Calcasieu Parish School Board

REQUEST FOR PROPOSALS
E-RATE RFP
WIRELESS ACCESS POINT UPDATE
Form 470 # 270000136

Issued: Wednesday, July 22, 2026
Proposals Due: Wednesday, September 30, 2026; by noon, CST

Digital PDF proposals must be emailed to dana.swift@cpsb.org,
by **Wednesday, September 30, 2026, Noon, CST.**

Sealed proposals must be hand delivered or sent certified mailed by **Friday, October 2, 2026, Noon, CST, to:**

CALCASIEU PARISH SCHOOL BOARD
E-RATE Yr. 30 (27-28) RFP 330-WAP
WIRELESS ACCESS POINT
ATTENTION: DANA SWIFT
1724 KIRKMAN ST.
LAKE CHARLES, LA 70601
(Both Electronic PDF version and Hard Copy Proposals are mandatory)
[All proposals must conform to the requirements in Section 3.1]

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1 INTRODUCTION AND OVERVIEW

1.1 INTRODUCTION

The Calcasieu Parish School Board (CPSB) is requesting proposals from qualified vendors for the renewal of cloud licensing and manufacturer support for the District's existing enterprise wireless infrastructure. CPSB is committed to maintaining a secure, reliable, and high-performing wireless network that supports instructional, administrative, and operational services throughout the District. The primary purpose of this Request for Proposal (RFP) is to procure a three (3) year renewal of cloud licensing and support for approximately 4,000 existing wireless access points. In addition, CPSB requests optional pricing for 200 enterprise-class wireless access points to support expansion, replacement, and evolving network requirements. The term would be from July 1, 2027 through June 30, 2030, with no renewal options unless specifically approved by Calcasieu Parish School Board.

1.2 TERMS AND CONDITIONS

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

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

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

TERMS	DEFINITION
ADDENDUM	A Document or information attached or added to clarify, modify, or support the information in the REQUEST FOR PROPOSALS. All applicable Addendums will be uploaded to the E-Rate Portal (EPC).
ADMINISTRATIVE BID APPROVAL	CPSB's final review by the administrative authority accepts or rejects a bid that complies with or does not comply fully with the Request for Approval. In addition, bids may be disqualified for reasons outlined in the Request for Proposals.
AGREEMENT	A contract that has been agreed upon and signed by CPSB. In some cases, the Agreement will be a letter of award, purchase order, or other legally binding Agreement defined by Title 39 RS 39:198.
ASSIGNMENT OF CONTRACT OR PURCHASE ORDER	The bidder(s) shall not assign or transfer by operation of law or otherwise any rights, burdens, duties, or obligations without the prior written consent of CPSB. Assignments include corporate takeovers or mergers.
BEST AND FINAL OFFER (BAFO)	CPSB reserves the right to conduct a BAFO with one or more Proposers determined by the evaluation committee to be reasonably susceptible of being selected for an award. If the BAFO process is undertaken, the Vendor(s) selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. In addition, the BAFO negotiation may assist DISTRICT in comparing proposed solutions and obtaining the most cost-effective pricing available from the Proposers. The evaluation criteria for a BAFO will be the same as the evaluation used in the initial assessment.
BID	The Vendor's response to the Request for Proposals is considered a bid.
CONFLICT OF INTEREST	A Conflict of Interest shall exist when a Vendor or any affiliated person or business entity provides goods or services under a Contract Award whereby one or more personal, business, or financial interests or relationships exist which would cause a reasonable individual with knowledge of the relevant facts to question the integrity or impartiality of those who are or will be acting on behalf of CPSB.
CONTRACT AWARD	The acceptance of a Quote, Bid, Proposal, or Offer; a Purchase Order, Contract Agreement, or other formal notification of award issued by an authorized official of CPSB. The term 'contract award' refers to the process of formally notifying the Vendor they have been selected as the supplier for a particular contract.

