

# OETC-20R-01

*FCC Form 470 #200010936*

## *Request for Proposals for E-rate eligible, Category 2 Technology and related Services*

*A Joint Cooperative Procurement by the public K-12 and Higher Education members of the  
Organization for Educational Technology and Curriculum (OETC).*

### **Proposal Submission Deadline:**

February 14, 2020

5:00 PM PST

### **Deliver Sealed proposals to:**

Organization for Educational Technology and Curriculum  
Attn: Zach Jensen / OETC-20R-01 <insert Respondent name>  
471 High Street SE  
Suite 10 / Creekside  
Salem, Oregon 97301-3995

# Section I: RFP Overview

## A. RFP Details

The Organization for Educational Technology and Curriculum (OETC), with its principal place of business at 471 High Street SE, Suite 10, Salem, Oregon 97301, on behalf of its public member K-20 institutions, is seeking proposals for Category 2 E-rate eligible products and services for a price agreement and fulfillment services.

RFP Number	OETC-20R-01
RFP Products	Category 2 E-rate Products and Services
OETC Contract Administrator	Zach Jensen <a href="mailto:zjensen@oetc.org">zjensen@oetc.org</a>
Announcement URL	<a href="https://oetc.org/2020/01/eraterfp/">https://oetc.org/2020/01/eraterfp/</a>
Administrative Fee	2%
Contract Term	Three (3) years
Renewal Term	Up to three (3) additional years
Shipping Charges	Freight on Board Destination (FOB)
Estimated Fulfillment Volume	\$500,000

## B. RFP Schedule

January 10, 2020	<b>Request for Proposals is released</b>
January 17, 2020	<b>Questions Due</b> <i>All questions from Manufacturers or their Authorized Dealer(s) must be submitted to OETC by 12p PST on 1/17/2020 using the web form found at the RFP Announcement URL</i>
January 17, 2020	<b>Posted Answers</b> <i>All questions and official responses will be posted on OETC's website at the RFP Announcement URL by 5p PST on 1/17/2020</i>
February 14, 2020	<b>Closing</b> <i>All sealed proposals are due to OETC by 5:00 p.m. on this date to qualify for evaluation</i>
February 14, 2020	<b>Proposal Opening</b> <i>Received proposals are opened, recorded, and published at the RFP Announcement URL</i>
February 14, 2020 - February 18, 2020	<b>Response Evaluation Period</b> <i>The evaluation period is an estimate, and may be longer or shorter based on the number of responses and/or the complexities of the responses. Significant changes to this schedule will be posted at the RFP Announcement URL.</i>
February 18, 2020	<b>Intent to Award</b> <i>OETC will post its intent to award at the Announcement URL.</i>
February 18, 2020 - February 25, 2020	<b>Protest Period</b> <i>Responsive Respondents not awarded may protest in accordance with the terms and conditions set forth in this RFP.</i>
February 25, 2020	<b>Notification of Award</b> <i>All Respondents will be notified of the status of their proposal.</i>

## C. Objective

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a Statewide Price Agreement(s) through competitive negotiations for the procurement of **E-Rate Category 2 (Cat 2)** goods and services. This RFP aims to help address technology upgrade affordability issues for accredited educational institutions represented by OETC's broad membership of more than 3,000 schools and libraries.

OETC is a nonprofit that makes purchasing technology simple, reliable, and affordable to meet the needs of educators across the country. Our consortium membership is concentrated in the Pacific Northwest, but includes institutions in K-12 and Higher Education from every region of the United States—rural and metropolitan, large and small, old and new.

On behalf of the consortium, OETC negotiates competitively-bid contracts with industry-leading educational technology providers. These contract holders gain access to a purchasing market of over 1,100 educational institutions and school districts, as well as convenient and reliable sales facilitated by our dedicated marketing and support staff.

OETC seeks qualified and experienced Vendors to provide high density, E-rate eligible broadband related equipment and/or services to as many E-rate eligible educational entities and libraries as possible, leveraging federal E-rate funds, with E-rate discounts ranging from 20% to rate of 85%. This procurement execution is subject to E-rate funding availability and approval which is administered by the Universal Service Administration Company (USAC) on behalf of the Federal Communications Commission (FCC). **“Educational Institutions”** is a term used throughout this document to refer to all of OETC's E-rate eligible entities as defined by USAC ([Webpage explaining E-rate eligibility](#)). It is the intent of the Agency to assist Educational Institutions with this procurement process to help ensure viable educational technology upgrade options.

It is the intent and purpose of this competitive procurement process, in accordance with both E-rate and state procurement laws, to establish **Statewide Price Agreements** with educational technology-related services and equipment Vendors for use by E-rate eligible Educational Institutions. Educational Institutions will also have the ability and right to conduct their own mini-bid using the pricing obtained from this request for proposals in their selection of products and/or services.

All OETC Members may use the resulting Contract(s). This RFP may result in multiple awards.

**Important Notice:** *This is a consolidated RFP which contains the following three (3) Requirement Sets to organize the provided seven (7) CAT 2 E-rate groups for cost reporting purposes.*

**1) Equipment & Associated Professional Services**

Group One (1), Wireless Network Equipment

Group Two (2), Wired Network Equipment

Group Three (3), Content Distribution

Group Five (5), Professional Services

Group Seven (7), Basic Maintenance of Eligible Broadband Internal Connections

**2) Cable Installation & Verification Services**

Group Four (4), Cable Installation and Verification Services

**3) Managed Internal Broadband Services**

Group Six (6), Managed Internal Broadband Services

*Prospective Contractors have the option of submitting a proposal for either one, some, or all of the services. The submission of a proposal for particular services shall prominently indicate, within the proposal, the specific name of the service(s) to which the proposal applies. If the name of a specific service(s) is not prominently indicated within the proposal, the proposal submission will be accepted as being applicable to all services.*

Submitted and accepted proposals will be utilized to establish a pricing schedule, with approved Vendors that will be available for use by E-rate eligible Educational Institutions.

Vendors are encouraged to submit statewide or multiple county proposals in any or all of the three Requirement Sets associated with seven technical groups. It is also possible that one Vendor may provide a mixture of hardware and services spanning across the RFP.

**Preference will be given to qualified Oregon-based Vendors** for economic growth purposes within the State of Oregon.

**This RFP is 100% make and model neutral.**

The purpose of this RFP and any resulting Statewide Price Agreement(s) is to solicit proposals for E-rate eligible (Category 2) services for OETC members within the seven (7) groups outlined below.

## **D. Requirements**

### **Requirement Set 1: Equipment and Associated Services**

#### **1. Purpose of Group One (1): Wireless Network Equipment**

To provide options for Industry-Standard-compliant Wi-Fi equipment. This group of products includes all components necessary to provide wireless networking capabilities when connected to a wired Ethernet infrastructure. Components include wireless access points, wireless controllers, and network control and management.

#### **2. Purpose of Group Two (2): Wired Network Equipment**

To provide options for Industry-Standard-compliant wired Ethernet equipment that will allow internal resources that connect Internet Service Provider (ISP) services to a Wide Area Network (WAN) connection so that customers may access content through end-user devices. This group includes gigabit capable Ethernet switches and accessories such as Gigabit Interface Converter (GBIC) for use on the OETC members' campus (i.e., LAN) to a WAN connection for access to remote services, including Internet. Industry-Standard-compliant racks and Uninterruptible Power Supplies (UPS)/Battery Backups are also included as options.

