



RAVENSWOOD
CITY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

for Wide Area Network Services to Ravenswood
Schools and Sites

Released 2/23/26

OVERVIEW

The Ravenswood City School District (RCSD), in San Mateo County, is a unique academic environment that draws from the culturally rich communities of East Palo Alto and eastern Menlo Park.

The Ravenswood City Elementary School District is inviting proposals from qualified vendors with E-Rate SPIN numbers to submit a proposal to provide Wide Area Network (WAN) Services of at least 10Gbps to replace our existing 2Gbps to 5Gbps services located at our school sites, district office and the Equinix Internet Exchange at 529 Bryant Street, Palo Alto, California.

Our existing Wide Area Network and Internet Access services are provided by Comcast EPL fiber and terminate at Equinix to our current ISP, Zayo. Zayo's Palo Alto-hosted connection currently provides internet connectivity to all Ravenswood City School District school sites and district office.

Qualified vendors are invited to submit one original response to the RFP that meet the requirements described herein either via email (see address below) or paper via drop-off or mail no later than 1:00pm on Monday, March 23, 2026 to the address below:

E-mail: rfps@ravenswoodschools.org

or

Mail:

Ravenswood City School District
ATTN: Solomon Hill, RFP
2120 Euclid Avenue
East Palo Alto, CA 94303-1702

This Request for Proposals does not commit Ravenswood City School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. RCSD reserves the right to accept all or part of any RFP response or to cancel in part or in its entirety this Request for Proposals. RCSD further reserves the right to accept the RFP response that it considers to be in the best interest of RCSD.

Introduction

The Ravenswood City School District (RCSD) serves about 1500 students, transitional kindergarten through eighth grades, from East Palo Alto and east Menlo Park. The district has implemented a strategic plan to improve the educational outcomes of its students and their families. The district consistently strives to improve the academic, social, as well as the overall health and economic conditions for the entire Ravenswood community. The ethnic make-up of

the student population is predominantly Hispanic 82%, followed by Pacific Islanders 7%, African American 5%, and other 6%. Ravenswood District has about a 90% free and reduced school lunch rate.

E-Rate Telecommunications request Form 470 #260022628 shows that RCSD is seeking to obtain Wide Area Network Services to support its communications infrastructure.

All vendor proposals for this RFP are due to the Ravenswood City School District by 1pm, Monday, March 23, 2026 PST.

The selection process will include review and evaluation of proposals by school district staff. Cost will be the primary factor for evaluation, and other criteria include understanding of needs as expressed in the submitted bids, and vendor experience with providing requested services. The district may bring in outside consultants and/or members of the community to assist with the review of the proposals. Selections of proposals that best meet the requirements of the District are expected to be complete by Friday, March 27, 2026.

Background

The Ravenswood City School District currently supports 4 school sites and a District Office including 1500 students and an employee base of approximately 280 teachers and various support staff. These offices and education sites are currently connected by a District supported Local Area Network (LAN) and Wide Area Network (WAN) utilizing 2Gbps Comcast provided fiber EPL to 6 district sites. The current use of our District LAN/WAN can be characterized as follows:

- Transmitting administrative data for managing our staff, schools and students.
- Providing resources for distributing educational content to the classroom, including video.
- Providing access to the Internet for educational purposes.

All of these 6 district LAN sites currently have a professionally installed local area network infrastructure with Internet access available in every classroom. All classrooms connect to a building IDF that contains Cisco 9300 PoE switches connected to a 10Gbps fiber backplane. In the next year or so an RFP will be posted to upgrade this fiber backplane to 10Gbps or 40Gbps. Each school has between one and nine professionally installed IDFs that are connected to the MDF with single-mode fiber. Existing networked switches and routers are from Cisco Systems, Inc., (about 70 total). We have a Cisco CallManager 14 VOIP Telephone system.

