

REQUEST FOR PROPOSAL

WIDE AREA NETWORK (WAN) AND INTERNET ACCESS

AVOYELLES PARISH SCHOOL BOARD



AVOYELLES PARISH
School Board

E-RATE WAN and Internet #2020-2021

DESCRIPTION	DATE AND TIME	PLACE
RELEASE RFP	Monday, September 16, 2019	Bidsync and EPC
MANDATORY PRE-BID MEETING	Tuesday, October 1, 2019 2:00 (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351
INQUIRY OPENS (Q AND A)	Wednesday, October 2, 2019	Becky Spencer bspencer@avoyellespsb.com
INQUIRY ENDS (Q AND A)	Friday, December 6, 2019	Becky Spencer bspencer@avoyellespsb.com>
PROPOSAL DEADLINE	Tuesday, December 10, 2019 2:00 PM (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351
PUBLIC BID OPENING	Tuesday, December 10, 2019 2:05 PM (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351

Avoyelles Parish School Board reserves the right to reject any and all proposals and to waive any formability defect or clerical error in any Bid Proposal Package, as in the interest of the Avoyelles Parish School Board.

**E-Rate Proposal for
Wide Area Network (WAN) and Internet Access Services
NOTICE TO BIDDERS**

Avoyelles Parish School Board aka “District” is seeking proposals for Wide Area Network circuits and Internet Access bundled with an E-rate eligible firewall solution services. The District has 15 school and operational facilities including the District Data Center located at the school board office. The current Wide Area Network is a point-to-point network with 14 sites on fiber and one remote site, Lafargue Elementary, is connected via a 100 MBPS wireless solution.

The District desires an “all fiber” WAN network, if there is a cost-effective solution. Vendors are encouraged to submit proposals with options for both fiber and wireless to Lafargue Elementary (See Page 24 for a list of E-Rate eligible entities).

Sealed proposals should be delivered to Avoyelles Parish School Board or Uploaded to Bidsync (<https://prod.bidsync.com/>). This District is not responsible for any fees, upload errors, or other website malfunctions. Bids MUST be submitted before the deadline of December 10, 2019, at 2:00 (CST).

Attention: Becky Spencer, Technology/CLU Coordinator

221 Tunica Drive West

Marksville, La. 71351

Proposals must be received no later than:

Tuesday, December 10, 2019

2:00 PM (CST)

E-Rate RFP WAN and Internet

RFP Number: E-Rate 2020-2021

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A. GENERAL TERMS AND CONDITIONS

TERMS	DEFINITION
ADDENDUM	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).
	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). Bids may be disqualified for reasons outlined in the RFP.
AGREEMENT	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 other legally binding agreement, pending final signatures.
ASSIGNMENT OF CONTRACT OR PURCHASE ORDER	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. This includes corporate take-overs or mergers.
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 award. If conducted, 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 District in clarifying the scope of work or to obtain the most cost-effective pricing available from the Proposers. The evaluation criteria for a BAFO will be the same as the evaluation used in the initial evaluation criteria.
BID	The Vendor’s response to the Request for Proposals.
CONFLICT OF INTEREST	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.
CONTRACT AWARD	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.

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CONTRACT TERM	The length of time a Contract or Agreement will be available for use by the District. Voluntary extensions may be available as an option to extend the contract term.
DEFAULT BY CONTRACTOR	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 in the RFP or resulting contract. It is specifically 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 cancelled in whole or in part. The District may consider the second winner or re-advertise all services in their entirety.
EQUIVALENT	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.
INVOICES AND PAYMENTS	All vendors submitting proposals must agree to invoice District according their choice of billing: SPI or BEAR. For all SPI invoices the Funding Request Number (FRN) for each service, the total monthly cost, the discount portion owed by District and the amount billed to USAC must appear on the invoice.
MANDATORY PRE-BID MEETING	A requirement that vendors must attend a meeting to qualify for bidding on the products or services advertised in the RFP. Not attending the pre-bid meeting or not arriving on time is a disqualifying factor. Further details are described in the Request for Proposal.
NOTICE OF INTENT AWARD	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 or other authorizing bodies must approve the final agreement.
PRICE	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 and should not be included. The price should include any port charges and other items. All additional fees must be fully explained and listed on the sample pricing forms. Additionally, the District requires ALL E-Rate ineligible fees to be listed separately (e.g. monitoring, Admin). Errors may be crossed off and corrections made prior to 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 decrease in prices

