



Calcasieu Parish School Board

REQUEST FOR PROPOSALS E-RATE Yr. 29 (26-27) RFP 329-Fiber Optic Wiring FIBER OPTIC WIRING OF CAMPUSES Form 470 #260000184

Issued: **Wednesday, July 30, 2025**

Proposals Due: **Tuesday, September 30, 2025, by Noon, CST**

Digital PDF Proposals must be emailed to Dana.swift@cpsb.org by **Tuesday, September 30, 2025, Noon, CST.**

Sealed proposals must be hand delivered or sent certified mailed by **Thursday, October 02, 2025, Noon, CST, to:**

CALCASIEU PARISH SCHOOL BOARD

E-RATE Yr. 29 (26-27) RFP 329-Fiber Optic Wiring

Attention: Dana Swift

1724 Kirkman St

Lake Charles, LA 70601

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1 INTRODUCTION AND OVERVIEW

1.1 INTRODUCTION

The Calcasieu Parish School Board (CPSB) invites qualified vendors to submit proposals for the comprehensive installation of fiber optic data wiring across designated school sites. This initiative aims to enhance network infrastructure and support Ethernet-based communications throughout the district. The selected contractor will be responsible for furnishing and installing all necessary fiber optic cabling, network hardware, and related components to ensure seamless integration with CPSB's existing systems.

1.2 TERMS AND CONDITIONS

In this Request for Proposal (RFP) and all related documents, specific terms are employed consistently to guarantee clarity and mutual understanding between the Calcasieu Parish School Board (CPSB) and all potential proposers. The definitions of these terms are as follows:

- **“Proposer,” “Contractor,” or “Vendor”** refer to any individual or corporation that submits a proposal in response to this RFP and may be awarded a contract for the project described herein.
- **“Owner,” “CPSB,” “District,” or “School Board”** are terms used to denote Calcasieu Parish School Board, the entity issuing this RFP and overseeing the project's execution.
- **“Shall,” “Will,” and “Must”** signify requirements that are mandatory. Proposals must meet these specifications to be considered responsive and compliant with the RFP's objectives.
- **“May”** indicates actions or conditions that are permissible, offering proposers flexibility in their approach to meeting the RFP's overall requirements.
- **“Should” or “Allows”** suggest desirable actions or conditions. While not mandatory, these elements are recommended and may positively influence the evaluation of proposals.

This section is intended to provide clear guidance on the interpretation of terms within the RFP, facilitating a precise and uniform understanding between the CPSB and potential vendors.


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	CPSB's final review by the administrative authority accepts or rejects a bid that complies with 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 CPSB. 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 CPSB. Assignments include corporate takeovers or mergers.
BEST AND FINAL OFFER (BAFO)	CPSB 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 CPSB.
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 CPSB. The term 'contract award' refers to the process of formally notifying the Vendor they have been selected as the supplier for a particular contract.
CONTRACT TERM	The length of time a Contract will be available for use by CPSB. 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. CPSB may revise the length of the Agreement before an award.

FIBER ARMORED	Fiber optic cable reinforced with a metal layer (usually steel or aluminum) to protect against physical damage, moisture, and environmental hazards.
DEFAULT BY CONTRACTOR	CPSB shall hold the bidder(s) responsible for any damage which may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails to deliver services and prices as outlined in the proposal or fails or neglects to comply with the terms of the RFP, CPSB 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 the contract is canceled in whole or in part. CPSB may consider the second winner or readvertise 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 to meet the definition.
INVOICES AND PAYMENTS	All vendors submitting proposals must agree to invoice CPSB for 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 CPSB 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. CPSB is exempt from all state taxes and local taxes. The price should include any port charges.
LOWEST CORRESPONDING PRICE (LCP)	If during the contract period there should be a decrease in the prices of the items bid (LCP), a corresponding reduction in costs on the balance of the services shall be made to CPSB if the lower prices are in effect. At no time shall the rates charged CPSB exceed the prices bid.

LOWEST CORRESPONDING PRICE (LCP) -- FEES 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 required, an estimate must be disclosed. NO FEES SHALL BE ADDED TO A MONTHLY BILL UNLESS INCLUDED IN THE RESPONSE. Additionally, CPSB requires ALL E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, administrative, etc.). Corrections made before the 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.
PROTEST OF A SOLICITATION OR AWARD	Any aggrieved person in connection with the solicitation or award of a contract shall protest to CPSB. Protests concerning a solicitation must be submitted in writing at least two (2) days before the opening of the bids. A protest concerning the contract award 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 meet bid specifications and conditions in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.
TERMINATION OF AGREEMENT OR SERVICES	CPSB 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).
ENTITY TYPES	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 NONINSTRUCTIONAL 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).

