# Request for Proposal

**Due Date:** **Thursday, November 19, 2026, 5:00pm PST**

**Questions:** 2027professionalservicesrfp@cenic.org

**Address:** RFP: https://cenic.org/publications/2027professionalservicesrfp
Email proposals to: 2027professionalservicesrfp@cenic.org

**Introduction**

This Request for Proposal (RFP) solicits responses from qualified providers for delivery of professional services for network consultation, installation, and configuration at BIG-eligible school sites, approximately 40 unique locations, throughout the state of California.

The Corporation for Education Network Initiatives in California (CENIC) connects California to the world—advancing education and research statewide by providing the world-class network essential for innovation, collaboration and economic growth. The nonprofit organization operates the California Research and Education Network (CalREN), a high-capacity network designed to meet the unique requirements of students, educators, and researchers in vital public-serving institutions.
This Request for Proposal (RFP) is released in support of the California Department of Education's Broadband Infrastructure Grant (BIG) Program, which provides broadband funding for connecting school sites without fiber infrastructure.

CENIC, in partnership with CDE, has identified school sites across the state that were deemed eligible for participation in the BIG Program. Through this RFP CENIC is seeking resources to work with school sites and commercial service providers to complete installation of commercial data circuits as early as possible, beginning January 2027.

In this RFP, CENIC is soliciting, on behalf of the grantee schools and districts, responses from qualified Bidders for delivery of professional services in the areas of: network consultation, MPOE site readiness, and installation and configuration of network equipment at the proposed school sites.

Proposals must be received no later than Thursday, **November 19, 2026 at 5:00pm PST.** Please see the Administrative section below for complete details.

## 1.0 General Administrative Information

A. **Due date**. Responses must be received in electronic format via email at 2027professionalservicesrfp@cenic.org. If, in its sole judgement, CENIC determines that it would be in the best interest of BIG, CENIC may grant an extension to the due date for bids. Such extensions will not affect any other requirements included in this RFP.

B. **Basis for Award**. CENIC will award to the Bidder(s) whose response(s), in CENIC's sole judgment, represent(s) the best value considering program needs, technical issues, cost and other factors. CENIC may waive any immaterial deviation in a proposal.

C. **Awards**. CENIC may make one award, more than one award, or may make no award as a result of this solicitation. The decision to make no award, to make one award, or to make more than one award is final and based on CENIC's sole discretion. There is no protest.

D. **Vendor costs**. CENIC shall assume no responsibility for vendor costs incurred in developing a proposal.

E. **Addenda**. CENIC may modify this RFP, its scope, any of its key action dates, or any of its attachments or exhibits, prior to the date for submission of proposals. Any such addenda will be published on the CENIC website, and email notification will be sent to all potential participants known to CENIC.

F. **Rejection of proposals**. CENIC may reject proposals if, based on CENIC's sole judgment, the proposals are deemed to be conditional or incomplete.

G. **Negotiation**. CENIC reserves the right to negotiate any aspect of any proposal deemed responsive to this RFP.

H. **Ownership of Proposals**. All proposals become the property of CENIC. CENIC reserves the right to make use of any information or ideas contained in the proposals.

I. **Confidential material**. Bidder must notify CENIC of any specific portions of proposals considered confidential or proprietary. CENIC will take reasonable efforts to protect the confidentiality of such material but makes no guarantees that such material may be protected. Entire proposals designated as confidential may be rejected.

**2.0 Required Administrative Responses**

Bidders MUST respond to all required items. Bidders may also submit additional documentation either via inline responses to this document or as separate attachments. Incomplete bids are subject to rejection. Throughout this section and the accompanying documents, the capitalized words MUST and SHALL are used to indicate requirements that are mandatory and must be addressed for a response to be considered complete. The capitalized words MAY and SHOULD are used to indicate desires on CENIC's part that are not requirements. However, Service Providers are expected to respond to each of these, either by meeting the desire or by providing an alternative approach to meeting the desire.

A. **Cover letter**. Bidders SHALL provide a cover letter that includes a brief statement of intent to perform the services, qualifications for selection, and signature by an authorized officer of the firm who has legal authority in such transactions. Unsigned proposals shall be rejected. The cover letter MUST include Bidder's name, address, telephone number, and fax number (if applicable) and the name(s) of authorized representative(s).

B. **Invoices**. Each Bidder will be expected to invoice CENIC on a monthly basis and provide a single, itemized, monthly invoice indicating all of the contracted services for the previous month by site unless otherwise requested by CENIC. Invoices should be mailed to:

The Corporation for Education Network Initiatives in California (CENIC)
16700 Valley View, Suite 400, La Mirada, CA 90638

C. **Terms and Conditions**. Bidders MUST propose Terms and Conditions in the form of a contract as part of the response. The Terms and Conditions proposed MUST include all relevant terms from this RFP. All proposed Terms and Conditions will be subject to CENIC's approval and subject to negotiations before acceptance. Time is of the essence. CENIC anticipates this engagement to begin immediately following award and terminate upon project completion.

