ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA

REQUEST FOR PROPOSALS ON
WIDE AREA NETWORK, 2025 – 2026

1. The St. Tammany Parish School Board (STPSB) will receive written proposals until 3:00 PM on Thursday, October 9, 2025. All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the **outside: "RFP #206 –WIDE AREA NETWORK 2025-2026 – OCTOBER 9, 2025".** All proposals arriving after the above date and hour will not be considered.

2. Proposals may also be submitted electronically at www.centralbidding.com.

3. You may find related proposal materials including detailed specifications necessary to complete you Request for Proposal at www.centralbidding.com and/or www.stpsb.org.

4. Vendors submitting proposals via mail or delivery must include an original proposal, six (6) copies and an electronic copy (i.e. flash drive, USB drive, CD, etc.). Vendors must also include all fully executed, **original** attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 20) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.**

5. Proposals submitted electronically via www.centralbidding.com, must provide all fully executed attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 20) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without all of the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully**

executed Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), upon award.

6. Contractors must be properly licensed by the Louisiana State Board for Contractors, Fire Marshall and any other licensing authority for each scope of work performed. If the total of your proposal is $50,000 or more, and requires a license, you must show the appropriate license number(s) on the **outer most packaging** of your proposal and submit a copy of the required license with vendor's proposal. **If a license is required, contractor must provide proof.**

7. A Performance Bond in the amount of fifty percent (50%) of the total amount of the order will be required from the successful vendor.

8. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations. In the event St. Tammany Parish School Board has a question during the evaluation process, a Committee Member will reach out.

9. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insure, and:
    a. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
    b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
    c. Workers' Compensation – State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

10. It is the intent of the specifications to invite proposals on high quality merchandise. Mentioning a brand, manufacturer and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

11. Sales tax IS NOT to be included in your proposal price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

12. In accordance with Revised Statue 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

13. Questions concerning the RFP submittal may be directed at the Purchasing Department at purchasing@stpsb.org. or via telephone at (985) 898-3224.

FRANK J. JABBIA
Superintendent

St. Tammany Parish Public Schools

Request for Proposal (RFP)

RFP #206 WIDE AREA NETWORK
2025-2026

1.1 St. Tammany Parish Public School System Introduction and Profile

The St. Tammany Parish Public School System current enrollment is approximately 37,000 students. The School System consists of 76 schools and offices.

The St. Tammany Parish Public School Board (STPSB) is requesting proposals from vendors to design and implement a network backbone for connecting all schools and office locations to the Information Technology Department. Our objective is to review, purchase, and have a solution installed. The solution must start operating on July 1, 2026. This proposal is to replace an existing WAN service infrastructure currently in use. Although this request references the existing design, the project welcomes alternative methodologies that provide an equal or better performance outcome. The solution must be scalable with statistical reporting. The St. Tammany Parish School System is requesting a proposal for connections at or above 10GB with the option for higher data rates.

The St. Tammany Parish School Board (STPSB) is interested in the total scope of services offered by the vendors who have a focus on providing secure wide area network solutions. STPSB is seeking a complete system from installation of wiring to configuration of any and all system components. STPSB is seeking a vendor that has broad and demonstrated experience in wide area network infrastructure in school systems similar to STPSB.

STPSB invites you to submit a response for such solutions that satisfy the specifications in this request. An Erate application will be involved in this purchase, and the solution must start operation on July 1. 2026.

STPSB already has a parish-wide wide area network (WAN) in place. The network consists of Cisco switches connecting all locations across the parish. The current WAN consists of 54 10 GB circuits from the schools and parish offices to AT&T's central offices in Covington, Mandeville, and Slidell, Louisiana and 10 GB circuits from AT&T's central offices to the Information Technology Department at 215 West 17th Avenue, Covington LA. STPSB uses (802.1Q) VLAN tagging on the circuits to separate school LANs at the I.T. Department router. STPSB also streams over 2,400 security cameras to multiple archiving servers using IP multicasting.

1.2 Instructions to Vendors

It is requested vendors keep their responses concise and to the point while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

Proposals mailed or delivered to the St. Tammany Parish School Board must be received and stamped at the address below by 3:00pm on Thursday October 9, 2025. Any proposals submitted after that time will be disqualified and returned unopened. <u>All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled</u> **<u>on the outside</u>**: RFP #206 Wide Area Network 2025-2026. Packets must include an original, six (6) copies, and an electronic copy (i.e., flash drive, USB drive, CD, etc.).