1.3 ERATE SUPPLEMENTAL TERMS AND CONDITIONS

E-RATE PROGRAM	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.
ELIGIBILITY	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.
RECORDS RETENTION	<p>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 ten years after the last day of services.</p> <p>For example, if a service provider provides recurring Internet access to CPSB from Funding Years 2022 -2027, the provider must retain all records on this transaction for 15 years (10 + 5 years).</p> <p>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).</p>
PRODUCTS AND SERVICES SUBSTITUTION	<p>Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules:</p> <ul style="list-style-type: none"> • The substituted services or products have the same functionality as the services or products contained in the original proposal. • The substitution does not violate any contract provisions or any state or local procurement laws. • The substitution does not increase the percentage of ineligible services or functions. • 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.

1.4 SERVICE PROVIDER ACKNOWLEDGEMENTS

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

The bidder must be registered as a service provider with the Schools and Libraries Division (SLD), have a Service Provider Identification Number (SPIN), and comply with all SLD service provider requirements. The bidder must provide the SPIN number in the bid. CPSB reserves the right to disallow any bid without a SPIN number included in the proposal. If the bidder is on the Louisiana State Contract, then the State Contract number must also be provided.

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

The bidder understands that any company submitting a bid MUST be registered with the Louisiana Public Service Commission as an ILEC or CLEC. Please visit: <http://www.lpsc.louisiana.gov/UtilitySearch.aspx> to verify the registration.

The bidder acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) according to 47 C.F.R. §§ 54.511(b), 54.500 (<https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>). The service provider must disclose any conditions leading to CPSB being charged more than 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.

This offer complies fully with USAC's Free Services Advisory. It includes no free or discounted services that would result in an artificial reduction in cost or interfere with CPSB's obligation to pay its proportionate share. The service provider agrees to provide substantiating documentation to support this assertion should CPSB, USAC, or the FCC request information.

The bidder shall file the Annual Service Provider Certification (SPAC) required by the E-rate program, thereby, agreeing to abide by all E-Rate program rules as codified by the Federal Communications Commission (FCC).

The bidder acknowledges CPSB may terminate agreements or services upon giving thirty (30) days written notice of intent to terminate the contract for good cause. (e.g., failure to deliver services, closure or merger of a site, or failure to comply with the conditions and specifications within the RFP).

CPSB also reserves the right to adjust quantities depending on bid results and the amount budgeted.

All agreements must provide legal protection to CPSB if the winning bidder is involved in bankruptcy. Legal protection must comply with Louisiana State Law.

2 PROJECT SCOPE AND REQUIREMENTS

2.1 SCOPE

The scope of this project will establish a robust, future-ready fiber-optic backbone connecting each school's main distribution frame (MDF) to its intermediate distribution frames (IDFs). The district will use high-performance multimode fiber to provide fast, reliable connections that support both instructional and administrative needs. Vendors must work closely with the CPSB Technology Network Department and E-Rate coordinator to validate routing paths, minimize disruptions in occupied areas, and confirm all termination and enclosure locations prior to installation.

Infrastructure Integration

- Seamlessly tied into the district's current network architecture.
- Support future scalability for higher bandwidth and additional network services.
- Replace the existing legacy copper backbone with armored fiber.

Site Conditions

- Install predominantly in areas with tile ceilings, utilizing overhead pathways.
- Ensure minimal disruption to occupied spaces.

Vendor Coordination

- Schedule and conduct site walk-throughs with the CPSB Network Department.
- Coordinate through the district representative to verify routing paths and final cable/enclosure locations.

Deliverables

- Complete end-to-end fiber terminations, labeling, and testing at each MDF/IDF.
- Provide "as-built" drawings and test reports upon project close-out.
- Include the deliverables checklist (see Section 10.1).

