

# REQUEST FOR PROPOSALS



## E-RATE CATEGORY 2 PRODUCTS AND SERVICES

### Event Calendar

EVENT	DATE	TIME	LOCATION
RELEASE RFP	JANUARY 8, 2021	4:00 P.M. (CST)	EPC, ADVERTISEMENTS, CENTRAL BIDDING
INQUIRY OPENS	JANUARY 18, 2021	9:00 P.M. (CST)	CHRISTINE_FOSTER@SAINTMARTINSCHOOLS.ORG
INQUIRY CLOSES	FEBRUARY 11, 2021	4:00 P.M. (CST)	CHRISTINE_FOSTER@SAINTMARTINSCHOOLS.ORG
SUBMISSION DEADLINE	THURSDAY, FEBRUARY 18, 2021	2:00 P.M. (CST)	ST.MARTIN PARISH SCHOOL BOARD 625 Corporate Breaux Bridge, La. 70517
PUBLIC BID OPENING	THURSDAY, FEBRUARY 18, 2021	2:00 P.M. (CST)	ST.MARTIN PARISH SCHOOL BOARD 625 Corporate Breaux Bridge, La. 70517

Please visit [www.saintmartinschools.org/departments/technology/computer-services/category-2-rfp](http://www.saintmartinschools.org/departments/technology/computer-services/category-2-rfp) to view information regarding the Request for Proposal.

ST. MARTIN PARISH SCHOOL BOARD ("DISTRICT") reserves the right to reject all proposals and to waive any formability defects or clerical errors in any Bid Proposal Package, as in the interest of "ST. MARTIN PARISH SCHOOL BOARD."



## **E-Rate REQUEST FOR PROPOSALS Category 2 Products and Services NOTICE TO BIDDERS**

ST. MARTIN PARISH SCHOOL BOARD AKA "DISTRICT" is seeking proposals for Category 2 Products and Services. The DISTRICT has been awarded a contract to operate the local head start centers and one administrative office. This RFP is dedicated to the new entities to the DISTRICT network. As of October 1, 2019, the DISTRICT reported an enrollment of 7,772 PK-12 students.

The DISTRICT is seeking bids for E-rate eligible internal connections, licenses and Basic Maintenance for support warranties.

The proposal may also be upload to <https://www.centrauctionhouse.com>. ST. MARTIN PARISH SCHOOL DISTRICT is not liable for any fees, delays in uploading, website errors, or other issues that may cause a response to be delayed beyond the deadline.

Please send all proposal by US Postal mail or sealed hand-delivered to:

**ST. MARTIN PARISH SCHOOL DISTRICT**

**Attention: Christine Foster**

**Supervisor of Computer Services**

**625 Corporate Blvd**

**Breaux Bridge, La. 70517**

Please visit [www.saintmartinschools.org/departments/technology/computer-services/category-2-rfp](http://www.saintmartinschools.org/departments/technology/computer-services/category-2-rfp) to view information regarding the Request for Proposal.

\*Note: All correspondence must be in writing due to USAC selective review requirements

**Proposals must be received no later than:**

**Thursday, February 18, 2021 at 2:00 PM (CST)**

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**1 GENERAL TERMS AND DEFINITIONS**

<b>TERMS</b>	<b>DEFINITION</b>
<b>ADDENDUM</b>	A Document or information attached or added to clarify, modify, or support the information in the REQUEST FOR PROPOSAL. All Addendums will be uploaded to the E-Rate Portal (EPC) and electronic bidding site if required.
<b>ADMINISTRATIVE BID APPROVAL</b>	The DISTRICT's final review by the administrative authority to accept or reject a bid that complies or does not comply fully with the Request for Proposal (RFP). Submissions may be disqualified for reasons outlined in the Request for Proposal.
<b>AGREEMENT</b>	A contract that has been agreed upon and signed by the DISTRICT. In some cases, the agreement will be a letter of award, purchase order, or another legally binding contract.
<b>ASSIGNMENT OF CONTRACT OR PURCHASE ORDER</b>	The bidder(s) shall not assign or transfer by operation of law or otherwise any rights, burdens, duties, or obligations without the prior written consent of the DISTRICT. Notification of corporate take-overs or mergers must be reported to the DISTRICT.
<b>BEST AND FINAL OFFER (BAFO)</b>	The DISTRICT reserves the right to conduct a BAFO with one or more Proposers determined by the evaluation committee to be reasonably susceptible of being selected for an award. The Vendor(s) chosen will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist the DISTRICT in clarifying the scope of work. The evaluation criteria for a BAFO will be the same as the evaluation used in Round 1.
<b>BID</b>	The Vendor's response to the Request for Proposals.
<b>CONFLICT OF INTEREST</b>	A Conflict of Interest shall exist when a Vendor or any affiliated person or business entity provides goods or services under a Contract Award whereby one or more personal, business, or financial interests or relationships exist which would cause a reasonable individual with knowledge of the relevant facts to question the integrity or impartiality of those who are or will be acting on behalf of the DISTRICT.
<b>CONTRACT AWARD</b>	The acceptance of a Quote, Bid, Proposal or Offer; a Purchase Order, Contract Agreement, or other formal notification of award issued by an

	authorized official of the DISTRICT. The term 'contract award' refers to the process of formally notifying the vendor they have been selected as the supplier for a particular contract.
<b>CONTRACT TERM</b>	The length of time of a Contract or Agreement will be available for use by the DISTRICT. Optional extensions may be available as an option to extend the contract term.
<b>DEFAULT BY CONTRACTOR</b>	The DISTRICT shall hold the bidder(s) responsible for any damage, which may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails to deliver services listed herein at the prices named and at the time and place herein stated or otherwise fails or neglects to comply with the terms of the bid, the DISTRICT may, upon written notice to the bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, and may, whether or not the contract is canceled in whole or in part. The DISTRICT may consider the second winner or re-advertise all services in their entirety.
<b>EQUIVALENT</b>	A replacement for a good or service that achieves the same result and has the same functionality as the product or service requested in the RFP. All equivalent goods and services will be considered that meet the definition.
<b>INVOICES AND PAYMENTS</b>	All vendors submitting proposals must agree to invoice the DISTRICT their monthly discount obligation portion and then send a Service Provider Invoice (SPI) to USAC for the eligible share. Invoices must show both the Funding Request Number (FRN) for each service, site location, the total monthly cost, the discount portion owed by DISTRICT, and the amount billed to USAC.
<b>NOTICE OF INTENT AWARD</b>	A formal, written document issued by an authorized official of the DISTRICT informing a Vendor that a Contract has been awarded to the vendor based on its Solicitation Response. In some cases, approval of the finance committee, school board, and other authorizing bodies must approve the final agreement.
<b>PRICE</b>	Prices should be typed and shown as instructed on the sample price form for each item, in the amount of quantity specified in the bid form. The DISTRICT is exempt from all state taxes; therefore, taxes should not be included. All additional fees must be fully explained and listed on the sample pricing forms.

