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**Instructions to the district:** the following language is meant to provide guidance on the narrative of your form 470 and assumes the service request line items have been accurately filled out on the 470 application. Districts are encouraged to customize the language and make it their own. [Highlighted sections in brackets] are meant to be customized to reflect the districts needs and requirements. Please note that the 470 narrative has a character limit of 5000. If you need more room to adequately describe your needs, consider writing an RFP to attach to the form 470.

Note that the default time a Form 470 is open is the required 28 days. If you would like to leave it open longer, you should indicate this in your narrative. For example: We will accept bids until [date]. Otherwise, it is assumed bids will not be accepted after the Allowable Contract Date listed on the published Form 470.

The text below is intended to be copied and pasted into the Form 470 narrative box. This document is not meant to be attached to your Form 470 as an RFP. Please use the EducationSuperHighway RFP templates if you wish to complete this type of document.

We are requesting symmetrical Internet access delivered over leased lit fiber. Service should be terminated at [name and address of district hub]. Pricing should be included for [100Mbps or 1Gbps] increments from the minimum to the maximum bandwidths noted above. We are seeking [1, 3, 5] year contract options. [3 or 5 year] contracts should allow for upgrades to quoted bandwidth throughout the terms of the contract. Ifa bandwidth upgrade is requested mid-contract the term length does not reset or renew. For example, if an upgrade occurs in month 20 of a 36-month contract, then 16 months of service must remain on the contract at the new bandwidth before a contract renewal is available.

All solutions must include installation and initial configuration (if needed), a method to report service outages and receive basic technical support without additional service fees, and a service level agreement.

All solutions can include special construction or one-time E-rate eligible non-recurring costs as well as E-rate eligible recurring circuit costs. Solutions bringing service to the property line but not the demarcation point are unacceptable. Failure to include any requested information in the previous paragraph is grounds for disqualification. Additionally, proposals must concisely address all requirements and not contain a significant amount of boilerplate corporate marketing information.

Prices should be all inclusive. All inclusive in this case means, including all special construction and non-recurring costs (NRC) required by the vendor to commence service and all monthly recurring costs (MRC) should be included. MRC should include both transport and bandwidth charges. By submitting a bid, the respondent certifies that it has engineered a full solution that includes all of these costs.   Costs added to the quote after the respondent has submitted their bid are solely the responsibility of the respondent and not the applicant. We would prefer the option available under E-rate rules to amortize the non-discounted portion of any special construction costs over four years or the life of the contract, if the contract is shorter than four years.

Service implementation for all solutions is dependent on availability of local funds and E-rate funds. For any solutions requiring special construction, service implementation is also dependent on award of state matching funds (if available).