

REQUEST FOR PROPOSALS



**ST. MARY PARISH SCHOOL DISTRICT
LEASED LIT FIBER WIDE AREA NETWORK (WAN)
AND INTERNET ACCESS
E-RATE RFP #2022-2023 WAN AND INTERNET
EVENT CALENDAR**

| DESCRIPTION | DATE AND TIME | PLACE and CONTACT |
|------------------------------|----------------------------|--|
| Posting of RFP and 470 | Tuesday, November 16, 2021 | ADVERTISEMENT, EPC, CENTRAL AUCTION HOUSE |
| Questions and Answers Open | Tuesday, November 1, 2021 | kderise@stmaryk12.net |
| Questions and Answers Close | Thursday, January 6, 2022 | kderise@stmaryk12.net |
| Deadline for submitting bids | Monday, January 10, 2022 | January 10, 2022, 2:00 PM (CST) |
| Public Bid Opening | Monday, January 10, 2022 | January 10, 2022, 2:00 PM (CST) |

ST. MARY PARISH SCHOOLS reserves the right to reject all proposals and waive any defects or clerical errors in any Bid Proposal Package, as in the interest of the ST. MARY PARISH SCHOOLS.

E-Rate Request for Proposals
LEASED LIT FIBER Wide Area Network (WAN) and Internet Access
Services
NOTICE TO BIDDERS

ST. MARY PARISH SCHOOLS, aka "DISTRICT," seeks proposals for LEASED LIT FIBER WIDE AREA NETWORK AND INTERNET ACCESS connectivity to 26 eligible entities listed on Page 20-21. The DISTRICT prefers one Vendor to provide Internet Access and Wide-Area network services.

Currently, all circuits terminate at the School Board Office and Data Center located at 474 Highway 317 Centerville, La. 70522.

The DISTRICT desires a LEASED LIT FIBER network. The current network is a fiber WAN network, and 24 sites have 10 GIG connections that terminate at the data center. One site shares a circuit, and a new non-instructional facility will be added on July 1, 2022.

The DISTRICT has 10 GIGS of Internet Access shared among all sites. The Internet Access demarc is located at the school board office, and a bundled firewall and special construction are **Not** being requested in the RFP.

Send sealed proposals via certified mail, UPS, Fed Ex, or hand-delivered to ST. MARY PARISH SCHOOL DISTRICT or you may upload bids at <http://centralauctionhouse.com>. Please check <http://centralauctionhouse.com> website in ADVANCE for rules and fees for uploading to the bidding site. The DISTRICT is not responsible for delays in uploading and will disqualify proposals received after the deadline.

Sealed proposals can also be delivered OR mailed to:

ST. MARY PARISH SCHOOLS

E-Rate RFP #22-01 WAN AND INTERNET

ATTENTION: KEVIN DERISE

474 HIGHWAY 317, CENTERVILLE, LA. 70522

DEADLINE FOR PROPOSAL SUBMISSION MONDAY, JANUARY 10, 2022, 2:00 PM (CST)

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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 PROPOSALS. All applicable Addendums will be uploaded to the E-Rate Portal (EPC). |
| ADMINISTRATIVE BID APPROVAL | The DISTRICT's final review by the administrative authority accepts or rejects a bid that complies or does not comply fully with the Request for Approval. In addition, bids may be disqualified for reasons outlined in the Request for Proposals. |
| 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 defined by Title 39 RS 39:198. |
| 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. Assignments include corporate take-overs or mergers. |
| BEST AND FINAL OFFER (BAFO) | The DISTRICT reserves the right to conduct a BAFO with one or more Proposers determined by the evaluation committee to be reasonably susceptible of being selected for an award. If the BAFO process is undertaken, the Vendor(s) selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. In addition, the BAFO negotiation may assist DISTRICT in comparing proposed solutions and obtaining 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 assessment. |
| BID | The Vendor's response to the Request for Proposals is considered a bid. |
| 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. |