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	on the balance of the services shall be made to the District for as long as the lower prices are in effect, but at no time shall the prices charged the District exceed the prices bid.
PROTEST OF A SOLICITATION OR AWARD	Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the District. Protest with respect to a solicitation shall be submitted in writing at least two (2) days prior to the opening of bids. Protest with respect to the award of a contract shall be submitted in writing within fourteen (14) days after the contract award.
QUANTITY AND QUALITY OF MATERIALS OR SERVICES	The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products furnished under the contract shall be in accordance with the bid specifications. There are no understandings, agreements, representations or warranties, express or implied, not specified in the Agreement. The District may adjust as needed. The quantities may be based on unit pricing or the best estimate of quantities that appear on the form 470 at the time of posting. It is understood quantities may increase or decrease depending on need, budgets and other factors.
TERMINATION OF AGREEMENT	Agreements may be terminated by the District upon giving thirty days advance written notice of intent to terminate the contract for good cause. (e. g. failure to delivery services, failure to comply with the conditions and specifications within the RFP).

B. E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

1. The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country can access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program.
2. The eligibility for discounts on eligible services is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced-price meals or verified Community Eligibility Provision (CEP) data.
3. All service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services,

communications with regard to this RFP and other matters relating to the administration of universal service for a period of at least 10 years after the last day of services.

4. The current document retention requirement became effective upon announcement in the [Federal Register](#) on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#)).
5. For example, if a service provider provides recurring Internet access to the District from Funding Years 2020 and the services remain in effect from July 1, 2020 - June 30, 2025, the service provider must ***retain all records*** on this transaction until 15 years (10 + 5 years).
6. Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules: A) The substituted services or products have the same functionality as the services or products contained in the original proposal. B) The substitution does not violate any contract provisions or any state or local procurement laws. C) The substitution does not result in an increase in the percentage of ineligible services or functions. D) The requested change is within the scope of the establishing FCC Form 470, including any Requests for Proposal (RFPs), for the original products and/or services.

C. SERVICE PROVIDER ACKNOWLEDGEMENTS

7. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the District.
8. A USAC service substitution approval or Global Service Substitution must be approved by USAC and comply with all specifications in the Request for Proposal.
9. If the vendor changes a Service Provider Identification Number (SPIN) the District must be notified in writing prior to filing the Form 471.
10. The Service Provider acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the District being charged in excess of lowest corresponding price. Geographical area will be defined as the vendor's footprint within the State of Louisiana unless otherwise explained

in the response. Vendors not submitting the LCP in response to this RFP, may be disqualified from bidding.

11. This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude the District from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the District, USAC, or the FCC request it.
12. The Service Provider agrees to file the Annual Service Provider Certification (SPAC) required by the E-rate program, thus, agreeing to abide by all E-Rate programs rules as codified by the Federal Communications Commission (FCC).

D. STARTING SERVICES/ADVANCE INSTALLATION

13. The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. The contract "effective date" of the contract is July 1, 2020, and E-Rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2020 funding year (July 1, 2020).
14. Category 1 services (Telecommunication Services and Internet access) will begin on July 1 of a funding year, therefore, the service provider may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered while the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.
15. USAC is proposing a "Transitional SPIN" process for 2020. In the event an incumbent Vendor will not continue services for the upcoming funding year and a new service provider will begin services on July 1, the transitional SPIN process will avoid requiring applicants to predict delays in the turning-up new of services. The Transitional SPIN allows applicants to use a special SPIN, that will make the long process of a splitting a funding request more efficient.

E. EARLY FUNDING CONDITIONS

16. The District plans to indicate on the Form 470 a request for special construction costs.

According to the E-Rate Eligible Services list 2019 (See Page 9):

17. “Eligible costs include monthly charges, special construction, installation and activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional (“Network Equipment”), and maintenance and operation charges. Network Equipment and maintenance and operation costs for existing networks are eligible. All equipment and services, including maintenance and operation, must be competitively bid.”