#### **3. Purpose of Group Three (3): Content Distribution**

To provide firewall equipment and service options to customers. A Firewall is a security system that protects a network from various potential threats coming from the Internet. A firewall can be hardware and/or software, but this RFP focuses on basic firewall protection before reaching an internal network. Please note many firewalls are only partially eligible for support and respondents must clearly identify the E-rate eligible portion.

#### **4. Purpose of Group Five (5): Professional Services**

Includes Evaluation, Planning, Design, Installation, and Configuration. This procurement is intended to provide options for the design, installation and configuration of network equipment purchased through this and other contracts for customers. These professional services include all aspects of designing and configuring networks, but do not include the day-to-day management of the devices.

#### **5. Purpose of Group Seven (7): Basic Maintenance of Eligible Broadband Internal Connections**

To provide basic network maintenance with affordable and timely response to technical assistance and equipment maintenance and/or replacement of networking hardware.

## **Requirement Set 2: Cable Installation & Verification Services**

### **1. Purpose of Group Four (4): Cable Installation and Verification Services**

To provide options to have Ethernet cable installed in an OETC member's buildings.

## **Requirement Set 3: Managed Internal Broadband Services**

### **1. Purpose of Group Six (6): Managed Internal Broadband Services**

To provide options to outsource the day to day management of networks to world-class network providers. The transition to digital learning will mean that network outages have a direct negative correlation on performance. The goal of the managed services aspect procurement is to reduce the risk of network outages by providing access to state of the art network management capabilities for every OETC member and to allow continuous monitoring on installed equipment.

## **E. Scope of Procurement**

This solicitation will establish a Statewide Price Agreement(s). End Users may be required to conduct a mini-bid in accordance with E-rate rules, using the mini-bid process as defined in the Universal Service Administrative Company (USAC) glossary. End Users will maintain ownership and control of the mini-bid process, all products, managed services, and provide their own payment for the share of the purchase not covered by the E-rate reimbursement (commonly known as the non-discount share).

In addition, OETC reserves the right to make partial, progressive, or multiple awards where it is advantageous to award separately by item or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; and where other factors are deemed to be necessary or proper to the purchase in question, as compatibility with existing installed infrastructure may be a key criterion for some components such as wireless access points and wireless controllers.

**E-Rate Program Knowledge:** Vendor shall provide documentation indicating their knowledge of E-rate, and their ability to take necessary steps to ensure that current processes are being followed so that the work within the E-rate environment successfully maximizes funding opportunities for the customer and ensures the earliest possible project completion. Vendors providing proposals must have an E-Rate Service Provider Identification Number (SPIN) from the SLD, and must include their SPIN on their proposal. There is no cost to register for a SPIN.

**E-Rate Eligible Cost, Material and Labor:** All Vendor pricing must clearly identify the E-rate eligible costs associated with a given product or service. If a product or service is partially eligible, the vendor must clearly identify the E-rate eligible portion. In accordance with E-rate rules, the cost of E-rate eligible products or services will be evaluated separately from E-rate ineligible costs.

**E-Rate Ineligible Cost, Material and Labor:** All Vendor proposals must clearly identify the E-rate ineligible costs associated with a given product or service. If a product or service is partially ineligible, the vendor must clearly identify the E-rate ineligible portion. In accordance with E-rate rules, the cost of E-rate eligible products or services will be evaluated separately from E-rate ineligible costs.

The scope of the procurement is intended to provide affordable purchasing of E-rate Category 2 eligible technology and services at a cost savings for OETC members.

This procurement is intended to result in multiple awards in order to serve the needs of OETC members in states including, but not limited to; Oregon, Washington, California, Alaska, Idaho, Montana, Nevada, and Hawaii. There are no volume or purchase commitments by the members of OETC for the products and services awarded from this procurement. However, the products and services included in the awarded agreements **must** be available to the Educational Institutions should they elect to make any purchases.

The Statewide Price Agreement(s) awarded shall be for three years with the option to renew for three additional years. OETC reserves the option to contract with any one of the awarded Offeror(s) for all or part, or none of the services that are included in the awarded agreements.

The Statewide Price Agreement(s) resulting from this procurement for E-rate Category 2 eligible products and/or services will provide the procuring method made available to the Educational Institutions. The terms and conditions of the awarded agreement shall be the baseline for any contracted Category 2 purchases.

OETC Members reserve the right to add and/or change new or existing eligible locations to the list of locations included in the awarded statewide price agreements. If additional locations are added, the Educational Institutions will require related pricing for the new location(s). If an awarded vendor's service area changes, the vendor may submit its changes to the procuring Educational Institution with its related pricing for any new eligible locations in its service area. The pricing for new locations must be consistent with existing pricing and offer a cost-effective solution. As of the posting date of this RFP, the E-Rate eligible Category 2 products and services that are included in the awards can be found on [the USAC website](#). These are items that may be updated on the awarded Agreements per the OETC Member state's amendment process. For any changes requested to the Statewide Price Agreements, they must be reviewed by the Educational Institutions that will work in coordination with OETC's E-Rate Coordinator for signature approval of the changes to the Agreement through the Agency's statewide price agreement amendment process.

As stated in the Introduction, the purpose of this RFP is to solicit proposals for the three Requirement Sets encompassing seven technical groups of E-rate eligible goods and services. End Users may elect to contract directly with the Vendor(s) for any of the goods, services, or any combination of goods and services described within this RFP. The Vendor(s) shall provide the goods or services in the Requirement Sets offered by the Vendor and awarded by the OETC directly to the electing End Users at the fixed prices established pursuant to this RFP. If offered, vendors must include any applicable volume discounts in their proposal.



The goods or services provided to End Users by the Vendor(s) shall, at a minimum, comply with the applicable requirements and specifications set forth in this RFP and the resulting Statewide Price Agreement(s). The Vendor(s) and electing End Users will contract between themselves for the goods or services and shall incorporate the terms and conditions established pursuant to this RFP and the resulting Statewide Price Agreement(s).

## F. Technical Specifications

The requirements/specifications for each Requirement Set are set forth below. Vendor(s) shall respond to and comply with all “mandatory” requirements in each group of goods, services, or combination of goods and services offered by the Vendor(s) in response to this RFP. For each group, the “desired” requirements may or may not apply depending on the goods, services, or combination of goods and services contained in the Vendor’s offer. Vendors are therefore required to review the desired requirements and respond as applicable to the goods, services, or combination of goods and services contained in Vendor’s offer. If a Vendor determines a desired requirement does not apply to the Vendor’s offer, the Vendor may respond with “Not Applicable” or “Does Not Apply.”

All Vendors will provide an explanation of how their proposed solution fits within the existing environment.

Vendor may respond to one or more of the three Requirement Sets (1-3) and each Requirement Set will be evaluated and awarded independently. Responding Vendors must have a Service Provider Identification Number (SPIN) issued by the USAC, must not be in red light status with USAC, and must comply with all E-rate rules.

