

REQUEST FOR PROPOSAL
WIDE AREA NETWORK (WAN) AND INTERNET ACCESS
ST. MARTIN PARISH SCHOOL BOARD



E-RATE WAN and Internet #2021-2022

| DESCRIPTION | DATE AND TIME | PLACE |
|-----------------------------------|-------------------|--|
| RELEASE RFP | November 20, 2020 | EPC and Central Auction House |
| VIRTUAL MANDATORY PRE-BID MEETING | December 10, 2020 | See Page 18 for Instructions |
| INQUIRY OPENS (Q AND A) | December 11, 2020 | christine_foster@saintmartinschools.org |
| INQUIRY ENDS (Q AND A) | December 18, 2020 | christine_foster@saintmartinschools.org |
| PROPOSAL DEADLINE | January 11, 2021 | 625 Corporate Blvd. Breux Bridge, La. 70517 or http://centralauctionhouse.com |
| PUBLIC BID OPENING | January 11, 2021 | 625 Corporate Blvd. Breux Bridge, La. 70517 or http://centralauctionhouse.com |

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

NOTICE TO BIDDERS



St. Martin Parish School Board, aka "DISTRICT" seeks Wide Area Network circuits and Internet Access proposals. The DISTRICT has 22 schools and operational facilities, including the DISTRICT Data Center located at the school board office. The current fiber Wide Area Network provides 10 GIG circuits at 20 locations. The 10 GIGS of Internet Access is shared among all sites.

ST. MARTIN PARISH SCHOOLS is a public school DISTRICT located in rural south Louisiana. As of October 1, 2019, there were 7,723 students enrolled in St. Martin Parish Schools. The DISTRICT is eligible for a 90% discount for eligible Wide-Area Network (WAN) and Internet Access services.

Sealed proposals should be delivered to St. Martin Parish School Board or Uploaded to the Central Auction House (<http://centralauctionhouse.com>). The DISTRICT is not responsible for any fees, upload errors, or other website malfunctions. Bids MUST be submitted before the deadline.

Attention: Christine Foster

St. Martin Parish School Board Office

625 Corporate Blvd.

Breaux Bridge, La. 70517

Proposals must be received no later than:

Monday, January 11, 2021 PM (CST)

E-Rate RFP WAN and Internet Access

RFP Number: E-Rate Wan and Internet Access 2021-2022

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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 REQUEST FOR PROPOSAL information. All Addendums will be uploaded to the E-Rate Portal (EPC). |
| ADMINISTRATIVE REVIEW | 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 DISTRICT's prior written consent. 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 eligible for the 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 help DISTRICT clarify the work scope or 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. |

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| 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 formally notifying the Vendor they have been selected as the supplier for a particular contract. |
| 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 expressly provided and agreed that time shall be essential 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. |

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| 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 to their billing choice: 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, the finance committee's approval, school board, and other authorizing bodies must approve the final Agreement. |
| PRICE | Prices should be typed and shown as instructed on each item's sample price form, specified in the bid form. The DISTRICT is exempt from all state taxes and should not be included. The price should consist of 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 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 decrease in |

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| PRICE CONTINUED | prices 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 concerning a solicitation shall be submitted in writing at least two (2) days before bids opening. Protest concerning 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 provided under the contract shall be following 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 | 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 deliver services, failure to comply with the RFP conditions, and specifications within the RFP). |

B. E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

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.

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), established by the Act. The discount amount is based on the numbers of students receiving free and reduced-price meals or verified Community Eligibility Provision (CEP) data.

All service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, the application process, invoices, provision of services, communications concerning this RFP, and other matters relating to the administration of universal service for at least 10 years after the last day of services.

The current document retention requirement became effective upon announcement in the [Federal Register](#) on November 20, 2014. The suggested list of retained documents can be found in paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#)).

For example, if a service provider provides recurring Internet access to the DISTRICT from Funding Years 2021 and the services remain in effect from July 1, 2021 - June 30, 2026, the service provider must *retain all records* on this transaction until 15 years (10 + 5 years).

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 increase 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 services.

C. SERVICE PROVIDER ACKNOWLEDGEMENTS

The Service Provider acknowledges that no change in the products and services specified in this document will be allowed without prior written approval from the DISTRICT.

A USAC service substitution approval or Global Service Substitution must be approved by USAC and comply with all specifications in the Request for Proposal.

If the Vendor changes a Service Provider Identification Number (SPIN), the DISTRICT must be notified in writing before filing the Form 471.

The Service Provider acknowledges that the proposal's pricing 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.

This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered to 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.

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 program rules as codified by the Federal Communications Commission (FCC).

D. STARTING SERVICES/ADVANCE INSTALLATION

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, 2021, and E-Rate eligible goods and services requested in this RFP shall be delivered no earlier than the start of the 2021 funding year (July 1, 2021).

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 before 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.

E. EARLY FUNDING CONDITIONS

The DISTRICT plans to indicate on Form 470 a request for special construction costs. According to the E-Rate Eligible Services list 2021:

"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>

"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>

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 the 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.

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

F. INVOICING

The Service Provider agrees to bill and receives 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). The DISTRICT may decide to use the BEAR method.

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.

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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.

Alternatively, should the DISTRICT decide that it is in the DISTRICT's best interest 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 promptly, the DISTRICT will only be responsible for paying its non-discounted share.