Proposals delivered to:

St. Tammany Parish School Board
Attn: Purchasing Department
RFP #206 Wide Area Network 2025-2026
321 N. Theard Street
Covington, LA 70433

Vendors submitting proposals via mail or delivery must include completed, fully executed originals of the all attachments. The attachments associated with this RFP are the enclosed Proposal Information Form (page 20), Contract Provisions for Procurement Contracts (in the event Federal Funds are used to make any purchase from this RFP) (ATTACHMENT A), STPSB Contract Addendum (ATTACHMENT B), the Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C), the attached Certification Regarding Lobbying (ATTACHMENT D), the Debarment and Suspension Certification Form (ATTACHMENT E), Non-Collusion Statement (ATTACHMENT F), and Firearm Discriminatory Act 581 (SB 234) Disclosure (ATTACHMENT G). **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.**

Proposals may also be submitted electronically at www.centralbidding.com, no later than 3:00pm on Thursday October 9, 2025. Vendors submitting proposals electronically via www.centralbidding.com must include all attachments completed and fully executed. The attachments associated with this RFP are the enclosed Proposal Information Form (page 20), Contract Provisions for Procurement Contracts (in the event Federal Funds are used to make any purchases from this RFP) (ATTACHMENT A), STPSB Contract Addendum (ATTACHMENT B), the Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C), the attached Certification Regarding Lobbying (ATTACHMENT D), the Debarment and Suspension Certification Form (ATTACHMENT E), Non-Collusion Statement (ATTACHMENT F), and Firearm Discriminatory Act 581 (SB 234) Disclosure (ATTACHMENT G**). Proposals submitted without the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully executed Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C), upon award.**

Questions regarding the RFP will be accepted via email to questions@stpsb.org until 4:00pm on Thursday September 25, 2025. For questions concerning RFP submittal, email the Purchasing Department at purchasing@stpsb.org. EMAIL SUBJECT LINE SHOULD READ **RFP #206 Wide Area Network 2025-2026.**

As part of the RFP response, there is a MANDATORY site survey on September 8, 2025. The site survey will begin at 7:30am each morning at the Information Technology Building located at 215 W. 17th Ave. Covington, LA 70433 and end each afternoon at 3:30pm, pending traffic

and school access. Vendors are required to visit each site in the site survey. The site survey will take 4 consecutive days to complete. Vendors are required to supply their own transportation.

1.3 General Requirements

The STPSB does not claim to have included every possible and necessary piece of equipment or software. The vendors are obligated to inform the STPSB of, and include in their response, any components that may not be requested but are necessary for a successful complete solution.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. The STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until the signing of the final contract.

All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Indemnification and Institution Requirements: The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and/or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and executed contract and/or purchase order(s), STPSB Contract Addendum (ATTACHMENT B), and the vendor's response to this request for proposal.

Contract Assignment: In no circumstance may any portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved, all responsibilities rest with the primary vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

Vendor Expense: The STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews, presentations, supplemental information provided, submitted, or given to the STPSB or its representatives. Furthermore, the STPSB reserves the right to cancel work described herein prior to issuance and acceptance of any contractual agreement or purchase order by the recommended vendor even if the STPSB has formally accepted a recommendation.

Facilities: The vendor shall protect all buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and all landscaping on School Board property from damage. In the event of damaged property resulting from work on this project, vendor shall be repaired or replaced at the vendor's expense. Labor shall be included in all restoration of buildings or grounds broken up during the installation of this project.

Upon completion of each work day, the vendor must remove all tools, equipment, rubbish, and debris from the premises. Also, leave the premises clean and neat. The vendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, La R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under La R.S. 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents CONFIDENTIAL prior to submission to the STPSB. Proposer shall clearly and boldly note the specific page numbers on a cover sheet, in bold type, and clearly mark each page which is considered restricted in accordance with Louisiana law. Proposers self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel, that will be on a campus, shall submit to a background check. In accordance with Louisiana R.S. 42.1267, all vendor personnel shall show proof of Cyber Security training to access any of our assets. If vendor will have access to onsite network resources, they must complete the Cyber Security training prior to the start of the project and annually thereafter for the duration of the project.

Upon completion of each work day, the vendor must remove all tools, equipment, rubbish, and debris from the premises. Also, leave the premises clean and neat. Thevendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

All work must adhere to all applicable city, parish, state, and federal codes. These include, but are not limited, to building and fire codes.

1.4 Insurance Requirements

Insurance coverage specified below shall be furnished with the following minimum limits:

A. Workers' Compensation

Applicable State	Statutory
RequirementsEmployer's Liability	$1,000,000.00

B. Comprehensive General Liability

$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability, and broad form CGL endorsement. If exposure warrants, underground,explosion, and collapse are to be included.

C. Automobile Liability

Bodily Injury - Each Person	$1,000,000.00
Bodily Injury - Each Occurrence	$1,000,000.00
Property Damage - Each Occurrence	$1,000,000.00

Coverage shall be written to include all owned, non-owned and hired vehicles.

Additional Requirements:
Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favorof the St. Tammany Parish School Board.

1.5 Proposal Format

In order to facilitate the analysis of responses to this request vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a proposal in a sealed, properly labeled package. Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of STPSB.

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Provide your proposal utilizing the same format and order of major headings as defined within this scope.

Section 1 - Executive Summary
Provide a brief narrative summarizing your company's ability to meet the requirements of this RFP. Please note, the executive summary should include contact information with a valid e-mail address and telephone number.

Section 2 - Company Profile
Describe your company including but not limited to, years in business, general markets serviced, and any distinction of your company relating to the school computing marketplace. Provide evidence that the vendor is a corporation; is in good standing and qualified to conduct business in

Louisiana. Please include copies of business licenses and other credentials with relevance to this request. Any material (including letters of support or endorsements from clients) indicative of the vendor's capabilities are also encouraged.