	<p>The DISTRICT also requires ALL E-Rate ineligible items to be listed separately (e.g., Antivirus software, content filtering). Errors may be crossed out and corrections made before bid opening only and must be initialed in ink by the person signing the bid or bidder's authorized representative. If, during the contract period, there should be a decrease in prices of the items bid (LCP), a corresponding reduction in costs on the balance of the services shall be made to the DISTRICT for as long as the lower prices are in effect.</p>
<b>PROTEST OF A SOLICITATION OR AWARD</b>	<p>Any person who is aggrieved in connection with the solicitation or award of a contract shall have an opportunity to protest to the DISTRICT. Protest concerning a solicitation shall be submitted in writing at least two (2) days before the opening of bids. Protest concerning the award of a contract shall be submitted in writing within fourteen (14) days after the contract award.</p>
<b>QUANTITY AND QUALITY OF MATERIALS OR SERVICES</b>	<p>The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products provided under the contract shall be by the bid specifications. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. The DISTRICT may adjust quantities as needed. The amounts are based on the best estimate of the quantities time of posting the Form 470.</p>
<b>TERMINATION OF AGREEMENT</b>	<p>The DISTRICT may terminate agreements upon giving thirty days advance written notice of intent to terminate the contract for a good cause. (e. g. failure to delivery services, failure to comply with the conditions and specifications within the RFP).</p>
<b>MANUFACTURE SUGGESTED RETAIL PRICE (MSRP)</b>	<p>The Manufacturer Suggested Retail Price (MSRP) is the price a Manufacturer recommends selling its product by resellers.</p>
<b>PENDING TARIFFS</b>	<p>Pending Tariffs is a series of United States tariffs imposed and pending from the current President as part of his <i>America First</i> economic policy to reduce the United States trade deficit by shifting American trade policy from multilateral free trade agreements to bilateral trade deals.</p>

## 2 STANDARD TERMS AND CONDITIONS

### 2.1 Request for Proposal Form.

All written proposals, unless otherwise provided for, must be submitted in the RFP package with required forms provided and must be adequately signed. Bids submitted in the following manner will not be accepted:

- a) RFP required forms contain no signature
- b) Proposal filled out in pencil
- c) Proposal not submitted in compliance with School Board's standard Proposal package and RFP form
- d) Proposal sent by Email or Fax

### 2.2 Proposal Response Format and Details.

### 2.3 Executive Summary.

The one- or two-page executive summary is to describe the Vendor's proposal briefly. This summary should highlight the significant features of the proposal. It must indicate any requirements that cannot be met by the Vendor. The reader should be able to determine the essence of the plan by reading the executive summary. All pages must be numbered consecutively, and the name of the vendor should appear in the header or footer.

### 2.4 Detailed Proposal.

This section should constitute a significant portion of the proposal and must contain the following:

- a) The proposal must include a complete narrative of the Vendor's assessment of the work to be performed, the Vendor's ability and approach, and the resources necessary to fulfill the requirements. It should demonstrate an understanding of the desired overall performance expectations. Indicate any options or alternatives proposed.
- b) The vendor must respond to each specification. Proposals lacking responses may be rejected. For ease in evaluation, the vendor's response must immediately follow each item/specification (paragraph, sub-paragraph, etc.).
- c) Accept and comply - Follow this response with a brief, concise explanation that adequately details vendor's ability to meet the specified requirement unless the specification/requirement is clearly (unequivocally) a "yes or no," "can do or can't do," "will or will not comply" type of specification, in which case "Accept and comply," without an accompanying explanation, will suffice.

- d) Accept and comply with an exception - Vendor must clearly state the difference between the specification and vendor's ability to meet the requirement(s) of the specification.
- e) Cannot comply - Follow this response with sufficient detail that explains why the specification cannot be met.
- f) Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. The vendor must submit a redline document identifying the proposed exceptions to the RFP terms and conditions with the proposal submission for review and evaluation purposes. The vendor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations of the terms and conditions in the proposal response.

## 2.5 Proposal Copies.

One original and five duplicate copies of each proposal, plus one separate electronic copy in PDF format, must be included in the proposal package. Electronic copies should be submitted on a clearly labeled flash drive. It is the responsibility of the vendor to make sure all documents are uploaded to the drive, and all are readable. All materials submitted in the proposal MUST be included in the electronic copy.

## 2.6 Receipt of Proposals.

The entire RFP must be received at the address specified in this RFP before the Public Bid Opening on Thursday, February 18, , 2021, at 2:00 P.M., Central Standard Time, to be considered. Any bids received after proposal opening time will be returned unopened.

## 2.7 Standards of Quality.

Any product or services proposal shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trademark, brand name, or catalog number used in the specifications is to describe the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition. Similar products will be accepted. Vendors submitting a proposal must specify the brand and model number of the product offered in their plans. Proposals not specifying brand and model number will not be considered as providing the exact products specified in the solicitation. Objections to the specifications or RFP conditions must be filed in writing and received by the Purchasing Department at least five (5) days before the date of the RFP opening.

## 2.8 Descriptive Information.

Vendors submitting a proposal that offers an equivalent brand or model should provide, with the RFP information, such illustrations, descriptive literature, and technical data sufficient for the School Board's



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Purchasing Department to evaluate quality, suitability, and compliance with the specifications in the RFP. Failure to submit descriptive information may cause the proposal to be rejected. The manufacturer shall validate any change made to the manufacturer's public specifications provided for a product. If an item or items offered do not fully comply with specifications (including brand and product number), Vendors submitting a proposal must state in which respect item(s) deviate. Failure to note exceptions on the RFP form will not relieve the successful Vendor(s) from supplying the actual products requested or an equivalent.

Vendors are required to identify products that are manufactured by Huawei Technologies. These products, whether under a white label, or the Huawei brand, must be identified in the proposal.

## 2.9 Public Bid Opening.

Vendors submitting a proposal may attend the RFP opening. Still, no information or opinions concerning the ultimate contract award will be given at the RFP opening or during the evaluation process. Vendors submitting a response to the solicitation, whether successful or unsuccessful, will be provided a copy of the tabulated results.

## 2.10 Withdrawal of Proposals.

A Vendor submitting a proposal may only withdraw their bid within forty-eight (48) hours after the RFP opening, excluding Saturdays, Sundays, and legal holidays, for good cause as provided in La. R.S. 38:2214 C for obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of accidental omission of a considerable quantity of work, labor, material or services made directly in the compilation of the proposal.

## 2.11 Awards.

The DISTRICT reserves the right to award items separately, grouped or on an all-or-none basis, and to reject any or all proposals and waive any informalities. The purchase order and contract mailed or delivered to the successful Vendor is the official authorization to provide the materials, supplies, or equipment.