<https://docs.fcc.gov/public/attachments/DA-18-1173A1.pdf>

18. “Many providers of leased lit services do not impose a separate construction charge to deploy fiber (or other high-speed connections) from the District's premises to the providers' networks. However, where a lit services provider does charge to deploy a new fiber or other high-speed connection to a building(s), the E-Rate program will allow the District to seek Category One E-Rate Program support for the construction, design and engineering, and project management components of the project as special construction charges. The E-Rate Program will pay for the special construction charge and for the monthly recurring charge for leasing the lit fiber service.”

<https://www.usac.org/sl/applicants/beforeyoubegin/fiber.aspx>

19. There are four conditions that must be met for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- a. Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.
- b. The Category 1 service must depend on the installation of the infrastructure.
- c. The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.
- d. No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.

year.

20. For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365), released December 6, 2002. This FCC decision only applies to telecommunications services and Internet access.

F. INVOICING

21. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI) or the District may decide to use the BEAR method.
22. The District will only be responsible for paying its non-discounted share of the costs if the District opts to use the SPI; however, at the current time the District prefers the BEAR method of reimbursement.
23. Upon the successful receipt or posting of a Funding Commitment Decision Letter in the Data Retrieval Tool (DRT) the District agrees to file a timely Form 486.
24. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
25. If the most cost-effective options include special construction, the vendor must agree to amortize the District discount payments over a 4-year term and the terms MUST be included and detailed in the proposal response and any resulting contract(s).
26. At no time can the vendor invoice for work not performed or to invoice for products (or equivalents) NOT included in this RFP or listed in the contract.

G. DISTRICT E-RATE INFORMATION

27. Avoyelles Parish School Board is located in Central Louisiana and in 2018, the October 1 enrollment was 5771 K-12 students. The District qualifies for a 90% E-rate discount for Category 1 Services.

H. CURRENT WAN SERVICES

28. The District currently has a private fiber, Point-to-Point network with 11 fiber circuits and one circuit is a 100 MBPS wireless connection. Some locations are sharing circuits; therefore, vendors MUST submit a network map for each proposed solution.
29. Although the District desires a fiber solution to all sites, vendors are urged to offer fiber solutions to all locations, as well as various non-fiber options for Lafargue Elementary. The District will consider a wireless connection at the remote site, if the fiber solutions proposed are not affordable to the District. The District will take in consideration payment of the E-Rate discount share and local funding resources to select the most cost-effective solution for the District.
30. The current WAN provider is DETEL WIRELESS, a subsidiary of Contrerra, Inc.

I. CURRENT INTERNET SERVICES

31. At this time the District has 5 GIGS of INTERNET ACCESS to the Data Center. The Internet Access is shared among all sites. The current Internet Access provider is DETEL WIRELES, a subsidiary of Contrerra, Inc.

J. WAN REQUIREMENTS

32. Service must be capable of delivering a minimum of 10 GIGS using Layer 2 Ethernet protocol over fiber from currently fibered sites to the District Data Center. The District would like all sites to be fibered but will consider other non-fiber options for Lafargue Elementary.
33. At present, there are 14 sites connected via a leased fiber (See Page 24) and Lafargue Elementary is currently connected by a 100 MBPS wireless microwave solution. The District desires a cost-effective solution to include a minimum of 10 GIG fiber connections to ALL sites. The District prefers bids for an all fiber network and one-time special construction options will be considered, as well as any alternative non-fiber cost-effective solutions for Lafargue Elementary. It is imperative that vendors offer the most cost-effective options and when possible, fiber should not be installed where it currently exists to avoid “over-building” of E-Rate fiber. However, the District will consider the most cost-

effective option when selecting a vendor(s).

34. The District will consider a basic one-time charge as a viable option instead of special construction. "A basic one-time charge includes Installation, activation, and initial configuration of eligible components are eligible if they are part of a bid. Such eligible services may include basic design and engineering costs and basic project management costs, if these services are provided as an integral component of the installation of the relevant services."
35. If "special construction" is the most viable option, the District would like to consider the four-year option of paying $\frac{1}{4}$ of the District's E-Rate share annually. All proposals and any resulting contract must fully explain any interest rates or additional charges related to the applicant's discount amortization schedule.
36. The District will consider a wireless connection to Lafargue Elementary, if the cost to install fiber is outside of the District's budget. However, any wireless solution proposal must offer a robust solution with the highest bandwidth possible. The proposal must include a network map, the make and model of the enterprise class radio, tower specifications, proposed location(s) for both endpoints, and the minimum guaranteed bandwidth at the demarcation (DEMARC) of the school.
37. The vendor shall deliver the requested CIR at full bandwidth at each school directly to the District Data Center on a full availability basis, 24/7. The district will consider a MPLS, Point-to-Point, fiber ring and other solutions. This service can be aggregated at the design of the vendor so as not to have all individual circuits terminating directly at the District Data Center. A clear network diagram of each solution must be included in the response. **Proposals not including a detailed diagram of each solution will be disqualified from bidding.**
38. Depending on the solution, the service hand-off shall terminate on a fiber compatible with GBIC connectors. The precise site location of the MPOE or DEMARC, or "handoff point" shall be determined by the District Network and Engineering staff at the sites listed on Page 24.
39. The District will need to be able to differentiate between the various campuses in terms of traffic flow. This could be accomplished by physical links between the campuses and the

