



POCATELLO/CHUBBUCK SCHOOL DISTRICT 25
LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

REQUEST FOR PROPOSAL

2026 RFP-Category 2 Services-PCSD25

Internal Connections

E-Rate funding year 2026-2027, 470 Form # 260013216

Pocatello/Chubbuck School District No. 25

3115 Pole Line Road

Pocatello ID, 83201

Key Dates

Form 470 and RFP posted:

Bids due: February 12, 2026, 3:30 p.m.

Sealed Bid opening: February 12, 2026, 3:30 p.m.

Contract Awarded By: March 17, 2026

Questions

All Question from vendors Deadline: February 3, 2026 at 4:00 p.m.

Questions and responses will be posted to the following link as they are received.

[Link to document](#)

Bids

Bids should be submitted to Kevin Chatfield, Technology Coordinator, Pocatello/Chubbuck School District No. 25 and be received by February 12, 2026 at 3:30 PM. Proposals will be publicly opened at Pocatello/Chubbuck School District No. 25 on February 12, 2026 at 3:30 p.m. at 3115 Pole line Road, Pocatello, Idaho 83201. All interested persons are entitled to attend the opening.

Bid item numbers and descriptions should be included on all bids. Bids not meeting the minimum requirements for the service or hardware requested will not be considered. Bids shall include a vendor SPIN and shall include a provision to be signed and dated by both parties of the agreement. All bids shall have a unique identifier for positive identification by either party. Bids can be withdrawn up to the opening date, but shall be binding after opening date.

Sealed bids, clearly marked, must be submitted via mail or in person:

Attn: Kevin Chatfield, RE: 2026 RFP-Category 2 Services-PCSD25

Pocatello/Chubbuck School District No. 25

3115 Pole Line Road

Pocatello, Idaho 83201

PURPOSE OF THIS RFP

Pocatello/Chubbuck School District No. 25 (hereinafter, "The District", aims to solicit proposals with the intent of entering into a contract or contracts with a qualified company (Respondent or Respondents) to obtain the products and services described in "Project Scope," below. The District seeks proposals for switches and licenses. Required and preferred specifications are found in "Project Scope," below.

TECHNICAL AND GENERAL REQUIREMENTS

TECHNICAL REQUIREMENTS

Wired/Wireless Network Equipment

The Respondent must be the manufacturer or authorized reseller of industry-standard and industry-compliant internal connections, as defined by the current Eligible Services list.

GENERAL REQUIREMENTS

While The District prefers to work with one vendor, Respondents are not required to bid on all aspects of this request to qualify.

The District prefers that they are billed only for the non-discounted share and that the Respondent use the Service Provider Invoicing (SPI) process to bill USAC directly for the discounted portion. However, The District understands that the use of the SPI process may not be feasible if not supported by the timing of the Funding Commitment Decision Letter (FCDL).

Notice to Proceed

Regardless of selection status, the presence of a fully executed agreement for goods or services, official board action, a Funding Commitment Decision Letter (FCDL), or similar document or action, the Respondent will not begin work until they receive a written a Notice to Proceed (NTP), Service Work Order (SWO), Purchase Order (PO), or another like document from the school.

If the Respondent incurs costs prior to receiving a written NTP, SWO, PO, or similar document the Respondent is solely responsible for these costs.

Billing

The Respondent must provide complete and accurate billing for both one-time and monthly reoccurring costs. At a minimum, invoices must include the school's name and account number. Invoices must include all charges separated by line items, including any applicable taxes and fees. Invoices must identify eligible and ineligible items. **Respondents who bundle eligible and ineligible costs into one line item to hide ineligible items will be fully responsible for any loss of funds as a result.**

Start of Service

The district expects to order the equipment on or about June 1, 2026.

Project Scope

SWITCHING AND MODULES/ Wireless Access Points/Back UP Power (UPS)/Cables

***The District is seeking bids for Network Switches/Modules/Accessories/WAPs/UPSs/Cables that meet or exceed the specifications of the models indicated below. **Installation will be performed by district personnel.**

Switches		
Preferred Make	Preferred Model/Function	Quantity
Juniper or equivalent	EX4100-48MP	190
Juniper or equivalent	EX4100-12P	20
Juniper or equivalent	Marvis for Wired networks licenses	190
Juniper or equivalent	Marvis for wireless licenses	930
Juniper or equivalent	Wifi management and assurance licenses	930
Juniper or equivalent	Wired Assurance 48	170
Juniper or equivalent	Wired assurance 12	20
Juniper or equivalent		

BRIEF AGENCY BACKGROUND [REQUIRED]

Please ensure that your proposal includes enough information to determine if your organization has the background, experience, and resources, to complete this project on time and on budget, if selected. At a minimum, this information must include:

Company history, including history in the Region/State of the proposed project.

Financial information with enough information to determine if you have the resources to complete a project of this size, billing The District for only the undiscounted portion.

Location of central office and any local/regional/state offices relevant to the project.

PRICE OF ELIGIBLE AND INELIGIBLE GOODS AND SERVICES [REQUIRED]

General Pricing Requirements

Pricing in US Dollars

All pricing must be submitted in US dollars only.

