

NORTH HUDSON COMMUNITY ACTION CORPORATION

HEAD START

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Request for Proposal

Supplement to Form 470

Application # – 190021462

Proposal Number – NHCACHS 470-2019

INTERNET SERVICES & BASIC MAINTENANCE ON INTERNAL CONNECTIONS

**ELIGIBLE FOR E-RATE DISCOUNTS
AS PART OF THE FCC UNIVERSAL SERVICE PROGRAM**

Joseph M. Muniz, NHCAC Chairperson
Yasmin Romero, Head Start Policy Council Chairperson
Joan M. Quigley, NHCAC President/CEO
Monica Charris, NHCAC Head Start Director

1) Purpose/Objective

The North Hudson Community Action Corporation (NHCAC) Head Start (HS) program requests proposals from qualified contractors to perform the following at all its schools and administrative offices:

- Maintain reliable Internal Connections utilized to operate broadband services for five centers (see internal connection diagram).
- Perform basic technical support and maintenance including:
 - Repair and upkeep e-rate eligible hardware (i.e. switches, firewalls/routers, servers, wireless controllers wireless access points).
 - Maintain all wiring that supports devices residing on NHCAC Head Start's internal networks.
 - Complete configuration changes, software upgrades, including bug fixes and security upgrades for e-rate eligible equipment.
- Provide low-cost, high-speed Internet service with speeds of at least 100 Mbps downstream and 10Mbps upstream.

It is the desire of the NHCAC Head Start program to solicit proposals for these services to properly comply with the FCC rules to obtain E-rate discounts for Funding Year 2019.

The Term of the agreement shall commence no earlier than July 1, 2019. Bidders are encouraged to submit proposals in one or two year increments, if longer terms result in lower costs per year.

The NHCAC President/CEO or her designee, NHCAC Director of Operations, HS Director, NHCAC CFO, NHCAC Controller, and HS Operations Manager, HS Technology Coordinator (hereinafter referred to as the Team) will determine which vendor they will select and may select more than one to provide different services. The Team reserves the right to reject all proposals if the proposed service provider:

1. Does not have a Service Provider Identification Number (SPIN); and
2. Does not have an FCC Registration Number; and
3. Is not bonded.

2) Inquiries

Direct all questions related to this RFP Supplement to Form 470 to Christian Mercado, and submit such questions in writing prior to March 1, 2019. Send all questions via e-mail (e-rate@nhcac.org). Offers must clearly understand that the only official answer or position of the Team will be the one stated in writing.

For additional details or answers to specific questions about basic internal connections or network infrastructure contact the following:

**Bill Fabrizio, Technology Coordinator at (201) 617-0901 ext. 25632 or email at wfabrizio@nhcac.org
Jay Johnson, Operations Manager at (201) 617-0901 ext. 25633 or email at jjohnson@nhcac.org**

3) Minimum (General) Criteria the NHCAC Head Start program will use to determine the "Responsibility" of each Offeror:

1. Does the Offeror possess the ability, capacity, skill, and financial resources to provide the service?
2. Can the respondent take upon itself the responsibilities set forth in the RFP (and resultant contract) and produce the required outcomes timely?
3. Does the Offeror have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
4. Has the Offeror performed satisfactorily in previous contracts of similar size and scope?

4) Constraints on the Contractor

The Contractor shall be responsible for all licenses, fees, and permits required for performance of the contract resulting from this Request for Proposal. All work to be performed under this contract shall be provided at times convenient to the NHCAC Head Start program. Maintenance and installations may only be performed at times that do not interfere with daily operations of the NHCAC Head Start program and provided with no interruption of phone services.

5) Contractor Responsibilities

The service(s) the NHCAC Head Start program seeks to obtain is defined in the respective 470 application number 190021462.

6) NHCAC Head Start Program Responsibilities

The NHCAC Head Start program shall provide to the Contractor access to the buildings to maintain equipment at reasonable times.

7) Buildings

The NHCAC Head Start program operates five (5) school facilities in various locations in Hudson County. The West New York school houses the administrative office (See Diagram I):

Administrative Office & School Facility 5800 Kennedy Blvd, West New York, N.J. 07093	Union City I Head Start 401 Palisade Avenue, Union City, N.J. 07087
Kearny Head Start 380 Kearny Avenue, Kearny, NJ 07032	West New York I Head Start 314 67 th Street, West New York, NJ 07093
North Bergen Head Start 7611 Broadway Avenue, North Bergen, N.J.07047	

8) NHCAC Head Start Program’s Right to Inspect

The NHCAC Head Start Program reserves the right to inspect any facility or project site where the services performed under the resultant contract are performed.

9) Terms and Conditions of Contract

Contract(s) resulting from this RFP shall be subject to E-rate funding and commitment from the Schools and Library Division and subject to approval of the 2019-2020 budget process by the North Hudson Community Action Corporation Head Start program.

10) Delivery of Proposals

All proposals are to be delivered before 12:00 p.m., EST, March 15, 2019 via email at e-rate@nhcac.org.

NHCAC Head Start will not accept any proposals received after 12:00 p.m. EST and shall file unopened late proposals.

List the Application Number in the Subject area of the EMAIL and note "ERATE Request for Proposal enclosed."

11) Proposals and Presentation Costs

NHCAC Head Start will not be liable in any way for any costs incurred by any Offeror in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions or negotiations.

DIAGRAM 1: NHCAC HEAD START INTERNAL CONNECTIONS DIAGRAM