Section 3 – References

Include three (3) references of clients similar to St. Tammany Parish School System who are using the wide area network solution that you are proposing. School district(s) in Louisiana are of particular interest. Please provide the name, address, telephone number, contact name and contact title.

Section 4 - Product Information

Provide any product information for the proposed Wide Area Network Solution. STPSB will require the vendor to design and implement a Wide Area Network (WAN). STPSB is looking for an ethernet network infrastructure. The new WAN must scale at or above 10GB. If available, please include data rates. STPSB will choose any of these possible data rates for each remote location.

1. The vendor must provide a solution that offers the selected bandwidth on all segments of the network.
2. The design must include a disaster recovery feature that allows network connectivity to be maintained or quickly recovered by the schools if the Information Technology building were to be destroyed.
3. The vendor must specify whether a circuit speed is fixed or burstable. STPSB prefers fixed rates.
4. The vendor must list all Service Level Agreements that guarantee the bandwidth on each segment.
5. The vendor must describe their disaster recovery plan and list the services and policies available during catastrophic events such as a hurricane.
6. The vendor must provide guaranteed response times for trouble resolution.
7. The solution must support tagged (802.1Q) frames and VoIP.
8. The solution must support IP multicasting for video streaming.
9. The solution must provide for real-time customer monitoring.
10. STPSB prefers a single-mode fiber for termination of the vendor network (demarcation point).
11. The solution must list all required rack space and electrical requirements for the vendor owned devices.
12. The STPSB currently has in place a Cisco 4500X or a Cisco 9500X layer 3 switch as the first device after the demarcation point. This device cannot be duplicated by the vendor's edge access device.
13. The preferred network medium between sites is fiber; all other mediums must be identified by segment and length.
14. The vendor's backbone should be carrier grade equipment.
15. STPSB is interested in a network that can withstand a single conduit failure. Describe any redundance in the carrier lines supporting the proposed network.
16. If the vendor intends to MUX data to the IT Department then the vendor must propose an appropriate bandwidth for the Wide Area Network to the Information Technology Department and describe how it was calculated.

Section 5 - Proposal Designs and Assessments
Submit the overall design/maps including installation schedule and descriptions of any equipment to be installed. When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Include timelines and project management. STPSB does not have a proposed timeline for the complete installation for all schools and admin facilities, but it is expected that the solution will start operations on July 1, 2026.

Section 6 - Security/Monitoring
Describe security features that are included with the proposed design. Include the monitoring capabilities and design, as well as plan for recovery from failure.

Section 7 - Technology
Describe the "end of life" schedule for the products you are purposing. What are the optimal and minimal network requirements? How are updates handled for the devices and software you are proposing? How would updates be handled through end of contract?

Section 8 – On-going Support Services
Describe the warranty, support, training, and possibly maintenance schedule depending on RFP. Describe the services and support available after completion of the initial implementation. Include training of staff and telephone support (hours available, normal response time after initial call, support communication capabilities [telephone, email, Internet] and remote diagnostic capabilities). Describe any quality assurance programs you have in place and how product maintenance and enhancements are addressed. Describe the documentation you will supply and include samples.

Section 9 – Implementation and Training
Please describe your implementation methodology, client/vendor roles and responsibilities of the implementation and necessary client resources for a successful implementation. Describe your proposed training program to properly train our IT support staff. Include a proposed timeline. Each vendor must outline their specific plan to accomplish the proposed timeline.

Section 10 - Terms and Conditions
Please provide a copy of your standard agreement or contract, warranty information, and any exceptions to the request in MS Word format. All firms submitting proposals must submit the most competitive proposal possible. The RFP and response will be part of the contract.

Section 11 - Cost Quotation
This RFP is a request for hardware, software, and cabling installation on the solution. Three- and five-year additional renewals may be supplied. STPSB seeks a single vendor that can provide all of the necessary resources to deliver a complete and successful solution. The vendor must supply costs and details to complete all schools and offices as a single project.

The St. Tammany Parish Public School System locations are dynamic, with new or obsolete physical location changes. STPPS may elect to contract for all or part of services listed by the vendor. As such St. Tammany reserves the right to add or delete school or office locations without penalty. Please include cost to add additional sites as needed.

Please use the table included in this RFP to price listed items. The table below also represents the mandatory walkthrough sites. All pricing must be E-Rate Compliant – price structure should take full advantage of E-Rate eligibility rules and requirements. Attach a schedule verifying compliance including SPIN number and explanation of services with funding category. Vendor should be familiar with E-Rate process and not require STPSB to do any additional paperwork to meet E-Rate compliance or to receive discounted invoices. Please provide a complete cost summary along with the breakdown pricing to include cost per location, maintenance, support, and any additional costs.

The costs should be listed in summary format but with sufficient detail. List separate cost quotations for additional three- and five-year renewals. Cost must include complete solution. Please provide a copy of your standard agreement and guarantee information. Vendors that do not attend the complete site survey will not be considered.