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). 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

St. Martin 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

The DISTRICT currently has a private fiber 10 GIG network with fiber circuits to 19 locations. The District desires to maintain the current design which utilizes single-area OSPF architecture. One location is sharing a circuit; therefore, vendors MUST submit a network map for each proposed solution. Bidder's pricing MUST meet the following specifications:

The necessary physical connection from the Service Provider to the DISTRICT, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Service Provider's supplied on-site premise equipment, necessary to successfully transmit the

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requested service to all MDFs within the DISTRICT requested service to all MDFs within the DISTRICT.

1. The WAN connections desired are a minimum of 10-GIGS to a maximum of 40 GIGS circuits. (See Pricing 30). Each school location includes two pairs of fiber brought into the school facility, on diverse pathing and terminated in the carrier's fiber support box (e.g., Calix), one being the active path, and the other being a standby path. In case of fiber or hardware failure, the Active path will automatically, and within 20ms, cut over to the alternate standby pathing, within the carrier's fiber support box (e.g., Calix), with no intervention required by school personnel or school network devices. Demarcation hand-off at each school location shall be LC multi- mode Fiber Connections. Please see the table below and may differ due to the speed at each site.

| Part Number IEE | Standard | Description | Length |
|-------------------|----------|--|-------------|
| 10G-SFPP TWX-XXXX | 802.3ak | Direct Attach SFP+ Twinax active copper cables | 1m, 3m, 5 m |
| E40-QSFP-C-XXXX | 802.ak | Direct Attach QSFP+ to QSFP+ passive copper cables | 1m, 3m, 5m |

2. The Administrative Complex, comprised of two buildings at Corporate Blvd, will be supplied with two pairs of fiber, one pair being brought into each building, one will be designated the active pair, and the other will be the standby pair. The carrier's fiber support box (e.g., Calix) will automatically cut-over to the standby path in case of fiber or hardware failure on the active path, with no intervention by school personnel or school network devices. This cut-over should be executed within 20ms of determination of fiber or hardware failure. Demarcation hand-off at the administrative complex shall be a multi-mode LC fiber connection.

Service Providers will provide and maintain all premise equipment necessary to give the DISTRICT the specified hand-off and service type requested. The make and model of the

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proposed on-premises equipment must be included in the proposal.

3. Full Duplex operation (connection shall be bi-directional)

4. The requested service shall allow the following Network Protocols:

*All TCP/IP protocols

*All UDP/IP protocols

*All Layer 1, Layer 2, and Layer 3 protocols.

5. No other Service Provider's customers will have any physical or logical access to the DISTRICT's traffic/VLAN.

6. Must include a description of the network and a diagram.

I. CURRENT INTERNET ACCESS

The current WAN provider is COX COMMUNICATIONS OF Louisiana.

At this time, the DISTRICT has 10 GIGS of INTERNET ACCESS to the Data Center. Internet Access is shared among all sites. The current Internet Access provider is Cox Communications of Louisiana.

J. INTERNET ACCESS SPECIFICATIONS

Bidder's specification for Internet Access MUST meet the following specifications:

- a. The necessary physical connection from the Service Provider to the DISTRICT, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Service Provider's supplied on-site premise equipment, necessary to transmit the requested service successfully.
- b. All cost needed, including but not limited to "curb to demarcation," to deliver the requested service to the DISTRICT's specified "Point of Demarcation" listed below:
- c. Demarcation = MDF is located at the Administrative Complex 625 Corporate Blvd. Breaux Bridge, La. 70517
- d. The available bandwidth shall be a minimum of 10-GIGS of the Internet and a maximum of 40 GIGS (See Pricing Page 30)
- a. The service hand-off shall be directly to the DISTRICT's supplied Local Area Network, which currently terminates two SonicWall SuperMassive 9600 Series/ with a set-

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- up in an Active/Passive configuration.
- b. Internet access availability of 24 hours, 7 days a week, 365 days a year.
- c. Route all DISTRICT's TCP/IP-UDP data traffic from their network to the Internet.
- d. Service providers must maintain connections to multiple Tier 1 Internet Service providers.

The service must deliver a minimum of 10 GIGS, to 40 GIGS, using Layer 2 Ethernet protocol over fiber from currently fibered sites to the DISTRICT Data Center.

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 that 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."

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. However, the DISTRICT would like to avoid over-building fiber where it currently exists in St. Martin However; the DISTRICT will select the most cost-effective Vendor.

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 an 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 map of each solution will be disqualified from bidding.**

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 "hand-off point," shall be

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determined by the DISTRICT Network and Engineering staff at the sites listed on Page 28.

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 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.

The Vendor shall deliver the subscribed full bandwidth to each school and the DISTRICT datacenters on a full availability basis, 24/7. The District requires a single-area OSPF architecture for the entire network, utilizing a Point-to-Point or fiber-ring Layer-1 architecture. The service hand-off shall terminate with a speed appropriate (10GbE or 40GbE) DAC cable capable of being utilized by the DISTRICT's networking infrastructure – NOTE: The DISTRICT will notify the selected Vendor of the specific DAC cable to be utilized for the handoff at time of implementation. The current network infrastructure is comprised of an HPE-based network. The DISTRICT is also in the process of implementing a NG network utilizing a Ruckus ICX network architecture capable of supporting 1GbE, 10GbE, 40GbE and 100GbE terminations.

The Vendor shall specify that this network is a managed solution, and the Vendor will provide all necessary eligible hardware and E-Rate eligible interfaces accordingly. Network outage resolution should be coordinated with the DISTRICT technical staff. The DISTRICT expects 99.99% 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.

Vendors must include a detailed explanation of their natural disaster network recovery plan. Explain the steps and resources available to ensure the DISTRICT will have network connectivity with minimal disruption of services during natural disasters and other unexpected events such as power outages.