## 2.12 Deliveries.

Proposals may be rejected if the delivery time indicated is longer than that specified in the RFP. Platform Delivery FOB Destination means the successful Vendor shall deliver and unload purchased items to the dock of the designated point of receipt. All cartage, drayage, packaging, handling, palletizing, etc. shall be included in the proposal price. Include a copy of the invoice as a packaging list with each shipment.

## 2.13 Taxes.

The vendor is responsible for including all applicable taxes in the proposal price. The DISTRICT is exempt from all state and local sales and use taxes.

#### 2.14 New Products.

Unless specifically called for in the RFP, all products for purchase must be new, never previously used, and the current model and packaging. No remanufactured, demonstrated, used, end-of-life or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard support warranty of 3-years and license agreements up to 5-years should be included in the proposal.

#### 2.15 Contract Renewals.

Upon agreement of the DISTRICT and the contractor, a term contract may be extended for two additional twelve-month periods at a price in the contract or the annual validated price and the same terms and conditions in the RFP. In such cases, the total contract cannot exceed sixty (60) months.

#### 2.16 Contract Cancellation.

The DISTRICT has the right to cancel any contract, by its purchasing rules and regulations, for cause, including but not limited to, the following:

- 2.16.1 Failure to deliver within the time specified in the contract;
- 2.16.2 Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition;
- 2.16.3 Misrepresentation by the contractor;
- 2.16.4 Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the DISTRICT;
- 2.16.5 Conflict of contract provisions with constitutional or statutory requirements of state or federal law; or any other breach of contract.
- 2.16.6 DISTRICT's lack of funding resources

#### 2.17 The Default of the Contractor.

Failure to deliver within the time specified in the RFP will constitute a default and may cause cancellation of the contract. Where the DISTRICT has determined that the contractor is in default, the School Board reserves the right to purchase any products or services covered by the agreement from the next highest scorer, according to the evaluation matrix.

#### 2.18 Order of Priority.

In the event, there is a conflict between the Instructions for Vendors Submitting a Proposal or Standard Terms and Conditions or Special Terms and Conditions, the Special Term and Conditions shall govern.

#### 2.19 Applicable Law.

All contracts shall be construed by and governed by the laws of the State of Louisiana.

#### 2.20 Equal Opportunity.

By submitting and signing the proposal, Vendors offering a proposal must agree that the company will not discriminate in the rendering of services to or employment of individuals because of race, religion, sex, age, national origin, handicap, or disability. Vendors submitting a Proposal shall keep informed of and comply with all E-Rate, federal, state, and local laws, ordinances, and regulations which affect Vendor's employees or prospective employees.

#### 2.21 Indemnity.

The Contractor agrees, upon receipt of written notice of a claim or action, to defend the complaint and to take other appropriate measures to indemnify, and hold harmless, the DISTRICT, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of a contractor, its officers, its agents, or its employees. The contractor is obligated to repay only to the extent of the responsibility of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above concerning any claim or action from bodily injury, death, or property damages arising out of the fault of the DISTRICT, its members, its officers, its agents, or its employees.

### 3 SPECIAL TERMS AND CONDITIONS (EQUIPMENT, MATERIALS OR SUPPLIES)

#### 3.1 Invoices.


3.2 The contractor will submit invoices to the St. martin Information Technology Department. The invoice shall refer to the delivery ticket number, delivery date, purchase/release order number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate, directly to the Purchasing Department. Invoices shall show the amount of any cash discount and shall be provided on the contractor's invoice form. No invoice shall be submitted without prior approval of E-Rate funding and by the Information Technology Director or his designee. Invoices MUST show the Funding Request Number, the E-Rate Discount, and the amount billed to the E-Rate Program. All ineligible items must be charged separately.

#### 3.3 Payment.

Payment will be made based on the unit price as listed in the contract or the annual validated cost. Unless otherwise specified, the DISTRICT's discount share payment will be made within thirty (30) days after receipt of invoice, delivery, and authorized inspection and acceptance, whichever occurs last.

ST. MARTIN PARISH SCHOOL System shall be billed for the DISTRICT's E-Rate discount share using the Service Provider Invoice (SPI) method of billing. The vendor is responsible for charging Universal Service Administrative Company (USAC) directly, and ST. MARTIN PARISH SCHOOL BOARD is not responsible for the vendor missing invoice deadlines, vendor billing errors, or related issues, that would result in a loss of E-rate funding due to billing.

### 3.4 Suspensions and Debarments.

Persons and companies that have been convicted of criminal violations or held civilly liable for individual acts arising from their participation in the Schools and Libraries (E-rate) Program and other federal programs are subject to suspension and debarment from the program. The Federal Communications Commission (FCC) Suspension and Debarment regulations were announced in the Second Report and Order and Further Notice of Proposed Rulemaking ([FCC 03-101](#)  released April 30, 2003).

FCC rules provide that there are two stages to this process.

- a) First, when the FCC becomes aware that a person or company has been convicted of a crime or judged civilly liable for individual acts arising out of that person's participation in the program, the FCC suspends that person or company from activities related to the program. The FCC issues a Public Notice of Suspension and Proposed Debarment. USAC maintains a list of persons and companies (see below), who has been suspended, along with a link to the notice on the FCC's website. The announcement of suspension informs the suspended person or other interested parties that they have 30 days to oppose the proposed debarment.
- b) The second stage of this process is the actual debarment. The FCC will, absent extraordinary circumstances, provide notice of a decision to debar within 90 days of receiving any information from the person proposed for debarment. The notice will specify the duration of the debarment. USAC will maintain a list of persons and companies that have been debarred, along with a link to the announcement on the FCC's website.

### 3.5 Contractual Period.

The DISTRICT intends to award all items for an initial period, not to exceed thirty-six (36) months with two 12-month optional extensions. Delays in awarding, beyond the anticipated starting date, may result in a change in the contract period. If such a situation occurs, an award may be made for less than thirty-six (36) months.

### 3.6 Quantities.

DISTRICT has provided an estimate of quantities that will be needed over a five (5) year time span. These estimates are based on changing out products during the life of the contract, the opening of new sites,

shifts in enrollments, and the addition of more end-user devices on the network. These estimates may increase or decrease as more educational technologies emerge.

### 3.7 Non-Exclusivity Clause.

This agreement is non-exclusive. It shall not in any way preclude the DISTRICT from entering into similar agreements or arrangements with other Vendors or from acquiring the same, equal, or like goods or services from other entities or sources, including state contracts.

## 4 EVALUATION PROCESS

4.1 All responses received as a result of this RFP are subject to evaluation by the DISTRICT Evaluation Committee to select a Vendor to provide services and products as described in this RFP.

4.2 A committee whose members have expertise in various areas will evaluate proposals that meet the qualifications as described in this RFP. If required, written or oral discussions may be conducted with any or all the Vendors to decide the most cost-effective solution.