2.2 OVERVIEW OF CURRENT INFRASTRUCTURE

Currently, The Calcasieu Parish School Board's network spans all school sites via a robust fiber-optic backbone that interconnects the majority of MDF and IDF closets. However, a number of critical backbone spans—particularly those linking adjacent buildings and providing last-mile connectivity within campus footprints—still operate over copper cabling. These copper links, which carry aggregated traffic between key distribution points, are now nearing end-of-life and present capacity and reliability constraints. This project will therefore concentrate on replacing

and/or augmenting these copper backbone segments with high-performance cabling solutions, while maintaining seamless interoperability with the district's existing fiber infrastructure.

2.3 TECHNICAL REQUIREMENTS & SPECIFICATIONS FOR CAMPUS FIBER WIRING

All fiber-optic cabling, terminations, and associated hardware must comply with current industry standards and Calcasieu Parish School Board guidelines. The selected vendor is responsible for delivering a solution that meets or exceeds the following baseline criteria:

Technical Specifications:

2.3.1. Project Planning & Site Verification

- a) CPSB will supply school floor plans with preliminary fiber-run estimates.
- b) Vendor may schedule walk-through with the CPSB Technology Department via the designated E-Rate coordinator to confirm cable paths and enclosure locations if needed.
- c) **See Section 10.2** for a list of school sites, MDF/IDF locations and preliminary fiber-run distance estimates.
- d) Questions will be accepted through Thursday, September 25, 2025.

2.3.2. Installation Standards

- a) All installation, testing, and labeling must comply with the current TIA/EIA Telecommunications Building Wiring Standards.
- b) All work must be performed professionally, with full documentation provided upon completion.

2.3.3. Performance Certification

- a) Perform both Tier 1 continuity and Tone tests and Tier 2 OTDR testing.
- b) Submit detailed loss-budget reports and individual link-test certificates.
- c) Certify newly installed data connections to support speeds of 10Gbps

2.3.4. Cabling Requirements

- a) Vendors **MUST** install all new 6-strand multimode 50/125 OM3 armored fiber or better.
- b) Clearly label cable(s) with its rating and/or specification.
- c) Patch-cables **MUST** be factory-manufactured and provided by the vendor.

2.3.5. Mounting and Labeling

- a) Wall and rack mounts **MUST** be supplied when necessary.
- b) Wall and rack mounts **MUST** be labeled with corresponding connections/racks.

- c) Labeling of patch panels and Work Area Outlet (WAO) MUST be coordinated with the CPSB Technology Network Department.

2.3.6. Cable Management

- a) All horizontal cabling MUST be supported every 4–5 feet.
- b) Cabling is only to be exposed at MDF/IDF termination points.

2.3.7. Materials and Components

- a) Vendor is responsible for supplying all enclosures, patch panels, patch cables, fiber termination fittings/connectors, fiber optic cable, and/or any other supplies and materials required to complete the proposed project and comply with the standards set forth in this document (**network switching equipment is NOT** part of this request).
- b) The vendor shall repair or replace, at no additional cost to the district, any materials, components, or infrastructure damaged resulting from work performed by vendor.

2.3.8. Fire Safety Compliance

- a) All penetrations through walls or building structures must be properly sleeved and sealed using certified fire-stopping methods performed by qualified personnel.

2.3.9. System Certification

- a) Upon completion, the entire system must be tested and certified to ensure connectivity across all installed components.

2.3.10. Documentation

- a) A comprehensive schematic detailing all fiber optic enclosure locations and associated interconnecting racks must be submitted to the District for documentation and verification of project completion.

3 PROPOSAL SUBMISSION GUIDELINES

3.1 HOW TO SUBMIT A PROPOSAL

- 3.1.1 All proposals and related materials must be submitted to the CALCASIEU PARISH SCHOOL BOARD TECHNOLOGY DEPARTMENT in a sealed format via mail (UPS, FedEx) or hand delivered. Contact information and direct address are in the Contact Information section of this document. Electronic submissions are accepted in addition to the mandatory hard copy and **MUST** be in PDF format. All proposals must be received before the specified deadline. **Late submissions are automatically disqualified.**
- a) Responses shall be on 8-1/2" x 11" paper, and electronic copy must be in **PDF** format.
 - b) The proposal must include a cover sheet and a complete non-collusion form.
 - c) Proposals must include a Table of Contents, and any relevant forms or special addendums must be included and labeled as such in the proposal document. Vendors must present a well-organized proposal to address all specifications in the RFP. Maps and Diagrams **MUST** be labeled and easy to read and understand. All pages must contain header or footer information including company name and page numbers. All pricing requirements must appear in the last section of the proposal.
 - d) Vendors are required to prepare the proposal with the site information provided in this proposal and with the technical information specified. Any additional information relevant to the proposal is welcome as this may aid the committee during administrative review.
 - e) Vendors are required to complete the Deliverables Checklist located in Section 10.1 of this document. The checklist ensures that items requested are available during the administrative review process.