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The Vendor must provide easy access to the help desk and repair services. A straightforward, documented procedure must be defined for severe problem escalation with appropriate response times delineated in the 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 the estimated time of restoral (ETR). This alert service will be maintained for the duration of the contract. Vendors are encouraged to fully explain the alert system being offered and their proposal's technical response procedures.

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 QoS transmission ("Quality of Service") tags implemented by the DISTRICT between endpoints. Vendors must include the data rates and explain their proposed solution(s) clearly.

The goal is to have a fully operational network by July 1, 2021. The term "fully operational" is defined as error-free network connectivity at the specified speeds contracted for, delivered to all sites without failures for at least 72 hours. Vendors must have the ability to provide certification reports of contracted speeds, jitter, latency, and interface error metrics for each endpoint.

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.

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 33-34. 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.

Due to current and future bandwidth needs, Vendors are encouraged to provide a 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 with other customers. If this is not possible, the proposal should limit shared infrastructure as much as possible and a map showing the routes where shared infrastructure is being considered.

K. MANDATORY PRE-BID MEETING

All Proposers must participate in a mandatory Virtual Pre-Bid Meeting on December 10, 2020, at 2:00 PM (CST). Please contact Christine Foster before December 7, 2020, at christine_foster@saintmartinschools.org. The conference bridge will open at 1:45 PM (CST) to allow callers sufficient time to dial in. Both video and audio will be available.

L. CONTRACT TERMS

The DISTRICT would like to receive proposals based upon a Three (3) year contract term with Two (2) possible one-year extensions. The initial Three (3) year contract term shall start: July 1, 2021, and ends June 30, 2024. The DISTRICT reserves the option to extend this contract until June 30, 2026, not to exceed a total of Five (5) contract years. An extension option must be mutually acceptable to both parties. Any request for an acceptance of an extension shall be in written extending the length of the contract; please provide this option as part of your RFP Service Level Agreement (SLA) – The Service Provider shall provide the DISTRICT with a Service Level Agreement (SLA) in conformance to standard industry requirements. The SLA shall, at a minimum, ensure that the following Operation and Maintenance objectives are met:

Network Availability – 99.99%

Packet Delivery Rate – 99.99%

Mean Time to Repair 4 Hours, end-to-end, including local loop

M. BASIS OF SELECTION

No commitment will be made to select a Vendor's solution(s) solely based on cost; however, the 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.

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 – DISTRICT Staff will perform the screening and selection. All proposals submitted by vendors will undergo an Administrative Review after the public bid opening. The purpose of the 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 20.
- d. The DISTRICT reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria on Page 20 will be used during this process. The top vendors in the Round 2 evaluation then proceed to an additional level of due diligence, including a BAFO process.
- e. The committee will then formulate a recommendation to the St. Martin Parish Superintendent and School Board.

N. EVALUATION MATRIX

| No. | Factor | Total Points Available |
|--------------|--|------------------------|
| 1 | Cost of <i>eligible</i> products and 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 the start of funding year (July 1, 2021) | 15 |
| 5 | References and Experience (Includes Past Experience) | 15 |
| Total Points | | 100 |

O. RFP CONSIDERATIONS

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.

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 published 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."

Disposition of Response – All materials submitted in response to the request will become the DISTRICT's property and returned only at the DISTRICT's option and 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 the Vendor's responsibility and proprietary information will not be made available and returned upon request. Confidential and proprietary information must be identified as such.

The successful Vendor must fully participate in the E-Rate program billing requirements and receive reimbursement from the School and Libraries Division (E-Rate) for the DISTRICT's E-Rate funding commitment.

All pricing submitted shall be Vendor honored for 120 calendar days from the proposal due date.

P. SUBMITTAL INFORMATION

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.**

Cover Page-The proposal must include the cover sheet on Page 26, a completed non-collusion form on Page 27, and required pricing forms on Pages 30-31. If special construction is proposed, Pages 33-34 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.

Table of Contents-A table of Contents is required for each proposal.

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 company's name, and the

page numbers. All required forms MUST appear in the last section of the proposal.

References and Other Information- Vendors are encouraged to provide details about the 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.

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.

Withdrawal – Responses may be withdrawn by the Vendor submitting the information at any time before the closing date and time for receipt of responses. Still, they 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, after that, submit a new or modified offer before 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.

Information Request(s) – To control information disseminated regarding this Request for Proposal, organizations interested in submitting responses are directed not to make personal contact with the School DISTRICT, DISTRICT Administration, or staff 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 inquiries via email only—NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions. Email questions to Christine Foster at christine_foster@saintmartinschools.org.

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 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 full funding commitment allowed by the Universal Service Fund through the "E-Rate" program. Vendors shall be responsible for all expenses they may incur in preparing proposals. All proposals submitted to the DISTRICT shall remain the property of the DISTRICT.

Forms of Agreement – The DISTRICT reserves the right to incorporate standard contractual provisions into any agreement executed in response to this request and require indemnification from hard and such insurance as stipulated by the DISTRICT.

Availability of Funds – The DISTRICT's obligation herein is contingent upon receipt by the DISTRICT of the full funding commitment allowed by the Universal Service Fund through the "E-Rate" program. No legal liability on 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 Schools and Libraries Division's funding level.

Equal Opportunity – It is the DISTRICT policy that, in connection with all work performed under Purchasing Contracts, there shall be no discrimination against any prospective or active employee engaged in employment 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. Also, the successful Vendor(s) agrees to require compliance by all subcontractors employed on the job by him/her.