### **1. Vendor Evaluation Questions for All Requirement Sets (1-3) Responses**

- a. Vendor must have a Service Provider Identification Number (SPIN) and will comply with all applicable E-rate rules. Vendor shall provide their SPIN in the vendor narrative below.
  - i. Met\_\_\_\_\_ or Not Met\_\_\_\_\_
- b. Please describe your company and provide:
  - i. Company history
  - ii. Financial information
  - iii. Number of employees by discipline. OETC requires highly qualified support personnel in order to serve its members. Please include any applicable certifications earned by employees who would be directly engaging with OETC and its members.
  - iv. Company office locations **and** regional installers/partners capable of providing service(s) to OETC members in at least Oregon, Washington, and Idaho within 24 hours. Because of the vast number of OETC Members spread out across multiple states and geographies, only proposals from vendors who have local offices or can contract with local service providers

will be considered. **Please note: Vendors must adhere to local prevailing wage policies.**

1. Please utilize the 'Contacts' tab in Exhibit 1 (Excel document) to provide and organize this information.
- c. E-rate rules state that it is the applicant's choice to utilize the Form 472 Billed Entity Applicant Reimbursement (BEAR) Form where applicants pay the full bill and seek repayment from USAC directly or the Form 473 Service Provider Invoice (SPI) Form where the Vendor bills the applicant only the applicant's E-rate share and invoices USAC directly for the balance. Vendor shall afford the applicant the ability to select the BEAR or SPI billing discount methodology.
- i. Met\_\_\_\_\_ or Not Met\_\_\_\_\_

**2. Requirement Set 1: Equipment & Associated Services**

- a. For equipment supplied by the Vendor from other manufacturers or equivalent, the Vendor shall provide the manufacturers statement of support. The statement must be current and dated and on the manufacturer's letterhead and must stipulate the Vendor is an authorized reseller of the manufacturer's product line.
  - i. Met\_\_\_\_\_ or Not Met\_\_\_\_\_
- b. The Agency prefers Vendors who can support all OETC members. A full list of OETC's current members at the time of posting this RFP is available on its website. Please indicate in which states all services provided are supported.
- c. OETC desires that each Vendor product include a 1 - 3 year warranty. For compliance with E-rate rules, a manufacturer's multi-year warranty for a period up to three years and provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.
- d. OETC desires the Vendor provide general descriptions and use cases of the networking hardware being proposed for use in school and library buildings.
- e. OETC desires the Vendor provide a description as to how the wireless equipment is managed, including RF spectrum, client authentication, roaming, and integration into a broader management framework.
- f. OETC desires the Vendor describe all methods available for command and control of the wireless network, be it through a physical appliance, virtual appliance, or cloud offering.
- g. OETC desires the Vendor provide a description of the compatibility with any existing wireless environment management platform. Specifically, but not limited to, Aerohive, Aruba, Avaya, Cisco, Extreme Networks, Hewlett Packard, Meraki, Meru, Ruckus, Xirrus, Ubiquity, or equivalent.

- h. OETC desires the vendor describe the data plane flow (preference will be given to solutions that do not “backhaul” wireless client traffic to a controller or controllers).
- i. OETC desires the Vendor describe how connectivity is affected by temporary loss of connection to (i) management system and (ii) controller.
- j. OETC desires Vendor provide multiple options for wireless access point models which includes at least one standard indoor model, one high density indoor model, and one long range outdoor model.
- k. OETC desires the Vendor identify which of the following features are supported in the proposed solution for each of the proposed access point models.
- l. OETC desires the Vendor describe any value added function their wireless solution provides and should state if this function is eligible for E-rate reimbursement.

### **3. Group One: Wireless Network Equipment**

#### **a. Mandatory:**

- i. The proposed hardware must be IEEE 802.11 compliant.
- ii. The proposed hardware must provide IEEE 802.11ac support as well as backward compatibility with IEEE 802.11b/g/n in 2.4GHz band.
- iii. The proposed hardware must have at least one 1000 Base-T Ethernet Port
- iv. Each Vendor product shall include a minimum one year product warranty and the Vendor shall provide options for an extended warranty period up to three years
- v. Vendors shall provide the annual maintenance and support costs (quoted on an annual basis as required by E-rate rules)
- vi. Vendors shall provide copies of all warranties for the equipment offered by Vendor in response to this RFP.

#### **b. Desired:**

- i. Vendors must respond to the desired specifications but lack of full compliance with these desired specifications will not disqualify the Vendors from consideration.
- ii. Vendor shall provide general descriptions and use cases of the networking hardware being proposed for use in Educational Institution buildings.

- iii. Vendor shall describe all methods available for command and control of the wireless network, be it through a physical appliance, virtual appliance or cloud offering.
- iv. Vendor shall provide a description as to the compatibility with any existing wireless environment management platform.
- v. Vendor shall describe the data plane flow.
- vi. Vendor shall describe in detail the items and services to be covered under maintenance.
- vii. Vendor shall describe how connectivity is affected by temporary loss of connection to the management system or controller.
- viii. Vendor shall provide multiple options for wireless access point models which will include at least one standard indoor model, one high density indoor model and one long range outdoor model.
- ix. Vendor shall list which of the following features are supported in the proposed solution for each of the proposed access point models:
  - 1. Powered by IEEE 802.11af POE or IEEE 802.11at POE+
  - 2. Support for dual radio, 2.4GHz and 5GHz bands, simultaneously
  - 3. Support for 5GHz
  - 4. Support for Dynamic Frequency Selection
  - 5. Support for Multiple-In, Multiple-Out (MIMO) radio; multiple spatial stream design with a minimum capacity of 2x2:2
  - 6. Support for at least 2 spatial streams in the 5GHz band
  - 7. Support for multiple SSIDs and per-SSID access policy
  - 8. Support for “captive portal” or other facility to ensure Acceptable Use Policy is affirmed by end users
  - 9. Support for rate limiting and traffic shaping of guest clients
  - 10. Support for client isolation; prevent attached wireless devices from communicating directly with each other
  - 11. Support for rogue AP detection
  - 12. Number of 1000 Base-T Ethernet Ports
  - 13. Support for multiple VLANs with assignable QoS
  - 14. Support for IEEE 802.1X Authentication and IEEE 802.11i WPA2/Enterprise cryptography
  - 15. Support for Layer 2 / 3 roaming/mobility without performance degradation or re-authentication required by clients (roaming within a single Educational Institution)
  - 16. Support to forward wireless client traffic without backhaul to centralized controller
  - 17. Can centrally manage all Access Points from one management console/interface

18. Support for autonomous channel, power and RF configuration based on dynamic environment changes; explain how/if APs can adapt to changing RF conditions without human intervention.
19. Options for mounting hardware required for ceiling or wall

**c. Optional:**

- i. Vendor should describe any value added function their wireless solution provides with respect to Mobile Device Management (MDM). For example, if a wireless access point's cost includes client device management software which provides valued added functions specifically in conjunction with the wireless products, this should be highlighted.
- ii. Vendor should describe any value added function their wireless solution provides with respect to Classroom Management. For example, if a wireless solution cost includes classroom management software which provides valued added functions specifically useful to a teacher in a K-12 classroom, it should be highlighted.
- iii. Vendor should, if responding with both Wireless and Ethernet Switch equipment, also provide a narrative describing the value of the combined solutions, including network management, policy control, mobile device management (client management), network access control and other features/benefits gained in a holistic approach.