FEATURE				
Price Per Bandwidth Selected – Minimum 10GB (List bandwidths here)	**Total Cost For 3 Years**	**Total Cost For 5 Years**	**3 Year Renewal After Initial Term**	**5 Year Renewal After Initial Term**

All firms submitting proposals are encouraged to submit the most competitive proposal possible.

Please expand table if needed

- If the vendor intends to quote prices per location, please itemize pricing in the table below. Duplicate the table for each bandwidth quoted.

PHYSICAL ADDRESSES OF REMOTE LOCATIONS	Bandwidth Minimum 10GB	Price for 3 years	Price for 5 Years	Optional additional 3 and 5 years
St. Tammany Parish School Board Data Center 215 W. 17th AVE. Covington, LA 70433				
Abita Springs Elementary (10) P.O. Box 427; 22410 Level St. Abita Springs, LA 70420				
Abita Springs Middle (01) P.O. Box 217; 72079 Maple St. Abita Springs, LA 70420				
Abney Elementary (02) 825 Kostmayer Avenue Slidell, LA 70458				
Alton Elementary (03)				

P. O. Box 748; 38276 5th Avenue Slidell, LA 70459				
Bayou Lacombe Middle (04) P.O. Box 787; 27527 St. Joseph Lacombe, LA 70445				
Bonne Ecole Elementary (05) 900 Rue Verand Slidell, LA 70458				
Boyet Junior High (06) 59295 Rebel Drive Slidell, LA 70461				
Brock Elementary (07) 259 Brakefield Slidell, LA 70458				
Carolyn Park Middle (09) 35708 Liberty Drive Slidell, LA 70460				
Chahta-Ima Elementary (11) P. O. Box 806; 27488 Pichon Road Lacombe, LA 70445				
Clearwood Junior High (08) 130 Clearwood Drive Slidell, LA 70458				
Covington High (13) 73030 Lion Drive Covington, LA 70433				
Creekside Junior High (55) 65434 Hwy 41 Pearl River, LA 70452				
Fifth Ward Junior High (16) 81419 Highway 21 Bush, LA 70431				
Florida Avenue Elementary (17) 342 Florida Avenue Slidell, LA 70458				
Folsom Elementary (18) 82144 Hwy. 25 Folsom, LA 70437				
Folsom Junior High (19) 83055 Hay Hollow Rd. Folsom, LA 70437				
Fontainebleau High (46) 100 Bulldog Drive Mandeville, LA 70471				
Honey Island Elementary (47) 500 S. Military Road Slidell, LA 70461				
Lake Harbor Middle (54) 1700 Viola Street Mandeville, LA 70448				
Lakeshore High (110) 26301 Hwy 1088 Mandeville, LA 70448				
Lancaster Elementary (118)				

133 Pine Creek Dr. Madisonville, LA 70447				
Lee Road Junior High (21) 79131 Highway 40; Lee Road Covington, LA 70435				
Little Pearl Elementary (111) 63829 Hwy 11 Pearl River, LA 70452				
Lyon Elementary (22) 1615 N. Florida Covington, LA 70433				
Madisonville Elementary (23) 113 C. S. Owens Road Madisonville, LA 70447				
Madisonville Junior High (24) P. O. Box 850; 106 Cedar Street Madisonville, LA 70447				
Mandeville Elementary (25) 519 Messena Mandeville, LA 70448				
Mandeville High (26) #1 Skipper Drive Mandeville, LA 70471				
Mandeville Junior High (27) 639 Carondelet Mandeville, LA 70448				
Mandeville Middle (45) 2525 Soult Street Mandeville, LA 70448				
Mayfield Elementary (116) 31820 Hwy 190 W. Slidell, LA 70460				
Monteleone Junior High (56) 63000 Blue Marlin Dr. Mandeville, LA 70448				
Northshore High (30) 100 Panther Drive Slidell, LA 70461				
Operation Jumpstart (53) 23515 Hwy. 190, Bldg. C-1 Mandeville, LA 70448				
Pearl River High (29) 39110 Rebel Lane Pearl River, LA 70452				
Pine View Middle (32) 1200 W. 27th Ave. Covington, LA 70433				
Riverside Elementary (48) 38480 Sullivan Drive Pearl River, LA 70452				
St. Tammany Junior High (33) 701 Cleveland Slidell, LA 70458				
Salmen High (34) 4040 Berkley				

Slidell, LA 70458				
Sixth Ward Elementary (35) 72360 Highway 41 Pearl River, LA 70452				
Slidell High (36) #1 Tiger Drive Slidell, LA 70458				
Slidell Junior High (37) 333 Pennsylvania Avenue Slidell, LA 70458				
Tchefuncte Middle (42) 1530 W. Causeway Approach Mandeville, LA 70471				
Whispering Forest Elementary (49) 300 Spiehler Road Slidell, LA 70458				
Woodlake Elementary (28) 1620 Livingston Mandeville, LA 70448				
Educational Center (86) 71460 Edna Street Covington, LA 70433				
Harrison Curriculum Center (87) 706 W. 28th Avenue Covington, LA 70433				
Pearl River Jr. High (31) 39395 Pine St., Pearl River, LA 70452				
Slidell Support Facility (88) 100 Stone Rd. Slidell, LA 70458				
Slidell Warehouse (85) 38086 Coast Dr. Slidell, LA 70458				
Transportation Center (114) 68391 James St. Mandeville, LA 70471				
Transportation Depot (117) 38123 Hwy. Dept. Rd. Pearl River, LA 70452				
Treen Technology Center (52) 2024 Livingston Street Mandeville, LA 70448				

