WAN/470 RFP Information Template – What things to include in narrative of 470 or RFP documents.

1. Timeline

* Posting/Issue date
* Questions received until
* Answers posted on
* Bids due date and time
* Public Bid opening date and time
* Vendor notification date
* Bid award date (board meeting)
* Protest deadline

1. Statement of Purpose
   * What are you looking for? Be specific.
   * Include # of sites, how much bandwidth at each site.
   * List leased lit fiber as your choice.
   * Include allowance of flexibility in contract to allow expansion or decrease if buildings close or are added.
2. Contract duration
   * How many years?, any extensions?)
   * Use E-rate funding cycle as contract dates July 1- June 30
   * Contract dependent upon E-rate funding?
3. Type of billing? SPI or BEAR?
4. Vendors must have SPI and SPAC
   * Proposal Submission
   * To whom, when, what format, how many copies
5. Right of Rejection
6. Vendor Selection (include evaluation criteria, NOT points)
7. Questions (when due, to whom to send, answers will be posted where and when?, do not call or visit
8. Award of contract
9. Protest procedures

Appendix A – Execution of Proposal Form (I would have one of these so you know who to contact)

Appendix B – list of sites/addresses (required but doesn’t have to be in appendix, can be in narrative of 470.)

Appendix C – Cost sheet – not required but helpful.