**4. Group 2: Wired Network Equipment**

**a. Mandatory:**

- i. Routers, minimum standards:
  1. Layer 3
  2. Protocols: IP Routing, OSPF, and BGP
  3. Two (2) 1GB copper interfaces
  4. One (1) SFP+ interface
  5. SNMP management capabilities
  6. Each Vendor product shall include a minimum one year product warranty and specify the options for an extended warranty up to three years
  7. Vendor shall provide an annual maintenance and support option (quoted on an annual basis as required by E-Rate rules)
  8. Vendors shall provide copies of all warranties for the equipment offered by Vendor in response to this RFP.
- ii. Switches, minimum standards:
  1. Layer 2 and 3 (Upgrade process or IOS/license info if Layer 3 routing is needed)
  2. Support for multiple VLANs
  3. Support for IEEE 802.3at POE+ on one or more
  4. Support for at least 15Watts of POE per port, on 90% 1GbE ports simultaneously

5. Non-blocking switch backplane
  6. Trunking (IEEE 802.3ad)
  7. Vendor-specific management capabilities
  8. Ethernet switches will have a minimum of 8 ports (POE preferred and 8 is standard)
  9. Each Vendor product shall include a minimum one year product warranty and specify the options for an extended warranty up to three years
  10. Vendor shall provide an annual maintenance and support option (quoted on an annual basis as required by E-rate rules)
  11. Vendors shall provide copies of all warranties for the equipment offered by Vendor in response to this RFP.
- iii. Desired Switching:
1. Vendors must respond to the desired specifications but lack of full compliance with these desired specifications will not disqualify the Vendors from consideration.
  2. Vendor shall provide a description as to how the equipment is ideally managed.
  3. Vendor shall describe all methods available for command and control of the hardware, be it through a physical appliance, virtual appliance or cloud offering.
  4. Vendor shall describe how the equipment may be managed using an existing management console at Educational Institution. Educational Institutions shall not be required to employ multiple wired-network management platforms within any given Educational Institution building.
  5. At a minimum, Vendor shall provide pricing options on all of the following configurations (if available):
    - a. 24 Port POE GbE with 2 SFP+ connections
    - b. 24 Port POE GbE with 4 SFP+ connections
    - c. 24 Port GbE with 2 SFP+ connections
    - d. 24 Port GbE with 4 SFP+ connections
    - e. 48 Port GbE with 2 SFP+ connections
    - f. 48 Port GbE with 4 SFP+ connections
    - g. 8 Port GbE with 1 SFP+ connection (appropriate for Portables)
- iv. 8 Port POE GbE with 1 SFP+ connection (appropriate for Portables)
1. 19 inch, two post, racks (floor mount or wall mount) with cable management for network hardware (grounded)

**b. Optional:**

- i. Vendor should include pricing for optional Redundant Power Supply, extra GbE SFP Modules and extra 10GbE SFP Modules. Vendor should note ineligible costs in their proposal.
- ii. Vendor should, if responding with both Wireless and Ethernet Switch equipment, also provide a narrative describing the value of the combined solutions, including network management, policy control, mobile device management (client management), network access control and other features/benefits gained in a holistic approach.

**5. Group 3: Content Distribution**

**a. Mandatory:**

- i. Caching Server, minimum standards:
  1. Vendor shall describe their solution, its components and use cases in detail, explaining how qualified and authorized teachers are able to push content to the student devices, how this impacts network load, increases teacher effectiveness and allow the students to perform assignments in the temporary absence of an internet connection.
  2. Vendor shall describe and define any client software that must be installed as well as any servers or appliances required and their operating locations i.e. (cloud, school central office, individual school, etc.).
  3. Vendor shall identify the devices supported. At a minimum, 3 of the following list must be supported: Apple iOS, Apple OS X, Google Android Tablet, Google Chromebooks, or Microsoft Windows.
  4. Vendor shall provide at least two reference customers that are using the product in an educational setting.
  5. Vendor shall provide copies of all warranties for all products provided by Vendor as part of its solution offered in response to this RFP.
  6. All servers will have a power supply
  7. A dual power supply is highly recommended, but may not be E-rate eligible.
- ii. Minimum caching server configuration:
  1. TIER 1 - Basic Server (< 25 users)
    - a. Operating System: Windows 2012 R2 Foundation (max 15 users) or Essentials (max 25 users) or Most any Version of Linux
    - b. Size/Shape: Floor Standing Tower or 1 U Rackmount Chassis
    - c. CPUs/CPU Cores: 1 @ CPU with 2 @ Cores

- d. RAM: 8 GB
  - e. Local Disk/Storage: SATA-3 Hard Disk Minimum 1 TB.
  - f. Network/NIC: 1 @ GB NIC
- iii. Firewalls, minimum standards:
- 1. Next Generation Firewall (NGFW) Capabilities
  - 2. Application awareness
  - 3. Packet Inspection
  - 4. Geo IP blocking
  - 5. Malware identification/blocking
  - 6. Virtual Private Network (VPN) capabilities
  - 7. One (1) SFP+ Gigabyte throughput or higher (SFP+ provides 1GB or 10GB Capability)
- iv. IEEE 802.3ad Trunk aggregation standard
- v. Starting configurations:
- 1. Tier 1 Firewall (1 – 100 or less end users)
    - a. Max concurrent sessions (IPv4 or IPv6) = 20000
    - b. Max connections per second = 5000
    - c. Memory = 4GB
    - d. Flash = 8 GB
    - e. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
    - f. Monitoring Interfaces = 8GE
    - g. Threat prevention throughput = 90 Mbps
    - h. URL filtering entries = 20000
    - i. Traffic throughput – 1 Gbps SFP
  - 2. Tier 2 Firewall (100 to 1000 end users)
    - a. Max concurrent sessions (IPv4 or IPv6) = 100000
    - b. Max connections per second = 10000
    - c. Memory = 8 GB
    - d. Flash = 8 GB
    - e. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
    - f. Monitoring Interfaces = 16GE, 4GE SFP
    - g. Threat prevention throughput = 250 Mbps
    - h. URL filtering entries = 50000
    - i. Traffic throughput – 1/10Gbps SFP
  - 3. Tier 3 Firewall (1000+ end users)
    - a. Max concurrent sessions (IPv4 or IPv6) = 500000
    - b. Max connections per second = 20000
    - c. Memory = 12 GB



- d. Flash = 8 GB
  - e. Management interface = RJ45 console, 2 Ethernet 10/100/1000 ports
  - f. Monitoring Interfaces = 16GE, 4GE SFP
  - g. Threat prevention throughput = 1250 Mbps
  - h. URL filtering entries = 100000
  - i. Traffic throughput - 10Gbps SFP
- vi. Each Vendor product shall include a minimum one year and not to exceed three years product warranty
  - vii. Vendors shall provide copies of all warranties for the equipment offered by Vendor in response to this RFP

**6. Group 5: Professional Services for Installation including Evaluation, Design, Planning, and Configuration**

- a. OETC desires the Vendor provide a list of their resources available to analyze an existing network and the school or library building itself in order to plan, design and configure a high-density, reliable wireless and wired network.
  - i. Personnel profiles for the professional services personnel that will be assigned to this work.
  - ii. A list of equipment Vendors certified to design/install and/or have extensive experience working with
  - iii. Vendor's detailed methods/practices for designing/installing/validating high-capacity wireless networks
- b. In addition to basic network configuration functions and tasks, OETC desires the Vendor list additional services provided.
- c. Mandatory:
  - i. Vendor shall list their resource availability to analyze an existing network and the Educational Institution building itself in order to plan, design and configure a high-density, reliable wireless and wired network.
  - ii. Vendor shall list counties in (at minumum) Oregon, Washington, Idaho, California, Nevada, andAlaska where the Vendor is able to provide a 2 hour on-site response time to facilitate quick response to significant network outages that require onsite support.
    - 1. Vendor shall provide the following:
      - a. Personnel profiles for the professional services personnel that will be assigned to this work
      - b. A list of equipment Vendors they are certified to design/install and/or have extensive experience working with

