



Request for Proposal

Wide Area Network (WAN) and Internet Access Services 2023 LPSD RFP Number #2023-121522

DESCRIPTION of EVENT	DATE (and TIME)
Release of RFP and Advertisements	October 12, 2022 RFP uploaded to EPC Portal and CentralBidding.com
Mandatory Pre-Bid Meeting	Thursday, October 27, 2022, at 2:00 PM (CST)
The question and Answers window are open.	October 29, 2022, 9:00 PM (CST)
The questions and Answers window closes.	December 8, 2022, 4:00 PM (CST)
Submission Deadline	December 15, 2022, 2:00 PM (CST)

Note: No Phone calls will be accepted. All correspondence must be in writing during the Question-and-Answer open window. Vendors MUST attend the Pre-bid meeting to bid on this project.

**E-Rate Proposal for
Wide Area Network (WAN) Services and Internet
Access
NOTICE TO BIDDERS**

The LAFOURCHE PARISH SCHOOL DISTRICT (LPSD), aka “District,” is seeking proposals for Wide Area Network and Internet Access services. The District has 44 schools and operational facilities, including the District Data Center. A fully managed private WAN connects all sites via fiber.

The District has 10 GIGS of Internet Access shared among all sites. Internet Access enters the Data Center located at 801 East 7th Street Thibodaux, La. 70301.

Sealed proposals must be sent by certified mail, UPS, Fed Ex, or hand-delivered to LAFOURCHE PARISH SCHOOL BOARD, or proposals may be uploaded at <http://centralbidding.com>.

Please check the <http://Centralbidding.com> website in ADVANCE for rules and fees for uploading to the bidding site. The DISTRICT is not responsible for upload delays, and proposals received after the deadline will be disqualified.

**LAFOURCHE PARISH SCHOOL DISTRICT
Attention: Jennifer Tobias, Purchasing Agent
701 East 7th Street
Thibodaux, LA 70301
DEADLINE: December 15, 2022, 2:00 PM (CST)**

LPSD reserves the right to reject any proposals and to waive any informalities, technical defects, or clerical errors in any Bid Proposal Package in the interest of the LAFOURCHE PARISH SCHOOL DISTRICT. Any proposer may withdraw their proposal, either personally

or by written request, at any time before the scheduled closing time for receipt of proposals.

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LAFOURCHE PARISH SCHOOL BOARD RFP WAN AND INTERNET

E-Rate Request for Proposals

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1 DEFINITIONS

TERMS	DEFINITION
ADDENDUM	A Document or information attached or added to clarify, modify, or support the information in the REQUEST FOR PROPOSALS. All applicable Addendums will be uploaded to the E-Rate Portal (EPC).
ADMINISTRATIVE BID APPROVAL	The DISTRICT's final review by the administrative authority accepts or rejects a bid that complies or does not comply fully with the Request for Approval. In addition, bids may be disqualified for reasons outlined in the Request for Proposals.
AGREEMENT	A contract that has been agreed upon and signed by the DISTRICT. In some cases, the Agreement will be a letter of award, purchase order, or other legally binding Agreement defined by Title 39 RS 39:198.
ASSIGNMENT OF CONTRACT OR PURCHASE ORDER	The bidder(s) shall not assign or transfer by operation of law or otherwise any rights, burdens, duties, or obligations without the prior written consent of the DISTRICT. Assignments include corporate takeovers or mergers.
BEST AND FINAL OFFER (BAFO)	The DISTRICT reserves the right to conduct a BAFO with one or more Proposers determined by the evaluation committee to be susceptible to 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 the DISTRICT in comparing proposed solutions and obtaining the most cost-effective pricing from the Proposers. The evaluation criteria for a BAFO will be the same as those used in the initial assessment.
BID	The Vendor's response to the Request for Proposals is considered a bid.