4 EVALUATION CRITERIA

Proposals will be evaluated based on several factors, including cost-effectiveness, technical capability, vendor experience, and adherence to project timelines. A detailed breakdown of the evaluation criteria is provided to ensure transparency and fairness. While cost will carry the most points, no commitment will be made to select a vendor's system(s) or solution(s) based on cost; the final selection will reflect a holistic view of factors listed in the provided matrix.

4.1 PROPOSAL SCORING MATRIX

NO.	FACTOR	POINTS
1.	Cost of eligible products and services	35
2.	Network Design and Technical Bid Details	30
3.	References and Experience with Vendor (Prior Experience may be considered)	25
4.	Quote completeness and thoroughness. including completed deliverable checklist (easy-to-read pricing forms, relevant diagrams, etc.)	10

4.2 ADMINISTRATIVE REVIEW

All proposals submitted by vendors will undergo an administrative review after the public bid opening. The purpose of the Administrative Review is to ensure that each proposal contains all information required by the stipulations set forth in this document and to ensure proposals adhere to the spirit of the request.

5 BUDGET AND FUNDING

Specific budget details are confidential. Vendors are encouraged to provide competitive and cost-effective solutions. Proposals should include detailed pricing models, and clearly state any assumptions made in the cost estimates.

6 TIMELINE

The project timeline outlines key milestones, including the proposal submission deadline, evaluation period, vendor selection, and project implementation phases. Vendors should align their proposed schedules with these milestones. **Late Submissions are automatically disqualified.**

6.1 PROPOSAL MILESTONES AND TIMELINE

DESCRIPTION	DATE/TIME	LOCATION/CONTACT
Release RFP	Wednesday, July 30, 2025	Advertisement, EPC Portal http://centralauction.com http://cpsb.org http://usac.org
Inquiry Opens	Wednesday, July 30, 2025	Dana.swift@cpsb.org
Inquiry Closes	Tuesday, Sept. 30, 2025, by Noon, CST	Dana.swift@cpsb.org
Electronic Proposal Due	Tuesday, Sept. 30, 2025, by Noon, CST	Dana.swift@cpsb.org Technology Training Center 1724 Kirkman St. Lake Charles, LA 70601
Sealed Proposal Due	Thursday, October 2, 2025, by Noon, CST	Dana Swift Technology Training Center 1724 Kirkman St. Lake Charles, LA 70601

7 LEGAL AND REGULATORY REQUIREMENTS

Vendors shall comply with all applicable federal and Louisiana regulations, including those governing K–12 education. Proposals must briefly outline the vendor’s approach to maintaining compliance throughout the entire project period.

7.1 UNIVERSAL SERVICE (E-RATE) REQUIREMENTS

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participate in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (USF) subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

7.1.1 Knowledge of Service Fund Subsidies

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (“E-rate”)

7.1.2 Universal Service Fund Registration

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).

7.1.3 Universal Service Fund Documentation

Vendor shall provide to District staff and/or the District’s E-rate consultant, within a commercially reasonable period of time, all information and documentation that Vendor has or can reasonably acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E- rate support.

7.1.4 Universal Service Fund Participation

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

7.1.5 Lowest Corresponding Price Rule

The Lowest Corresponding Price Rule (“LCP Rule”), 47 CFR § 54.511 (b), prohibits Vendor from ever charging the District more for E-rate eligible goods or services than it charges similarly situated non-residential customers for similar goods or services, unless it can prove that the LCP is not “compensatory.”

- a) The District is not obligated to request the LCP; it must receive it.
- b) If, at the time of delivery, the LCP is lower than the agreed-upon price, the Vendor must charge the LCP.
- c) Promotional rates that Vendor offers for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.
- d) There is a rebuttable presumption that rates offered within the previous three years are still compensatory.
- e) Vendor may not avoid the LCP Rule by arguing that none of its non-residential customers are identically situated to the District or that none of its contracts cover goods or services identical to those sought by the District.
- f) The FCC will permit Vendor to charge the District more than the LCP only when it can prove to the agency that the LCP is not “compensatory” – i.e., that it will face demonstrably and significantly higher costs to provide its goods and/or services to the District than it would to provide similar goods and/or services to similarly situated non-residential customers. Some factors that could affect the cost of service are volume, mileage from facility, and length of contract.