- c. Their detailed methods/practices for designing/installing/validating high-capacity wireless networks
    - d. Their plans for staging equipment such that Educational Institutions take responsibility for equipment only once properly installed.
- iii. In addition to basic network configuration functions and tasks, the Vendor shall affirm that they can provide the following services:
  - 1. Physically mount and install network hardware, including Access Points and Network Switches.
  - 2. Ensure latest firmware is installed in each wireless access point and switch
  - 3. Configure network management console to meet best practices as defined by the customer
  - 4. Maximize the use of available spectrum to minimize co-channel interference
  - 5. Test access from each AP and provide throughput report for each AP
  - 6. Configure and test the authorization of clients, which relies on MS Active Directory in most Educational Institutions
  - 7. Other configuration changes as recommended by the customer following feedback from site visits and network performance analysis.
  - 8. Configuring the network management console to integrate the new/upgraded Educational Institutions deployment into the management system. The following come to mind:
    - a. Understand and agree to the network coverage and performance requirements
    - b. Evaluate the current network infrastructure and develop a design plan to meet the network coverage and performance requirements
    - c. Develop site-specific configuration recommendations including those for security and authentication
    - d. Implement the design plan (installation) including configuration recommendations
    - e. Test/validate that the deployment meets the network coverage and performance requirements through formal system acceptance testing to include connection of standard Educational Institution equipment
    - f. Configure the network management console to integrate the new/upgraded Educational Institution deployment into the management system.

7. **Group 7: Basic Maintenance of Eligible Broadband Internal Connections**

- a. OETC desires the Vendor describe their basic maintenance services eligible for E-rate reimbursement and their ability to provide the following basic maintenance services.
  - i. Repair and upkeep of eligible hardware
  - ii. Wire and cable maintenance
  - iii. Configuration changes
  - iv. Basic technical support including online and telephone based technical support
  - v. Software upgrades and patches including bug fixes and security patches
- b. Preference will be given to managed service providers with experience in the education vertical, as well as those Vendors that can provide K-12 reference customers.
- c. Mandatory
  - i. Vendor shall provide a description of the managed service, including the specific equipment supported; for example list the network equipment Vendors and product families that may be managed.
  - ii. Vendor shall provide a description of their help desk, physical address, staff size, hours of operation, and other characteristics necessary to differentiate their service from other providers.
  - iii. Vendor shall provide a copy of their SLA along with a schedule of prices based on the pricing model. Each Educational Institution network architecture is unique, but generally implements a hub-and-spoke design with all Educational Institutions connected to a central hub, which is then connected to the Internet.
  - iv. The Educational Institutions shall own or lease some or all network equipment. It is entirely up to each Educational Institution to select the best and most cost effective technical solution for their establishment.
  - v. Any additional wireless access points and Ethernet switches and any associated cable must be procured by the Educational Institution through this or other competitive bidding process, and titled in the name of the Educational Institution.
  - vi. Vendor shall provide an annual maintenance and support option (quoted on an annual basis as required by E-rate rules)
- d. Vendor agrees any cabling installed becomes the property of the Educational Institution at the termination of the contract.
  - i. Under E-rate rules, only services provided can be billed. Contingency or stand-by billings are not allowed under E-rate rules.
  - ii. Only internal connections as outlined in the E-rate Eligible Services List are eligible for coverage under the basic maintenance and technical support portion of the RFP, and exclusions from covered services in the Eligible Services List apply.

- e. **E-rate eligibility limitations for basic maintenance** – Basic maintenance is eligible for support only if it is a component of a maintenance agreement or contract for eligible broadband internal connections. The agreement or contract must specifically identify the eligible internal connections covered, including product name, model number, and location. Support for basic maintenance will be paid for the actual work performed under the agreement or contract. Support for bug fixes, security patches, and technical support is not subject to this limitation. Basic maintenance does not include:
  - i. Services that maintain ineligible equipment
  - ii. Upfront estimates that cover the full cost of every piece of eligible equipment
  - iii. Services that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment’s ability to transport information
  - iv. Network management services, including 24-hour network monitoring
  - v. On-site technical support (i.e., contractor duty station at the applicant site) unless applicants present sufficient evidence of cost-effectiveness
  - vi. Unbundled warranties

**8. Requirement Set 2: Cable Installation & Verification Services**

- a. Group 4: Cable Installation and Verification Services
  - i. Uplinks between IDFs and MDFs should be fiber due to limitations with copper.
- b. Mandatory:
  - i. All new cable purchased must be Category 6A copper or single mode fiber 9Micron or (50MicronMultiMode fiber).
  - ii. Rated for 10GB or higher.
  - iii. Plenum rated cable must be used where necessary based on individual school construction and fire code.
  - iv. Vendors shall provide grounding systems designed as specified by the NEC and other applicable codes and standards (ANSI/TIA607-A, NECA/BICSI-568-2206
  - v. All installers must be BICSI certified.
  - vi. All new CAT6A cable and fiber runs must be tested to BICSI Standard for ten gigabit per second Ethernet.
  - vii. Vendor shall provide three reference customers in the education vertical market; K-12 or higher education is acceptable.

**9. Requirement Set 3: Managed Internal Broadband Services**

- a. Group 6: Managed Internal Broadband Connections
  - i. For this Requirement Set, Vendors are asked to explain all available service pricing based models, e.g. Standard Service, Buy-To-Own, Lease-To-Own, etc. Full E-rate compliance is preferred for proposed service solutions.

- ii. Please list the equipment that can be operated and managed per Offeror scenario.

**Preference will be given to managed service providers with experience in the education vertical, as well as those Vendors that can provide K-12 reference customers.**

- b. Mandatory:
  - i. Vendor shall provide a description of the managed service, including the specific equipment supported; for example list the network equipment Vendors and product families that may be managed.
  - ii. Vendor shall provide a description of their Network Operations Center, physical address, staff size, hours of operation, and other characteristics necessary to differentiate their service from other providers.
  - iii. Vendor shall provide a copy of their SLA along with a schedule of prices based on the pricing model.
  - iv. Vendor agrees any cabling installed becomes the property of the Educational Institution at the termination of the contract.
  - v. Under E-rate rules, only services provided can be billed. Contingency or stand-by billings are not allowed under E-rate rules.

**10. E-rate eligibility limitations for managed internal broadband services**

- a. The equipment eligible for support as part of a managed internal broadband service may include only equipment listed as a broadband internal connections component above. Upfront charges that are part of a managed service contract are eligible for E-rate support except to the extent that the upfront charges are for any ineligible internal connections (e.g., servers other than those that are necessary to provide caching) which, if included in the contract, must be cost allocated out of any funding request.