LAFOURCHE PARISH SCHOOL BOARD RFP WAN AND INTERNET

E-Rate Request for Proposals

CONFLICT OF INTEREST	A Conflict of Interest shall exist when a Vendor or any affiliated person or business entity provides goods or services under a Contract Award whereby one or more personal, business, or financial interests or relationships exist which would cause a reasonable individual with knowledge of the relevant facts to question the integrity or impartiality of those who are or will be acting on behalf of the DISTRICT.
CONTRACT AWARD	The acceptance of a Quote, Bid, Proposal, or Offer; a Purchase Order, Contract Agreement, or other formal notification of award issued by an authorized official of the DISTRICT. The term 'contract award' refers to formally notifying the Vendor that 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 the DISTRICT. Voluntary extensions may be available as an option to extend the contract term. Individual annual extensions may be combined in the same year if a lower price is offered to exercise multiple extensions simultaneously. All contracts will begin on July 1 and end on June 30 unless stated in the Request for Proposals. The DISTRICT may revise the length of the Agreement before an award.
LEASED DRK FIBER	Leased Dark Fiber, including Indefeasible Rights of Use (IRU): The E-Rate applicant leases capacity (i.e., a specific number of fiber strands) on a provider-owned fiber network.
DEFAULT BY CONTRACTOR	The DISTRICT shall hold the bidder(s) responsible for any damage which may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. Suppose the successful bidder(s) fails to deliver services and prices as outlined in the proposal or fails or neglects to comply with the terms of the RFP. In that case, the DISTRICT may, upon written notice to the bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, whether the contract is canceled in whole or in part. The DISTRICT may consider the second winner or re-advertise all services in their entirety.
EQUIVALENT	An equivalent product must achieve the same result and functionality as the product or service requested in the RFP. Therefore, all equivalent goods and services that meet the definition will be considered.

LAFOURCHE PARISH SCHOOL BOARD RFP WAN AND INTERNET

E-Rate Request for Proposals

<p>INVOICES AND PAYMENTS</p>	<p>All vendors submitting proposals must agree to invoice the DISTRICT their monthly discount obligation portion and then send a Service Provider Invoice (SPI) to USAC for the eligible share unless otherwise stated in the RFP. Invoices must show the Funding Request Number (FRN) for each service, the total monthly cost, the discount portion owed by DISTRICT, and the amount billed to USAC.</p>
<p>NOTICE OF INTENT AWARD</p>	<p>A formal, written document issued by an authorized official of the DISTRICT informing a Vendor that a Contract has been awarded to the Vendor based on its Solicitation Response. Sometimes, the finance committee, school board, and other authorizing bodies must approve the final Agreement.</p>
<p>MONTH-TO-MONTH SERVICE</p>	<p>A service that can be canceled with 30-days prior notice.</p>
<p>PRICE AND FEES</p>	<p>Prices should be typed and shown as instructed on the sample price form for each item in the quantity specified in the bid form. The DISTRICT is exempt from all state taxes and local taxes. The price should include any port charges and other items. All additional fees must be fully explained and listed on the sample pricing forms. If fees such as Federal Access Recovery fees are required, an estimate must be disclosed. NO FEES SHALL BE ADDED TO A MONTHLY BILL UNLESS INCLUDED IN THE RESPONSE.</p> <p>Additionally, the DISTRICT requires ALL E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, Admin). Corrections before bid opening must be initialed in ink by the person signing the bid or the bidder's authorized representative. Prices not listed in the bid response will not be considered for payment.</p>
<p>LOWEST CORRESPONDING PRICE (LCP)</p>	<p>If there should be a decrease in prices of the items bid (LCP) during the contract period, a corresponding reduction in costs on the balance of the services shall be made to the DISTRICT for as long as the lower prices are in effect. At no time shall the rates charged to the DISTRICT exceed the prices bid.</p>