### 4.3 Mandatory Administrative Evaluation

All proposals will be reviewed by an Administrative Evaluation Team to determine compliance with compulsory administrative requirements as specified in the RFP. Bids found not to be compliant may be rejected from further consideration.

### 4.4 Discussions/Presentations

Written or oral discussions will be conducted with Vendors determined to be qualified for the selection of the award. Written or oral discussions/presentations for clarifications may be conducted to enhance the DISTRICT's understanding of any or all components of the proposal submitted. The DISTRICT reserves the right to conduct a Round 1 and Round 2 Evaluation. The same evaluation criteria will be used in both rounds.

### 4.5 Cancellation.

The DISTRICT reserves the right to cancel any contract within thirty (30) days for a good cause.

### 4.6 Evaluation Criteria


Proposals that pass the preliminary screening and mandatory requirements will be evaluated on the information provided in the plan. The evaluation of each response will be based on its competence, compliance, format, and organization as it relates to the evaluation criteria below:


	Criteria	Maximum Score
1	Qualifications and Experience	20
2	Approach and Methodology	15
3	Proposed Technology/Solution and Perceived Value	15
4	Management Team Capabilities and Qualifications	20
5	Pricing	30
	Total	100

## 5 PRICING

### 5.1 Lowest Corresponding Price.

Service providers must comply with the FCC rules for Lowest Corresponding Price (LCP). For this RFP, Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular applicant (school, library, or consortium) for similar services. See 47 C.F.R. § 54.500.

A similarly situated applicant is one that is located in the service provider's geographic service area (i.e., the area in which the service provider is seeking to serve customers with any of its Schools and Libraries (E-rate) Program services). See [First Report and Order](#) , 12 FCC Rcd 8776, 9032, para. 486.

Similar services include those provided under a contract, as well as those provided under Trump Tariff. First Report and Order, 12 FCC Rcd 8776, 9032, para. 485. See also [Fourth Order on Reconsideration](#) , Report, and Order 13 FCC Rcd 5318, 5398, para. 133.

Service providers cannot charge applicants a price above the LCP for E-rate Program services. See 47 C.F.R. § 54.511(b).

Further details on LCP may be obtained at USAC's website:

<http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

### 5.2 Best and Final Offer.

The DISTRICT reserves the right to conduct a BAFO with one or more Proposers determined by the evaluation committee to be reasonably susceptible of being selected for an award. If a BAFO is undertaken, the Vendor(s) selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist in clarifying the scope of work or to obtain the most cost-effective pricing available from

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the Proposers. The evaluation criteria for a BAFO will be the same as the evaluation used in the first assessment.

### 5.3 Tariffs and Manufacturer Suggested Retail Pricing (MSRP).

The DISTRICT is seeking unit pricing proposals for Category 2 E-rate eligible products and services during an uncertain economic climate due to pending Tariffs. At the same time, the DISTRICT desires a 36-month contract with two optional extensions.

The DISTRICT realizes future increases in tariffs may lead to increased pricing by manufacturers, and vendors (resellers) may be hesitant to submit quotes for longer than 12-months or, in some cases, may not be able to honor the pricing for the length of the agreement.

It is for these reasons the DISTRICT is requiring all pricing to include the MSRP. The baseline price will be set by the initial MSRP in the first year and will be used to evaluate the impact of any future tariffs. In the event a manufacturer increases its MSRP during the life of any resulting contract, the Vendor may request an annual review of the unit pricing for the original item approved. The request must be sent in writing to the Director of Information Technology.

The annual review may only be requested if the proposal INCLUDES the original equipment manufacturer verification of the MSRP in the proposal being submitted in response to this RFP. If the plan does not include the MSRP, consideration for the review will be denied by the DISTRICT, and the original contract pricing will be used to apply for E-rate funding annually.

The request MUST be made in writing before December of the upcoming E-Rate funding year. If a price increase is validated in writing by the manufacturer and an increase in the MSRP is proven, the percentage of inflation between the baseline price established for E-Rate funding year 2021. The rate of increase will be used to determine the unit price for the upcoming E-Rate funding year.

In the event, the vendor is “white labeling” a product listed in a proposal, the MSRP procedure above will apply.

### 5.4 Federal Funding.

For RFPs issued by DISTRICT representing items to be purchased using Federal funding, accepting and signing this RFP form certifies that the Vendor submitting a proposal and the names of officers, directors, and any employees of the Vendor do not appear on the EPLS. EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving federal contracts or certain subcontracts and from certain types of federal financial and nonfinancial assistance and benefits.

Unless otherwise specified by the DISTRICT in the RFP, prices must be full, including transportation prepaid by Vendor submitting the offer to destination and firm for acceptance for a minimum of 45 days. If accepted, costs must be firm for the contractual period unless an annual review validates an increase. Proposals other than Platform Delivery F.O.B. destination may be rejected. Prices are to be proposed on a unit of measure requested, per item, per hour, per drop, etc., as specified in the RFP.

## 6 OVERVIEW OF SERVICES.

- 6.1 ST. MARTIN PARISH SCHOOL DISTRICT would like to receive information and proposals for:
- 6.2 Category 2-Internal connections to continue upgrading the Wi-Fi networking infrastructure in all school sites over the next 36 to 60 months and to purchase 5-year new and renewal licenses. The DISTRICT is also seeking 36-month manufacture support warranties for new and existing equipment; therefore, the DISTRICT is applying for Basic Maintenance.
- 6.3 This Request for Proposal (RFP) is issued to invite Vendors to submit information and proposal(s). Issuance of this RFP in no way constitutes a commitment by the DISTRICT to select a Vendor and award a contract. The DISTRICT reserves the right to accept or reject any or all proposals submitted. Acceptance of any plan with contractual terms is dependent on the DISTRICT School Board approval, E-Rate funding, and appropriation of funds by the DISTRICT.
- 6.4 The DISTRICT's technology goals specify that all of the schools will provide campus-wide wireless and wired local area network and high-speed Internet access to all students, faculty, and stakeholders. As a strategy to this goal, the DISTRICT will continue to maintain and upgrade internal connections (connections include, but are not limited to, caching servers, routers, switches, access points, wiring, and related components, and uninterruptible power supplies) to facilitate data transport to all schools and administrative offices.
- 6.5 St. martin Parish School Board requests a centrally managed wireless solution. The wireless solution will be 4x4 802.11ax APs, see specs provided. AP'S are to be installed per classroom, GYM, and auditorium. All equipment must work with existing switch infrastructure. We are also requesting the installation and configuration of this equipment.
- 6.6 It is essential to the DISTRICT that Vendors meet the expectations as outlined in this RFP, especially the requirements for saturated wireless access.
- 6.7 The primary objective of any design should ensure that bottlenecks do not occur at the wireless access point under the specified conditions. The Network should be able to support up to 1500 or more simultaneously connected devices in classrooms, auditoriums, libraries, gyms, cafeterias, and common areas. Clients must be able to roam across individual campuses without



needing to refresh DHCP. Should any Vendor propose a solution that does not meet the specifications listed below, the Vendor must provide sufficient documentation that the DISTRICT's objective will be met with its solution.