CONTRACT TERM	The length of time a Contract will be available for use by CPSB. Voluntary extensions may be available as an option to extend the contract term. Individual annual extensions may be combined in the same year if a lower price is offered to exercise multiple extensions at one time. All contracts will begin on July 1 and end on June 30 unless stated in the Request for Proposals. CPSB may revise the length of the Agreement before an award.
DEFAULT BY CONTRACTOR	CPSB shall hold the bidder(s) responsible for any damage which may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails to deliver services and prices as outlined in the proposal or fails or neglects to comply with the terms of the RFP, CPSB may, upon written notice to the bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, whether the contract is canceled in whole or in part. CPSB may consider the second winner or readvertise all services in their entirety.
ENTITY TYPES	The E-Rate Program identifies eligible locations by entity classifications. The classifications are SCHOOLS, ANNEXES, and NON-INSTRUCTIONAL FACILITIES (NIFS). The Department of Education must recognize an E-Rate eligible SCHOOL as meeting the statutory definition of an elementary and or/secondary school. An ANNEX is considered a second campus to an eligible school (e.g., alternative schools, career education centers). A NONINSTRUCTIONAL FACILITY (NIF) is a building without classrooms that meets the E-Rate definition as having an "educational purpose" to support the schools (e.g., school board office, data centers, food service office).
EQUIVALENT	An equivalent product must achieve the same result and functionality as the product or service requested in the RFP. Therefore, all equivalent goods and services will be considered to meet the definition.
INVOICES AND PAYMENTS	All vendors submitting proposals must agree to invoice CPSB for their monthly discount obligation portion and then send a Service Provider Invoice (SPI) to USAC for the eligible share unless otherwise stated in the RFP. Invoices must show both the Funding Request Number (FRN) for each service, the total monthly cost, the discount portion owed by DISTRICT, and the amount billed to USAC.
LOWEST CORRESPONDING PRICE (LCP)	If during the contract period there should be a decrease in prices of the items bid (LCP), a corresponding reduction in costs on the balance of the services shall be made to CPSB for as long as the lower prices are in effect. At no time shall the rates charged CPSB exceed the prices bid.

LCP - ADDITIONAL FEES & OTHER ITEMS	All additional fees must be fully explained and listed on the sample pricing forms. If fees such as Federal Access Recovery fees are required, an estimate must be disclosed. **NO FEES SHALL BE ADDED TO A MONTHLY BILL UNLESS INCLUDED IN THE RESPONSE.** Additionally, CPSB requires ALL E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, administrative, etc.). Corrections made before bid opening must be initialed in ink by the person signing the bid or bidder's authorized representative. Prices not listed in the bid response will not be considered for payment.
MONTH TO MONTH SERVICE	A service that can be canceled with 30 days prior notice.
NOTICE OF INTENT AWARD	A formal, written document issued by an authorized official of CPSB informing a Vendor that a Contract has been awarded to the Vendor based on its Solicitation Response. The finance committee, school board, and other authorizing bodies must approve the final Agreement in some cases.
PRICE	Prices should be typed and shown as instructed on the sample price form for each item, in quantity specified in the bid form. CPSB is exempt from all state taxes and local taxes.
PROTEST OF A SOLICITATION OR AWARD	Any aggrieved person in connection with the solicitation or award of a contract shall protest to CPSB. Protest concerning a solicitation must be submitted in writing at least two (2) days before the opening of bids. A protest concerning the contract award shall be submitted in writing within fourteen (14) days after the contract award.
QUANTITY AND QUALITY OF MATERIALS OR SERVICES	The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products provided under the contract shall meet bid specifications and conditions in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.
TERMINATION OF AGREEMENT OR SERVICES	CPSB may terminate agreements or services upon giving thirty days advance written notice of intent to terminate the contract for a good cause. (e. g., failure to deliver services, closure or merger of a site, failure to comply with the conditions and specifications within the RFP).
WIRELESS ACCESS POINT	A network device that provides wireless connectivity for client devices and bridges wireless communications to an organization's wired network infrastructure. Wireless access points operate using IEEE 802.11 (Wi-Fi) standards and are centrally managed as part of an enterprise Wireless Local Area Network (WLAN).

1.3 ERATE Supplemental Terms and Conditions

E-RATE PROGRAM	The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country can access discounts on E-Rate eligible data transmission of products and services.
ELIGIBILITY	The eligibility for discounts on eligible services is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which the Act established. The discount amount is based on the number of students receiving free and reduced-price meals or verified Community Eligibility Provision (CEP) data.
RECORDS RETENTION	All service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, the application process, invoices, provision of services, communications concerning this RFP, and other matters relating to the administration of Universal Service for at least ten years after the last day of services. **For example, if a service provider provides recurring Internet access to CPSB from Funding Years 2022 -2027, the provider must retain all records on this transaction for 15 years (10 + 5 years).** The current document retention requirement became effective upon announcement in the Federal Register on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's 5th Report and Order (FCC 04-190).
PRODUCTS AND SERVICES SUBSTITUTION	Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules: • The substituted services or products have the same functionality as the services or products contained in the original proposal. • The substitution does not violate any contract provisions or any state or local procurement laws. • The substitution does not increase the percentage of ineligible services or functions. • The requested change is within the scope of the establishing FCC Form 470, including any Requests for Proposal (RFPs), for the original products and services.