LAFOURCHE PARISH SCHOOL BOARD RFP WAN AND INTERNET

E-Rate Request for Proposals

PROTEST OF A SOLICITATION OR AWARD	Any aggrieved person in connection with the solicitation or award of a contract shall protest to the DISTRICT. Protest concerning a solicitation must be submitted in writing at least two (2) days before the opening of bids. Protest concerning the contract award shall be submitted in writing within fourteen (14) days after the contract award.
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 a contract shall meet bid specifications and conditions in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.
TERMINATION OF AGREEMENT OR SERVICES	The DISTRICT may terminate agreements or services upon giving thirty days' advance written notice of intent to terminate the contract for a compelling cause. (e. g., failure to deliver services, closure or merger of a site, failure to comply with the conditions and specifications within the RFP).
ENTITY TYPES	The E-Rate Program identifies suitable locations by entity classifications. The classifications are SCHOOLS, ANNEXES, and NON-INSTRUCTIONAL FACILITIES (NIFS). The Department of Education must recognize an E-Rate-eligible SCHOOL as meeting the statutory definition of an elementary and or/secondary school. An ANNEX is considered a second campus to an eligible school (e.g., alternative schools, career education centers). A NON-INSTRUCTIONAL FACILITY (NIF) is a building without classrooms that meets the E-Rate definition as having an "educational purpose" to support the schools (e.g., school board office, data centers, food service office)
SHALL	The Term "Shall denotes mandatory requirements.
MUST, WILL	The terms "must" and "will" denote mandatory.
MAY, CAN	The terms "may" and "can" denote an advisory or permissible action.
SHOULD	The Term "should" denotes desirable.
LPSB	Lafourche Parish School Board
DISCUSSIONS	For this RFP presentation, a formal structure means conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

2 MANDATORY PRE-BID MEETING


- 2.1 A pre-bid meeting will be held at 801 East 7TH Street Thibodaux, La. 70301. Attending this meeting in person is mandatory due to the complex services requested. A maximum of two company representatives may attend due to limited space. The Director of Purchasing shall be the sole contact regarding this RFP. Vendors are restricted from contacting Lafourche Parish School Board employees or other persons associated with this RFP. The meeting will be held on Thursday, October 27, 2022, at 2:00 PM (CST).

3 E-SUPPLEMENTAL TERMS AND CONDITIONS

A. 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 products and services. The program is commonly known as the E-Rate Program.

B. The eligibility of discounts for eligible services is determined by the Federal Communications Commission (FCC). Funding is made available to 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.

C. All service providers must retain 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.

D. 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](#)).

E. For example, if a service provider provides recurring Internet access to the DISTRICT from Funding Years 2023 -2028, the provider must **retain all records** on this transaction for 15 years (10 + 5 years).

F. Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules:

- 3.1 The substituted services or products have the same functionality as the original proposal.
- 3.2 The substitution does not violate contract provisions or state or local procurement laws.
- 3.3 The substitution does not increase the percentage of ineligible services or functions.
- 3.4 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.
- 3.5 Service Providers acknowledge that no change in the products and services specified in the contract provisions is allowed without prior written approval from the DISTRICT.
- 3.6 If the Vendor changes a Service Provider Identification Number (SPIN), the DISTRICT must be notified in writing before filing Form 471.
- 3.7 The Service Provider acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) under § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the DISTRICT being charged over the lowest corresponding price. The geographical area will be defined as the Vendor's footprint within the State of Louisiana unless explained in the response. Vendors not submitting the LCP in response to this RFP may be disqualified from bidding.
- 3.8 This offer is in full compliance with USAC's Free Services Advisory. No free services would predicate an artificial discount and preclude the DISTRICT from paying its proportionate share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the DISTRICT or USAC request this information.
- 3.9 The Service Provider agrees to file the Annual Service Provider Certification (SPAC) required by the E-Rate program.

4 STARTING SERVICES/ADVANCED INSTALLATION

- 4.1 The annual E-Rate Funding Year begins on July 1 and expires on June 30. The Agreement's contract "effective date" is July 1, 2023, and E-Rate-eligible goods and services requested in this RFP shall be delivered no earlier than the start of the 2023 funding year (July 1, 2023). Category 1 services (Data Transmission Services and Internet Access) will begin on July 1 of a funding year; therefore, the service provider may need to undertake some construction and installation work before beginning the start date. Within the limitations indicated below, a service provider's infrastructure costs can be deemed delivered while the associated Category 1 services begin. If services start on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1.

5 EARLY FUNDING CONDITIONS

- 5.1 The DISTRICT plans to indicate on Form 470 a request for special construction costs. "Eligible costs for leased lit fiber include monthly charges, special construction, installation, and activation charges.
- 5.2 (<https://docs.fcc.gov/public/attachments/DA-18-1173A1.pdf>)
- 5.3 Many providers of leased lit services do not impose a separate construction charge to deploy fiber (or other high-speed connections) from the DISTRICT's premises to the providers' networks. However, where a lit services provider does charge to deploy a new fiber or other high-speed connection to a building(s), the E-Rate program allows the DISTRICT to seek Category One E-Rate Program support for the construction, design, engineering, and project management components of the project as special construction charges. The E-Rate Program pays for the special construction and monthly recurring charges for leasing the lit fiber service.
- 5.4 <https://www.usac.org/sl/applicants/beforeyoubegin/fiber.aspx>

