



Request for Proposals Nevada Education Broadband Grant

**The Governor's Office of Science, Innovation, and Technology
100 North Stewart Street, Suite 220
Carson City, NV 89701**

Issued Tuesday, April 16, 2019
Due date: Monday, May 20, 2019 by 5:00 p.m.

SECTION 1 – Purpose and Eligibility

- 1.01 Purpose of RFP: To support broadband and WAN new construction projects in Nevada school districts, including charter Schools, with a grant pool of *up to* \$1,771,560. The funds may be used for any broadband construction project that will bring enhanced broadband to a school, such as the installation of fiber optic cable, microwave towers, wireless solutions, hybrid solutions, or other similar broadband/WAN projects, resulting in improved broadband connectivity and enhanced student learning.

The project must provide broadband speeds to the school that meet or exceed the State Educational Technology Directors Association (SETDA) standard of 1Mbps of Internet Access per student being served by the connection.

- 1.02 Eligible Applicants: Any public school district or charter school in Nevada. Private schools are not eligible.

- 1.03 Accepted and Prohibited Uses of Funding:

- **Eligible Costs:** Construction of all fiber and fixed wireless transport mediums is eligible. This includes Fiber Optic Cable, Microwave towers, wireless solutions, hybrid solutions and eligible equipment *directly* relating to the proposed broadband solution to support a reliable network. Eligible Costs include engineering, project management, permitting, construction materials, construction equipment, construction labor (including contractors) and inspection charges.
- **Eligible Connections:** Eligible connections under this grant are:
 - **Point to Point Transport Connections-** between two schools; between a school and a district hub; between a school and an Internet Access Point or between a district hub and an Internet Access Point. If the connection terminates at an Internet Access Point, construction one-time costs of connecting the education connection to the Internet Access rack are eligible costs. Eligible equipment if related to the project and installation can include switches, firewalls, internal network cabling, and access points.
 - Cost of networking equipment necessary to provision a broadband connection are eligible costs under this grant.
- **Ineligible Services:** Salaries, consultants, AND ANY equipment NOT related directly to the proposed construction project.
 - For example, in the equipment category, the grant can pay for the rental of a directional boring machine, but will not pay for a company vehicle that will be used for other projects. The equipment costs eligible for grant reimbursement is for equipment that is used in the construction of the broadband infrastructure.
- **Total Funding Available:** Up to **\$1,771,560**

SECTION 2 – RFP DETAILS

- 2.01 Important Dates. The following dates are significant for this RFP:

RFP Dated and Issued

Tuesday, April 16, 2019

Proposal Due Date

Monday, May 20, 2019

- 2.02. Inquiries. All questions should be received by **5:00 p.m., Monday, May 13, 2019**
- 2.03 All questions will be answered by **5:00 p.m., Thursday, May 16, 2019**
- 2.04 Submission Due Date.

Proposals are due by **5:00 p.m. on Monday, May 20, 2019**. Proposals received after this deadline will be late and ineligible for consideration.

- 2.05 Award of the Contract. Upon completion of the evaluation process, OSIT may award the Nevada Education Broadband Grant to an applicant whose proposal(s) are determined to be most advantageous. OSIT reserves the right to award all, a portion of, or none of the available funding during this grant round. Additionally, OSIT reserves the right to fund an applicant in full or in part.

SECTION 3 – SCOPE OF WORK

3.01 Scope of Work. Proposals will be evaluated on five specific categories. *Read Section 4 for the Criterial Evaluation Scoring, Read Section 5 for Assurances, and Section 6 for Application and Submission Information.*

The five categories are:

Needs Assessment and Work Plan

- 1. Please provide a brief overview of the need for this grant. Discuss current connectivity challenges.
- 2. Please provide details about the project work plan. Include:
 - 1. An overview of the goals of the project.
 - 2. The plan for accomplishing the goals.
 - 3. A timeline for the project.
 - 4. How the project fits in with the district or charter’s technology overall technology plan.

Include a Technology Plan* and Network Design* as exhibits. Limit of (3) exhibits.

*The Technology Plan can be as simple or as complex as needed to detail your technology initiatives.