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District Office or MPLS or some other “partitioning” scheme. The Vendor is directed to describe in detail how the solution will work in their proposal. For the fiber ring solution, please explain how the traffic flow at each site will be differentiated.

40. The vendor shall specify that this network is a bundled, managed solution, and the vendor will provide all necessary eligible hardware, including firewall protection, and E-Rate eligible interfaces accordingly. Network outage resolution should be coordinated with the District technical staff. The District expects 99.9% uptime of the network. Redundancy is not allowable under the E-Rate rules. Redundancy is often explained as an E-Rate request for the same service, with the same functionality, delivered at the same time of the day to the same users.
41. Vendors must include a detailed explanation of their natural disaster network recovery plan. Explain the steps and resources available to make sure the District will have network connectivity with minimal disruption of services during natural disasters and other unexpected events such as power outages.
42. The vendor must provide easy access to help desk and repair services. A clear, documented procedure must be defined for severe problem escalation with appropriate response times delineated in proposal. The vendor will provide critical alerts to the District Technical Contacts via email, and notification of service outages via telephone along with status and estimated time of restoral (ETR). This alert service will be maintained for the duration of the contract. Vendors are encouraged to fully explain in their proposal the alert system being offered and the technical response procedures.
43. The circuits shall be capable of carrying multiple protocols such as IP Data, Voice over IP (VoIP) telephony, streaming digital video, teleconferencing, etc. Jitter and latency shall be within industry standards as “real-time.” The WAN must support the transmission of QoS (“Quality of Service”) tags implemented by the District between endpoints. It is important that vendors include the data rates and explain their proposed solution(s) clearly.
44. The goal is to have a fully operational network by July 1, 2020. The term “fully operational” is defined as error free network connectivity at the specified CIRs, delivered to all sites without failures for at least 72 hours. Vendors must have the ability to provide certification

reports of CIR, jitter, latency, and interface error metrics for each endpoint.

45. Contract terms must provide cancellation of services without financial penalties if a school is closed or merged to another campus. The District may cancel services to an entity without penalties due to closures or mergers or non-compliance with this RFP or contract terms.
46. If special construction is being proposed for fiber, proposals MUST include details of the fiber route(s) being constructed and the cost breakdown. Vendors are required to complete the Forms on Pages 27-28. Vendors not including this information and completed forms will be disqualified from bidding on this project. Please only list the sites where special construction is being proposed.
47. Due to current and future bandwidth needs , Vendors are encouraged to provide dedicated infrastructure to the District, if special construction is included. Designs are encouraged to utilize the private fiber approach, and limited third-party equipment on fiber strands between sites. Modulating equipment at each site must be dedicated to the District and not shared in any way with other customers. If this is not possible, the proposal should limit the use of shared infrastructure as much as possible and a map showing the routes where shared infrastructure is being considered.
48. If a wireless solution to Lafargue Elementary is proposed as an option, “a one-time fee may include, installation and activation charges, electronics and other equipment necessary to make a Category One broadband service functional (“Network Equipment”), and maintenance and operation charges. This option differs from special construction and for information please visit <http://usac.org/sl>

K. INTERNET SPECIFICATIONS

49. The District is seeking a minimum 5 GIGS of Internet Access delivered via fiber to the District Data Center. Vendors are encouraged to offer high speeds upwards of 10 GIGS. Currently, the District has a 5 GIG fiber Internet connection that is shared among all sites. The District is requesting a standard firewall protection bundle with the Internet Access. The throughput of the firewall must meet or exceed the bandwidth of the Internet Access

being quoted. Additionally, please provide the session count and other specifications that would be helpful to the evaluation team. E-Rate rules do not allow for separate itemized pricing in a bundled firewall solution with Internet Access.