Eligible and Ineligible Goods and Services

The Respondent's responsibility is to understand the eligible and ineligible components of the goods and services included in their proposal and assume all liability in any misrepresentation of eligibility, including compensating The District for any loss or reduction in funding due to their misrepresentation. The Respondent is not, however, responsible for identifying use-based eligibility. For example, Uninterruptable Power Supplies (UPS) are eligible only when they are protecting eligible equipment. The

school's responsibility is to identify eligible and ineligible percentages based on the use of goods and services.

Taxes and Other Fees

The Respondent must include all taxes and other fees. Failure to include taxes and fees will render this section non-responsive.

Price Protection

All Proposals must include a certification of fixed pricing for the length of the contract.

Costs not Specified

While Respondents are not required to bid on all aspects of this RFP to be deemed responsive, they must identify any components they are not bidding on as "no bid." The District will assume that if a Respondent leaves any line at "\$0.00," the item is provided at no cost. In cases where a Respondent breaks an item down by individual component (e.g., a switch and a power supply), they must provide pricing for each element.

Pricing of Optional Components

In reviewing the scope of work and technical specification, a Respondent might identify other goods or services not included in this RFP that could enhance the user experience. The Respondent may include these items as an attachment to the cost proposal with a brief description of why they are needed. The District will not evaluate optional components as a part of this RFP process.

No Waiver Requirement for Pricing

Pricing proposals must be inclusive of all costs including any associated taxes, fees, or other similar. Cost proposals are considered non-waivable unless The District explicitly, and in a separate document, waives a specific term or terms in the proposal. Signing a contract with different terms does not constitute a waiver for the purposes of this procurement.

PROPOSED CONTRACT [REQUIRED]

Please include a sample contract that outlines the general terms and conditions associated with your proposal.

MANUFACTURER'S WARRANTIES [REQUIRED]

Please include the manufacturer's warranty for all hardware. Per program rules, a manufacturer's warranty for a period up to three years and that is provided as an integral part of an eligible component, without a separate identifiable cost, may be included in the cost of the component.

REFERENCES [REQUIRED]

Respondents must provide three references, preferably from schools in Idaho and from customers of comparable size/need. References must include the following required items:

Full name- Company/organization name

Position at the company/organization

Full address (street address, city, state, zip)

Telephone number

Email address

EVALUATION

Bids shall be evaluated according to the rubric below. For each category, the maximum points of each category will be awarded to the proposals that best respond to the category descriptions below. The weighting for each component is shown in the table below:

Section	Weight
Price of Eligible Goods and Services	50
References/Past Performance	30
Price of Ineligible Goods and Services if any	10
Brief Agency Description	5
Proposed Contracts	5

REQUIRED CONTRACT TERMS AND CONDITIONS

STANDARD TERMS AND CONDITIONS

While Respondents are required to submit a contract with standard terms and conditions as a part of their complete response, any final contract will be negotiated between The District and respondent. There is no expectation or assurance that The District will agree to the successful respondent's standard terms and conditions.

ASSIGNMENT

The Respondent may not assign or subcontract any portion of its obligation under this contract without prior written permission from The District.

DEFINITIONS

Past performance includes any past performance, conduct, and direct experience with the Respondent based on previous contracts with The District including, but not limited to:

- Illegal or unethical conduct,
- Refusal of the Respondent to honor submitted pricing,
- Failure to meet service level agreements,
- Failure to meet agreed-upon timelines,

Failure to identify potential or actual conflicts of interest.

Respondent means the agency or the individual submitting a response to this RFP.

Non-Responsive Bid means, in addition to the criteria listed above, any bid that includes language that indicates that the proposal does not constitute a binding offer or includes language of a similar intent. Non-responsive bids will be rejected without further consideration or evaluation.

ADDITIONAL INFORMATION

Any modification of this RFP that results in substantial changes to the Statement of Work will be published in an Addendum to this RFP. If any, this RFP and subsequent addendum shall be posted at the Schools and Libraries Divisions EPC system. The Respondent's responsibility is to ensure they have reviewed the RFP and any addendum before submitting a proposal.

The District reserves the right not to answer specific questions if, in the District and their agents' opinion, the answer is not necessary to provide a qualified bid.

Authorized Signature. Every proposal must be signed by the person or persons legally authorized to bind the Respondent to a contract. Bids submitted by a third-party agent for equipment or services on behalf of another entity, must include a valid letter of authorization, power of attorney, or other documentation sufficient to certify the agent's authority to bind the Respondent.

Availability of Funds. Awarding of a contract may be contingent upon funding through the E-Rate program. If funding is denied, The District is not obligated to complete the project described in this RFP in part or whole.

Award of Proposal. The award of any contract that comes from this RFP may be contingent upon the approval of funding from the Schools and Libraries Division of the Universal Services Administration (USAC).

Award Rights. The District retains the right to award all, or part of the work described in this RFP to one or more Respondents. The District offers no guarantee of volume work or exclusivity of contract.

Cancellation. The District retains the right to cancel this RFP and all supporting documents at any time. Cancellation notices shall be posted as an addendum in the Schools and Libraries Division EPC system.