Compliance – Responses that do not comply with instructions and forms may be eliminated from further selection.

Q. EVENT CALENDAR

| DESCRIPTION | DATE AND TIME | PLACE |
|-----------------------------------|-------------------|--|
| RELEASE RFP | November 20, 2020 | EPC and Central Auction House |
| VIRTUAL MANDATORY PRE-BID MEETING | December 10, 2020 | See Page 18 for Instructions |
| INQUIRY OPENS (Q AND A) | December 11, 2020 | christine_foster@saintmartinschools.org |
| INQUIRY ENDS (Q AND A) | December 18, 2020 | christine_foster@saintmartinschools.org |
| PROPOSAL DEADLINE | January 11, 2021 | 625 Corporate Blvd. Breux Bridge, La. 70517 or http://centralauctionhouse.com |
| PUBLIC BID OPENING | January 11, 2021 | 625 Corporate Blvd. Breux Bridge, La. 70517 or http://centralauctionhouse.com |

Sealed proposals should be delivered to St. Martin Parish School Board or Uploaded to the Central Auction House (<http://centralauctionhouse.com>). The DISTRICT is not responsible for any fees, upload errors, or other website malfunctions. Bids MUST be submitted before the deadline.

Attention: Christine Foster

624 Corporate Blvd.

Breux Bridge, La. 70517

Proposals must be received no later than:

Monday, January 11, 2021 PM (CST)

E-Rate RFP WAN and Internet Access

RFP Number: E-Rate Wan and Internet Access 2021-2022

R. RESPONSE PACKAGE COVERSHEET

PROPOSAL OPENING: ST. MARTIN PARISH SCHOOL BOARD OFFICE at 2:00 PM (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

St. Martin 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 ELIGIBLE ENTITIES

| | | |
|-----|--|--|
| 1. | Stephensville Elementary | 3243 Highway 70 Morgan City, LA 70380 |
| 2. | St. Martin Parish School District Office | 625 Corporate Blvd. Breaux Bridge, 70517 |
| 3. | Breaux Bridge Sr. High School | 1015 Breaux Bridge High School Rd Breaux Bridge, 70517 |
| 4. | Breaux Bridge Jr. High | 100 Martin Street Breaux Bridge, LA 70517 |
| 5. | Breaux Bridge Elementary School | 915 St. Charles Street Breaux Bridge, LA 70517 |
| 6. | Breaux Bridge Primary | 1020 East Bridge Street Breaux Bridge, 70517 |
| 7. | Teche Elementary School | 2439 Main Hwy Breaux Bridge, LA 70517 |
| 8. | Cecilia Primary School | 1021 Alcide Bonin Road Cecilia, LA 70521 |
| 9. | Cecilia Junior High School | 1038 School Road Ext. Cecilia, LA 70521 |
| 10. | Cecilia Senior High School | 2397 Cecilia Sr. High School Highway Cecilia, LA 70521 |
| 11. | Parks Primary School | 1034 Main Hwy Parks, LA 70582 |
| 12. | St. Martinville Junior School | 7190 Main Highway St. Martinville, LA 70582 |
| 13. | St. Martin Senior High School | 762 N. Main Street St. Martinville, LA 70582 |
| 14. | St. Martinville Primary School | 716 N. Main Street St. Martinville, LA 70582 |
| 15. | Early Learning Center | 1004 S. Martin Luther King Drive St. Martinville, LA 70582 |
| 16. | Parks Middle School | 1010-A St. Louis Drive Parks, LA 70582 |
| 17. | Catahoula Elementary School | 1016-A Catahoula School Highway St. Martinville, LA 70582 |
| 18. | St. Martin Parish College and Career Center | 702 West Bridge Breaux Bridge 70517 |
| 19. | St. Martin Parish Department of Administration | 600 Corporate Blvd Breaux Bridge, 70517 |

St. Martin Parish School Board
Request for Proposal

| | |
|---|--|
| 20. St. Martinville Early Head Start Academy | 501 South Martin Luther King St Martinville, LA 70582 |
| 21. St. Martinville Head Start Academy | 310 South Theatre Street St. Martinville, LA 70582 |
| 22. St.Martin Parish Cecilia Head Start Academy | 1720 Coteau Rodaire HWY. Arnaudville LA 70512 |

U. WAN REQUIRED PRICING FORM

| SITE NAME | BANDWIDTH | ONE-TIME CHARGE | SPECIAL CONSTRUCTION CHARGE | MONTHLY COST |
|-----------|-----------|-----------------|-----------------------------------|--------------|
| 10 GIGS | | | | |
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Note: Vendors may bid upwards of 40-GIGS.