L. MANDATORY PRE-BID MEETING

50. All Proposers are required to participate in a mandatory Pre-Bid Meeting on October 1, 2019, at 2:00 PM (CST). The meeting will be held in the school board office located at 221 Tunica Drive West, Marksville, Louisiana. Proposers may attend the meeting in person or via a conference call. All doors will close at 2:00 P.M. (CST) and virtual participants calling in after 2:00 P.M. (CST) will be disqualified from bidding. The conference bridge will open at 1:45 P.M. (CST) to allow callers sufficient time to dial in. Virtual participants MUST contact TeriL@eratesupport.org on or before September 30, 2019, for dial in instructions.

M. CONTRACT TERMS

51. The District is seeking a 36-month contract, a 36-month contract with (2) one-year voluntary extensions or a 60-month term; depending on the need for special construction.
52. The District will consider a “staggered deployment agreement” if this option is the most cost-effective solution. This option may be considered If services are delayed due to a natural disaster or conditions beyond the control of the vendor. If necessary, the District will consider a staggered deployment agreement or a transitional bandwidth solution or a continuation of services from the incumbent provider during phasing in of a new or upgrade solution.

N. BASIS OF SELECTION

53. No commitment will be made to select a Vendor’s solution(s) solely based on cost; however, cost is awarded more points than other factors. Selection will be made on a combination of factors. The District is requesting information within the proposal to help the scoring committee understand the vendor’s experience and references, implementation plan, price, and other customer satisfaction, and conformance specifications contained in this

Request for Proposal.

54. The process that will be used by the District in selecting the vendor to perform services outlined in the Request for Proposal will be as follows:

- a. Screening & Selection – The screening and selection will be performed by District Staff. All proposals submitted by vendors will undergo an Administrative Review after the public bid opening. The purpose of Administrative Review is to make sure each proposal contains the information required by the Request for Proposal.
- b. The criterion to be used by the committee in the evaluation process is as follows:
- c. Responses will be evaluated according to the weighting as outlined in the table on Page 17.
- d. The District reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria on Page 17 will be used during this process. The top vendors in the Round 2 evaluation then proceed to an additional level of due diligence which may include a BAFO process.
- e. The committee will then formulate a recommendation to the Avoyelles Parish Superintendent and School Board.

O. EVALUATION MATRIX

No.	Factor	Total Points Available
1	Cost of <i>eligible</i> products and/or services	35
2	Design and Technical specifications of Bid Submittal	30
3	Local or in-state vendor (Must have a support team in Louisiana)	5
4	Ability to deliver service at start of funding year (July 1, 2020)	15
5	References and Experience	15
Total Points		100

P. RFP CONSIDERATIONS

- 55. **General** – Failure to obtain the RFP following prescribed procedures or obtaining the RFP with insufficient time to adequately respond will not be accepted as a mitigating circumstance and will not result in the granting of special considerations or waivers of any kind. Failure to execute all enclosed forms as required may result in disqualification.
- 56. **Addenda** – If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be provided in writing to all Proposers attending the mandatory pre-bid meeting and the Addendum will be posted in the E-Rate Productivity Center (EPC) portal. All addenda and changes shall be made in writing and posted by the District. No oral statements by any District employee shall constitute a change or addenda to the RFP, the Project documents, or any project requirement. All changes will be posted in the EPC portal as an “Addendum.”
- 57. **Disposition of Response** – All materials submitted in response to the request will become the property of the District and will be returned only at the District’s option and at the Vendor’s expense. The master copy shall be retained for official files and will become a public record. However, confidential financial information submitted in support of the requirement to show Vendor’s responsibility and proprietary information will not be made

public and will be returned upon request. Confidential and proprietary information must be identified as such.

58. The successful Vendor must be able to fully participate in the E-Rate program billing requirements and to receive reimbursement from the School and Libraries Division (E-Rate) for the District's E-Rate funding commitment.
59. All pricing submitted shall be vendor honored for a period of 120 calendar days from the proposal due date.