ST. MARY PARISH SCHOOLS
E-Rate Request for Proposals

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|-------------------------------|--|
| CONTRACT TERM | The length of time a Contract will be available for use by the DISTRICT. Voluntary extensions may be available as an option to extend the contract term. Individual annual extensions may be combined in the same year if a lower price is offered to exercise multiple extensions at one time. All contracts will begin on July 1 and end on June 30 unless stated in the Request for Proposals. The DISTRICT may revise the length of the Agreement before an award. |
| LEASED DRK FIBER | Leased Dark Fiber including Indefeasible Rights of Use (IRU): The E-rate applicant leases capacity (i.e., a specific number of fiber strands) on a provider-owned fiber network. |
| 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. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. Suppose the successful bidder(s) fails to deliver services and prices as outlined in the proposal or fails or neglects to comply with the terms of the RFP. In that case, 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, 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. |
| EQUIVALENT | An equivalent product must achieve the same result and functionality as the product or service requested in the RFP. Therefore, all equivalent goods and services will be considered that meet the definition. |
| INVOICES AND PAYMENTS | All vendors submitting proposals must agree to invoice the DISTRICT their monthly discount obligation portion and then send a Service Provider Invoice (SPI) to USAC for the eligible share unless otherwise stated in the RFP. Invoices must show both the Funding Request Number (FRN) for each service, the total monthly cost, the discount portion owed by DISTRICT, and the amount billed to USAC. |
| 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. The finance committee, school board, and other authorizing bodies must approve the final Agreement in some cases. |
| MONTH TO MONTH SERVICE | A service that can be canceled with 30-days prior notice. |
| PRICE AND FEES | Prices should be typed and shown as instructed on the sample price form for each item, in quantity specified in the bid form. The DISTRICT is exempt from all state taxes and local taxes. The price should include any port charges and other items. All additional fees must be fully explained and listed on the sample pricing forms. If fees such as Federal Access Recovery fees are |

ST. MARY PARISH SCHOOLS
E-Rate Request for Proposals

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|---|---|
| <p>LOWEST CORRESPONDING PRICE (LCP)</p> | <p>required, an estimate must be disclosed. NO FEES SHALL BE ADDED TO A MONTHLY BILL UNLESS INCLUDED IN THE RESPONSE.</p> <p>Additionally, the DISTRICT requires ALL E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, Admin). Corrections made before bid opening must be initialed in ink by the person signing the bid or bidder's authorized representative. Prices not listed in the bid response will not be considered for payment.</p> <p>If during the contract period there should be a decrease in prices of the items bid (LCP), a corresponding reduction in costs on the balance of the services shall be made to the DISTRICT for as long as the lower prices are in effect. At no time shall the rates charged the DISTRICT exceed the prices bid.</p> |
| <p>PROTEST OF A SOLICITATION OR AWARD</p> | <p>Any aggrieved person in connection with the solicitation or award of a contract shall protest to the DISTRICT. Protest concerning a solicitation must be submitted in writing at least two (2) days before the opening of bids. Protest concerning the contract award shall be submitted in writing within fourteen (14) days after the contract award.</p> |
| <p>QUANTITY AND QUALITY OF MATERIALS OR SERVICES</p> | <p>The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products provided under a contract shall meet bid specifications and conditions in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.</p> |
| <p>TERMINATION OF AGREEMENT OR SERVICES</p> | <p>The DISTRICT may terminate agreements or services upon giving thirty days advance written notice of intent to terminate the contract for a good cause. (e. g., failure to deliver services, closure or merger of a site, failure to comply with the conditions and specifications within the RFP).</p> |
| <p>ENTITY TYPES</p> | <p>The E-Rate Program identifies eligible locations by entity classifications. The classifications are SCHOOLS, ANNEXES, and NON-INSTRUCTIONAL FACILITIES (NIFS). The Department of Education must recognize an E-Rate eligible SCHOOL as meeting the statutory definition of an elementary and or/secondary school. An ANNEX is considered a second campus to an eligible school (e.g., alternative schools, career education centers). A NON-INSTRUCTIONAL FACILITY (NIF) is a building without classrooms that meets the E-Rate definition as having an "educational purpose" to support the schools (e.g., school board office, data centers, food service office)</p> |