RCSD is currently utilizing Comcast EPL fiber to connect at 2Gbps with the option to increase the connection at each site to 5 or 10Gbps. The Comcast contract ends in July, 2025, with options to

extend the contract until 2028. Currently Zayo provides Internet Service to the District over Comcast fiber terminated at Equinix Internet Exchange in Palo Alto, CA.

RCSD currently utilizes Windows 2019 Servers for DNS, DHCP, print, file and other network services. Our network is set up in a star configuration, where the 6 sites are connected via Comcast EPL fiber to the central district office. Each site has two or more servers to provide primary network services, with a backup server.

Project Description

PROJECT GOALS

Ravenswood City School District is seeking qualified service providers or telecommunication carriers/providers that are able to meet its wide area network services needs. The present system utilizes various levels and types of services at multiple locations to provide network services for schools and administration. See specific requirements as outlined below.

1. Wide Area Network Services and WAN transport to ISP handoff at Equinix

The RCSD is seeking a service provider to provide a 5-year contract with two optional 1-year extensions to install and manage wide area network services with a 10Gbps capable circuit for our school district. This wide area network service will need to connect to the 2+Gbps/10Gbps-capable WAN transport to ISP handoff provided by Zayo at 529 Bryant Street, Palo Alto (Equinix Internet Exchange – currently terminated into our ISP hosted equipment.) The service provider may amortize the cost of necessary equipment/construction into the monthly rate or may include the cost as a one-time charge. The wide area network service provider will need to coordinate the handoff / cross connect with Zayo and “go live” outside of normal district weekday business hours. Vendor must guarantee vendor WAN service availability of at least 99.99% or greater, excepting acts of God.

- Install and manage five (5) dedicated fiber-based WAN services connecting each school site to the new District Office hub.
- Provide a 10 Gbps CIR symmetrical connection at each site.
- Provide a 10 Gbps capable point-to-point circuit between the District Office and the Equinix Internet Exchange, 529 Bryant Street, Palo Alto, CA.
- Provide full project management, installation, testing, and ongoing monitoring.
- The District will accept alternate proposals including: Leased dark fiber, Self-provisioned fiber, or carrier-neutral fiber builds

2. District Office Construction

Ravenswood City School District is currently building a new District Office at a new site at Bay Road, East Palo Alto, CA 94303. One of the five dedicated fiber WAN services will need to be located in the MPOE of the new District Office, and this will be the logical center of our new district WAN. Construction is expected to finish on or about September 1, 2026.

3. Timelines

No billing can take place prior to July 1, 2026 though start up work can begin as early as May 1, 2026 in order to meet deadlines and maintain compliance with the E-Rate Program rules and construction timelines, WAN service should be operational by September 1, 2026.

RFP & Project Timeline

- RFP Posted – February 23, 2026
- Non-mandatory Site Walk – Friday, March 13, 2026 at 12:00PM PDT
- Question & Answer Cutoff – March 20, 2026 5:00PM PDT
- Proposal Submittal Deadline – March 23, 2026 1:00PM PDT
- Expected Proposal Selection – by March 26, 2026
- Project Completion Date – Services setup and tested by September 1, 2026

Proposal Requirements

1. The scope of this contract may be scaled up or down to meet both the amount of received E-Rate funding and the Ravenswood City School District budget.
2. RFP responses should be reviewed for accuracy before submission to RCSD since they may not be amended after submission to RCSD. RCSD will not be responsible for errors or omissions in any RFP responses. RCSD reserves the right to reject any and all RFP responses, or to waive any irregularities, or informalities in the RFP process.
3. The work of this project will not affect nor interfere with the functionality of the existing infrastructure or live systems until the new implementation has been thoroughly tested and documented and is ready to go into production.
4. The Ravenswood City School District reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered.
5. RCSD reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of an RFP response.
6. Upon selection of a vendor, the District will provide access to various documents and key District personnel relevant to this project, as needed by the selected vendor.
7. The bidder must state their assumptions for this project, including how pricing was calculated and on what it was based. Include any other assumptions used to determine the amount of work necessary to ensure success.
8. The bidder must provide their SLD SPIN identification number along with their proposal.
9. Ensure that your proposed solution is E-rate eligible under the current SLD rules.
10. Work may be subject to California Prevailing Wage and vendor is responsible for DIR registration.
11. Certified payroll required if applicable.
12. District may require performance and payment bonds if construction exceeds threshold.