D. **Qualifications**. Bidders MUST demonstrate their ability and capacity to implement the services proposed.

E. **References**. Bids will be judged in part on their experience installing services similar to those bid, on schedules similar to those proposed. Bidders MAY include references, with name and contact number, for three (3) such organizations.

F. **Project Management**. Bidders must describe their project management capabilities, including their capacity to use Atlassian based project management software in use at CENIC.

G. **Pricing. Based on an estimated total of 40 sites, proposals MUST include the following:**
   a. Hourly rate for professional services
      i. If rates differ based on services as listed in Section 3.0 below, please provide hourly rates for each individual service, i.e. 3.0A, 3.0B, etc.
   b. Hourly rate for travel time, if charged
   c. Reimbursement of travel expenses, if charged
   d. Anticipated hours of work per site

i. If different rates based on services, please anticipate hours based on service type listed in Section 3.0 below

e. A Not-To-Exceed (NTE) maximum cost per site and a Not-To-Exceed (NTE) total cost for all work

H. **Service Areas**. BIG will potentially service sites within all counties throughout California. Bidders MUST verify areas of California where they CAN provide services and areas of California where they CANNOT provide service.

I. **Optional Services**. Bidders are encouraged to propose optional services that may be relevant to the scope of the proposal but are not specifically requested by CENIC as part of this RFP, however CENIC shall be under no obligation to consider, nor award, any such services.

J. **Any exceptions to this RFP must be explicitly noted.** Please note that significant exceptions may render the proposal non-responsive.

## 3.0 Scope of Work - Required Services

Currently the project covers approximately 40 unique locations in 23 counties, but this is subject to change. The scope of this engagement includes the following elements and tasks, for each of the BIG sites:

A. Either in conjunction with commercial service providers or after reviewing site readiness documents from commercial service providers, perform a site assessment for every BIG school site and provide a report that details the requirements to CENIC for that site to be ready to utilize the commercially provided circuit. Ideally, a field assessment SHOULD be conducted with the commercial service provider and local IT staff. Should they not be available to meet jointly to conduct assessment, this assessment will occur after CENIC receives the room ready requirements from the commercial service provider. This assessment MUST identify components needed at the school site to satisfy “room readiness” requirements, including, but not limited to, dedicated power outlets, conduit to extend the demarc, equipment racks, wood backboards, grounding wires, environment air conditioning and noise levels, etc.
    a. Provide a quote of room readiness costs to CENIC for each site based on the site readiness assessment report;
    b. Upon approval of the site readiness requirements and cost for each site, execute the installation of approved components to make the school site ready.

B. Collect configuration information regarding the existing and proposed configurations. Information shall include:
    a. DNS configuration

b. Email configuration
c. DHCP configuration
d. Public/Private IP address assignments
e. Equipment connector types (e.g., RJ-45, ST, SC, etc.)
f. Required cable lengths

C. Install network equipment at school sites for the BIG project. This equipment will be purchased separately (i.e., not purchased by the bidder) and may include:
    a. Switches
    b. Firewalls
    c. Routers
    d. Wireless Access Points (WAP's)
    e. Other supplied equipment, including but not limited to:
        i. Uninterruptable Power Supply (UPS)
        ii. Appropriate power cables
        iii. Appropriate communications cables
        iv. 2 post – 19" telecommunications rack or wall mount cabinet

D. Configure site-specific equipment per each site's connectivity requirements for **BOTH** A and Z locations.

E. Modify software configurations in equipment, based on site and CENIC requirements. Specific configurations may be supplied by school district or County Offices for WAN-facing equipment (or their own IT staff may choose to handle configuration); configurations supplied by individual schools for internal equipment.

F. Test equipment for correct local operation.

G. Work with assigned project staff and commercial service providers to ensure access to the Internet for the site via the newly installed equipment and also validate correct operation and make any configuration changes as necessary.

H. Document all network equipment installed, asset tracking data (e.g., serial numbers, make/model information, etc.), and configuration parameters of equipment. Generate line drawing of all equipment and interconnections installed, including locations and panel/port labels as appropriate. Final documentation shall be delivered to the local IT support contact (i.e., school, school district, or County Office of Education IT staff) and to CENIC. List and/or format of documentation deliverables are to be determined during contract negotiation.

I. Operationalize circuit and conduct formal hand-off. Manage and trouble-shoot all aspects of connecting the BIG circuit at the local school sites (both A and Z locations), including, but not limited to: coordination between individual sites, school districts, commercial providers, County Offices of Education, and CENIC. Transition operation of site-owned equipment to local IT support contact. Provide status updates through regularly scheduled meetings with CENIC's Project Manager throughout the engagement.

J. Maintain detailed cost documentation and provide itemized accounting of all work hours and expenditures per site.

The circuit and equipment deployment schedule is not known at this time. Initial data collection described in 3.0(A) above **MUST** begin immediately after contract award. Circuit and equipment installation schedules will be determined in coordination with the school site, school district, County Offices of Education, commercial service providers, and CENIC as the information becomes available.