# Section II: RFP Evaluation

## A. Evaluate Responsiveness.

Complete Bid	Pass / Fail
Responsive Bid	Pass / Fail
Responsible Bid	Pass / Fail

1. **Complete Bid.** The purpose of this phase is to determine if each response complies with the mandatory terms, conditions, and specifications in the RFP. A pass or fail criteria will be used. A response must comply with all instructions listed in this RFP.
  - a. **Proposals must be submitted on a USB Flash Drive and include a digital copy of your proposal as well as a completed version of Exhibit 1 in its native Excel format.**
2. **A Responsive Bid.** Responsive proposals will have correctly followed all instructions in §II.
  - a. Only proposals found to be complete, responsive, and pass all evaluative criteria will be further evaluated.
3. **Responsible Bid.** OETC will evaluate whether the Respondent has the resources itself, or through designated Fulfillment Agents, to support the entire OETC Consortium which primarily covers Oregon, Washington, and Idaho.
4. **Terms and Conditions.** Any proposal that requests changes to this RFP's Terms and Conditions may constitute a fail designation. OETC reserves the right to conditionally pass a respondent on this section, but to negotiate and propose changes to the terms and conditions during the negotiation phase.

## B. Evaluate Pricing.

1. Only those responses found to be responsive and responsible will be considered. OETC may request clarification from one or more Respondents. Responses to clarifications must be made in writing. OETC will only use what is in writing for evaluation purposes. The response to the request for clarification may be considered along with the original response for the evaluation.

2. Only responses entered in Exhibit 1 will be used to evaluate prices. Respondents should find the tab corresponding to the manufacturer and product for which they are submitting pricing and enter the total cost to OETC for each product listed.
  - a. Total cost to OETC includes FOB shipping.
  - b. OETC reserves the right to make an award without further clarification of the responses received. Therefore, it is important that each response be submitted in the most complete manner possible.

### **C. The Award(s).**

1. Only those responses that are found to be responsive under phases one, two, and three will be considered in phase four.
2. OETC will post an Intent to Award with those it wishes to either accept the proposal as-is or to enter in to negotiations outlined in this section. OETC will enter into contract negotiations at the close of the protest period.
3. OETC reminds vendors of the FCC's Lowest Corresponding Price Requirement therefore Best & Final Offers will not be utilized in this procurement.
4. OETC reserves the right to award this solicitation to a single Respondent, or to multiple Respondents, whichever is in the best interest of OETC and its Membership.
5. OETC reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the OETC and its Membership.
6. OETC's Evaluation Committee will make the final determination and award decision(s) for this RFP.

### **D. Sign Contracts and Marketing Kickoff.**

1. OETC and Contractor will finalize any negotiated terms and conditions and sign the resulting contract.
2. OETC and Contractor will schedule a marketing meeting to review how to properly advertise and promote awarded products and services to the OETC Membership.

## Section III: RFP Terms and Conditions

1. **Joint Cooperative Procurement.** This solicitation is a Joint Cooperative Procurement. Authorized agencies may establish a Contract with the provider to purchase the goods and services awarded by this solicitation. Authorized agencies may not materially change or alter the terms, conditions, and prices from the original Contract between the provider and the district.
2. **Brand Specification.** If items called for by this Request for Proposals have been identified by a brand name, such identification is intended to be descriptive but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory.
3. **Estimated Fulfillment Volume Is Not a Guarantee of Sales.** The Estimated Fulfillment Volume is provided as a courtesy to Respondents to corroborate proposed pricing. The Estimated Fulfillment Volume is based on purchasing history and consortium demand.
4. **Change by Written Addenda.** OETC may change this RFP by Written Addenda.

OETC will issue all Addenda and changes at the RFP Announcement URL. At its discretion, OETC may extend the closing to allow Respondents time to analyze and adjust to changes.

OETC reserves the right to reject any and all responses, to modify these RFP specifications, or to waive informalities in the RFP.

5. **Withdrawal.** A Proposer may modify or withdraw their proposal in writing prior to closing.
6. **Proposals are Irrevocable.** Proposals submitted by Proposals shall be irrevocable for at least ninety (90) calendar days after the proposal opening date and time.
7. **Controlling Language.** The Proposer hereby acknowledges and agrees that these RFP Terms and Conditions and the General Terms and Conditions control any contract awarded by this process unless the Proposer expressly states on the proposal Signature Page alternative terms or conditions the Proposer wishes OETC to consider. Any such alternative terms or conditions shall constitute a variance and, if material, may subject the proposal to rejection.
8. **Late Proposals.** Any proposal received after closing is late. A Bidder's request for withdrawal or modification of a proposal received after closing is late. OETC will not consider late bids.
9. **Receipt, Opening and Recording Proposals.** Proposals will be opened and recorded. The number of proposals received and the identity of the Respondents will be disclosed to the public at the time of opening. The content of the proposals will not be disclosed until all proposals have been evaluated, negotiations completed if required, and an Intent to Award has been published.



10. **Preference.** If all other factors are equal, goods or services that have been manufactured or produced in Oregon will receive preference. Additionally, recycled products or those utilizing 100% recycled materials will receive preference.
11. **Multiple Awards.** OETC reserves the right to elect, in its sole discretion, to make multiple awards. The number of awards shall be based on the anticipated member need and service, and awardees will be selected based upon the point totals awarded through the proposal scoring process. This notice of multiple awards does not preclude OETC from awarding a single Contract.
12. **Question or Clarification.** All questions regarding this RFP must be submitted in writing. No oral questions will be accepted. All questions received prior to the question deadline will be answered by and posted on OETC's website. Respondents may request changes or clarification to, or protest, the terms and conditions and/or the specifications of this RFP.
13. **Permissive Procurement (“Piggy-back”).** For the term of the agreement and any extensions, at the option of the contract holder, other school districts, colleges, community colleges, universities, any political subdivision, including any county, city, or town in the United States, may purchase the identical item(s) at the same price or better and upon the same terms and conditions pursuant to each entity’s relevant state statutes and procurement procedures.
14. **Requirements for Protest.** A Proposer may protest the Intent to Award during the protest period if:
  - a. The Proposer is adversely affected because the Proposer would be eligible for Award of the Contract in the event the Protest were successful; and
  - b. The reason for the Protest is that (the aggrieved Proposer must provide details):
    1. All higher scoring proposals are not responsive;
    2. OETC has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in this RFP; and
    3. OETC’s evaluation of proposals or OETC’s subsequent Intent to Award is otherwise in violation of the provisions of ORS 279A or 279B.
15. **Protest Process.** A prospective Proposer may protest the procurement process or the RFP document as set forth in ORS 279B.405(2). Proposer written comments shall include:
  - a. A detailed statement of the legal and factual grounds for the protest;
  - b. A description of the resulting prejudice to the Bidder; and
  - c. A statement of the form of relief requested or any proposed changes to the contract terms and conditions or specifications.

- d. OETC will issue a Written Disposition of the Protest in a timely manner. OETC's Executive Director has the authority to settle any protest. If the Executive Director does not settle a Protest, the OETC Board President, or designee, has the authority to resolve the Protest. If OETC upholds the Protest, in whole or in part, OETC will, in its sole discretion, either award the Contract to the successful protester or cancel the RFP.
16. **Judicial Review.** Respondents must exhaust all administrative remedies before seeking judicial review.
17. **Lowest Corresponding Price.** Lowest corresponding price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular applicant (school, library, or consortium) for similar services. See 47 C.F.R. § 54.500. A similarly situated applicant is one that is located in the service provider's geographic service area (i.e., the area in which the service provider is seeking to serve customers with any of its Schools and Libraries (E-rate) Program services). See First Report and Order PDF (opens in new window) , 12 FCC Rcd 8776, 9032, para. 486
  - a. For additional information see:  
<https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.
18. **National Security Threat.** Respondents must be in compliance with the FCC's Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other "covered company" deemed a national security threat.