Q. SUBMITTAL INFORMATION

60. **Submittal** – Each vendor submitting a proposal shall submit an original proposal plus **3** copies and 1 electronic copy of the proposal in a sealed envelope prominently marked with the Request for Proposal number, title, the due date, time, and the name of the organization submitting the response. **Responses shall be on 8-1/2" x 11" paper and the electronic copy must be in PDF format saved to a Compact Disc (CD) or USB drive.**
61. **Cover Page**-The proposal must include the cover sheet on Page 22, a completed non-collusion form on Page 23, and required pricing forms on Pages 25-26. If special construction is proposed Pages 26-27 must be included. The Cover page **MUST** appear in the Beginning Section of the Proposal and all other forms **MUST** appear in the last Section of the proposal. Omitting any required forms is a disqualifying factor.
62. **Table of Contents**-A table of Contents is required for each proposal.
63. **Contents**-Vendors should take this opportunity to present a well-organized proposal to address all specifications in the RFP. Clear Maps and Diagrams must be labeled and easy to read and understand. All pages must be included in the header or footer the name of the company and the page numbers. All required forms **MUST** appear in the last section of the proposal.
64. **References and Other Information**- Vendors are encouraged to provide details about qualifications of technical staff, E-Rate personnel and training, locations of technical support offices and other areas of importance to an evaluation committee. Vendors must include a minimum of 5 references from K-12 School Districts. The proposal **MUST** include all contact information for each reference and the length of time the company has

provided WAN and Internet Access services to each District.

65. **Proposal Deadline** – Proposals shall be submitted to the address listed in the event schedule. Proposals received later than the date and time in the event schedule will be returned to the sender unopened. Facsimile (fax) copies of submittals will **not** be accepted.
66. **Withdrawal** – Responses may be withdrawn by the vendor submitting the information at any time prior to the closing date and time for receipt of responses but may not be withdrawn for a period of one hundred and twenty (120) calendar days after the due date and time for receipt thereof. A vendor may withdraw their offer by submitting a written notification of its withdrawal signed by the authorized agent. A vendor may, thereafter, submit a new or modified offer prior to the designated submission deadline. Modification offered in any other manner, oral, or written, will not be considered. Final offers cannot be changed or withdrawn after the date and time designated for receipt.
67. **Information Request(s)** – In order to control information disseminated regarding this Request for Proposal, organizations interested in submitting responses are directed not to make personal contact with members of the School District, District Administration, or staff with the exception and permission of the individual listed below. All questions regarding this RFP are to be addressed to the individual listed below. Submit all questions via email only. NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions. Email questions to Becky Spencer: bspencer@avoyellespsb.com.
68. **Right to Accept or Reject** -The District reserves the right to accept or reject any or all proposals in their entirety or any portions(s) and to waive any informality or irregularity in the Request for Proposal. As the District is applying for “E-Rate” funding, the final decision to award or reject may be linked to the approval of the “E-Rate” application and granting of maximum funding commitment allowed by the Universal Service Fund through the “E-Rate” program. Vendors shall be responsible for any and all expenses they may incur in preparing proposals. All proposals submitted to the District shall remain the property of the District.
69. **Forms of Agreement** – The District reserves the right to incorporate standard contractual provisions into any agreement executed in response to this request and to require

indemnification from hard and such insurance as may be stipulated by the District.

70. **Availability of Funds** – The District’s obligation herein is contingent upon receipt by the District of the maximum funding commitment allowed by the Universal Service Fund through the “E-Rate” program. No legal liability on the part of the District for payment of any money shall arise unless and until funds are made available for this procurement through the “E-Rate” Program. The District may award a contract for all requirements outlined in the RFP, or any portion thereof, contingent upon the level of funding provided by the Schools and Libraries Division.
71. **Equal Opportunity** – It is the policy of the District that in connection with all work performed under Purchasing Contracts there shall be no discrimination against any prospective or active employee engaged in work because of race, color, ancestry, national origin, sex, or religious creed. Therefore, the Vendor(s) agrees to comply with applicable Federal and Louisiana laws including, but not limited to, the Louisiana Fair Employment & Housing Act. In addition, the successful Vendor(s) agrees to require like compliance by all subcontractors employed on the job by him/her.
72. **Compliance** – Responses that do not comply with instructions and forms may be eliminated from further selection.

73.