1.6 Evaluation Criteria

EVALUATION CRITERIA	POINTS
Technical Merit of WAN Design	15
Availability and Quality of Resources	10
E-Rate Expertise	10
Comprehensiveness of Proposal	10
Support	10
Vendor Information and References	10
Cost Structure	35
Total	100

Please find our General Network Performance Specs below for reference

General Network Performance Specs

Revised 8/29/2025

This document is used by the St. Tammany Parish School Board as a general network specification guide. Network equipment is always housed in a secure, climate controlled environment such as a closet or cabinet in an air-conditioned room. The main distribution frames (MDF) are typically stored in a network rack in the school's office area. The intermediate distribution frames (IDF) are usually stored in a room with a cabinet in each wing at the school. The two types of cable media used are CAT 6 UTP (or higher) and fiber optics. This is a comprehensive document and any changes or questions should be directed to Louis Boullion, Senior Supervisor Information Technology. This document is intended to provide information on our current data, wireless and camera configurations.

TYPICAL SCHOOL LAYOUT

Every school has a data, wireless, camera, voice, access control, and HVAC network. The MDF closet should be a minimum of 8' x 10' in size. There also must be a minimum of one IDF per (10) classrooms or offices at each school. These IDFs should be purposefully located to economize cable length / runs between IDF and classrooms. During new construction or renovations supplementary CAT6 UTP (or higher) lines must be run for added cameras, wireless access points, and access control.

Offices and Classrooms

Each office or classroom should have a female CAT 6 UTP (or higher) standard eight point eight contact (8P8C) quad outlet on each wall and one in the ceiling for the wireless access points. In

the case where an 8P8C outlet cannot be placed on a wall due to an obstruction, it should be placed on the adjacent wall no more than 5 feet away. There should always be at least one AC quad outlet within 3 feet of any 8P8C quad outlet. One AC duplex outlet and one CAT 6 UTP (or higher) is necessary in the center of the wall designated for the whiteboard for a mounted classroom projector or interactive panel.
Vendors should keep in mind that various types of electronic equipment are used in classrooms and throughout the schools. A 2-inch conduit will be required in each classroom where a whiteboard/interactive panel installation will occur. This conduit will be stubbed in the ceiling above the center of the area designated for the whiteboard/interactive panel installation, terminating at a double gang box on the wall at the designated teacher's station to facilitate the necessary connections.

MDF - MAIN DISTRIBUTION FRAME

Typically the MDF closet is located in the office area of the school and is shared with telephone equipment. Access to this room/closet must be from the interior of the building. IDF room locations must be wired to the MDF using CAT6A UTP if less than 300' or single mode fiber optic cable if greater than 300'. Each one of the IDF's are wired back to the MDF closet as it houses the switches, servers, and other equipment. Air conditioning is required in the MDF closet. A temperature of 69.8 degrees is recommended and that the A/C unit is separate from the building's A/C system (Novar, Automated Controls). No power transformers, water pipes, sinks or sprinkler systems can be housed in any MDF location. There should also be at least one 30amp 125V twist lock receptacle, two dedicated quad receptacles, and the AC outlet must be non-switched. A backboard with a #6 ground wire installed and available is required at all MDF locations. Backboards should be ¾", void free plywood that is fire rated, and attached to framing studs, with a minimum available space of 4' x 8'.

St. Tammany currently uses Dell 4210 full size 42U rolling cabinet/rack enclosures that can hold up to 2000 pounds of industry standard 19" wide rack mountable servers and peripherals. The cabinet/rack is accessible from all sides with removable sides and outward opening doors front and back. Cabinet includes vertical cable management. The cabinet measures Height 79", Width 24", Depth 40", and weighs 307 pounds. (The Dell 4210 has been replaced by the Dell Netshelter SX 42U Rack.)

The door to the wiring closet should be 3' wide, when opened the door should swing out. The door must be able to be locked from the outside, and be able to be opened from the inside.

IDF - INTERMEDIATE DISTRIBUTION FRAME

Presently St. Tammany uses Chatsworth model 15320724 wall mounted racks, that can hold 350 pounds of industry standard 19" wide, 24" deep, rack mountable switches and peripherals, not to be mounted more than 8' from the floor. IDF locations require a backboard that should be ¾", void free plywood and fire rated with a minimum size of 4' x 4' free for network equipment and mounted to the framing studs. IDF room locations must be wired to the MDF using CAT6A UTP if less than 300' or single mode fiber optic cable if greater than 300'. The IDF's should be mounted purposely to economize the use of cable. Air conditioning is required be

present in the IDF closet. A temperature of 69.8 degrees is recommended and that the A/C unit is separate from the building's A/C system (Novar, Automated Controls). Also, no water pipes, sinks or sprinkler system can be housed at any IDF location. There should be two dedicated quad receptacles, and the AC outlet must be non-switched.