1.4 SERVICE PROVIDER ACKNOWLEDGEMENTS

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

Any proposer providing E-Rate eligible telecommunications or Internet access services shall be registered with the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), maintain a valid Service Provider Identification Number (SPIN), and comply with all applicable USAC and E-Rate program requirements. The bidder must provide the SPIN number in the bid. CPSB reserves the right to disallow any bid without a SPIN number included in the proposal. If the bidder is on the Louisiana State Contract, then the State Contract number must also be provided.

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

The bidder acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) according to 47 C.F.R. §§ 54.511(b), 54.500 (https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/). The service provider must disclose any conditions leading to CPSB being charged more than the lowest corresponding price. The geographical area will be defined as the Vendor's footprint within the State of Louisiana unless otherwise explained in the response. Vendors not submitting the LCP in response to this RFP may be disqualified from bidding.

This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude CPSB from paying its proportionate share of costs. The service provider agrees to provide substantiating documentation to support this assertion should CPSB, USAC, or the FCC request information.

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

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

CPSB ALSO RESERVES THE RIGHT TO ADJUST QUANTITIES DEPENDING ON BID RESULTS AND THE AMOUNT BUDGETED.

ALL AGREEMENTS MUST PROVIDE LEGAL PROTECTION TO CPSB IF THE WINNING BIDDER IS INVOLVED IN BANKRUPTCY. LEGAL PROTECTION MUST COMPLY WITH LOUISIANA STATE LAW.

2 PROJECT SCOPE AND REQUIREMENTS

2.1 SCOPE

Calcasieu Parish School Board (CPSB) is requesting proposals for wireless access point cloud licensing and manufacturer support for its existing enterprise wireless infrastructure to support expansion, replacement, and evolving network requirements.

The District currently operates Extreme Networks wireless access points and is seeking pricing for a three (3) year term.

At a minimum, proposals shall include:

Deliverables

1. Pricing for three (3) years of cloud licensing for 4,000 existing Extreme Networks wireless access points for models mentioned below.
2. Three (3) years of software maintenance and support.
3. 8x5 telephone technical support.
4. Customer Portal access for case management, software downloads, documentation, and technical resources.
5. Advanced Hardware Replacement (Advance RMA) for eligible hardware.
6. Access to all applicable software updates, firmware updates, patches, and maintenance releases during the contract term.
7. All licensing, subscriptions, and manufacturer support necessary to maintain the District's existing wireless infrastructure in a fully supported operational state.
8. Pricing for 200 enterprise-class access points model: "Extreme **AP305C**" or equivalent
9. Pricing for 200 enterprise-class access points model: "Extreme **AP3020**" or equivalent

The quantities identified in this RFP are estimates and are provided for evaluation purposes. CPSB reserves the right to decrease the number of licensed access points during the contract term. Any reductions shall be priced in accordance with the proposer's submitted unit pricing.

The proposed licensing and support services shall be fully compatible with the District's existing Extreme Networks wireless infrastructure. No replacement of existing wireless access points or management platform shall be required as part of this procurement.

2.2 OVERVIEW OF CURRENT INFRASTRUCTURE

CPSB currently operates an enterprise wireless network consisting of approximately **4,000 deployed Extreme Networks wireless access points (AP305C)** managed through the **ExtremeCloud IQ** platform. The existing wireless infrastructure provides connectivity for instructional, administrative, and operational services across the District's campuses and facilities.

3 PROPOSAL SUBMISSION GUIDELINES

3.1 HOW TO SUBMIT A PROPOSAL

All proposals and related materials must be submitted to the CALCASIEU PARISH SCHOOL BOARD TECHNOLOGY DEPARTMENT in a sealed format via mail (UPS, FedEx) or hand delivered by Friday, October 2, 2026, noon, CST and electronic PDF copy delivered by Wednesday, September 30, 2026, noon, CST. Both sealed proposal and electronic proposals are mandatory. Contact information and direct address are in the Contact Information section of this document. Electronic submissions are accepted in addition to the mandatory hard copy and MUST be in PDF format. All proposals must be received before the specified deadline. Late submissions are automatically disqualified.

a) Responses shall be on 8-1/2” x 11” paper**,** and electronic copy must be in **PDF** format.

