO INVOKE VOLUNTARY EXTENSION(S) AND EXTEND THE TERM AND SERVICE COSTS OF THIS CONTRACT ON A MTM AND/OR ANNUAL BASIS IF SO NEEDED FOR A PERIOD OF UP TO 12 MONTHS.

11. **BID SCORING CRITERIA:**

COST WILL BE THE HEAVIEST WEIGHTED FACTOR AS REQUIRED. SEE THE CORRESPONDING RESPONDENT SPREADSHEET FOR THE SCORING CRITERIA.

FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN TWO HARD AND SOFT COPIES AND SUBMIT ELECTRONIC COPIES (VIA EMAIL AS OUTLINED ON PAGE 1) OF THE ATTACHED "CONTRACT AWARD AGREEMENT" (AT THE AREAS MARKED WITH "X"). ONLY THE SIGNATURE AND NAME/TITLE LINES ARE TO BE COMPLETED, THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY POASD AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT'S SIGNED BID PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES. THE SCHOOL WILL SPECIFY THE TERM AND AWARD DATE OF THIS AGREEMENT. - DO NOT COMPLETE THOSE PORTIONS OF THE LETTER.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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CONTRACT AWARD AGREEMENT

RESPONDENT: _____ **SPIN (498 ID):** _____

CONTRACT #: BIDCONTRACT#: YR210001- POASD **CONTRACT AWARD DATE:** _____

RE: POASD INTERNET SERVICES CONTRACT BID #: YR210001- INTERNET ACCESS

TERM: 2 Year Term (July 1, 2018 through June 30, 2020) _____ **OR**
3 Year Term (July 1, 2018 through June 30, 2021) _____

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter. The school reserves the right to invoke voluntary extension(s) and extend the term and service costs of this agreement on a MTM and/or Annual basis if needed.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1st, of 2018 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited.

In acceptance of these terms and conditions, please sign below:

Authorized vendor representative confirmation:

[Signature]: _____ **[Name & Title]:** _____

Authorized School representative:

[Signature]: _____ **[Name & Title]:** _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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Phone Number: _____ E-mail: _____