13. Vendors may file written protest within 3 days of intent to award. The protest must specify the grounds, and the Superintendent or designee decision is final.
14. Pricing should show monthly recurring costs and one time installation costs, plus taxes and fees shown explicitly.
15. Price of E-rate eligible services will be the highest weighted factor in accordance with FCC competitive bidding rules.
16. Vendor must be able to provide references for at least three customers, preferably K-12 customers of like size that are receiving a similar service.
17. Questions can be submitted in writing by March 20, 2026 (preferably e-mail, see address below). Responses will be posted on the RFP webpage at the following address: <http://www.ravenswoodschools.org/rfps> and e-mailed to questioner.
18. The vendor must maintain compliance with any and all legal requirements set forth under the California Public Utilities Commission and the Federal Communications Commission (FCC).
19. The vendor acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non - confidential pursuant to §54.504 (2)(i)(ii). c.
20. The vendor acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
21. The vendor acknowledges that its offer is in full compliance with USAC's Free Services Advisory:
<https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>.
There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs.
22. All work will be in accordance with drawings, specifications, and general contract conditions and subject to E-rate funding at level deemed acceptable by RCSD and the SLD.
23. For any necessary construction, vendor shall maintain insurance coverage including \$1,000,000 general liability, \$1,000,000 automobile liability, \$2,000,000 aggregate coverage, statutory workers' compensation, and provide an additional insured endorsement naming the District.
24. The selected vendor will be responsible for managing this project and be expected to use the PMBOK, Project Management Body of Knowledge Best Practices standard.
25. Any RFP responses received after 1:00 pm on Thursday, March 23, 2026 may be rejected and returned to the firm unopened.

26. Firms may withdraw their RFP responses, either personally or by written request, at any time prior to 1:00 pm on Monday, March 23, 2026 at the following location and addressed to:

Ravenswood City School District
ATTN: Solomon Hill, RFP
2120 Euclid Avenue
East Palo Alto, CA 94303-1702
rfps@ravenswoodschools.org

EVALUATION

Only proposals that include the specific materials will be accepted. RCSD will not award this project based solely on lowest bid, but rather lowest qualified bidder and the following weighted criteria will be taken into account:

a. Price of the eligible goods and services	40%
b. Price of any ineligible goods and services	10%
c. Quote Meets District Minimum Specifications	20%
d. Prior Experience and References	15%
e. Vendor Qualifications	15%

PROPOSALS

In order for RFP responses to be considered, they must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the RFP response.

- Your RFP response must include clear pricing information, such as a Pricing Sheet. Pricing should include cost and break down expected taxes and fees for each area of Wide area network Service (10Gbps). Must include breakout of Monthly recurring costs (MRC), Non-recurring costs (NRC), any construction or special construction costs. Your response must clearly identify what portion is E-rate eligible and E-rate non-eligible, and identify the amortization structure if included.

QUESTIONS AND SUBMISSIONS

Please submit questions and submissions to the following individuals:

- Solomon Hill <rfps@ravenswoodschools.org>
- Michael Shaw <rfps@ravenswoodschools.org>

Please submit paper questions and submissions to:

Ravenswood City School District
ATTN: Solomon Hill, RFP
2120 Euclid Avenue
East Palo Alto, CA 94303-1702

Written questions must be received by 11:59PM, Pacific Standard Time, 3/20/2026, or questions can be asked during the Site Walk, from which we will post notes on our RFP website.

Submissions must be received by 1:00PM, Pacific Daylight Time, 3/23/2026. Submissions via

email must be in PDF format. Parties submitting proposals are advised that questions and submissions may be subject to the California Public Records Act.