CABLE MEDIA

GENERAL

- Minimum cable guarantee will be five years for parts and labor.
- All state and local codes and guidelines must be followed depending on the particular type of installation.
- All specifications must be met to ensure that the guarantee provided by the cable or connector manufacture is insured.
- Understand that this is a comprehensive list of specifications.
- All fiber installations must have at least a three year warranty and meet manufacturer's requirements for that warranty.

TESTING

- All testing of communications wiring shall be done during the time of installation. Electronic copies of test results must be provided upon substantial completion of the job.
- Category 6 and 6a UTP cable, both horizontal and backbone shall be tested in accordance with TSB 67. A basic link test shall be run, which includes all level two testing.
- Single mode fiber optic cable link segments shall be tested in one direction at 1310 nanometers and optionally at 1550 nanometer.

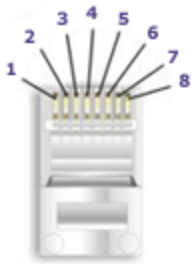
COPPER

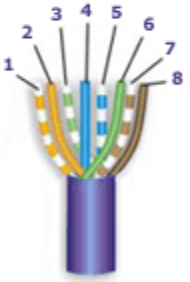
All copper cable must be 4 pair UTP rated as Category 6 or better, both ends must be terminated using the TIA/EIA-568-B.1-2000 cabling standard. In general, our data cables have a color code of green for cameras, yellow for wireless access points, orange or white for voice, black for access control, and blue or gray for network data cables for IDF to IDF or IDF to MDF connections. Copper must be terminated at a MDF/IDF backboard with a CAT6 or better rated patch panel using the TIA/EIA-568-B.1-2000 straight through cabling standard to a female CAT6 rated connector enclosed in the appropriate faceplate. A 1-meter patch cable must be supplied for each wired patch panel port. The use of plenum cable should be determined by building codes.

As to ensure the safety of our children, all cables that are exposed must be enclosed in conduit or installed within a wall. Where conduit is exposed on walls and terminated to an outlet, the conduit and outlet must be securely attached to one another. Conduit is required between buildings and for exterior cabling.
CAT6 lines enclosed in ceilings do not need conduit but must be run in cable trays or J-Hooks through the buildings structure. Conduit must be used to make the transition from

attic/ceiling to MDF/IDF backboard. All POE cables, (Wireless, Camera, and Access Control) must be run and supported in a separate cable tray or J-Hook.
Category 6 specifications do not allow data cables to be run parallel to power cables, nor enclosed in or strapped to the same metal conduit.
All cable runs must be labeled on both ends and copper cables must not exceed 300'.

568-B Wiring





Pair #	Wire	Pin #
1-White/Blue	White/Blue	5
	Blue/White	4
2-Wht./Orange	White/Orange	1
	Orange White	2
3-White/Green	White/Green	3
	Green/White	6
4-White/Brown	White/Brown	7
	Brown/White	8
< 568-B Diagram		

568-B. These should be straight through cables from patch panel to wall outlet.

Notes Regarding Making Category 6 UTP (or higher) Patch Cable

1) The RJ-45 plugs are normally made for either solid conductors or stranded conductors. It is very important to be sure that the plug that you use matches the conductor type. It is extremely difficult to tell the difference between the two by looking at them. When you buy these plugs, be sure to categorize, and store them carefully. Using the wrong type can cause intermittent problems.

2) Ordinarily, it would be taboo to untwist the pairs of any category 6a cable. The one exception to this rule is when crimping on RJ-45 plugs. It would be impossible to insert the wires into the channels without first untwisting and straightening them. Be sure not to extend the un-twisting, past the skin point. If you do it properly, you will wind up with no more than 1/2" of untwisted conductors (up to 1/2" of untwist meets the cat 6a specification).

FIBER

All fiber will need to make the transition from indoors to outdoors without patches or splices and a minimum of 3 pair per cable run. All fiber must meet OS1 specifications for single mode. Currently we only use single mode 9/125 duplex single mode OS1 specifications, colored yellow terminated with LC connectors in a light interface unit (LIU). OS1 is a standard single-mode optical fiber used with wavelengths 1310 nm and 1550 nm (size 9/125 µm) with a maximum attenuation of 1 dB/km (OS1). OS1 is defined in ISO/IEC 11801.

- All fibers must be terminated on a MDF/IDF backboard with a wall or rack mounted enclosure, LIU-Light Interface Unit, terminating fiber with LC connectors.
- Fiber must be enclosed in inter-duct within ceilings, enclosed in EMT conduit outside or under walkways and must include a pull cord available after fiber installation.

- Inside horizontal cable runs in attics must be supported on J-hooks every 4' and incased in orange plastic inter-duct.
- One three-meter patch cord must be supplied for each fiber pair using the current connector configuration. All fiber patch cords must be supplied by the project vendor.
- All cables must have corresponding labels on both ends.