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 E-Rate eligible data transmission of 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 the Act established. The discount amount is based on the number 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 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 ten 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 2021 -2026, the provider must **retain all records** on this transaction for 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 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

7. 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.
8. If the Vendor changes a Service Provider Identification Number (SPIN), the DISTRICT must be notified in writing before filing Form 471.
9. The Service Provider acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) under § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the DISTRICT being charged over the lowest corresponding price. The 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.
10. 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 share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the DISTRICT, USAC, or the FCC request information.
11. 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

12. The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. The Agreement's contract "effective date" is July 1, 2022, and E-Rate eligible goods and services requested in this RFP shall be delivered no earlier than the start of the 2022 funding year (July 1, 2022).
13. Category 1 services (Data Transmission 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. If services start on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

E. INVOICING

14. 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's E-Rate Discount was 90% for 2021-2022. No change in the discount is anticipated for 2022-2023.
15. The DISTRICT will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the DISTRICT will be liable for is the pre-discount amount minus the funded amount, as shown on the FCC Form 471. Any identified ineligible costs will not be included in the funding request. The DISTRICT reserves the option to file Form 472 if it is the most cost-effective and streamlined method.
16. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the DISTRICT shall pay only the discounted amount beginning with the first billing cycle.

F. PRICING AND FEES

17. All pricing for WAN and Internet must appear on the forms, and pricing must comply with LCP rules (See page 6). The scoring of the total eligible price is weighted heavier than other factors. All Vendors MUST also disclose all "estimated current "fees on the pricing form. It is understood regulatory fees may increase annually; however, a statement explaining each fee must be included in the proposal. The DISTRICT must be able to compare costs submitted by all vendors fairly. If a winning bidder adds a self-imposed fee to an invoice or monthly statement, the District is not obligated to pay the fee. The DISTRICT must compare all prices equally during the scoring process.
18. Vendors proposing a one-time fee(s) must include a detailed explanation and breakdown of the fee in the response. Construction cannot be included in the one-time fee. A one-

time fee(s) may include design and engineering, initial configuration, and project management. Please refer to the eligible services list for more details.

19. Vendors must include or disclose **ALL FEES IN THE RESPONSE**. Vendors should estimate fees if the pricing structure varies.

G. OVERVIEW OF ST. MARY SCHOOL DISTRICT

21. ST. MARY PARISH SCHOOL DISTRICT is a public school district located in Centerville, Louisiana 70522. There will be 26 E-rate eligible entities as of July 1, 2022, and under the E-Rate program funding matrix, ST. MARY PARISH SCHOOLS is eligible for a 90% discount for eligible Wide-Area Network (WAN) and Internet Access services.

H. CURRENT WAN SERVICES

22. Currently, the service provider is CONTERRA, AKA DETEL WIRELESS. CONTERRA provides a Point-to-Point fiber network with 10 GIG circuits to 24 sites. (See Page 20-21).

I. CURRENT INTERNET SERVICES

23. CONTERRA provides 10 GIGS of Internet Access to the DISTRICT. The Internet Access demarcation point is currently located at the school board office. Internet Access is shared among all sites.

J. WAN REQUIREMENTS

24. The DISTRICT desires a Layer 2 Ethernet protocol over fiber to the DISTRICT data center.
25. The DISTRICT prefers an all-fiber managed network. Vendors must find the most cost-effective pricing options. Vendors are encouraged to offer various options to improve the resiliency of the network. When possible, fiber should not be installed where it currently exists to avoid the "over-building" of E-Rate fiber networks. Still, the DISTRICT will select the most cost-effective solution, regardless.
26. St. Mary will open a new non-instructional facility at the St. Mary Parish Venyu Data Center on July 1, 2022. A 1-10 GIG burstable WAN circuit option is being requested, as well as a static 10, 15, and 20 GIG solution. It is uncertain how much bandwidth will be needed; therefore, the District would like pricing for all options.
27. The Vendor shall deliver the requested CIR at total bandwidth at each school directly to

the DISTRICT Data Center on a full availability basis, 24/7. A clear proposed network diagram of each solution must be included in the response. The DISTRICT requests a "Real-Time Network" whereby users have access to dedicated bandwidth around the clock.