- 6.8 Proposals should include a centralized method of managing and controlling wireless access to all wireless access points.
- 6.9 Proposals should include a realistic assessment of actual access points as well as cabling and other equipment necessary to support the wireless needs outlined above. Technical specifications of equipment should be provided with the proposal.
- 6.10 The proposal must guarantee performance sufficient to fulfill the needs of the DISTRICT as requested within the RFP. After the implementation of the successful Vendor's proposal, if additional equipment, cabling, or labor is needed, the Vendor will bear all costs necessary to satisfy the requirements of this RFP.
- 6.11 It is the Vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The DISTRICT will not release the Vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the material or design.
- 6.12 Because of the diversity of possible solutions, the DISTRICT is asking for detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.
- 6.13 ST. MARTIN PARISH SCHOOL BOARD is requesting a turn-key solution for the purchase of equipment and installation. A turn-key solution includes PROJECT MANAGEMENT, all applicable taxes, shipping costs, installation of equipment, the configuration of hardware, any support warranties, licenses, and technical support, complete installation and integration with the existing network where necessary. The turn-key solution may include cabling; however, the DISTRICT reserves the right to consider cabling bids in the turn-key solution or as a separate bid.
- 6.14 The name of the contract or subcontractor performing the cabling work must be included in the proposal, and the bid must consist of the cabling company's reference, including direct contact information. Proposals not including this information will be disqualified from bidding.

6.15 All technology equipment included in any Vendor's proposal must be new equipment and purchased from the manufacturer. No grey market, third party, or used equipment will be considered.

6.16 Proposals must include proof of authorization to resell and install the products being proposed. Proposals which do not include installation and configuration of the equipment offered, will not be disqualified from bidding.

## 7 REQUIREMENTS.

7.1 Proposers are required to submit a proposal detailing their project plan based on the specifications and information addressed in this RFP, attachments.

7.2 Questions.

7.3 All questions must be emailed to the contact listed, and the email must contain an attachment on the company letterhead stating the issue(s). Vendors emailing questions in the body of an email will not receive a response. NO PHONE CALLS WILL BE ACCEPTED. ALL CORRESPONDENCE MUST BE IN WRITING.

## 8 MINIMUM CONTRACTOR QUALIFICATIONS.

8.1 The following skill sets and qualifications must be provided. As a person may possess multiple areas of expertise, a Contractor must indicate in a separate spreadsheet, the proposed resource, and the work each will perform.

8.2 Each network staff assigned must be able to pass the State Police Background check to gain access to our servers located in the secured computer room at the DISTRICT Operation Center.

8.3 Fully qualified to participate in the E-Rate Program

8.4 Registered to do business in Louisiana and are in good standing with the Louisiana Secretary of State's Office

8.5 Technical support staff located in Louisiana

## 9 SPECIFICATIONS OF WIRELESS INFRASTRUCTURE.

9.1 Access Points (APs) – The DISTRICT is seeking bids for Ruckus R650 Dual-Band 802.11 ABGN/AC/AX (part number 901-R650-US00) Ruckus R720 and Ruckus T-710 or equivalent with a 5-year License, Wall and Ceiling Mountable. Please include a 3-year support warranty if available.

9.2 Minimum Specifications

9.3 802.11ac Wave 2 - Wi-Fi – Dual or Equivalent

9.4 Vendors may bid various options. Equivalent models must meet or exceed the specifications for the Ruckus Models.

## 9.5 Minimum Specifications for Wireless Access Points:

- 9.5.1 QoS features
- 9.5.2 Four radios: 2.4 and 5 GHz, dual-band WIDS/WIPS, and Bluetooth Low Energy (BLE)
- 9.5.3 4-stream 802.11ac Wave 2, up to 2.5 Gbps.
- 9.5.4 Two × Gigabit Ethernet port.
- 9.5.5 PoE: 802.3at.
- 9.5.6 A seating-to-AP ratio of 20:1 shall be applied to all classrooms.
- 9.5.7 Offices areas, large rooms, conference rooms, common areas, cafeterias, gyms, etc. shall have a seating-to-AP ratio of 15:1 to accommodate large-group testing. The exact AP count requirement shall be determined by the DISTRICT AFTER all proposals and pricing is reviewed. The DISTRICT has limited resources to pay the non-discount share.
- 9.5.8 Access Points shall be installed in hallways and other areas where needed to provide the ability to roam anywhere within locations without losing connection.
- 9.5.9 Access points shall have a minimum of three transmitters, three receivers, and three 802.11ac spatial streams (4x4:3 MU/SU-MIMO).
- 9.5.10 All access points shall support dual-band, a two-radio operation such that 2.4 GHz and 5 GHz operations are supported concurrently.
- 9.5.11 The installed wireless access points shall support advertising a minimum of seven SSIDs simultaneously.
- 9.5.12 The installed solution shall support auto-channel selection for all access point radios and comply with US government Dynamic Frequency Selection (DFS) requirements.
- 9.5.13 The installed solution shall allow administratively defining the set of channels used for auto-assignment of both 2.4 GHz and 5 GHz operations.
- 9.5.14 The solution must support 40MHz-wide channels in 5GHz for 802.11n and 80MHz-wide channels for 802.11ac.
- 9.5.15 The installed system shall allow restricting the channels used for auto-channel assignment at both global and user-defined group levels.
- 9.5.16 The installed solution shall support auto-power and customized selection for access point radios.
- 9.5.17 The installed solution shall support load balancing wireless clients across multiple radios.

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9.5.18	The installed solution must support AP enforced band steering between 2.4Ghz and 5Ghz band.					
9.5.19	The system shall be able to control IP multicast.					
9.5.20	APS shall handoff IP traffic to the local switch and not routed through the controller.					
9.5.21	Wireless access points shall connect to the wired network with a minimum of a 1000BASE-TX full-duplex Ethernet.					
9.5.22	Wireless access points shall support auto-provisioning via DHCP attributes or DNS queries, such that wireless controllers adopt access points, and fully functional without manual configuration.					
9.5.23	All access points shall comply with 802.3at Power-over-Ethernet standards.					
9.5.24	System design shall prevent user loss of connectivity in the event of controller /internet failure.					
9.5.25	Access points shall support over-the-air packet captures without impairment or degradation of client services.					
9.5.26	Access points shall support rogue access point detection without impacting client services.					
9.5.27	Access Points in all recreational areas shall be installed within an enclosure capable of withstanding a direct hit from a hard or large ball. The cabinet shall not interfere with APs radio transmissions and must have an industrial design for durability, industrial-grade antenna connectors, and locking options.					
9.5.28	Access Points shall have internal antennas unless otherwise approved by the DISTRICT.					
9.5.29	Access Points shall minimally support 802.11n simultaneously on both the 2.4 GHz and 5 GHz radios.					
9.5.30	Access Points shall minimally Support 802.11ac Wave 1 on 5 GHz Radio.					
9.5.31	Must include beam-forming functionality for at least 802.11 a/g/n/ac clients.					
9.5.32	Must support minimally UNII-2 and UNII-2 Extended bands of 5 GHz.					
9.5.33	Must incorporate radio resource management for power, channel, coverage hole detection, and performance optimization.					
9.5.34	Must support Proactive Key Caching and other methods for fast, secure roaming.					
9.5.35	Must support 802.11w Management Frame Protection.					
9.5.36	Shall support locally significant certificates on the APs using a Public Key Infrastructure (PKI).					