Aerial Attachments

Aerial attachments require a 5/8" eyebolt and guide wire that can support a "slack span tension" of 300 lbs. The eyebolt must be within 24 inches of the required 3" weather head usually placed above the required weather head. All conduits should be 2" EMT using sweeping 90's or 18"x18"x6" J boxes in the turns. Pull cords are required in all weather heads and conduits.

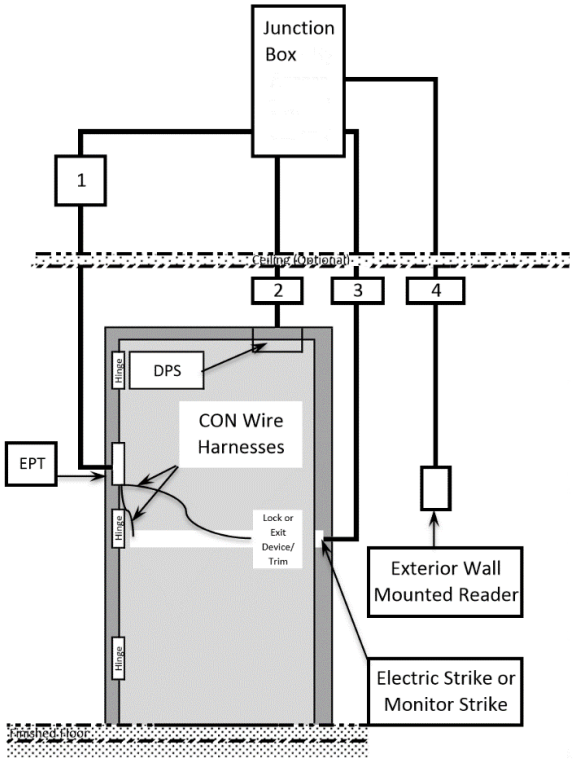
Conduit and underground Boring

Borings should be filled with at least 2" roll pipe terminated on both ends with an 18"x18"x18" or larger handhold. Pull cords and tracer wire are required to be left in all underground conduits. Vertical transitions should use sweeping 90s. Entrances into exterior walls should have a weather proof 18"x18"x6" J box. 90 degree elbows may not be used anywhere. Every 150' of inside conduit requires a pull box, this box should be 18"x18"x6" and the entry and exit points must be directly oppose from each other. Pull cords are required to be left in all conduits.

Access Control Doors

All access control perimeter doors will include a black CAT 6 UTP (or higher) cable with a 15' service loop from closest IDF to a junction box within 10' of the opening above a door. This junction box shall be at least 12" x 12"x 4" deep. All access control perimeter doors in a glass storefront will include a black CAT 6 UTP (or higher) cable with a 20' service loop from closest IDF to a junction box within 10' of the opening above a door. A ½" ¾" EMT conduit in wall from single gang box at exterior wall location for reader controller running back to the junction box housing the CAT 6 UTP (or higher) cable (black). All conduit bends shall be of a minimum 1" radius. No "LB" type fitting shall be utilized. Removable mullions are preferred for double doors, however, if a double door is identified as a delivery point, a mullion may be removed by the added installation of a 120VAC in / 24VDC outpower supply above the door next to the junction box. 120VAC in / 24 VDC out power supplies are needed in all cases when the electrified door hardware being supplied by the contractor requires 24VDC. The iSonas devices cannot output 24VDC directly. The electronic latch retractors for panic bars always require 24

VDC.



1	Conduit run from EPT to junction box. **Vendor** to provide pull string.
2	Conduit run from DPS to junction box. **Vendor** to provide pull string.
3	Conduit run from Elec Strike/Monitor to junction box. **Vendor** to provide pull string.
4	Conduit run from Wall Mounted Reader to junction box. **Vendor** to provide pull string.

VENDOR CHECKLIST

This checklist is provided as a tool to aid in the completion of your paperwork and should not be utilized in placement of thoroughly reading and following the instructions and specifications documentation. Many proposals must be rejected when respondents simply fail to comply with the required preparation and submission requirements.

_____ Have you performed a final review of your response to ensure you have included all required documentation?

_____ Have you verified all amounts to ensure that they are complete and accurate?

_____ Is your proposal clear, concise, thorough, and easy to follow?

_____ Does your proposal follow the instructions on pages 2 – 3?

_____ Does your proposal follow the guidelines and format requirements set forth on pages 3 – 8 of the RFP?

_____ Is your envelope properly marked? See pages 2 - 3 of the RFP for details.

_____ Have you included an original copy, six (6) copies, and an electronic copy of the proposal or followed guidelines for online submission?

_____ Have you included the enclosed Proposal Information Form executed by a duly authorized company official?

_____ Have you included a fully executed STPSB Contract Addendum (ATTACHMENT B)?

_____ Have you included a fully executed and notarized Affidavit (ATTACHMENT C) with your proposal? Also, did you send your original form into the office?

_____ Have you included fully executed Certification Regarding Lobbying (Attachment D), Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F), and Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment G) by an authorized company official?