28. Depending on the solution, the service handoff at all sites shall terminate with fiber compatible GBIC connectors. The DISTRICT's Network and Engineering staff will determine the precise site location of the MPOE or DEMARC, or "handoff point."
29. The DISTRICT will need to be able to differentiate between the various campuses in terms of traffic flow. Differentiation could be accomplished by physical links between the campuses and the DISTRICT Office, MPLS, or other "partitioning" schemes. The Vendor is directed to describe in detail how this will work in their proposal. If a fiber ring solution is proposed, please explain how the traffic flow at each site will be differentiated. Redundancy is ineligible for E-rate funding.
30. The Vendor shall specify that the network is a fiber, managed solution with dedicated bandwidth to the DISTRICT. The Vendor will provide all necessary E-Rate eligible hardware and interfaces accordingly. The make and model of all vendor E-Rate eligible equipment being proposed must be disclosed in the proposal.
31. As part of the proposal, the Vendor will provide the space requirements for installed equipment at sites and the DISTRICT Data Center. Network outage resolution should be coordinated with DISTRICT's technical staff. The DISTRICT expects 99.9% uptime of the network.
32. The Vendor must provide easy access to the help desk and repair services. A documented procedure must be defined for severe problem escalation with appropriate response times explained in the proposal. The Vendor will provide critical alerts to the DISTRICT's Technical Contacts via email and notification of service outages via telephone to the DISTRICT's Technical Contacts and the status and the estimated time of restoration (ETR). This alert service will be maintained for the duration of the contract. In an emergency, the DISTRICT will require a 24-hour telephone contact to report a critical outage.
33. 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. Vendors must include the data rates and explain their proposed solutions clearly.

34. The goal is to have a fully operational network by July 1, 2022. 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. The Vendor must provide certification reports of CIR, jitter, latency, and interface error metrics for each endpoint.
35. Vendors MUST include a clearly labeled detailed Map and a Network Diagram of the fiber route being constructed.
36. Vendors are encouraged to offer various network design options (e.g., MPLS, Point-To-Point, fiber ring).

K. INTERNET ACCESS REQUIREMENTS

37. The DISTRICT requests pricing for 10-20 GIGS of Internet Access circuits. ***The DISTRICT is not seeking a bundled firewall with Internet Access.***

L. CONTRACT TERMS

38. The DISTRICT is seeking a 36-month contract with 2 (1) year extensions not to exceed 60-months. However, the DISTRICT reserves the right to offer other options as a BAFO. Contract terms must allow for cancellation ***of services without financial penalties if an entity is closed or merged to another campus.*** After a 30-day notice, the DISTRICT may cancel services to any entity that is closing.

M. BASIS OF SELECTION

39. No commitment will be made to select a Vendor's system(s) solely based on cost; however, the price is awarded more points than other factors. Selection will be made on a combination of factors.
40. 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 areas, and conformance to the specifications in this Request for Proposal. Vendors must submit at minimum three references from public school districts of equal or larger size. References must include the District's name, contact person, and email and telephone number.