## Section IV: Contract Terms and Conditions

### A. General Terms and Conditions

1. **Contract Period.** The term for the contract awarded pursuant to this solicitation will be for a three (3) year period effective from the date of contract execution.
2. **Contract Renewal.** At OETC's discretion, OETC may renew this contract up to three (3) additional years. This contract will automatically renew at the end of the initial term for an additional final term of three (3) years unless either party gives the other written notice of termination at least 30 days prior to the end of the relevant term.
3. **Administrative Fee.** The OETC Administrative Fee is set in Section IA.
  - a. For OETC Member orders placed directly with Contractor or its Fulfillment Agents, the OETC Administrative Fee shall be submitted quarterly by the Contractor and is based on sales of products and services (less any charges for taxes or shipping)

resulting from this Contract. The quarterly submission must include the OETC Member name, date of purchase, and amount purchased.

- b. Contract Awardee and/or its Fulfillment Agents may apply to the OETC Contract Administrator for a one-time OETC Administrative Fee reduction for large orders with a dollar value over \$1,000,000.

## B. Pricing and Products.

1. **Lowest Possible Price.** OETC or an OETC Member shall pay the lower of the prices contained in Exhibit 1, and any subsequent pricing updates.
  - a. Any pricing promotions, General Price Reduction, or Per Transaction Multiple Unit Discount offered by Contractor or its Fulfillment Agents must be offered to OETC Members on the OETC Contract.
  - b. Only General Price Reduction price decreases will apply to all subsequent OETC Member orders.
  - c. If Contractor or its Fulfillment Agents fail to offer a pricing promotion, General Pricing Reduction, or Per Transaction Multiple Unit Discount, or if pricing is found to not be the lowest possible price for Consortium Members as offered by Contractor and its Fulfillment Agents, this agreement may be immediately suspended, re-bid, or pricing adjusted to affirm this requirement.
2. **Maintaining Price Schedule.** All pricing changes and product additions, deletions or updates must be submitted on the OETC pricing template. This is an Excel template. No other format will be accepted.
  - a. It is the responsibility of the Contractor to maintain an accurate price list for the lifetime of the contract including marking existing products as discontinued and submitting a complete and accurate price list every six months, or more frequently if needed.
  - b. All changes to the price list must be submitted 30 days prior to taking effect.
3. **Price Increases.** Pricing may not increase greater than 3% over a single calendar year, and increases must be approved by the Contract Administrator prior to taking effect.
4. **Discontinued Items.** Discontinued items must be marked on the OETC Pricing Template and submitted to [help@oetc.org](mailto:help@oetc.org) to be removed from the contract. If an OETC Member purchases a product that is no longer available, but was not designated so by the Contractor, it will be the responsibility of the Contractor to ship an equivalent or better product at the price of the purchased, discontinued product.
6. **Adding New Products.** Contractor may make model changes, add new products, and product upgrades or services using the Pricing Template. The pricing for these changes

shall incorporate comparable pricing discount levels approved by the OETC Contract Administrator for similar products and services.

- a. These products and services may be added to the awarded contract at the same percentage off of MSRP specified in the RFP Response, or at a greater discount.
7. **Travel Costs.** If applicable, on-site services pricing shall include travel costs to the metropolitan areas of any OETC Member in the contiguous U.S. (e.g., Portland, Seattle, Boise, Spokane, Eugene). Pricing for on-site services outside these areas may be billed at fixed or actual rate. The rate may be negotiated with individual OETC Members at the time of sale.
8. **Consortium Participant Increases.** During the life of the contract, the OETC Consortium may increase in size. Vendors must state whether an increase in consortium size of no greater than 20% would alter their pricing discount levels. If an increase in this size would alter the pricing discount levels, please provide a revised pricing discount level schedule for this scenario.
9. **Mini-Bid Process.** For products/services with multiple awards, applicants will be required to conduct a mini-bid evaluation to satisfy E-rate competitive bidding requirements. OETC Members will be required to give OETC contract holders no less than 7 calendar days before making an award.

## C. Fulfillment Agents

1. **Fulfillment Agents Allowed.** Contractor may assign its fulfillment rights and obligations of this agreement to one or more Fulfillment Agents.
2. **Adding or Removing Fulfillment Agents.** Contractor may propose adding or removing fulfillment agents throughout the lifetime of this agreement by contacting OETC's Contract Administrator.
3. **OETC Approval Required.** Proposed additions must be approved by OETC's Contract Manager before taking effect.

## D. Payment Terms and Options

1. **Payment Terms.** All purchase orders received by OETC or its members will be on Net 30 terms or greater.
2. **Invoice with shipment.** Respondent or its Fulfillment Agent may not submit an invoice for payment until the order is fulfilled either electronically or Freight on Board (FOB) Destination.

## E. Delivery and Returns

1. **Freight on Board.** All deliveries shall be FOB Destination, prepaid and allowed, with all transportation and handling charges included in the price of the product and paid by the Contractor. Responsibility and liability for loss or damage shall remain with the Contractor as long as the Contractor designates the carrier, until delivery to the identified ship-to address, at which time responsibility shall pass to the OETC Member except as to latent defects, fraud and Contractor's warranty obligations.
2. **Shipping costs.** All items must be bid FOB. This does not include hardware items being shipped to Alaska or Hawaii. Actual shipping costs will apply to items shipped Alaska or Hawaii.
3. **Delivery.** Delivery of ordered product should be completed within thirty (30) calendar days after receipt of an order, unless otherwise agreed to by OETC and the OETC Member.
4. **Risk of Loss.** Whenever an OETC Member does not accept product due to missing, damaged, defective, incorrect order the Contractor is responsible for the return shipping cost of returned product. The Contractor shall bear all risk of loss or damage with respect to returned product due to missing, damaged, defective and incorrect order, except for loss or damage directly attributable to the negligence of OETC or OETC Member.
5. **Returns.** Product without defect and in original packaging may be returned with proper notification of selected Reseller by OETC within sixty (60) days of receipt of shipment. For defective product, manufacturer's warranty has precedence.
6. **Restocking Fees.** No restocking fees are permitted on any returns, defective or otherwise.
7. **Failure to Fulfill.** If a product is purchased by an OETC Member from a valid price list and cannot be fulfilled for any reason by the Contractor or its designated Fulfillment Agents, an equivalent or better product will be substituted at no-additional cost to the OETC Member.

## Section V: Definitions

**Administrative Fee.** The fee paid by Resellers with awarded Contract(s) to OETC to fund the organization's purchasing consortium support.

**Best Value.** The basis for awarding contracts for products and/or services to the Respondents that optimize quality, cost, and efficiency among responsive and responsible Proposers. Such basis will reflect, wherever possible, objective and quantifiable analysis.

**Contract(s).** The complete agreement including the RFP, any additional terms and conditions and negotiated items.

**Contract Awardee or Contract Holder.** The organization or entity who wins and RFP and signs a contract with OETC.

**Contract Coordinator.** The employee from the manufacturer/reseller who will be responsible for management of the contract throughout its life. OETC must be notified within 30 days if the designated Contract Coordinator changes.