V. INTERNET REQUIRED PRICING FORM

| SITE NAME | BANDWIDTH | ONE-TIME CHARGE | | MONTHLY COST |
|-----------|-----------|-----------------|--|--------------|
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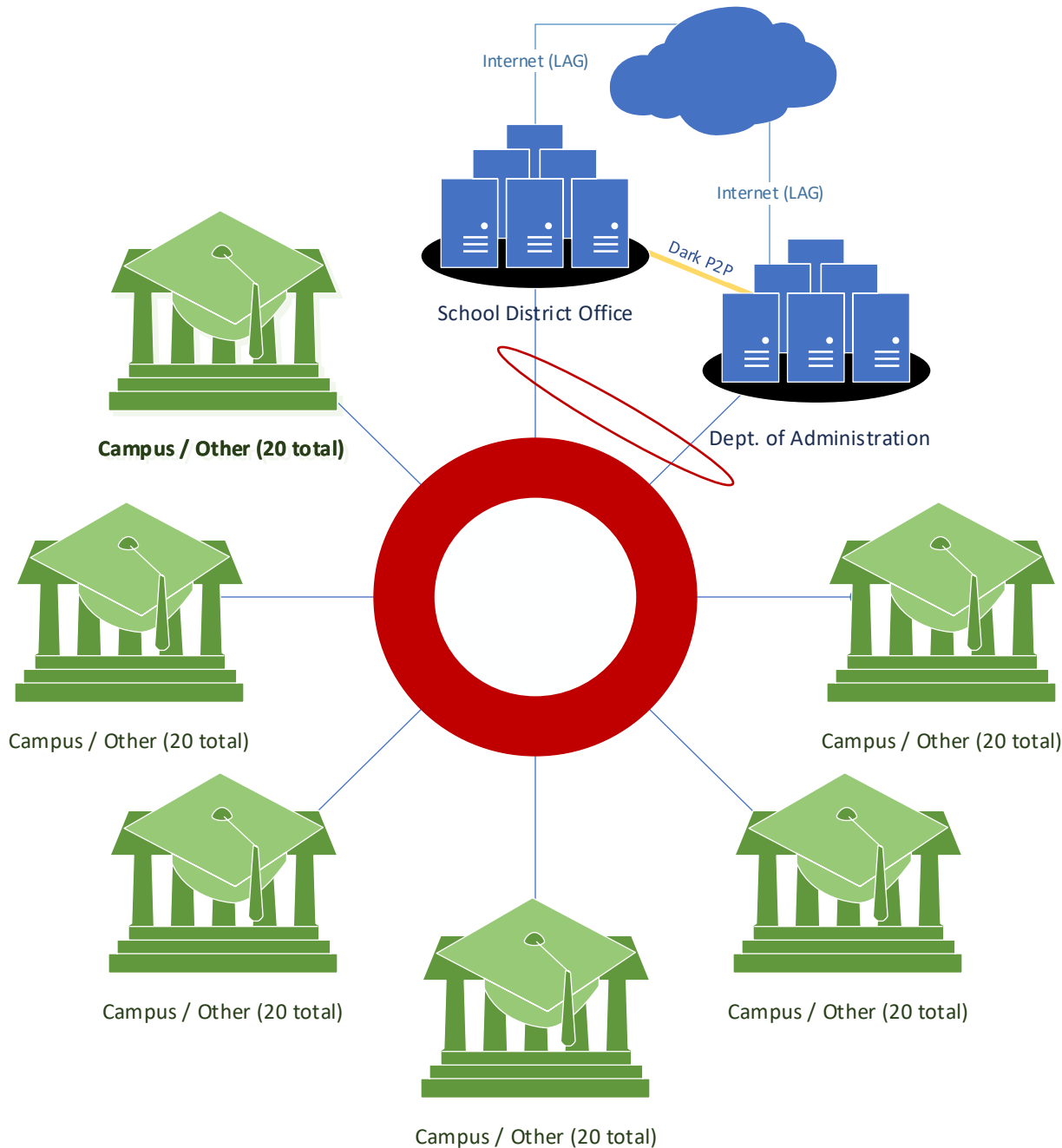
Note: Vendors may bid upwards of 40-GIGS.

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 |
|----------------------------------|---------------|---|----------|-----------|
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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 |
|--------------|--------------------------------|--|--------------|----------------------------------|
| | | | | |
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Datacenter / Admin Locations:

School district Office
Department of Administration

Campus / Other Locations:

Stephensville Elementary
Breux Bridge Sr. High School
Breux Bridge Jr. High School
Breux Bridge Elementary School
Breux Bridge Primary
Teche Elementary School
Celeilia Primary School
Cecilia Jr. High School
Cecilia Sr. High School
Parks Primary School
St. Martinville Jr. High School
St. Martinville Sr. High School
St. Martinville Primary School
Early Learning Center
Parks Middle School
Catahoula Elementary School
St. Martin Parish College & Career Center
St. Martinville Early Head Start Academy
St. Martinville Head Start Academy
St. Martin Parish Cecilia Head Start Academy

St. Martin Parish School Board Fiber Ring

Multi-Campus Fiber Ring (Layer 2)

Multiple Paths to Ring
(Switched – One Physical Drop Per Site)

School/Admin/Internet Traffic
(OSPF)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

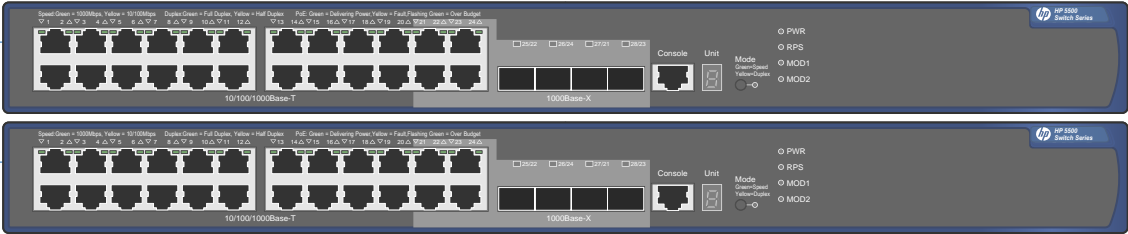
10Gb Fiber

10Gb Fiber



Carrier Provided Network Access Device

Link Aggregation (IEEE 802.3ad)
10Gbps Throughput



SMPSB Core

St. Martin Parish School Board Campus Connection

Multi-Campus Fiber Ring (Layer 2)