- 5.5 Four conditions must be met for USAC to support a funding year for Category 1 infrastructure costs incurred before that funding year.
- 5.6 Installation initiation cannot occur before the service provider's selection under a posted Form 470 and, in any event, no earlier than six months before July 1 of the funding year.
- 5.7 The Category service must depend on the installation of the infrastructure.
- 5.8 The underlying Category 1 service cannot have a service start date before July 1 of the funding year.
- 5.9 No invoices can be submitted to USAC for reimbursement before July 1 of the funding year.
- 5.10 Please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365), released on December 6, 2002. This FCC decision only applies to telecommunications services and Internet access.

6 INVOICING

- 6.1 The Service Provider agrees to bill and receives a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The DISTRICT's E-Rate Discount was 90% for 2022-2023. No change in the discount is anticipated for 2023-2024.
- 6.2 The DISTRICT will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the DISTRICT will be liable for is the pre-discount amount minus the funded amount, as shown on the FCC Form 471. Any identified ineligible costs will not be included in the funding request. The DISTRICT reserves the option to file Form 472 if it is the most cost-effective and streamlined method.
- 6.3 Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the DISTRICT shall pay only the discounted amount beginning with the first billing cycle.

7 PRICING AND FEES

- 7.1 All pricing for WAN and Internet must appear on the forms, and pricing must comply with LCP rules (See page 7). The scoring of the total eligible price is weighted heavier than other factors. All Vendors MUST also disclose all "estimated current "fees on the pricing form. It is understood that regulatory fees may increase annually; however, a statement explaining each fee must be included in the proposal. The DISTRICT must be able to compare costs submitted by all vendors fairly. If a winning bidder adds a self-imposed fee to an invoice or monthly statement, the District is not obligated to pay the fee. The DISTRICT must compare all prices equally during the scoring process.
- 7.2 If the most cost-effective options include special construction, the Vendor must agree to amortize the discount payments over a 4-year term, and the terms MUST be explained in the response.
- 7.3 Vendors proposing a one-time fee(s) must include a detailed explanation and breakdown of the fee in the response. Construction cannot be included in the one-time fee. A one-time fee(s) may include design and engineering, initial configuration, and project management. Please refer to the eligible services list for more details.
- 7.4 Vendors must include or disclose **ALL FEES IN THE RESPONSE**. Vendors should estimate fees if the pricing structure varies.

8 OVERVIEW OF LAFOURCHE PARISH SCHOOL DISTRICT

- 8.1 Lafourche Parish School District is a public school in Thibodaux, Louisiana. There are 44 E-Rate eligible entities, and as of October 1, 2021, there were 14,246 students reported on Form 471 in the 2021-2022 funding year. Under the E-Rate program funding matrix, Lafourche Parish School Board is eligible for a 90% discount for eligible Wide-Area Network (WAN) and Internet Access services.

9 CURRENT WAN SERVICES

- 9.1 Currently, the service provider is UNITI Fiber. Uniti Fiber provides 10 GIG WAN circuits. Some sites are sharing circuits due to the proximity of another site. All sites are connected via fiber (See Pages 23-24).

10 CURRENT INTERNET SERVICES

- 10.1 UNITI FIBER provides 10 GIGS of Internet Access to the DISTRICT. The Internet Access demarcation point is located at 801 7th Street Thibodaux, La. 70310 (See Pages 23-24)

11 WAN REQUIREMENTS

- 11.1 The DISTRICT desires a Layer 2 Ethernet protocol over fiber to the DISTRICT data center.
- 11.2 The DISTRICT desires an all-fiber managed network, and a one-time special construction option will be considered if it is the most cost-effective solution. Vendors must find the most cost-effective pricing options. Vendors are encouraged to offer distinct options to improve the network's resiliency. When possible, fiber should not be installed where it currently exists to avoid the "over-building" of E-Rate fiber networks. Still, the DISTRICT will select the most cost-effective solution, regardless.
- 11.3 Vendors MUST include details of the fiber route(s) being constructed and the cost breakdown if special construction costs are included in a proposal. Vendors must complete the Forms on Pages 27-29 when proposing a solution with special construction costs. Vendors offering special construction and not including this information may be disqualified from bidding on this project. Please only list the sites where special construction is being proposed.