b) The proposal must include a cover sheet and a complete non-collusion form.

c) Proposals must include a Table of Contents, and any relevant forms or special addendums must be included and labeled as such in the proposal document. Vendors must present a well-organized proposal to address all specifications in the RFP. Maps and Diagrams MUST be labeled and easy to read and understand. All pages must contain header or footer information including company name and page numbers. All pricing requirements must appear in the last section of the proposal and **MUST** include **TOTALS**.

d) Vendors are required to prepare the proposal with the site information provided in this proposal and with the technical information specified. Any additional information relevant to the proposal is welcome as this may aid the committee during administrative review.

e) Vendors are required to complete the Deliverables Checklist located in Section 10.1 of this document. The checklist ensures that items requested are available during the administrative review process.

4 EVALUATION CRITERIA

Proposals will be evaluated based on several factors, only proposals meeting all mandatory requirements will be evaluated using the scoring matrix (Section 3.1). Proposals must include an easy-to-read pricing form, relevant diagrams, and concise information that directly addresses the RFP—submissions cluttered with extraneous or unrelated details will be scored lower. A detailed breakdown of the evaluation criteria is provided to ensure transparency and fairness. While cost will carry the most points, no commitment will be made to select a vendor’s system(s) or solution(s) based on cost; the final selection will reflect a holistic view of factors listed in the provided matrix.

4.1 Proposal Scoring Matrix

NO.	FACTOR	POINTS
1.	Cost of eligible products and services (Erate eligible price)	35
2.	Compatibility with the District's existing network/wireless environment	30
3.	License accuracy, scope, and lifecycle fit	9
4.	Maintenance, support, escalation path, and vendor/manufacturer authorization	9
5.	Quote preparation, thoroughness, compliance with RFP instructions, and responsiveness	9
6.	Prior experience with the District, K-12, E-rate, and/or Extreme Network environments	8

4.2 Administrative Review

All proposals submitted by vendors will undergo an administrative review after the public bid opening. The purpose of the Administrative Review is to ensure that each proposal contains all information required by the stipulations set forth in this document and to ensure proposals adhere to the spirit of the request. **Only proposals meeting all mandatory requirements for responsiveness and technical compatibility will be evaluated.** All responsive proposals will be thoroughly evaluated to determine the solution that best meets the District's requirements.

5 Budget and Funding

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

6 TIMELINE

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

6.1 PROPOSAL MILESTONES AND TIMELINE

DESCRIPTION	DATE/TIME	LOCATION/CONTACT
Release RFP	WEDNESDAY, JULY 22, 2026	Advertisement, EPC Portal http://centralauction.com http://cpsb.org http://usac.org
Inquiry Opens	WEDNESDAY, JULY 22, 2026	Dana.swift@cpsb.org
Inquiry Closes	TUESDAY, SEPTEMBER 29, 2026, Noon, CST	Dana.swift@cpsb.org
Mandatory PDF Electronic Proposal Due by	WEDNESDAY, SEPTEMBER 30, 2026, Noon, CST	Dana.swift@cpsb.org Technology Training Center 1724 Kirkman St. Lake Charles, LA 70601
Mandatory Sealed Proposal Due by	FRIDAY, OCTOBER 2, 2026 Noon, CST	Dana Swift Technology Training Center 1724 Kirkman St. Lake Charles, LA 70601

7 Legal and Regulatory Requirements

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

7.1 Universal Service (E-RATE) Requirements

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

7.1.1 Knowledge of Service Fund Subsidies

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

7.1.2 Universal Service Fund Registration

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

7.1.3 Universal Service Fund Documentation

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

7.1.4 Universal Service Fund Participation

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

7.1.5 Lowest Corresponding Price Rule

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

a) The District is not obligated to request the LCP; it must receive it.

b) If, at the time of delivery, the LCP is lower than the agreed-upon price, the Vendor must charge the LCP.

c) Promotional rates that Vendor offers for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.

d) There is a rebuttable presumption that rates offered within the previous three years are still compensatory.

e) Vendor may not avoid the LCP Rule by arguing that none of its non-residential customers are identically situated to the District or that none of its contracts cover goods or services identical to those sought by the District.

f) The FCC will permit Vendor to charge the District more than the LCP only when it can prove to the agency that the LCP is not “compensatory” – i.e., that it will face demonstrably and significantly higher costs to provide its goods and/or services to the District than it would to provide similar goods and/or services to similarly situated non-residential customers. Some factors that could affect the cost of service are volume, mileage from facility, and length of contract.