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- 9.5.37 Must support the ability to serve clients and monitor the RF environment concurrently.
- 9.5.38 Based on the on-site requirements, all sites that require plenum-rated shall meet the UL2043 standard.
- 9.5.39 The wireless system must be capable of client tracking rogue location and interference reporting.
- 9.5.40 The proposer shall provide the appropriate access point mounting (bracket and clip), as needed, for a ceiling grid or wall installation.

## 10 ACCESS POINT OPTIONS.

- 10.1 The selected Vendor shall make available all-new access point technologies when ratified and available to meet the needs of the DISTRICT for the term of the contract. Unit pricing bids for Generation 6 wireless access points will be considered.
- 10.2 The selected Vendor shall make available additional access points used explicitly for large areas and outdoor access points to meet the needs of the DISTRICT for the term of the contract.
- 10.3 Anyone or a combination of access points may be selected for implementation.
- 10.4 The DISTRICT may award a contract for 36-months with two optional extensions; therefore, Vendors are encouraged to provide pricing for the WI-FI6 802.11 ax.

## 11 SYSTEM MANAGEMENT.

- 11.1 All proposed solutions shall provide comparable system management solutions.
- 11.2 The installed system shall provide a management application that allows a single point of configuration for the entire solution, and the ability for a single point of configuration per site.
- 11.3 The wireless management application shall support administrative access by multiple users simultaneously.
- 11.4 The wireless controller and management application shall support finding wireless host information by MAC address and IP address.
- 11.5 The installed solution shall have the ability to classify types of interference observed during any radio frequency monitoring.
- 11.6 The wireless management application shall allow role-based access to user-defined groups.

## 12 SWITCH OPTIONS

- 12.1 All switches listed below shall be made available as a part of this RFP for the term of the contract. The selected Vendor shall make available additional switches, modules, cables, products, and services not specified that may be required to meet the needs of the DISTRICT for the term of the contract. Any solution offered must be interoperable with existing networking equipment and other IP standards-based solutions.

12.2 The DISTRICT is seeking bids for Ruckus ICX7850-32Q-E2, ICX7650-48F-E2 and ICX7150-48ZP-E8X10GR-RMT3 or equivalent. Support and Licenses are being requested.

12.3 Must include the following minimum specifications:

- 12.3.1 POE
- 12.3.2 RJ-45
- 12.3.3 1000Base-T
- 12.3.4 Auto-negotiation
- 12.3.5 Auto-uplink (auto MDI/MDI-X)
- 12.3.6 Bridge protocol data unit (BPDU)
- 12.3.7 Broadcast Storm Control, Discovery Protocol
- 12.3.8 Cloud-managed, Crossover detection
- 12.3.9 DHCP relay
- 12.3.10 DHCP support
- 12.3.11 E-mail alert
- 12.3.12 Firmware upgradable
- 12.3.13 Flow control
- 12.3.14 IGMP snooping
- 12.3.15 IPv4 support
- 12.3.16 Jumbo Frames support
- 12.3.17 Link Aggregation Control Protocol (LACP)
- 12.3.18 LLDP support, Quality of Service (QoS)
- 12.3.19 Rapid Spanning Tree Protocol (RSTP) support
- 12.3.20 Role-Based Access Control (RBAC), Root Guard
- 12.3.21 SMS alert, Spanning Tree Protocol (STP) support
- 12.3.22 Static routing
- 12.3.23 Syslog support
- 12.3.24 VLAN support

**13 UNINTERRUPTIBLE POWER SUPPLY (UPS).**

13.1 The District is seeking bids for additional UPSs for the following APC models or equivalent:

13.2 APC 10000 VA RM

13.3 APC SMT 2200C

13.4 APC 208VIN 120 VOLT STEPDOWN TRANSFORMER

13.5 The District prefers a smart management card inside the UPS.

13.6 The life of most UPS batteries is 3 to 5 years, according to most manufacturers. Provide quotes for replacement batteries for any UPSs quoted. Depending on the circumstances, these replacement batteries may be E-Rate eligible.

**14 FIBER SWITCH MODULE OR CABLE REPLACEMENT OPTION.**

14.1 All uplinks from the edge switches shall be 10G. Should a fiber run to an IDF exceed the industry standard acceptable length for 10G throughput on the currently installed OM3 fiber, the following options shall be provided:

14.2 Provide an opportunity to aggregate a fiber run to a remote location and add a 10G 4-Port switch module as needed to ensure 10G throughput on the uplink from the new IEEE 802.3at PoE+ switches to the Switch. This process may include rerouting or adding additional fiber as needed. See the DISTRICT Technology Infrastructure Standards - Version 2 for details on Fiber Cable and Fiber installation requirements.

14.3 A single 10G uplink shall not exceed 48 total copper ports. If multiple switches or IDF cabinets are connected, the total port count shall not exceed the 48 total copper port maximum.

14.4 Provide an option to replace the fiber to an outlying location if this option is more financially beneficial for the DISTRICT.

**15 WIRING AND INSTALLATION.**

15.1 The DISTRICT sites were built throughout several decades and had varied construction materials. Some materials shall not be disturbed, and wiring installations must be performed around these areas.