- 11.4 The Vendor shall deliver the requested CIR at total bandwidth at each school directly to the DISTRICT Data Center on a full availability basis, 24/7. A clear proposed network diagram of each solution must be included in the response. The DISTRICT requests a "Real-Time Network" whereby users can access dedicated bandwidth around the clock. Throttling of the dedicated fiber network shall be prohibited. Sharing the dedicated fiber network resources outside the Lafourche Parish School Board is prohibited.
- 11.5 Depending on the solution, the service handoff at all sites shall terminate with fiber-compatible GBICs. The District's Network and Engineering staff will determine the precise site location of the MPOE, DEMARC, or "handoff point."
- 11.6 The DISTRICT will need to be able to differentiate between the various campuses in terms of traffic flow. Differentiation could be accomplished by physical links between the campuses and the DISTRICT Office, MPLS, or other "partitioning" schemes. The Vendor is directed to describe in detail how this will work in their proposal. If a fiber ring solution is proposed, please explain how the traffic flow at each site will be differentiated. Redundancy is ineligible for E-Rate funding.
- 11.7 The Vendor shall specify that the network is a fiber, managed solution with dedicated bandwidth to the DISTRICT. The Vendor will provide all necessary E-Rate-eligible hardware and interfaces accordingly. The make and model of all vendor equipment being proposed must be disclosed in the proposal. The DISTRICT is not seeking a bundled firewall. The network diagram should indicate whether the fiber is buried or aerial.
- 11.8 As part of the proposal, the Vendor will provide the space requirements for installed equipment at sites and the DISTRICT Data Center. Network outage resolution should be coordinated with DISTRICT's technical staff. The DISTRICT expects 99.9% uptime of the network.

11.9 The Vendor must provide easy access to the help desk and repair services. A documented procedure must be defined for severe problem escalation with appropriate response times explained in the proposal. The Vendor will provide critical alerts to the DISTRICT's Technical Contacts via email and notification of service outages via telephone to the DISTRICT's Technical Contacts and the status and the estimated time of restoral (ETR). This alert service will be maintained for the duration of the contract. The DISTRICT will require a 24-hour telephone contact to report a critical outage in an emergency.

11.10 The circuits shall be capable of carrying multiple protocols such as IP Data, Voice over IP (VoIP) telephony, streaming digital video, and teleconferencing. Jitter and latency shall be within industry standards as "real-time." The WAN must support the transmission of QoS ("Quality of Service") tags implemented by the DISTRICT between endpoints. Vendors must include the data rates and explain their proposed solutions clearly.

11.11 Vendors MUST include a clearly labeled detailed Map and a Network Diagram of the constructed fiber route.

11.12 Vendors are encouraged to offer various network design options (e.g., MPLS, Point, fiber ring).

12 INTERNET ACCESS REQUIREMENTS

12.1 The DISTRICT is requesting pricing for 10-20 GIGS of fiber Internet Access.

13 CONTRACT TERMS

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

14 BASIS OF SELECTION

- 14.1 No commitment will be made to selecting a vendor's system(s) based on cost; however, the price is awarded more points than other factors. Selection will be made based on a combination of factors.
- 14.2 The DISTRICT is requesting information within the proposal to help the scoring committee understand the Vendor's experience and references, Implementation Plan, Price, and other customer satisfaction areas, and conformance to the specifications in this Request for Proposal.
- 14.3 All proposals submitted by the vendors will undergo an administrative review after the public bid opening. The Administrative Review's purpose is to ensure that each proposal contains the information required by the Request for Proposals.
- 14.4 The DISTRICT reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria below will be used during this process. The top Vendor (s) in the Round 2 evaluation will proceed to an additional level of due diligence, which may include a BAFO process.
- 14.5 The process that the DISTRICT will use in selecting the Vendor to perform services outlined in the Request for Proposals will be as follows:

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

15 RFP CONSIDERATIONS

- 15.1 **General** – Failure to obtain the RFP following prescribed procedures or receiving the RFP with insufficient time to respond will not be accepted as a mitigating circumstance and will not result in granting special considerations or waivers. Failure to execute all enclosed forms as required may result in disqualification.
- 15.2 **Addenda** – If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be posted on the EPC portal and the electronic bidding site. No oral statements by any DISTRICT employee shall constitute a change or addendum to the RFP, the Project documents, or any project requirement.
- 15.3 **Disposition of Response** – All materials responding to the request will become the DISTRICT's property and be returned only at the DISTRICT's option and at the Vendor's expense. The primary copy shall be retained for official files and will become a public record. However, proposals submitted with the information marked as "confidential or proprietary" will not be made public until the Vendor redacts the "confidential or proprietary" information.
- 15.4 **Proprietary Information**- In Louisiana, pricing is not considered "confidential or proprietary" and cannot be redacted from the proposal.
- 15.5 **E-Rate Participation**-The successful Vendor must participate in the E-Rate program, meet all E-Rate billing requirements, and be eligible to receive reimbursement from the School and Libraries Division (E-Rate) for the DISTRICT's E-Rate funding commitment. The Vendor(s) awarded a contract will be required to utilize FCC Form 474 (Service Provider Invoice). The DISTRICT does not currently participate in the FCC Form 472 (Billed Entity Applicant Reimbursement) process for WAN and Internet Access.
- 15.6 **Pricing**-All pricing submitted shall be Vendor honored for 120 calendar days from the proposal due date.

16 SUBMITTAL INFORMATION

- 16.1 **Submittal** – Each Vendor submitting a proposal via **mail, hand-delivery, or carrier service** shall submit an original proposal plus **four** copies and one electronic copy of the proposal in a sealed envelope prominently marked with the Request for Proposal number, title, the due date, time, and the name of the organization submitting the response. **Responses shall be on 8-1/2" x 11" paper, and the electronic copy must be in PDF format and saved to a non-returnable USB drive.**
- 16.2 **Cover Page and Forms**-The proposal must include the cover sheet on Page 20 and a completed non-collusion form on Page 21. The Cover Page (See Page 20) and the Non-Collusion Form (Page 21) **MUST** appear in the Beginning Section of the Proposal, and all other forms **MUST** appear in the last section of the proposal. Pages 25-27 must be completed and included if special construction is proposed. ***Omitting any required forms may be a disqualifying factor.***
- 16.3 **Table of Contents**-A table of Contents is required for each proposal.
- 16.4 **Contents**-Vendors should take this opportunity to present a well-organized proposal to address all specifications in the RFP. Clear Maps and Diagrams **MUST** be labeled and easy to read and understand. All pages **MUST** include in the header or footer the name of the company and the page numbers. All pricing required forms **MUST** appear in the last section of the proposal.
- 16.5 **Accept, comply with an Exception, Can't Comply**- Vendors should understand that the RFP response is part of any resulting agreement. Therefore, Vendors have an opportunity to provide a brief, concise statement regarding their ability to **Accept and Comply** or **Comply with Exceptions** or **Can't Comply**.
- 16.6 **References and Other Information**- Vendors are encouraged to provide details about the qualifications of technical staff, E-Rate personnel, training, technical support offices' locations, and other areas of importance to an evaluation committee.

- 16.7 **Proposal Deadline** – Proposals shall be submitted to the address listed in the event schedule. Proposals received later than the date and time in the event schedule will be returned to the sender unopened. Facsimile (fax) copies or email responses of submittals will **not** be accepted. Proposals uploaded to the electronic bidding site after the deadline will not be accepted.
- 16.8 **Withdrawal** – The Vendor may withdraw responses before the closing date and time for receipt of responses. A vendor may submit a new or modified offer before the designated submission deadline. Whether oral or written, modification offered in any other manner will not be considered unless the DISTRICT desires a BAFO.
- 16.9 **Information Request(s)** – To control information disseminated regarding this Request for Proposal, organizations interested in submitting responses are directed not to make personal contact with members of the School DISTRICT, Administration, or staff with the exception and permission of the individual listed below. All questions regarding this RFP will be addressed to the individuals listed below. Submit all inquiries via email only to— Tobias, Jennifer L. Procurement Director, at jtobias@MYLPSD.COM. NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions.
- 16.10 **Right to Accept or Reject** -The DISTRICT reserves the right to accept or reject any proposals in their entirety or any portions(s) and waive any informality or irregularity in the Request for Proposal.
- 16.11 **Forms of Agreement** – The DISTRICT reserves the right to incorporate standard contractual provisions into any agreement executed in response to this request and to require indemnification insurance as may be stipulated by the DISTRICT.