Changes in the Eligible Services List. If during a multi-year contract, a product or service is no longer listed as 'eligible' for reimbursement, or if the eligible percentage decreased by 25% or more, the District reserves the right to cancel the contract effective on the last day of the current fund year, or the last day of the previous year the product or service is considered eligible, whichever is later. However, this does not negate the school's responsibility for past due amounts or amounts financed but waive all early termination penalties with the following exception: If the Respondent included in their initial proposal. A clearly defined discount as an incentive for signing a multi-year contract. The Respondent may collect a pro-rated portion of that discount or any early termination penalties, whichever is less.

Clarifications. The District reserves the right to clarify any point in the proposal securing information necessary to properly evaluate the proposal, including contacting subcontractors if listed in the proposal. Failure of a Respondent or subcontractors to respond to such a request for additional information or clarification may result in the proposal's rejection. The school's retention of this right shall in no way reduce the responsibility of the Respondent to submit a complete, accurate, and clear proposal.

Compliance with Local, State, and Federal Laws. The Respondent must know, understand, and comply with all local ordinances and state and federal rules, regulations, and laws related to the competitive bid process.

Compliance with Applicable Codes and Standards. It is the responsibility of the Respondent to identify all regulatory codes and/or agencies having authority and governing or affecting the execution of this proposal, and to ensure conformance with those codes and agencies.

Confidentiality. Proposals received in response to this RFP may be subject to public records requests. It is the Respondent's responsibility to mark any information that is proprietary or otherwise exempt from federal, state, or local public information requests. (c.f. The Freedom of Information Act, 5. USC § 552). Marking the entire proposal as "proprietary" may result in the rejection of your proposal.

The District shall, to the best of their ability, protect any information marked as "proprietary." However, the decision to release proposals or parts of proposals remains with the school.

Conflict of Interest. Respondents must declare any current or potential conflicts of interest.

Cooperation with the E-Rate Program, Including Reviews and Audits. All E-rate applications, including are subject to detailed questioning during PIA Reviews, Selective Reviews, Payment Quality Assurance Reviews, and Audits. Respondents agree, when submitting a proposal in response to this RFP, to provide all information necessary promptly and accurately for The District or their agent to all requests for information from the FCC, USAC, and their agents.

Cost Allocation of Ineligible Products and Services. The Respondent is responsible for correctly applying cost allocation to otherwise eligible products and services and correctly identifying ineligible products/services on the bid form.

Cost of Preparing Proposal. The Respondent is responsible for all costs incurred in preparing their proposal (s). The District will not reimburse the Respondent for any expenses related to the preparation of their response.

Debarment. The Respondent must not be debarred, suspended, proposed for debarment, voluntarily excluded or otherwise declared ineligible to enter a contract with The District by any local, state, or federal department or agency. The Respondent agrees to notify The District and the NCCE of any change to this status.

Errors in the Proposal. Respondents are responsible for all errors and omissions in their proposal, and any such errors or omissions shall not serve to diminish their obligations to the school.

Inconsistencies. In the case of inconsistencies or disputes among the Agreement, the School's RFP, and the Respondent's Response to the RFP, the following order of precedence shall prevail in descending order of priority:

The agreement and any written and fully signed amendments to it.

The School's RFP and any written amendments to it.

The Respondent's Response to the RFP and any authorized written amendment or clarifications to it.

Incorporation of the RFP and Proposal in the Final Agreement. This RFP and the selected Respondent's/Respondents' response, including all promises, warranties, commitments, and

representations made, shall be binding and incorporated by reference into the school's contract with the Respondent.

Proposal Disposition. All materials submitted in response to this RFP shall become the property of the school.

Reseller Authorization. When applicable, Respondent must produce upon request evidence of reseller authorization from the hardware or software manufacture.

Right to Waive Irregularities. The District reserves the right to waive minor irregularities that do not otherwise impact the mandatory requirements of this RFP. The District also reserves the right to waive mandatory requirements if all the otherwise responsive proposals failed to meet the specific requirement. Doing so does not materially affect the scope of the project.

Service Provider Identification Number. The Respondent must have a valid SPIN at the time the proposal is submitted and must not be in 'red-light' status with the Federal Communications Commission as listed here: <https://apps.fcc.gov/redlight/login.cfm>

Severability. If any provision or part of a provision of this Request for Proposal is found invalid, illegal, unenforceable, or in violation of FCC rules, that portion shall be modified or severed from this RFP and the remaining provisions deemed valid and enforceable. In the event of a modification or removal of any provision or part of a provision of this RFP, NICA shall publish an addendum to the Schools and Libraries Division EPC system.

Taxes and Other Fees. The Respondent must include sales taxes and other fees in the proposal.

Terms of Validity. The proposal should be valid for 180 days or the date of the FCDL, whichever is greater.

Use of Subcontractors. In all cases, the Respondent shall serve as the sole point of contact concerning any subcontracted services, equipment, software, and supplies and shall ensure that all subcontractors comply with the terms of this RFP and subsequent agreement (s). Responsibility for all work shall be the sole responsibility of the Respondent.