7.1.6 Invoicing Procedures

Vendor shall, upon request, invoice the District (a) only for the non-discounted amounts due on E-rate-approved transactions and simultaneously invoice USAC for the balance (Discounted Invoice Process) or (b) in full for eligible products and services [Reimbursement or “BEAR” Process].

- a) Date of invoice
- b) Date(s) of service
- c) Funding Request Number (“FRN”)
- d) Authorized signature on vendor invoice attesting to the accuracy and completeness of all charges
- e) Detailed description of services performed, and materials supplied matching District contract specifications, Form 470, and Form 471 descriptions of same

- f) Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- g) Invoice on Vendor letterhead or on a Vendor-generated form
- h) District Billed Entity Number
- i) District Federal Communications Commission Registration Number
- j) Proper E-rate discount percentage as set forth by the applicable FRN and USAC Funding Commitment Decision Letter ("FCDL")
- k) USF Discounted Invoicing and Reimbursement Processes

Vendor shall, upon request, invoice the District (a) only for the non-discounted amounts due on E-rate-approved transactions and simultaneously invoice USAC for the balance (Discounted Invoice Process) or (b) in full for eligible products and services [Reimbursement or "BEAR" Process].

7.1.7 Discounted Invoice Process

7.1.7.1 Invoicing

Within fourteen (14) days from the date that Vendor delivers to the District those E-rate approved materials or services, and when delivery of such services triggers a payment obligation under Vendor's contract with the District, Vendor must invoice the District for its share of the pre-discount cost of those materials or services. As per the State of Louisiana, no late fees, interest, or taxes are to be charged on invoicing.

7.1.7.2 Timely Filing

The vendor shall timely file invoices with USAC. Vendor understands and agrees that the District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.

7.1.7.3 Invoice Rejection

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District, for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

7.1.7.4 District Approval

The vendor shall submit to the District for review and approval every invoice for services provided or, under certain circumstances, will be provided to the District prior to its submission to USAC. The vendor must submit invoices in sufficient time to allow for timely filing with USAC.

7.1.8 Reimbursement Process

7.1.8.1 Service Provider Annual Certification

The vendor shall timely file all FCC Form 473 Service Provider Annual Certification, or any other forms necessary to ensure ability by District to commence BEAR process for any relevant funding year. The vendor shall be liable to District for any monies the District is unable to receive from the USF program due to failure by Vendor to timely file said form(s).

7.1.9 Delayed USF Funding Commitment

Vendor acknowledges that, due to circumstances beyond the District's control, the District may not receive an E-rate funding commitment by July 1st, the beginning of the E-rate funding year, for the services it intends to purchase from Vendor during that funding year.

7.1.9.1 Retroactive Invoicing

Upon E-rate funding approval, Vendor shall invoice USAC for the discounted amount owed by the District retroactive to July 1st of the funding year, or to whenever approved service to the District began, whichever date is later.

7.1.10 Universal Service Fund Audit and Document Retention Requirement

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda, and other data in any form whatsoever, relating to Vendor's services to the District. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by the District.

The vendor shall include in all subcontractor agreements for services provisions requiring subcontractors to comply with the same document retention policy and allowing the District the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor shall create, implement, and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- a) Separating ineligible project management and other professional services costs, if any, from other charges.
- b) Where labor is involved, maintaining detailed, signed individual timesheets.
- c) Ensuring that ineligible charges are not submitted to USAC.
- d) Invoicing to USAC that is consistent with the contract and the District Forms 470 and 471.
- e) Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization.
- f) Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District.
- g) Where applicable, non-recurring services should be provided prior to September 30th and recurring services provided prior to June 30th of the relevant E-rate funding year.
- h) Supporting documentation sufficient to evidence that what was approved by the FCDL and provided to the District, was actually provided to the District and when provided.
- i) If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed.
- j) If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in Form 471.
- k) Documenting that E-rate funded services were provided within the allowable contract period and program year.
- l) Charging proper FRN(s).
- m) Ensuring that invoices and USAC forms are submitted to the District in a timely manner.
- n) Ensuring that USAC forms are filled out completely, accurately and filed in a timely manner.
- o) Maintaining a fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format.