16.12 Availability of Funds – The DISTRICT's obligation herein is contingent upon receipt by the DISTRICT of the total funding commitment allowed by the Universal Service Fund through the "E-Rate" program. No legal liability on the DISTRICT for payment of any money shall arise unless and until funds are made available for this procurement through the "E-Rate" Program. The DISTRICT may award a contract for all requirements outlined in the RFP or any portion of funds, contingent upon the level of funding provided by the Schools and Libraries Division.

16.13 Equal Opportunity – The DISTRICT's policy that, in connection with all work performed under Purchasing Contracts, there shall be no discrimination against any prospective or active employee engaged in work because of race, color, ancestry, national origin, sex, or religion creed. Therefore, the Vendor(s) agrees to comply with applicable Federal and Louisiana laws, including, but not limited to, the Louisiana Fair Employment & Housing Act. Also, the successful Vendor(s) agrees to require compliance by all subcontractors employed on the job.

16.14 Compliance – Responses that do not comply with instructions and forms may be disqualified from bidding, as noted in the applicable sections of the RFP.

17 RESPONSE PACKAGE COVER SHEET

PROPOSAL OPENING:

PROPOSER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

AREA CODE & FAX _____

THE PRINCIPLES OF THE COMPANY ARE:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

18 NON-COLLUSION STATEMENT

LAFOURCHE PARISH SCHOOL BOARD

_____, states that he/she is _____ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal); that said proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to put in a sham proposal or to refrain from proposal, collusion, or communication or conference, with any person, to fix the proposal price or to fix any overhead, profit or cost element, or that of any other Proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said proposal or proposal are true.

(Signature)

19 LIST OF ENTITIES AND WAN BANDWIDTH

Name of Entity	Address	City and State	Current Bandwidth
1. Bayou Blue Elementary School	1916 Bayou Blue Rd	Houma, La. 70301	10 GIGS
2. Bayou Blue Middle School	196 Mazerac Street	Houma, La. 70364	10 GIGS
3. Bayou Blue Upper Elementary School	115 Mazerac Street	Houma, La. 70364	10 GIGS
4. Bayou Boeuf Elementary School *Damaged in Hurricane	4138 Highway 307	Thibodaux, La. 70301	10 GIGS
5. Bayou Boeuf Elementary School (Annex)	101 School Lane	Thibodaux, La. 70301	10 GIGS
6. Bayou Community Academy Charter School	800 E 7th St	Thibodaux, La. 70301	10 GIGS
7. Bayou Community Academy Charter School (NEW CONSTRUCTION)	951 North Canal Blvd	Thibodaux, La. 70302	10 GIGS

8. C.M. Washington Elementary School (South Thibodaux Elementary School)	200 Iris St	Thibodaux, La. 70301	10 GIGS
9. Central Lafourche High School	4820 Hwy 1	Raceland, La. 70394	10 GIGS
10. Chackbay Elementary School	450 Hwy 20	Thibodaux, La. 70301	10 GIGS
11. Cut Off Elementary School	177 W 55th Street	Cut Off, La. 70345	10 GIGS
12. East Thibodaux Middle School	802 East 7th St	Thibodaux, La. 70301	10 GIGS
13. Galliano Elementary School	148 W 158th St	Galliano, La. 70354	10 GIGS
14. Golden Meadow Lower Elementary School	118 Alcide St	Golden Meadow, La. 70357	10 GIGS
15. Golden Meadow Middle School *Building Damage in Hurricane	630 S. Bayou Drive	Golden Meadow, La. 70357	10 GIGS
16. Golden Meadow Upper Elementary School	Temporarily Located at Golden Meadow Middle	Golden Meadow, La. 70357	10 GIGS

