



**Non-Mandatory Pre-Proposal Conference  
for NNPS RFP #015-0-2023GS  
Internet Provider Services  
December 12, 2022 at 1:00PM EST**

**Location – NNPS Administration Building**

Introductions from NNPS:

Glenn Schofield, Senior Procurement Specialist  
Shannon Bailey, Director of Procurement  
Richard Morrison, Network Supervisor  
James Moreland, IT Operations Supervisor  
David Saunders, Information Security Analyst  
Jim Pike, Network Engineer  
Dustin Harris, Network Engineer

Introductions from Prospective Offerors:

Sean Shovelin, Account Manager, Cox Business  
Marc Snead, Sales Engineer, Cox Business

**Non-Mandatory Pre-Proposal Conference:** This conference is being held to answer any questions regarding this RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attending here is not mandatory, but it is advisable.

- 1. Purpose:** Newport News Public Schools (NNPS) is seeking proposals from qualified communication service providers for an Internet Service Provider (ISP) to serve as the primary access point for the Internet for the NNPS computing environment, this to serve both a #1 ISP Link location and a #2 ISP Link location as detailed in this Request for Proposal (RFP).
- 1. Proposals will be evaluated on the following criteria:** Experience, Capabilities & Skills, Services to be Provided, Plans & Schedules, and Price.
- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent. All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

3. **RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Request for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked "Late". **Proposals are due Wednesday, February 8, 2023 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
4. **Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at [glenn.schofield@nn.k12.va.us](mailto:glenn.schofield@nn.k12.va.us) no later than **January 6, 2023 at 11:00AM EST**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral discussions do not form a part of the Proposal documents. **Also, please make note that Newport News Public Schools will be closed starting December 17<sup>th</sup>, 2022, opening again on January 2<sup>nd</sup>, 2023.**
5. **RFP Submission:** Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted. **Submit the one (1) original, five (5) hard copies and one (1) electronic copy (CD or USB drive) of the proposal. Refer to the RFP, Special Terms and Conditions, Section H for further detail. If you wish to redact any information, submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY" or your firm can submit a redacted version of your proposal submission marked "REDACTED."**
6. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.
7. **Take questions from Prospective Offerors**