15.2 Fiber Jumpers to connect LC to LC, LC to LC in 1 m, 3m, and 5 m lengths.

15.3 All wiring and installations shall adhere to the DISTRICT 's specifications

15.4 All new access points shall be installed with data wiring, per the DISTRICT's specifications

15.5 The DISTRICT specifications shall approve all installations and installation processes.

- 15.6 While some schools have only one physical building, many have multiple buildings.
- 15.7 All cables, fiber jumpers, patch cords, patch panels, cabinets, connectors, etc. shall be provided as required to connect all installed equipment.
- 15.8 The selected Vendor shall make available additional/new wiring, wiring installation, and wiring repairs and maintenance, specified or not, that may be required to meet the needs of the DISTRICT for the term of the contract.
- 15.9 Equipment Installation, Configuration, and Testing.
- 15.10 All installations include all project equipment and cables, but not limited to, mounting racks, UPSs, switches, fiber extenders, power cords, fiber panels, jumpers, copper patch panels, patch cords, power cords, etc.
- 15.11 The Vendor shall:
1. Mount and install power cables
  2. Install/upgrade software
  3. Install all switch software licenses
  4. Configure switches
  5. Provide, install and label all fiber and copper cables related to the installation
  6. Describe all uplink connections in software configurations
  7. Verify routing
  8. Use a test plan to validate the functionality
  9. Use a migration plan and migrate to new hardware
  10. Review and correct latency or connectivity issues
  11. Provide a testing plan
  12. Provide all license and support documentation information
  13. Integration with the existing system as required
  14. The Vendor shall be responsible for the configuration of all newly installed equipment
  15. The Vendor may be responsible for the configuration of existing equipment as needed to Implement the new wireless solution
- 15.12 The DISTRICT will work closely with the Vendor to ensure all configurations meet the needs of the DISTRICT.
- 15.13 All configurations shall be adjusted as needed to function properly within the existing DISTRICT network and as specified by the DISTRICT.
- 15.14 The DISTRICT shall have the final approval for all configurations.
- 15.15 All equipment shall be fully installed and tested.
- 15.16 The proposer will work closely with the DISTRICT staff to develop all configuration requirements, and The DISTRICT shall approve all configurations.



**16 SOFTWARE, SUPPORT, LICENSES, WARRANTY.**

- 16.1 The vendor shall offer software that provides ease of management of networking devices. The software should be requested under the same category as the associated equipment being installed or obtained (e.g., Licenses, Operating).
- 16.2 For any proposed software, provide a detailed functional description of the software modules and quantity of each of the software modules, the unit price of the software modules, the unit price of any annual maintenance and support, or any other reoccurring cost and a total amount of the software.
- 16.3 For the proposed solution, indicate which components (hardware, software, and services) are mandatory. If optional, clearly state what if any functionality of the proposed solution would be omitted unless the component is included in the proposed solution.

**17 BASIC MAINTENANCE (RENEWAL OF WARRANTIES)**

- 17.1 The DISTRICT is seeking bids for a 1-Year renewal of Support Warranties for quoted Products. All renewals must include any cost allocations. The resulting contract may extend beyond 3-years; therefore, the DISTRICT is seeking pricing for the renewals. Under Basic Maintenance, E-Rate will only fund the renewal support for one-year.
- 17.2 The District is seeking a support warranty for Ruckus Controller Support and a SonicWall SuperMassive Support. Please quote a one-year and three-year support renewal warranties. Please make sure the proper cost allocations are outlined in any proposal

**18 PROJECT PLAN MANAGEMENT.**

- 18.1 Contractor shall provide, at a minimum, the following project management functions:
- 18.2 Provide Project Management
- 18.3 The contractor will provide day-to-day project management using best management practices for all tasks and activities necessary to complete the Statement of Work.
- 18.4 Provide a Project Work Plan
- 18.5 The contractor shall develop and maintain a Project Work Plan, which breaks down the work to be performed into manageable phases, activities, and tasks as appropriate. The work plan will identify activities/tasks to be performed, project personnel requirements (both the DISTRICT and Contractor), estimated workdays/personnel hours to complete, expected start and completion dates. Scheduled completion dates for each deliverable shall specifically be included. Written concurrence of both parties will be required to amend the Work Plan. The Project Work Plan shall be approved by the DISTRICT before project payments are made.
- 18.6 Provide Project Progress Reports

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The contractor shall submit monthly progress reports signed by the Contractor's Project Manager to the DISTRICT, no later than ten days after the close of each calendar month. Each progress report shall describe the status of the Contractor's performance since the preceding report, including the products delivered, descriptions of problems encountered with a plan for resolving them, the work to be accomplished in the coming reporting period, and identifying issues requiring management attention, particularly those which may affect the scope of services, the project budget, or the deliverables to be provided by the Contractor. Each report shall identify activities by reference to the Project Workplan.

- 18.7 The vendor shall submit asset ledgers to the DISTRICT upon completion of work at each site. Asset ledgers must comply with all E-Rate rules. (e.g., make, model, serial number, the reference number of invoice and physical location of each piece of equipment sold and installed.)
- 18.8 Asset Tagging and labeling of the equipment is critical during an E-Rate audit. The Vendor will apply the labels and work with the DISTRICT to create the correct labeling. In some cases, the DISTRICT will supply the asset tags.

## **19 TRAINING.**

- 19.1 Training shall be provided to the DISTRICT on all installed equipment and software.
- 19.2 The cost of training shall be included in the total price of the proposal.
- 19.3 The Vendor shall provide knowledge transfer to DISTRICT Information Technology staff on all installed hardware/software solutions offered.
- 19.4 The Vendor shall provide an online training course for each hardware/software solution provided.

## **20 ORDER OF INSTALLATIONS.**

- 20.1 The DISTRICT shall specify and provide the installation sequence order of all sites.
- 20.2 The Vendor shall install sites in the order as specified by the DISTRICT.
- 20.3 It may be necessary for multiple sites to be installed simultaneously.
- 20.4 The number of sites to be installed at any one time may vary during the project and shall be dependent on the acceptance of other completed sites and the Approval to Proceed by DISTRICT.

## **21 ON-SITE REQUIREMENTS.**

- 21.1 All Vendors shall sign-in at the main office of the site before beginning activities. Site credentials may be issued and may be required to be displayed at all times.
- 21.2 All sites must be thoroughly cleaned each day and placed back in the original order. The work area shall remain clean at all times.

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21.3 Shipping boxes and other trash and debris shall be removed from the site each day and disposed of off-site.

21.4 Dumpsters belonging to the site or located in the surrounding area shall not be used.

## 22 INTERACTION WITH STUDENTS

22.1 \*\*\* ANY INTERACTION WITH STUDENTS BY THE VENDOR and ANY REPRESENTATIVE IS STRICTLY PROHIBITED.

22.2 The Vendor is expected to supervise and exercise control over any employee or subcontractor employed and shall be held responsible for the actions and activities of both employees and Subcontractors.

22.3 While working on-site at a DISTRICT school, annex, or another student educational facility, the Vendor, its personnel, and subcontractor(s) staff must wear identification badges or a uniform with a logo identifying the company at all times when working on any DISTRICT property.

22.4 A Vendor shall not enter any DISTRICT site without a scheduled visit. The visits will be scheduled by the Director of Technology or his/her designee.

## 23 CUSTOMIZED PROPOSALS AND PRICING CLAUSE.

23.1 Understanding that the responses as initially submitted, may or may not completely meet the needs of the DISTRICT, the DISTRICT reserves the right to work with one or more selected proposers to customize and refine their proposal as a part of the selection process. This process includes, but is not limited to, the refinement, addition, change, and deletion of products, services, and pricing as desired by the DISTRICT. This clause allows the DISTRICT to make the most favorable proposal(s) and customize it to serve the needs of the DISTRICT best.