Multiple Paths to Ring

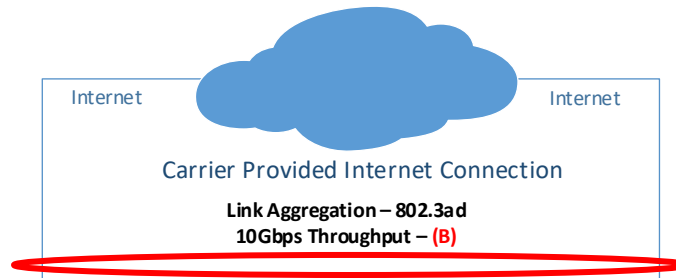
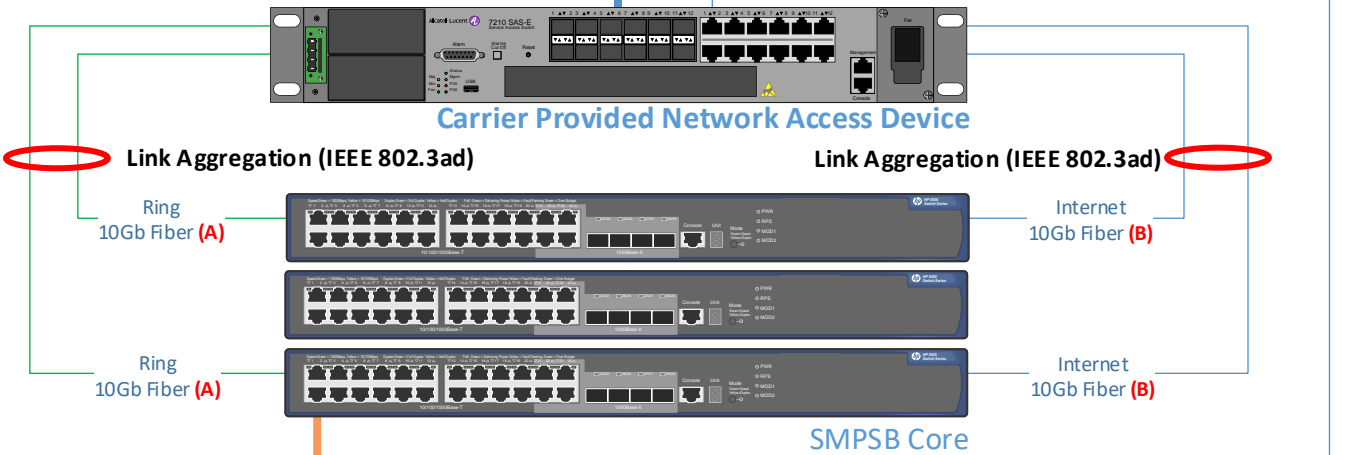
(Switched – One Physical Drop Per Site)

School/Admin Traffic (OSPF)
Link Aggregation – 802.3ad
10Gbps Throughput – (A)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