41. 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 Proposals.
42. Responses will be evaluated according to the weighting criteria, as outlined in the table below.
43. The DISTRICT reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria below will be used during this process. The top Vendor (s) in the Round 2 evaluation will proceed to an additional level of due diligence, which may include a BAFO process.
44. The committee will then formulate a recommendation to the ST. MARY PARISH SCHOOL DISTRICT Superintendent and School Board.
45. The process that the DISTRICT will use in selecting the Vendor to perform services outlined in the Request for Proposals will be as follows:

| No. | Factor | Total Points Available |
|-----|--|------------------------|
| 1 | Cost of eligible products and services | 30 |
| 2 | Design and Technical Bid Submittal | 25 |
| 3 | Location of technical support office (proximity to Centerville, La.) | 10 |
| 4 | Ability to deliver services at the start of the funding year AND Offer both WAN and Internet ACCESS as specified in the RFP | 15 |
| 5 | References and Experience (Prior Experience may be considered) | 20 |

N. RFP CONSIDERATIONS

46. **General** – Failure to obtain the RFP following prescribed procedures or receiving the RFP with insufficient time to respond adequately 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.
47. **Addenda** – If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be posted in the EPC portal and to the electronic bidding site. No oral statements by any DISTRICT employee shall constitute a change or addendum to the RFP, the Project documents, or any project requirement.

48. **Disposition of Response** – All materials submitted in response to the request will become the DISTRICT's property and 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, proposals submitted with the information marked as "confidential or proprietary" will not be made public until such time that the Vendor redacts the "confidential or proprietary" information.
49. **Proprietary Information**- In the State of Louisiana, pricing is not considered "confidential or proprietary" and cannot be redacted from the proposal.
50. **E-Rate Participation**-The successful Vendor must participate in the E-Rate program, meet all E-Rate billing requirements, and be eligible to receive reimbursement from the School and Libraries Division (E-Rate) for the DISTRICT's E-Rate funding commitment. The Vendor(s) awarded a contract will be required to utilize FCC Form 474 (Service Provider Invoice). The DISTRICT does not participate in the FCC Form 472 (Billed Entity Applicant Reimbursement) process for WAN and Internet Access at this time.
51. **Pricing**-All pricing submitted shall be Vendor honored for 120 calendar days from the proposal due date.

O. SUBMITTAL INFORMATION

52. **Submittal** – Each Vendor submitting a proposal via **mail, hand-delivery, or carrier service** shall submit an original proposal plus **four** copies and one 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 non-returnable USB drive.**
53. **Cover Page and Forms**-The proposal must include the cover sheet on Page 18 and a completed non-collusion form on Page 19. The Cover Page (See Page 18) and the Non-Collusion Form (Page 19) **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 may be a disqualifying factor.***
54. ***Omitting any required forms may be a disqualifying factor.***

55. **Table of Contents**-A table of Contents is required for each proposal.
56. **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 include in the header or footer the name of the company and the page numbers. All pricing required forms MUST appear in the last section of the proposal.
57. **References and Other Information**- Vendors are encouraged to provide details about the qualifications of technical staff, E-Rate personnel, training, technical support offices' locations, and other areas of importance to an evaluation committee. Three references from school districts of similar size or larger are required. Vendors must include the name of the school district, contact person's address, telephone and email address, and a short description of services currently being offered.
58. **Proposal Deadline** – Proposals shall be submitted to the address listed on Page 2. Proposals received later than the date and time in the event schedule will be returned to the sender unopened. Facsimile (fax) copies or email responses of submittals will **not** be accepted. Proposals uploaded to the electronic bidding site after the deadline will not be accepted.
59. **Withdrawal** – Responses may be withdrawn by the Vendor submitting the information at any time before the closing date and time for receipt of responses. A vendor may submit a new or modified offer before the designated submission deadline. Whether oral or written, modifications offered in any other manner will not be considered unless the DISTRICT desires a BAFO.
60. **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 members of the School 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 individuals listed below. Submit all inquiries via email only to— kderise@stmaryk12.net. NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions.
61. **Right to Accept or Reject** -The DISTRICT reserves the right to accept or reject any proposals in their entirety or any portions(s) and waive any informality or irregularity in

the Request for Proposal.

62. **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 insurance as may be stipulated by the DISTRICT.
63. **Availability of Funds** – The DISTRICT's obligation herein is contingent upon receipt by the DISTRICT of the total 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 of funds, contingent upon the level of funding provided by the Schools and Libraries Division.
64. **Equal Opportunity** – The DISTRICT's policy 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, or 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 like compliance by all subcontractors employed on the job.
65. **Compliance** – Responses that do not comply with instructions and forms may be disqualified from bidding, as noted in the applicable sections of the RFP.