*The Network Design Plan can be as simple or as complex as needed to detail your proposed network design plan.

Technology Impact

Provide OSIT with the facts and evidence to support Technology Impact.

- 1. Percentage increase in connectivity speeds between the current solution and the proposed solution.
- 2. Provide the current recurring costs per megabit and the proposed cost per megabit of the proposed new solution. If proposed costs are unknown at the time of application, please state “unknown”.

3. Evidence the SETDA & FCC adopted standards will be met upon initial provisioning of the connection.
4. Type of technology used in construction.
 - Fiber (100% of points)
 - Microwave (50% of points)
 - Hybrid solutions that are microwave last mile (50% of points)
 - Satellite solutions (50% of points)
5. Availability of existing fiber infrastructure within a 20-mile radius.
 - None (100% of points)
 - Within 10 miles (50% of points)
 - Within 5 miles (25% of points)

School and Student Impact

Provide OSIT with the facts and evidence to support Student Impact. Provide OSIT with the positive change this grant will make for school and students, to include increased learning standards, mechanisms, and Distance/Digital Learning opportunities.

1. Number of students affected in the district or charter by the project.
2. Number of schools affected in the district or charter by the project.
3. Percentage of students in the district or charter affected by the project.
4. Percentage of schools in the district or charter affected by the project.
5. Please describe the additional educational and learning opportunities for Digital and Distance Learning that will become available as a result of the proposal's completion.
6. Please describe how the school/s benefit from the greater connectivity speeds. How many students will be affected?
7. Percentage of students at each school participating in the National School Lunch Program.
8. Please provide a letter of support, signed on letterhead, from the administrator of each school in the proposal that outlines the impact increased connectivity will have on the school.

Community and Economic Impact

Provide OSIT with the facts and evidence to support Community Impact.

Provide a brief assessment of the economic impact on the local economy as a result of this project. Can this project be leveraged to bring greater or increased connectivity to the broader community?

Budget Plan

Format: The budget narrative must not exceed one (1) page, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. There is no page limit on the budget plan (table).

Applicant is required to submit a 1) budget narrative and a 2) budget plan.

- 1) The budget narrative must demonstrate a clear and strong relationship between the program's expenses and the program's goals and activities. The budget narrative should be detailed, reasonable and adequate, cost efficient, and should align with the proposed work plan. From the budget narrative, the reviewer should be able to assess how the budget expenditures relate

directly to the goals of the program. The budget narrative does not count towards the page limit. Estimated budget sheet must reflect pricing submitted in the vendor estimate.

- 2) The budget plan should be completed in a table. Please be specific and include as much line-item detail as is reasonably possible. Use this space to provide more specific justification for expenditures mentioned in the Budget Narrative. Break down cost categories such as “Equipment” and “Construction,” to individual components so that it is clearly understood how funding will be spent. All proposed expenses should be accounted for.

SECTION 4 – Proposal Criteria Evaluation

The criteria used to evaluate with Point System:

CATEGORY	POINTS AVAILABLE	POINTS RECEIVED
Needs Assessment and Work Plan	Up to 20 Points (10 Points each)	
Technology Impact	Up to 20 Points (4 Points for each Impact)	
School and Student Impact	Up to 32 Points (4 Points for each Impact)	
Community and Economic Impact	Up to 10 Points	
Estimated Budget Sheet	Up to 18 Points	
TOTAL POINTS	100	

SECTION 5 – Assurances

1. Funding from this grant shall not be used to enhance the salaries or benefits of current employees. Furthermore, the funding shall not be used to increase the resources available for contract negotiations with the associations representing the project.
2. Recipients of funding agree to provide adequate locations at the school to house the networking equipment and accommodate special construction needs.
3. Recipients of funding agree to lead the effort, with its construction vendor, to secure all necessary land use permits, easements, environmental, Bureau of Land Management, Bureau of Indian Affairs and other required approvals.
4. Recipients of funding agree that the project will meet all industry construction standards and all state and federal regulatory standards.