17. Larose-Cut Off Middle School	13356 W Main	Larose, La. 70373	10 GIGS
18. Lockport Lower Elementary School	1421 Crescent Ave	Lockport, La. 70374	10 GIGS
19. Lockport Middle School	720 Main St	Lockport, La. 70374	10 GIGS
20. Lockport Upper Elementary School	201 School St	Lockport, La. 70374	10 GIGS
21. North Larose Elementary	175 Richardel Dr	Larose, La. 70373	10 GIGS
22. Raceland Lower Elementary School	144 Bowie Rd	Raceland, La. 70394	10 GIGS
23. Raceland Middle School	3737 Hwy 308	Raceland, La. 70394	10 GIGS
24. Raceland Upper Elementary School	3759 Hwy 308	Raceland, La. 70394	10 GIGS
25. Sixth Ward Middle School	1865 Choctaw Rd	Thibodaux, La. 70301	10 GIGS
26. South Lafourche High School	16911 E Main St	Cut Off, La. 70345	10 GIGS

27. St Charles Elementary School	1690 Hwy 1	Thibodaux, La. 70301	10 GIGS
28. Thibodaux Elementary School	700 E 7th St	Thibodaux, La. 70301	10 GIGS
29. Thibodaux Middle School (New Construction)	724 Cardinal Drive	Thibodaux, La. 70302	10 GIGS
30. Thibodaux High School	1355 Tiger Dr	Thibodaux, La. 70301	10 GIGS
31. W.S. Lafargue Elementary School	700 Plantation Rd	Thibodaux, La. 70301	10 GIGS
32. West Thibodaux Middle School	1111 East 12th St	Thibodaux, La. 70301	10 GIGS
33. It Annex Data Center #1	801 E 7th St.	Thibodaux, La. 70301	10 GIGS
34. Lafourche Parish School Board Accounting	701 E 7th Street	Thibodaux, La. 70301	10 GIGS
35. Lafourche Parish School Board Admin Building	805 East 7th Street	Thibodaux, La. 70301	10 GIGS
36. Lafourche Parish School Board Child Nutrition	617 Church Street	Thibodaux, La. 70301	10 GIGS

37. Lafourche Parish School Board Maintenance Department	312 East 9th Street	Thibodaux, La. 70301	10 GIGS
38. Lafourche Parish School Board Media Center	1411 Crescent Avenue	Lockport, La. 70374	10 GIGS
39. Lafourche Parish School Board Pupil Appraisal Center	110 Bowie Road	Thibodaux, La. 70301	10 GIGS
40. Lafourche Parish Data Center #2	6867 Bluebonnet Blvd.	Baton Rouge, La. 70810	10 GIGS
41. Professional Learning Center (Plc)	4101 Hwy 308 S	Raceland, La. 70394	10 GIGS
42. The Opportunity Place-South	14669 East Main Street	Cut Off, La. 70345	10 GIGS
43. Therapeutic Intervention Program Tip (The Opportunity Place-Central)	190 Johny Dufrene Dr.	Raceland, La. 70394	10 GIGS
44. Career Magnet Center (Annex)	6419 Highway 308	Lockport, La. 70374	10 GIGS
45. Lafourche Parish Juvenile Justice Facility (Annex)	2525 Veterans Blvd	Thibodaux, La. 70374	10 GIGS
46. The Opportunity Place South Virtual School	14669 East Main St	Cut Off, La. 70345	10 GIGS

47. Bayou Boeuf Elementary School ANNEX	101 School	Thibodaux, La. 70301	10 GIGS
48. Golden Meadow Middle School ANNEX	124 North 3 rd St.	Golden Meadow, La. 70357	10 GIGS
49. Lafourche Parish Data Center #2	6867 Bluebonnet Blvd.	Baton Rouge, La. 70810	10 GIGS

20 CURRENT INTERNET ACCESS

NAME OF SITE	CURRENT SPEED	ADDRESS	CITY AND STATE
LAFOURCHE PARISH SCHOOL BOARD (DATA CENTER)	10 GIGS		THIBODAUX, LA.

21 SAMPLE PRICING FORMS (WAN) MONTHLY COST

NAME OF SITE COSTS 10 GIGS	COST 15 GIGS	COST 20 GIGS	

22 SAMPLE PRICING FORM (MONTHLY COST INTERNET ACCESS)

5 GIGS	10 GIGS	20 GIGS	ADDITIONAL OPTIONS UP TO 20 GIGS
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23 SPECIAL CONSTRUCTION INFORMATION

Site Name (Recipient of Service)	Entity Number	Latitude	Longitude

24 START AND ENDPOINT FORM

Site Name (Recipient of Service)	End Point (Include BEN Name	Latitude	Longitude