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ST. MARY PARISH SCHOOLS

E-Rate RFP #22-01 WAN AND INTERNET

ATTENTION: KEVIN DERISE

474 HIGHWAY 317, CENTERVILLE, LA. 70522

DEADLINE FOR PROPOSAL SUBMISSION: MONDAY, JANUARY 10, 2022, 2:00 PM (CST)

P. RESPONSE PACKAGE COVER SHEET

PROPOSAL OPENING:

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: _____

Q. NON-COLLUSION STATEMENT

ST. MARY PARISH SCHOOLS

_____, 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)

R. LIST OF ENTITIES AND CURRENT WAN BANDWIDTH

| ENTITY | ENTITY TYPE | ADDRESS | CITY AND ZIP | BANDWIDTH |
|--|-------------|--------------------|-----------------------|-----------|
| 1. J. S. AUCOIN ELEMENTARY | SCHOOL | 739 JULIA ST. | AMELIA, LA 70340 | 10 GIGS |
| 2. BERWICK HIGH SCHOOL | SCHOOL | 700 PATTIE DR | BERWICK, LA 70342 | 10 GIGS |
| 3. BERWICK ELEMENTARY | SCHOOL | 400 TEXAS ST | BERWICK, LA 70342 | 10 GIGS |
| 4. BERWICK JUNIOR HIGH | SCHOOL | 3955 BOURGEOIS DR. | BERWICK, LA 70342 | 10 GIGS |
| 5. MORGAN CITY SENIOR | SCHOOL | 2400 TIGER DR | MORGAN CITY, LA 70380 | 10 GIGS |
| 6. NORMAN ELEMENTARY | SCHOOL | 900 SPRUCE ST | MORGAN CITY, LA 70380 | 10 GIGS |
| 7. MORGAN CITY JUNIOR HIGH | SCHOOL | 911 MARGUERITE ST | MORGAN CITY, LA 70380 | 10 GIGS |
| 8. WYANDOTTE ELEMENTARY L | SCHOOL | 2 GLENWOOD ST | MORGAN CITY, LA 70380 | 10 GIGS |
| 9. JULIA B MAITLAND ELEM | SCHOOL | 1907 FEDERAL AVE | MORGAN CITY, LA 70380 | 10 GIGA |
| 10. BAYOU VISTA ELEMENTARY | SCHOOL | 1155 DELMAR RD | MORGAN CITY, LA 70380 | 10 GIGS |
| 11. HATTIE A WATTS ELEM | SCHOOL | 1307 3RD ST | PATTERSON, LA 70380 | 10 GIGS |
| 12. PATTERSON JUNIOR HIGH | SCHOOL | 225 CATHERINE ST. | PATTERSON, LA 70380 | 10 GIGS |
| 13. PATTERSON HIGH SCHOOL | SCHOOL | 2525 MAIN STREET | PATTERSON, LA 70380 | 10 GIGS |
| 14. CENTERVILLE HIGH SCHOOL | SCHOOL | 9225 Hwy 182 W | CENTERVILLE, LA 70522 | 10 GIGS |
| 15. FRANKLIN SENIOR HIGH | SCHOOL | 1401 CYNTHIA ST | FRANKLIN, LA 70538 | 10 GIGS |
| 16. LAGRANGE ELEMENTARY | SCHOOL | 2129 CHATSWORTH RD | FRANKLIN, LA 70538 | 10 GIGS |
| 17. W. P. FOSTER ELEMENTARY | SCHOOL | 101 2ND ST | FRANKLIN, LA 70538 | 10 GIGS |
| 18. FRANKLIN JUNIOR HIGH | SCHOOL | 525 MORRIS ST | FRANKLIN, LA 70538 | 10 GIGS |
| 19. B. EDWARD BOUDREAUX MIDDLE SCHOOL | SCHOOL | 18333 HWY 182 | BALDWIN, LA 70514 | SHARED |