DESCRIPTION	DATE AND TIME	PLACE
RELEASE RFP	Monday September 16, 2019	Newspaper and EPC
MANDATORY PRE-BID MEETING	Tuesday, October 1, 2019 2:00 (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351
INQUIRY OPENS (Q AND A)	Wednesday, October 2, 2019	Becky Spencer bspencer@avoyellespsb.com
INQUIRY ENDS (Q AND A)	Friday, December 6, 2019	Becky Spencer bspencer@avoyellespsb.com
PROPOSAL DEADLINE	Tuesday, December 10, 2019 2:00 PM (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351
PUBLIC BID OPENING	Tuesday, December 10, 2019 2:05 PM (CST)	School Board Office 221 Tunica Drive West Marksville, La. 71351

Avoyelles Parish School Board reserves the right to reject any and all proposals and to waive any formability defect or clerical error in any Bid Proposal Package, as in the interest of the Avoyelles Parish School Board.

Sealed proposals should be delivered to

Avoyelles Parish School Board

E-Rate RFP #2020-2021

Attention: Becky Spencer, Technology/CLU Coordinator

221 Tunica Drive West

Marksville, La. 71351

Proposals must be received no later than:

**Tuesday, December 10, 2019
2:00 PM (CST)**

R. RESPONSE PACKAGE COVERSHEET

PROPOSAL OPENING: AVOYELLES PARISH SCHOOL BOARD OFFICE at 2:00 P.M. (CST)

PROPOSER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

AREA CODE & FAX _____

THE PRINCIPALS OF THE COMPANY ARE:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

S. NON-COLLUSION STATEMENT

State of Louisiana

Avoyelles Parish School Board

_____, states that he/she is
_____ (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.

(Signature)

T. LIST OF ENTITIES

BEN NAME	ADDRESS	CITY AND STATE	CURRENT WAN SPEED
BUNKIE ELEMENTARY SCHOOL	311 PERSING AVENUE	BUNKIE, LA 71322	10 GIGS
BUNKIE NEW TECH HIGH SCHOOL	435 EVERGREEN STREET	BUNKIE, LA 71322	10 GIGS
COTTONPORT ELEMENTARY SCHOOL	950 LEMOINE STREET	COTTONPORT, LA. 71327	10 GIGS
LAFARGUE ELEMENTARY SCHOOL	3366 HIGHWAY 107	EFFIE, LA. 71331	WIRELESS
MARKSVILLE HIGH SCHOOL	407 WEST BON TEMPS STREET	MARKSVILLE, LA. 71351	10 GIGS
MARKSVILLE ELEMENTARY SCHOOL	430 WEST WADDIL STREET	MARKSCILLE, LA. 71351	10 GIGS
AVOYELLES HIGH SCHOOL	287 MAIN STREET	MOREAUVILLE, LA.	10 GIGS
PLAUCHEVILLE ELEMENTARY SCH	SCHOOL LOOP 50	PLAUCHEVILLE, LA. 71362	10 GIGS
RIVERSIDE ELEMENTARY SCHOOL	549 NORWOOD STREET	SIMMESPORT, LA. 71369	10 GIGS
LOUISIANA SCHOOL FOR THE AGRICULTURAL SCIENCES	5303 HIGHWAY 115	BUNKIE, LA 71322	10 GIGS
AVOYELLES PARISH PUPIL APPRAISAL CENTER	1822 JEAN STREET	MANSURA, LA. 71350	10 GIGS
AVOYELLES PARISH BUS BARN/MAINTENANCE WAREHOUSE	539 WEST BONTEMPT STREET	MARKSVILLE, LA. 71351	SHARED
AVOYELLES ADULT LEARNING CENTER	515 WES BONTEMPT	MARKSVILLE, LA. 71351	SHARED
AVOYELLES PARISH LEARNING CENTER	136 SOUTH FAIR STREET	MARKSVILLE, LA. 71351	SHARED
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)	221 TUNICA DRIVE WEST	MARKSVILLE, LA. 71351	10 GIGS