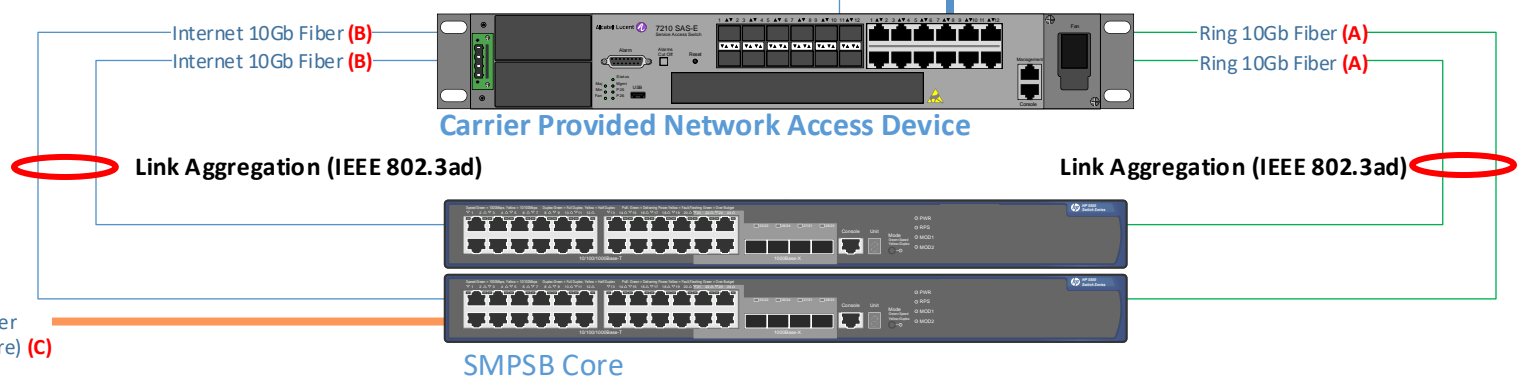
School District Office



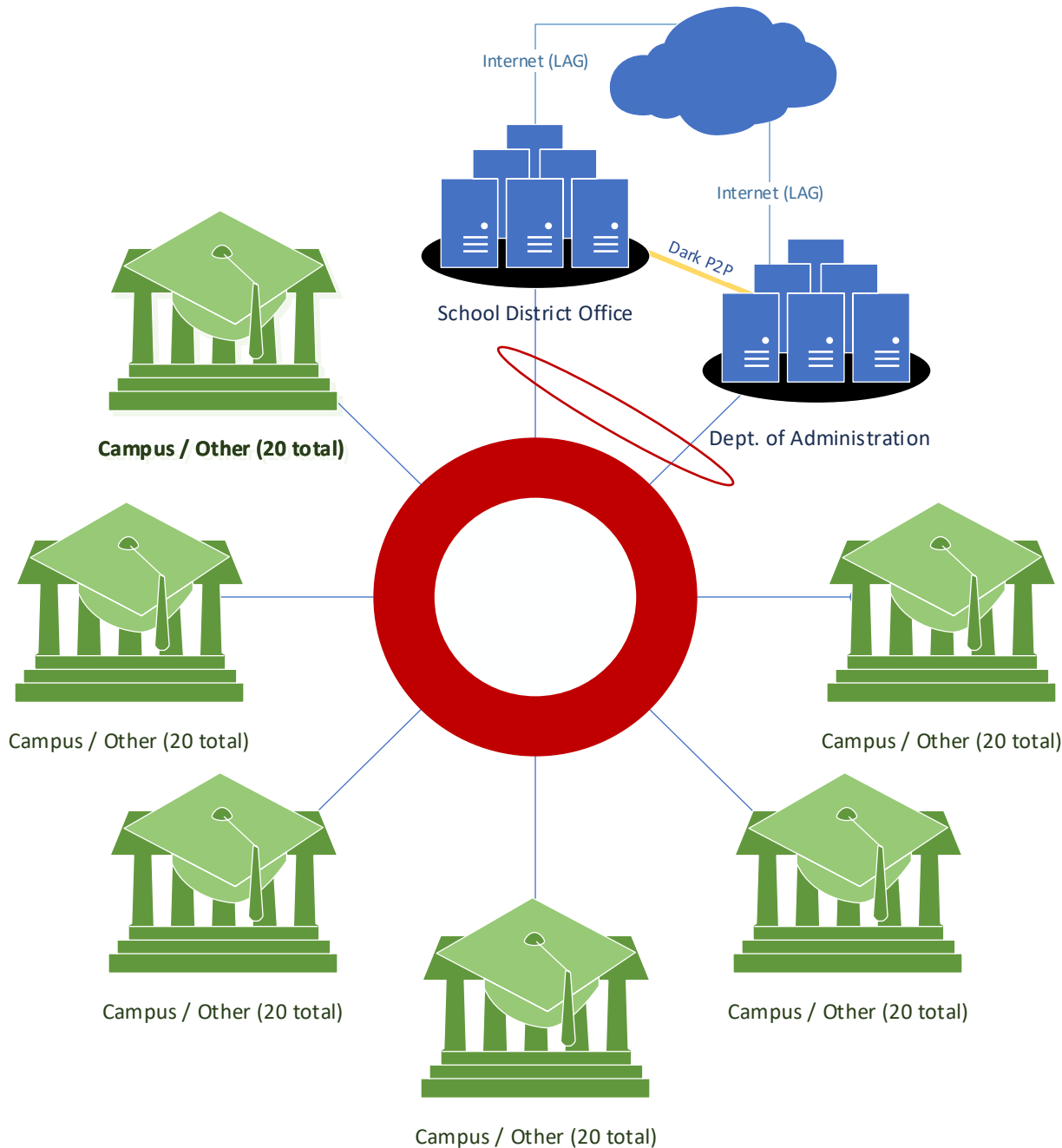
Notes:

- (A) Links at School District Office and Dept. of Administration will be in a Link Aggregation IEEE 802.3ad
- (B) Links at School Administration will be in a Link Aggregation IEEE 802.3ad
- (C) P2P Dark Fiber is NOT part of this RFP and will be owned by the School Board

Dept. of Administration



St. Martin Parish School Board Admin Connection



Datacenter / Admin Locations:

School district Office
Department of Administration

Campus / Other Locations:

Stephensville Elementary
Breux Bridge Sr. High School
Breux Bridge Jr. High School
Breux Bridge Elementary School
Breux Bridge Primary
Teche Elementary School
Celeilia Primary School
Cecilia Jr. High School
Cecilia Sr. High School
Parks Primary School
St. Martinville Jr. High School
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Early Learning Center
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St. Martinville Early Head Start Academy
St. Martinville Head Start Academy
St. Martin Parish Cecilia Head Start Academy

St. Martin Parish School Board Fiber Ring

Multi-Campus Fiber Ring (Layer 2)

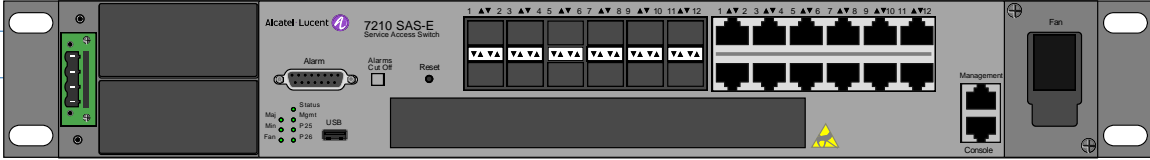
Multiple Paths to Ring
(Switched – One Physical Drop Per Site)

School/Admin/Internet Traffic
(OSPF)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