## 24 PROPOSAL PRICE FORMAT REQUIREMENTS FOR ALL OPTIONS.

24.1 Separate costs for travel and expense charges are not allowed at any time.

24.2 Any cost not specified shall not be considered or paid by the DISTRICT.

24.3 All pricing shall be provided as options that may be selected anytime during the term of the contract.

24.4 Pricing shall be listed by the following categories and shall include unit price and extended cost.

24.5 ALL Proposals Must include the pricing form. The pricing form MUST appear in the last section of the proposal and be clearly labeled "PRICING."

## 25 EVENT CALENDAR.

EVENT	DATE	TIME	LOCATION
RELEASE RFP	JANUARY 8, 2021	4:00 P.M. (CST)	EPC, ADVERTISEMENTS, CENTRAL BIDDING
INQUIRY OPENS	JANUARY 18, 2021	9:00 P.M. (CST)	CHRISTINE_FOSTER@SAINTMARTINSCHOOLS.ORG
INQUIRY CLOSES	FEBRUARY 11, 2021	4:00 P.M. (CST)	CHRISTINE_FOSTER@SAINTMARTINSCHOOLS.ORG
SUBMISSION DEADLINE	THURSDAY, FEBRUARY 18, 2021	2:00 P.M. (CST)	ST.MARTIN PARISH SCHOOL BOARD 625 Corporate Breaux Bridge, La. 70517
PUBLIC BID OPENING	THURSDAY, FEBRUARY 18, 2021	2:00 P.M. (CST)	ST.MARTIN PARISH SCHOOL BOARD 625 Corporate Breaux Bridge, La. 70517

**E-RATE CATEGORY 2 PRODUCTS AND SERVICES**

The proposal may also be upload to <https://www.centrauctionhouse.com>. ST. MARTIN PARISH SCHOOL DISTRICT is not liable for any fees, delays in uploading, website errors, or other issues that may cause a response to be delayed beyond the deadline.

Please send all proposal by US Postal mail or sealed hand-delivered to:

**ST. MARTIN PARISH SCHOOL DISTRICT**

**Attention: Christine Foster**

**Supervisor of Computer Services**

**625 Corporate Blvd**

**Breaux Bridge, La. 70517**

\*Note: All correspondence must be in writing due to USAC selective review requirements

**Proposals must be received no later than:**

**Thursday, February 18, 2021, at 2:00 PM (CST)**

ST. MARTIN PARISH SCHOOL BOARD ("DISTRICT") reserves the right to reject all proposals and to waive any formability defects or clerical errors in any Bid Proposal Package, as in the interest of "ST. MARTIN PARISH SCHOOL BOARD."

## 26 UNIT PRICE LIST FORM (INCLUDE ALL SHIPPING CHARGES)

PRODUCT OR SERVICE	MAKE AND MODEL	QTY	UNIT PRICE	Install Per Item	MSRP	E-RATE ELIGIBLE, INELIGIBLE, COST ALLOCATION	EXTENDED COST	REFERENCE PAGE NUMBER IN PROPOSAL OR WEBLINK WITH SPECIFICATIONS
<b>Access Points</b>		1						
Option 1		1						
Option 2		1						
Option 3		1						
<b>Switches (POE)</b>		1						
8 Port		1						
12 Port		1						
24 Port		1						
48 Port		1						
<b>Antenna, Connectors</b>		1						
SFP		1						
Other		1						
<b>Cabling (Fiber)</b>		1						
50'		1						
100'		1						
200'		1						
300'		1						
<b>Cabling (Non-Fiber Cat. 6)</b>		1						
50'		1						
100'		1						
300'		1						
<b>Cabling (Conduit)</b>		1						

ST. MARTIN PARISH SCHOOL DISTRICT RFP E-RATE CATEGORY 2

50'		1						
100'		1						
300'		1						
<b>UPS</b>		1						
Option 1		1						
Option 2		1						
Option 3		1						
<b>Software</b>		1						
Operating Software		1						
Manufacture Licenses(60-Mths)		1						
Manufacturer Support Warranty (36-Mths) Basic Maintenance		1						
Specify Make and Model Of Equipment		1						

## ST. MARTIN PARISH SCHOOL DISTRICT RFP E-RATE CATEGORY 2

CONTINUED ON PAGE 34

PRODUCT OR SERVICE	MAKE AND MODEL	QTY	UNIT PRICE	Install Per Item	MSRP	E-RATE ELIGIBLE, INELIGLE, COST ALLOCATION	EXTENDED COST	REFERENCE PAGE NUMBER IN PROPOSAL OR WEBLINK WITH SPECIFICATIONS
<b>Professional Services</b>		1						
Project Management		1						
Asset Ledger		1						
Tagging of Equipment		1						
<b>Other Services</b>		1						
<b>Other Costs</b>		1						

27 BASIC MAINTENANCE (SUPPORT WARRANTY RENEWALS)

PRODUCT OR SERVICE	MAKE AND MODEL	UNIT PRICE (3-YEAR)	UNIT PRICE (1-YEAR)	E-RATE ELIGIBLE, INELIGLE, COST ALLOCATION	EXTENDED COST



## 28 BID FORM (REQUIRED)

### BIDDERS QUALIFICATIONS (FORM OF BUSINESS ORGANIZATION)

The form of business organization under which this bid is submitted is as follows:

A CORPORATION incorporated under the laws of the State \_\_\_\_\_ and (is) (is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP Name of Partners: \_\_\_\_\_

AN INDIVIDUAL trading and doing business under a name and style other than his own The Owner's name is:  
\_\_\_\_\_

The undersigned now affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor following any terms and conditions outlined in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

(Please Type or Print Below)

LEGAL NAME OF BIDDER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

CONTACT PERSON TITLE \_\_\_\_\_

AUTHORIZED REPRESENTATIVE (SIGNATURE) \_\_\_\_\_

NAME (TYPE/PRINTED) \_\_\_\_\_

TITLE OR SIGNER \_\_\_\_\_

DATE BID SIGNED \_\_\_\_\_

ACKNOWLEDGE OF ANY ADDENDA RECEIVED:

ADDENDUM TO: \_\_\_\_\_ DATE \_\_\_\_\_

ADDENDUM TO: \_\_\_\_\_ DATE \_\_\_\_\_

## 29 NON-COLLUSION STATEMENT

State of Louisiana

ST. MARTIN Parish School District

I do hereby attest that I (a partner of the firm, officer of the corporation, or individual making the foregoing proposal); that said proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to put in a sham proposal or to refrain from proposal, collusion, or communication or conference, with any person, to fix the proposal price or to fix any overhead, profit or cost element, or that of any other Proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said proposal or proposal are true.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_