7.1.11 Contract Term Modification

The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission (“FCC”) and/or the Universal Service Administrative Company (“USAC”). This flexibility ensures compliance with federal funding cycles and maximizes the potential for funding support. Any changes to the contract period will be communicated promptly and will adhere to all regulatory requirements established by the FCC and USAC. This clause provides the District with the necessary leeway to adapt the contract terms to align with changes in the E-rate program timelines.

8 FINAL AGREEMENT CONDITIONS

Vendors shall adhere to specific terms and conditions, including contractual obligations, payment terms, and service level agreements, which are to be negotiated in the final contract to ensure alignment with CPSB objectives and legal requirements.

Furthermore, the vendor must maintain compliance with all relevant federal, state, and local laws and regulations throughout the duration of the contract. This includes adhering to data privacy and security standards, environmental regulations, and labor laws. The vendor is also expected to provide regular reports and updates to CPSB, detailing their progress and any issues encountered.

Additionally, the vendor should implement robust quality control measures to ensure the highest standards of service delivery. Any deviations from agreed terms or performance metrics should be promptly communicated to CPSB, along with a detailed action plan to address and rectify the issues. This level of transparency and accountability is crucial for maintaining a strong and effective partnership.

9 CONTACT INFORMATION

For any inquiries or further information required during the proposal preparation phase, vendors should contact CPSB E-RATE Coordinator, the primary point of communication for all RFP-related queries. All vendor questions received will be posted with CPSB's response and/or clarification for all participating vendors to view on the CPSB RFP website, <https://rfp.cpsb.org/2025>. **Inquiries must be directed through CPSB's provided point of contact.**

Dana Swift, E-RATE Coordinator
Dana.swift@cpsb.org
Technology Training Center
Mailing Address:
1724 Kirkman St.
Lake Charles, LA 70601
337.217.4100 ext. 1002

Digital PDF proposals must be emailed to dana.swift@cpsb.org, by **Tuesday, September 30, 2025, Noon, CST.**

Sealed proposals must be hand delivered or sent certified mailed by **Thursday, October 2, 2025, Noon, CST, to:**

CALCASIEU PARISH SCHOOL BOARD
E-RATE Yr. 29 (26-27) RFP 329-FIBER OPTIC WIRING
ATTENTION: DANA SWIFT
1724 KIRKMAN ST.
LAKE CHARLES, LA 70601

**All proposals must conform to the requirements in Section 3.1*

**Completed checklist from Section 10.1 should be included*

Digital Proposals Due: Tuesday, September 30, 2025, by Noon, CST

10 ATTACHMENTS AND APPENDICES

This section includes additional documents and information to assist vendors in preparing their proposals, such as technical specifications, and a glossary of terms (see Section 1.2) relevant to the RFP. The Pricing Forms, Guides and Charts section should be used as a reference to provide information to CPSB about the services requested. Vendors are encouraged to provide any additional information relevant to the project or information needed for CPSB to make an informed choice as to the best option or proposal.

10.1 DELIVERABLES PRICING INFORMATION

The vendor should complete the table in the format shown below indicating the site and price information. Vendor should also include a **grand total** for the entire cost for all sites with all items included.

School Name	Description of Equipment (Cabling, Racks, Etc.)	Unit Price	Qty	Total Price
		Grand Total		

10.2 DELIVERABLES CHECKLIST

10.1 Deliverables Checklist	
Included	Requested Proposal Information Checklist
	Solution Diagram: Detailed diagram(s) illustrating the proposed solution(s).
	Project Plan: Timeline for implementation and key milestones.
	Site Coverage: Confirmation that the proposal includes all the relevant sites.
	Equipment: Proposal includes description of required equipment/cabling.
	Vendor Qualifications: Company background and experience. References from similar projects.
	Evaluation Criteria: Proposal includes an explanation of how the proposal meets the evaluation criteria outlined in the RFP.
	Submission Requirements: Format: Digital and/or hard copy as specified. Deadline: Submission date and time. Contact Information: Point of contact for questions and clarifications.
	Pricing Forms, Guides and Tables: Proposal includes easy-to-read pricing forms (Section 10.1), relevant diagrams, and information directly tied to the RFP requirements. Submission is free of extraneous or irrelevant details.
	Deliverables Checklist: Include this checklist with the proposal.