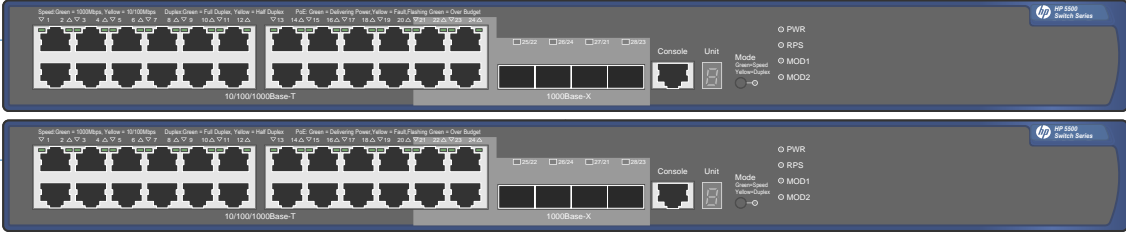
10Gb DAC

10Gb DAC



Carrier Provided Network Access Device

Link Aggregation (IEEE 802.3ad)
10Gbps Throughput



SMPSB Core

St. Martin Parish School Board Campus Connection

Multi-Campus Fiber Ring (Layer 2)

Multiple Paths to Ring

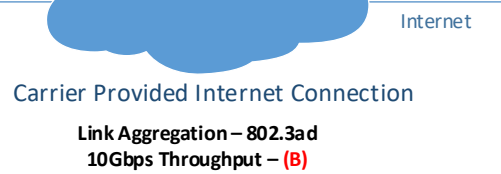
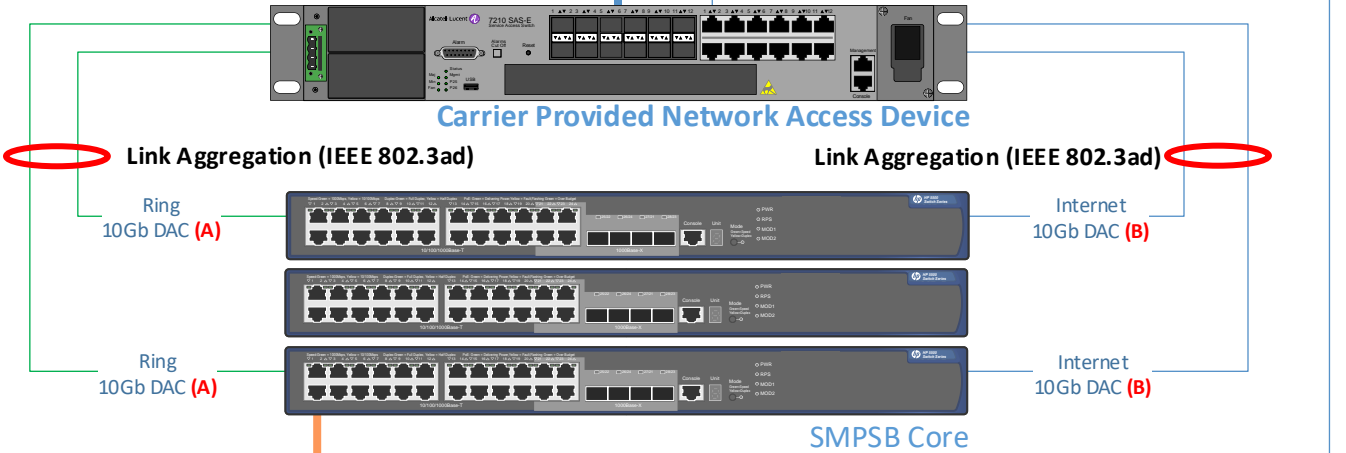
(Switched – One Physical Drop Per Site)

School/Admin Traffic (OSPF)
Link Aggregation – 802.3ad
10Gbps Throughput – (A)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

Single Fiber Termination
(10Gbps minimum, Upgradeable to 40Gbps)

School District Office



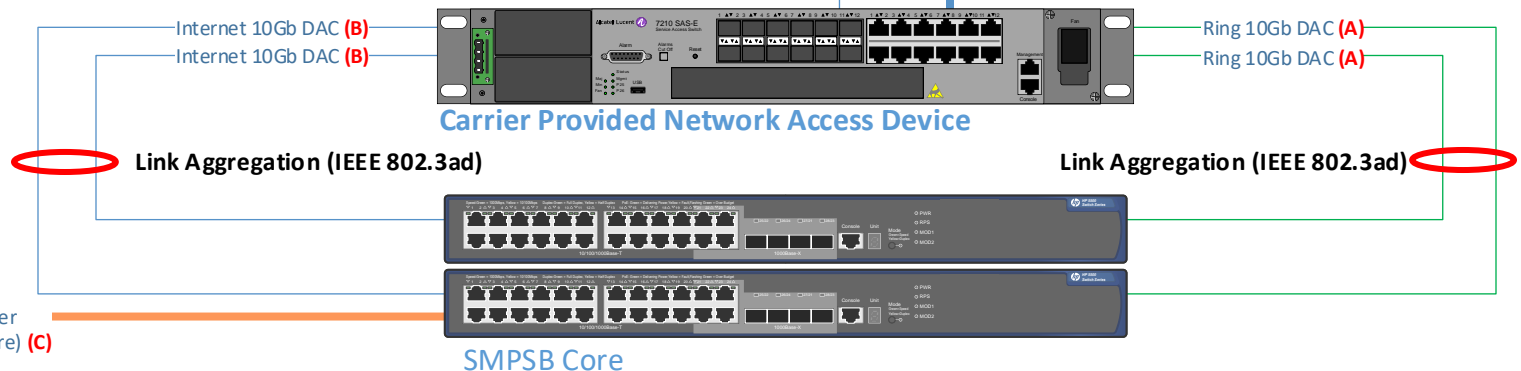
Notes:

(A) Links at School District Office and Dept. of Administration will be in a Link Aggregation IEEE 802.3ad

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(C) P2P Dark Fiber is NOT part of this RFP and will be owned by the School Board, and is already in place

Dept. of Administration



St. Martin Parish School Board Admin Connection