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY: _____
Legal Name of Agency Submitting Proposal

COMPANY ADDRESS: _____

_____

_____

_____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

_____
Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.

ST. TAMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

REQUIRED CONTRACT PROVISIONS FOR PROCUREMENT CONTRACTS

Contractors must adhere to the following contract provisions below, if applicable

Environmental Protection-

- Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- Contractor agrees to report each violation to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Contractor will be expected to comply with federal statutes in the Debarment Act and the Anti-Lobbying Act.

Debarment and Suspension Certification (Executive Orders 12549 and 12689) –

- A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."
- SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- By signing and submitting any bid or proposal for $25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in accordance with the requirements in "audit requirements in subpart F of the Office of Management and Budget's Uniform Administrative requirements, cost principles, and audit requirements for federal awards"

Lobbying Certification Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 (as amended)

Contractors must adhere to:

- Contractors that apply or bid for an award exceeding $100,000 must file the required certification.
- Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

- Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Required Certification: If applicable, contractors must sign and submit to the St. Tammany Parish School Board the following certification.

- APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBYING

Procurement of recovered materials-

Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired.

The requirements of Section 6002 include:

- procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item **exceeds $10,000** or the value of the quantity acquired by the preceding fiscal year exceeded $10,000

- procuring solid waste management services in a manner that maximizes energy and resource recovery; and

- establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines (2 CFR Part 200.322)

Rights to Inventions Made Under a Contract or Agreement –

- If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Davis-Bacon Act (40 U.S.C. 3141-3148) -

In accordance with the statute, Contractor shall comply with 40 U.S.C. 3141-3144 and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable:

- Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

- In addition, contractors must be required to pay wages not less than once a week.

Copeland Anti-Kickback Act (40 U.S.C. 3145)

In accordance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by the Department of Labor regulations at 29 C.F.R. Part 3:

- Contractor or sub recipient shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) -

During the performance of this contract, the contractor agrees as follows:

- Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours.

- Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

- The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

Other Contract Provisions, if applicable:

During the performance of this contract, the contractor agrees as follows:

1. The vendor shall comply with the following civil rights laws, as amended:

- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975;

Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990, as amended:

- Contractor agrees not to discriminate in its employment practices and will render services under this Agreement, and any Contract entered into, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

- Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement and any Contract entered into as a result of this Agreement.

2. Awarded Vendors must maintain all required books, records and other documents relative to the award of the contract for three (3) years after final payment. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

3. Access must be granted to duly authorized representatives of the St. Tammany Parish School Board, the Comptroller General of the U.S., Louisiana State Legislative Auditor or any other applicable government agency or authority to any books, documents, papers and records of the contractor with are directly pertinent to all negotiated contracts.

4. The contractor hereby recognizes the mandatory standards and policies related to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

5. St. Tammany Parish School Board and Contractor agrees to take all necessary affirmative steps to assure that minority-owned and women-owned businesses are used when possible. (2 CFR Part 200.321)

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center @ (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at **(800) 877-8339**.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be found online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf from any USDA office, by calling (866) 632-9922, or write a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax: (202) 690-7442**;

3. **email:program.intake@usda.gov**

This institution is an equal opportunity provider.

My signature below acknowledges my receipt of the above information.

Signature: _____

Printed Name: _____

Company Name: _____

Date: _____

St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

St. Tammany Parish Public School Board Contract Addendum

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

St. Tammany Parish Public School Board Contract Addendum

A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish Public School Board or individual school(s) and _____
Company Name

and is effective as of _____.
Date

Authorized Representative Signature	Authorized Representative Signature
Frank T. Jabbia	
Authorized Representative Name (Please Print)	Authorized Representative Name (Please Print)
Superintendent	
Title	Title
St. Tammany Parish School Board	
Company	Company
November 23, 2020	
Date	Date

ATTACHMENT C

STATE OF _____

PARISH/COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared:

_____,

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____ **(Company Name)** in the position of _____;
2. That _____ **(Company Name)** has submitted a Response to Request for Proposal_____, _____ (**Number/Title of RFP**) from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in connection with the Response to Request for Proposal _____ (**Number/Title of RFP**), if awarded to _____ **(Company Name**), is and/or will be from a manufacturer that is in compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act.

_____ _____
Signature Printed Name

_____ _____
Title Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this ____ day of _____2022.

_____ _____
Signature Printed Name

My commission expires: _____

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By_____Date: _____
(Signature of Official Authorized to Sign Application)

By _____ Date: _____
(Name and Title of Authorized Official)

The bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. Chap. 38 Administrative Remedies for False Claims and Statements, apply to this certification and disclosure if any.

ATTACHMENT E

DEBARMENT AND SUSPENSION CERTIFICATION FORM
(REQUIRED)

INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding $25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal,* and *voluntarily excluded,* as used in this clause, have the meanings set out in the Definitions and Coverage sections in accordance with the OMB guidelines of 2 CFR 180 that implement Executive Order 12549 and 12689. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name | PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature | Date

NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm _____

Complete Address of Firm _____

_____

Telephone Number _____

Signature of Authorized Representative _____

Typed Name of Authorized Representative _____

Title of Authorized Representative _____

Date _____

FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234) DISCLOSURE

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.

2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

_____ _____

Signature of Official Duly Authorized to Sign Contracts and Agreements Date