7.1.6 Invoicing Procedures

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

a) Date of invoice

b) Date(s) of service

c) Funding Request Number (“FRN”)

d) Authorized signature on vendor invoice attesting to the accuracy and completeness of all charges

e) Detailed description of services performed, and materials supplied matching District contract specifications, Form 470 and Form 471 descriptions of same

f) Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)

g) Invoice on Vendor letterhead or on a Vendor-generated form

h) District Billed Entity Number

i) District Federal Communications Commission Registration Number

j) Proper E-rate discount percentage as set forth by the applicable FRN and USAC Funding Commitment Decision Letter ("FCDL")

7.1.7 USF Discounted Invoicing and Reimbursement Process

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

7.1.8 Discounted Invoice Process

7.1.8.1 Invoicing

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

7.1.8.2 Timely Filing

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

7.1.8.3 Invoice Rejection

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

7.1.8.4 District Approval

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

7.1.9 Reimbursement Process

7.1.9.1 Service Provider Annual Certification

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

7.1.10 Delayed USF Funding Commitment

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

7.1.10.1 Retroactive Invoicing

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

7.1.11 Universal Service Fund Audit and Document Retention Requirement

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

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

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

a) Separating ineligible project management and other professional services costs, if any, from other charges;

b) Where labor is involved, maintaining detailed, signed individual timesheets;

c) Ensuring that ineligible charges are not submitted to USAC;

d) Invoicing to USAC that is consistent with the contract and the District Forms 470 and 471;

e) Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization;

f) Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District;

g) Where applicable, non-recurring services should be provided prior to September 30th and recurring services provided prior to June 30th of the relevant E-rate funding year;

h) Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to the District, was actually provided to the District and when provided;

i) If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed;

j) If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471;

k) Documenting that E-rate funded services were provided within the allowable contract period and program year;

l) Charging proper FRN(s);

m) Ensuring that invoices and USAC forms are submitted to the District in a timely manner;

n) Ensuring that USAC forms are filled out completely, accurately and filed timely manner;

o) Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format.

7.1.12 Contract Term Modification

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

8 FINAL AGREEMENT CONDITIONS

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

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

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

9 CONTACT INFORMATION

For any inquiries or further information required during the proposal preparation phase, vendors should contact CPSB ERATE Coordinator, the primary point of communication for all RFP-related queries. All vendor questions received will be posted with CPSB's response and/or clarification for all participating vendors to view on the CPSB RFP website, https://rfp.cpsb.org/2026. **Inquiries must be directed through CPSB's provided point of contact**.

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

All vendors' questions will need to be sent in by **TUESDAY, SEPTEMBER 29, 2026, NOON, CST.**

Mandatory Digital PDF proposals must be emailed to **dana.swift@cpsb.org**,
WEDNESDAY, SEPTEMBER 30, 2026, Noon, CST.

Mandatory Sealed proposals must be hand delivered or sent certified mailed
by **FRIDAY, OCTOBER 2, 2026, Noon, CST, to:**

CALCASIEU PARISH SCHOOL BOARD
E-RATE Yr. 30 (27-28) RFP 330-WAP
ATTENTION: DANA SWIFT
1724 KIRKMAN ST.
LAKE CHARLES, LA 70601

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

**Completed checklist from Section 10.1 should be included*

Mandatory Digital Proposals Due: WEDNESDAY, SEPTEMBER 30, 2026, Noon, CST

10 ATTACHMENTS AND APPENDICES

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

10.1 DELIVERABLES CHECKLIST

10.1 Deliverables Checklist	
Included	**Requested Proposal Information Checklist**
	Proposal that includes Deliverables from Section 2.1 specifically for:
	Pricing for three (3) years of cloud licensing for 4,000 existing Extreme Networks wireless access points; including three (3) years of software maintenance and support and 8x5 telephone technical support, etc.
	Pricing for 200 enterprise-class access points model: “Extreme **AP305C**” or equivalent
	Pricing for 200 enterprise-class access points model: “Extreme **AP3020**” or equivalent
	Submission Requirements: **Format**: Mandatory Digital and/or hard copy as specified. **Deadline**: Submission date and time. **Contact Information**: Point of contact for questions and clarifications.
	Pricing Forms, Guides and Tables: Proposal includes easy-to-read pricing forms, relevant diagrams, and information directly tied to the RFP requirements. Submission is free of extraneous or irrelevant detail.
	Deliverables Checklist: Include this checklist with the proposal.