U. WAN REQUIRED PRICING FORM

SITE NAME	BANDWIDTH	ONE-TIME CHARGE	SPECIAL CONSTRUCTION CHARGE	MONTHLY COST
BUNKIE ELEMENTARY SCHOOL	10 GIGS			
BUNKIE NEW TECH HIGH SCHOOL	10 GIGS			
COTTONPORT ELEMENTARY SCHOOL	10 GIGS			
LAFARGUE ELEMENTARY SCHOOL	100 MBPS WIRELESS			
MARKSVILLE HIGH SCHOOL	10 GIGS			
MARKSVILLE ELEMENTARY SCHOOL	10 GIGS			
AVOYELLES HIGH SCHOOL	10 GIGS			
PLAUCHEVILLE ELEMENTARY SCH	10 GIGS			
RIVERSIDE ELEMENTARY SCHOOL	10 GIGS			
LOUISIANA SCHOOL FOR THE AGRICULTURAL SCIENCES	10 GIGS			
AVOYELLES PARISH PUPIL APPRAISAL CENTER	10 GIGS			
AVOYELLES PARISH BUS BARN/MAINTENANCE WAREHOUSE	10 GIGS			
AVOYELLES ADULT LEARNING CENTER	10 GIGS			
AVOYELLES PARISH LEARNING CENTER	10 GIGS			
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE	10 GIGS			

Note: Multiple sheets may be used to price bandwidth speeds to 10 GIGS. Please Sections D, G, and H to determine one-time charges or special construction costs guidelines.

V. INTERNET REQUIRED PRICING FORM

SITE NAME	BANDWIDTH	ONE-TIME CHARGE		MONTHLY COST
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE	5 GIGS			
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE				

Note: Vendors may bid upwards of 10 GIGS.

W. SPECIAL CONSTRUCTION REQUIRED FORM

BEN NAME	ENTITY NUMBER	LATITUDE	LONGITUDE
BUNKIE ELEMENTARY SCHOOL	81781		
BUNKIE NEW TECH HIGH SCHOOL	81784		
COTTONPORT ELEMENTARY SCHOOL	81788		
*LAFARGUE ELEMENTARY SCHOOL	81793		
MARKSVILLE HIGH SCHOOL	81821		
MARKSVILLE ELEMENTARY SCHOOL	81824		
AVOYELLES HIGH SCHOOL	81831		
PLAUCHEVILLE ELEMENTARY SCH	81853		
RIVERSIDE ELEMENTARY SCHOOL	81863		
LOUISIANA SCHOOL FOR THE AGRICULTURAL SCIENCES	220626		
AVOYELLES PARISH PUPIL APPRAISAL CENTER	16081734		
AVOYELLES PARISH BUS BARN/MAINTENANCE WAREHOUSE	16083120		
AVOYELLES ADULT LEARNING CENTER	16083123		
AVOYELLES PARISH LEARNING CENTER	16083124		
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)	16036181		

*Note: Wireless Location

X. SPECIAL CONSTRUCTION START AND ENDPOINT REQUIRED FORM

Site Name (Recipient of Service)	Entity Number	End-Point (Include BEN Name and Number if Applicable)	Latitude	Longitude
BUNKIE ELEMENTARY SCHOOL	81781	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
BUNKIE NEW TECH HIGH SCHOOL	81784	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
COTTONPORT ELEMENTARY SCHOOL	81788	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
*LAFARGUE ELEMENTARY SCHOOL	81793	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
MARKSVILLE HIGH SCHOOL	81821	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
MARKSVILLE ELEMENTARY SCHOOL	81824	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES HIGH SCHOOL	81831	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
PLAUCHEVILLE ELEMENTARY SCH	81853	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		

Avoyelles Parish School Board
Request for Proposal

Site Name (Recipient of Service)	Entity Number	Include BEN Name and Number if Applicable	Latitude	Longitude
RIVERSIDE ELEMENTARY SCHOOL	81863	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
LOUISIANA SCHOOL FOR THE AGRICULTURAL SCIENCES	220626	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES PARISH PUPIL APPRAISAL CENTER	16081734	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES PARISH BUS BARN/MAINTENANCE WAREHOUSE	16083120	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES ADULT LEARNING CENTER	16083123	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES PARISH LEARNING CENTER	16083124	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		
AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE	16036181	AVOYELLES PARISH SCHOOL DISTRICT CENTRAL OFFICE (DATA CENTER)		

***Note: Wireless Location**

Y. SPECIAL CONSTRUCTION PROJECT PLANT ROUTE INFORMATION REQUIRED FORM

NAME OF SITE	Total Project Plant Route Feet	Average Cost Per Foot of Outside Plant	Total Stands	Number of E-rate eligible Stands

Note: This form is required for all proposed special construction routes of fiber.