ST. MARY PARISH SCHOOLS
E-Rate Request for Proposals

| ENTITY | ENTITY TYPE | ADDRESS | CITY AND ZIP | BANDWIDTH |
|--|-------------|--------------------|-----------------------|--------------------------|
| 20. WEST ST. MARY HIGH SCHOOL | SCHOOL | 18333 HWY 182 | BALDWIN, LA 70514 | 10 GIGS |
| 21. RAINTREE ELEMENTARY | SCHOOL | 501 RAINTREE DRIVE | BALDWIN, LA 70514 | 10 GIGS |
| 22. MATERIAL & OPERATIONS CENTER | NIF | 212 ONSTEAD ST | MORGAN CITY, LA 70380 | 10 GIGS |
| 23. ST MARY PARISH OFFICE OF SPECIAL SERVICES | NIF | 402 IBERIA ST | FRANKLIN, LA 70538 | 10 GIGS |
| 24. ST. MARY PARISH SCHOOLS CENTRAL OFFICE COMPLEX | NIF | 474 HIGHWAY 317 | CENTERVILLE, LA 70538 | 10 GIGS |
| 25. ST. MARY PARISH ALTERNATIVE PROGRAM | ANNEX | 131 CLAUSEN RD S | FRANKLIN, LA 70538 | 10 GIGS |
| 26. ST. MARY PARISH VENYU DATA CENTER | NIF | 601 MILAM STREET | SHREVEPORT, LA 71101 | NEW Open July 1, 2022 |

S. CURRENT INTERNET ACCESS

| NAME OF SITE | CURRENT SPEED | ADDRESS | CITY AND STATE |
|---|---------------|--------------|-----------------------|
| ST. MARY PARISH SCHOOL DISTRICT (DATA CENTER) | 10 GIGS | 474 HWY. 317 | CENTERVILLE, LA 70522 |

T. SAMPLE PRICING FORMS (WAN) MONTHLY COST

| NAME OF SITE | COST 10 GIGS | COST 15 GIGS | COST 20 GIGS |
|--------------|--------------|--------------|--------------|
| 1. | \$ | \$ | \$ |
| 2. | \$ | \$ | \$ |
| 3. | \$ | \$ | \$ |
| 4. | \$ | \$ | \$ |
| 5. | \$ | \$ | \$ |
| 6. | \$ | \$ | \$ |
| 7. | \$ | \$ | \$ |
| 8. | \$ | \$ | \$ |
| 9. | \$ | \$ | \$ |
| 10. | \$ | \$ | \$ |
| 11. | \$ | \$ | \$ |
| 12. | \$ | \$ | \$ |
| 13. | \$ | \$ | \$ |
| 14. | \$ | \$ | \$ |
| 15. | \$ | \$ | \$ |
| 16. | \$ | \$ | \$ |
| 17. | \$ | \$ | \$ |

ST. MARY PARISH SCHOOLS
E-Rate Request for Proposals

| NAME OF SITE | COST 10 GIGS | COST 15 GIGS | COST 20 GIGS |
|--------------|--------------|--------------|--------------|
| 18. | \$ | \$ | \$ |
| 19. | \$ | \$ | \$ |
| 20. | \$ | \$ | \$ |
| 21. | \$ | \$ | \$ |
| 22. | \$ | \$ | \$ |
| 23. | \$ | \$ | \$ |
| 24. | \$ | \$ | \$ |
| 25. | \$ | \$ | \$ |

| NAME OF SITE | 10 GIGS | 1-10 GIGS BURSTABLE |
|---------------------------------------|---------|---------------------|
| 26. ST. MARY PARISH VENYU DATA CENTER | \$ | \$ |

U. SAMPLE PRICING FORM (MONTHLY COST INTERNET ACCESS)

| 10 GIGS | 15 GIGS | 20 GIGS |
|---------|---------|---------|
| \$ | \$ | \$ |
| \$ | \$ | \$ |