10.3 CPSB CAMPUS SITES – FIBER WIRING REQUEST

The distances shown in this section are preliminary estimates based on available floor plans and site layouts. Actual measurements may vary and will be confirmed during the mandatory walk-throughs. Any adjustments to the final run lengths must be documented and approved through the CPSB Technology Department before installation.

Figure 10.2

Site Name	Fiber Run Details		Approximate Fiber Distance (Feet)
	Rack Location A	Rack Location B	
Barbe High	Building A Between Rooms 106 & 108 1st Floor	Library Rack on 2nd Floor above commons area	250
	Building C Room 102 1st Floor	Building C Room 207	250
	Building C Room 205 2nd Floor	Building M Room 101	300
	Building C Room 205 2nd Floor	Building C Room 207	200
	Concession Stand Boys Gym	Building C Room 207	300
	Temp Building Northwest	Building M Room 101	300
	Building P Room 208 2nd Floor	Building M Room 101	300
Bell City K12	Ag Barn	Front Office	700
	Room 404	Front Office	400
	Room J330 POD 2nd Floor	POD 2nd Floor Near Room 331	177
	Room 219	Front Office	600
DeQuincy High	DQH Maintenance Area Auto Class	DQH Maintenance Office	350
Dolby Elementary	CAI Lab Room 9	Front Office	130
FK White Middle	Room 120	Library Rack	250
Frasch Elementary	Lab Room 118	Front Office	110
	Lounge Room 131	Front Office	175
Gillis Elementary	POD 10 Computer Lab Room 104	POD 10 Room 108	180
	POD 10 Room 108	MDF Old Library	350
Henry Heights Elementary	Room 5	Front Office	200
JI Watson Elementary	South Campus Room 103	South Campus Library	550
	North Campus Room 23	North Campus Main Rack Near Office	375
LeBlanc Middle	Library	Front Office	180
	Room 109	Front Office	290
LaGrange High	Room 218 Main Building 2nd Floor	Main Office Rack 2 on North Side of Foyer	600
	Room 204 Main Building 2nd Floor	Main Office Rack 2 on North Side of Foyer	200
Molo Middle	Room 5002	Room 5012	180
Moss Bluff Middle	Gym Building Room 4128	Gym Building Room 3101	260
Nelson Elementary	CAI Lab Room 1	Book Room Near Office	200
Prien Lake Elementary	Phase 11 POD 2nd Floor Near Room 75	Phase 11 POD 1st Floor Near Room 83	100
SJ Welsh Middle	Art Room	File Room	375
	Room 101C	File Room	340
	Film Room	Library	150
Sam Houston High	SHH RtwRm 208	SHH New Library 1st Flr	170
	SHH Pod A	SHH New Library 1st Flr	400
	SSH Pod C	SHH New Library 1st Flr	250
	SSH Pod D	SHH New Library 1st Flr	100
Sulphur High Main Campus	Building 1 Room 1104 1st Floor	Front Office	215
	Building 1 Room 1210 2nd Floor	Front Office	95
	Building 2 1st Floor Janitor Room	Building 4 1st Floor Fire Alarm Closet Near Library	375
	Building 3 1st Floor Elevator Closet Near Room 3101	Building 4 1st Floor Fire Alarm Closet Near Library	250
	Building 3 1st Floor Room 3112	Building 4 1st Floor Fire Alarm Closet Near Library	300
	Building 3 2nd Floor Room 3211	Front Office	315
	Building 4 1st Floor Room 4102	Building 4 1st Floor Fire Alarm Closet Near Library	375
	Building 4 2nd Floor Room 4210	Building 4 1st Floor Fire Alarm Closet Near Library	375
	Building 5 1st Floor Room 5107	Building 4 1st Floor Fire Alarm Closet Near Library	532
	Building 5 1st Floor Room 5117	Building 5 1st Floor Room 5107	200
Vinton High	Lab Rack near room 103	Main Rack Across From Office	210
Washington-Marion High	Room 143	Room 121	300
	Room 145	Room 121	300
Westlake High	Room 205	Main Rack Near Library	200
	Room 214	Main Rack Near Library	350
	TNI Virtual Classroom	Main Rack Near Library	475
Total Approximate Fiber(Feet)			15,339