5. Recipients of funding agree to fully comply with the project evaluation team from OSIT that will evaluate the progress of the project and the final walk-through. This evaluation may include field inspections of the construction project.
6. All requests for budget amendments must be made in writing and approved in writing by OSIT prior to expenditure of funds.
7. All recipients of funding are required to identify a fiscal agent if the grantee is not its own fiscal agent. All recipients of funding are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. Accounting systems for all projects must ensure the following:
 - Funds are not commingled with funds from other grant sources.
 - Funds specifically budgeted and/or received for one project cannot be used to support another.
 - All grant awards are subject to audits during and within three years after the grant award reporting period has concluded.
 - The accounting system presents and classifies historical cost of the grant as required for budgetary and auditing purposes.
 - If, after the application is approved, either costs are lower than expected or CMS later provides funding for activities contemplated by the proposal, previously approved funding must be returned to the State.
8. All recipients of funding are required to submit to OSIT quarterly fiscal reports and quarterly progress reports until all grant funds have been expended; annual fiscal and progress reports for the entire reporting period, and a final evaluation. Recipients have the option of submitting monthly reports in lieu of quarterly reports. The final evaluation is due within thirty (30) days after the conclusion of the reporting period. Submission of accurate, dated, and project specific invoices, receipts, or proofs of payment must accompany each expenditure in the approved budget submitted to OSIT in the financial reports.
9. Any funds not committed for expenditure as of 6/30/20 will be returned to OSIT, unless granted an extension.
10. Financial obligations of the State are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contracts (grant awards) will become null and void, without penalty to the state of Nevada.
11. All materials submitted regarding this application for OSIT funds becomes the property of the state of Nevada. Upon the funding of the project, the contents of the application will become contractual obligations.
12. The grantee must follow all applicable local, state and/or federal laws pertaining to the expenditure of funds.
13. The applicant agrees to all terms of participation outlined in this RFP.

SECTION 6 – Application and Submission Information

Please submit the following information in a single PDF document to: Jojo Myers Campos jmyers@gov.nv.gov. Please state the question and number your responses to correspond to the questions below.

A comprehensive, well-written application provides all the information necessary for a complete evaluation.

Each Section will include the formatting below:

Format: The Application must not exceed five (5) pages, it must be double-spaced, Times New Roman 12-point font with 1-inch margins on all sides of 8½ by 11 size (letter size) paper. If attaching

Exhibits, please limit exhibits to (3). Exhibits, cover sheet, project summary, and budget plan are not included in the five (5) page application limit.

A complete application will include the following components listed below.

Cover Sheet – Cover Sheet must include:

Applicant Information:

- Project Information
 - Title of grant
 - School and County location
 - Proposed dollar amount
- Project Director Information (project lead)
 - Full name and title
 - Mailing and physical address
 - Daytime phone
 - Email address
- Project Contact (daily project contact – if different than director)
- Vendor ID number
- School district or Charter school
- School name/s
- Additional School address/s
- Website (if applicable)

Project Summary

Please provide a brief, one-page overview of the proposed project including the need for the grant and how the proposal will solve the identified need.

Requested Scope of Work Details: Please provide a response to each of the questions asked in Section 3.

- Needs Assessment and Work Plan
- Technical Impact
- School and Student Impact
- Community and Economic Impact
- Budget Plan

Incomplete applications that did not follow the submission requirements, including the formatting requirements, will be disqualified and will not be scored for the Nevada Education Broadband Grant.

Submission Timeline and Instructions

Submit one (1) electronic copy of the application in a single PDF by 5:00 p.m., May 20, 2019 to:

**Jojo Myers Campos
Governor's Office of Science, Innovation and Technology
100 North Stewart Street, Suite 220
Carson City, NV 89701
775.687.0993
jmyers@gov.nv.gov**

Applications must be received by the date and time above. Applications received after the date above will not be considered.

Tips & Common Pitfalls to Avoid

- Ensure budget figures are mathematically correct
- Use only whole dollar amounts
- Observe page limits (any pages over the page limit will not be reviewed)
- Follow stated formatting guidelines
- Respond to all sections of the application
- Spell out acronyms at initial use
- Do not assume reviewers are familiar with existing projects

Thank you for your interest in applying for the Nevada Education Broadband Grant. You will be contacted if further information is required. Do not begin your project or incur costs until you have received written notice of the grant award.