**Estimated Fulfillment Volume Is Not a Guarantee of Sales.** The Estimated Fulfillment Volume is provided as a courtesy to Respondents to corroborate proposed pricing. The Estimated Fulfillment Volume is based on purchasing history and consortium demand.

**Finalist.** A Respondent who is found to be responsive under phases one and two of the evaluation process and will be considered in phase three.

**Freight on Board (FOB) Destination.** Shipping charges are included in the price of the item and the shipped item becomes the legal property and responsibility of the receiver when it reaches its destination unless there is acceptance testing required.

**Freight on Board (FOB) Inside Delivery.** Special shipping arrangements, such as inside delivery, may include additional fees payable by the Purchasing Entity. Any FOB inside delivery must be annotated on the Purchasing Entity ordering document.

**Fulfillment Agent.** A designee by the Contract Awardee to take orders on behalf of the Contract Holder. Often if the Contract Holder is a Manufacturer, the Manufacturer names Channel Partners as its Fulfillment Agents. These can be modified throughout the duration of the contract.

**Manufacturer.** A company that, as one of its primary business function, designs, assembles owns the trademark/patent and markets branded computer equipment.

**MSRP.** Manufacturer Suggested Retail Price. If Manufacturer has an MSRP for Education that is lower than standard MSRP, OETC presumes all references to MSRP refers to Education MSRP.

**Native (Excel) Format.** The file structure of an electronic document as defined by the original creating application. As it applies to this Invitation to Bid, the documents created in Excel must be filled out and submitted in the original Excel format.

**Per Transaction Multiple Unit Discount.** A contractual volume discount based on dollars in a single purchase order or combination of purchase orders submitted at one time by an OETC Member.

**Premium Savings SKU.** Deeply discounted standard configurations available to Purchasing Entities using the Master Agreement. This specification includes a commitment to maintain and upgrade the standard configurations (i.e. keep pace with the advance of technology) for a stated period of time or intervals. OETC reserves the right to expand and modify the PSP throughout the life of the contract.

**Purchasing Entity.** Means a state, city, county, district, other political subdivision of a State, and a nonprofit organization under the laws of some states if authorized by the Contract Awardee that issues an order against the Contract and becomes financially committed to the purchase.

**Reseller.** A designated Fulfillment Agent by a Contract Awardee.

**Respondent.** The organization or entity who submits a proposal in response to this solicitation.

**Services.** Broadly classed as installation/de-installation, maintenance, support, training, migration, and optimization of products offered or supplied under the Master Agreement. These types of services may include, but are not limited to: warranty services, maintenance, installation, de-installation, factory integration (software or equipment components), asset management, recycling/disposal, training and certification, pre-implementation design, disaster recovery planning and support, service desk/helpdesk, and any other directly related technical support service required for the effective operation of a product offered or supplied. Contract Vendors may offer, but OETC Members do not have to accept, limited professional services related ONLY to the equipment and configuration of the equipment purchased through the resulting contracts. EACH OETC MEMBER DETERMINES RESTRICTIONS AND NEGOTIATES TERMS FOR SERVICES.

**Warranty.** The Manufacturer's general warranty tied to the product at the time of purchase.

## Section VI: Proposal Signature Page

The undersigned hereby agrees to the specifications, terms and conditions of this Invitation to Bid.

The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these specifications, terms and conditions if any contract is awarded through this RFP process.

Furthermore, the undersigned certifies conformance to applicable Federal laws, Oregon Revised Statutes, and Oregon Administrative Rules concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

### Company Information

Federal Tax Identifier: \_\_\_\_\_

Legal Name of Firm or Corporation: \_\_\_\_\_

I, the above signee, certify the pricing provided in this Response is the lowest available pricing from my firm to OETC Members.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Date Signed

## Legal Address

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

# Attachment A: Suspension and Debarment Certification

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

1. The Respondent certifies to the best of its knowledge and believe that it and its principals:
  - 1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 1.2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing



a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- 1.3. Are not presently indicted of or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1. 1.2 of this certification; and
  - 1.4. Have not within a three-year period preceding this response had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the Respondent is unable to certify to any of the statements in this certification, Respondent shall attach an explanation to this proposal.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

## Instructions for Certification

1. By signing and submitting this proposal, the Respondent is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this procurement solicitation. The Respondent shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the overall scoring of the proposal of bid. However, failure of the Respondent to furnish a certification or an explanation shall disqualify such person from this response for proposal, or invitation to bid.
3. The certification in this clause is a material representation of fact upon which reliance was placed when OETC scores and awards bids. If it is later determined that the Respondent knowingly rendered an erroneous certification, in addition to other remedies available to OETC and its membership, OETC may terminate this transaction for cause or default.
4. The Proposer shall provide immediate written notice to the OETC contact to which this proposal was submitted if at any time the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as

used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

6. The Proposer agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by OETC.
7. The Proposer further agrees by submitting this proposal that it may be required to include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by OETC entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph six of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available, OETC may terminate this transaction for cause or default.

## Current OETC Members as of January 9, 2020

This list is inclusive of **all** OETC members (accredited educational institutions) - not all members qualify to receive E-rate funds.

Aberdeen SD 58	Arthur Academy	Beaverton SD
Abiqua School	Ashbrook Independent School	Belgrade SD 44
Absarokee Public Schools	Ashland SD5	Bellevue School District
Adel Elementary School	Assistive Technology of Alaska	Bellingham SD #501
Alaska Pacific University	Association of Alaska School Boards	Bellingham Technical College
Albany Christian School	Assumption - St. Bridget School	Belt SD 29
Aleutian Region School District	Astoria SD 1C	Bend Metro Parks and Rec
All Saints School	Atlantic International University	Bend/LaPine SD
Alliance Charter Academy	Auburn SD408	Bertschi School
Alsea SD	Augusta Public School	Bethany Lutheran College
American College of Healthcare Sciences	Avery School District	Bethel School District 403
American Heritage Charter School	AVID Center	Bethel SD52
Amity SD 4J	Bainbridge Island School District	Bethlehem Lutheran School
Anacortes SD	Baker Public Schools	Big Horn County School District #2
Anchorage Christian Schools	Baker SD 5J	Blachly SD 90
Anchorage SD	Baker Web Academy	Blanchet Catholic School
Annette Island SD	Bandon SD 54	Bliss SD 234
Anser Charter School	Banks SD	Blue Creek SD #3
Archdiocese of Portland	Battle Ground SD	Blue Mountain Community College
Arlee SD8J	Beaverhead County High School	Bonner SD14
Arlington SD 16		Bonneville Joint SD 93
Arock School District 81		Boulder Elementary School District 7

Bozeman Public Schools	Canyon Creek School	Central Washington University
Bremerton SD	Canyon-Owyhee School Service Agency	Centralia School District
Bridger High School	Carbon County School District #1	Charles Wright Academy
Bristol Bay Borough SD	Carthage College	Charlo SD 7J
Broadus Public Schools	Cascade Heights Public Charter School	Chatham SD
Broadview SD 21J	Cascade Public Schools	Chehalis SD
Brockton School District	Cascade SD #228	Chemawa Indian School
Brookings-Harbor SD	Cascades Academy of Central Oregon	Chemeketa Community College
Browning SD #9	Cassia Joint School District #151	Cheney Public Schools
Bruneau-Grand View School District	Castle Rock SD 401	Chester Joplin Inverness Public Schools
Buena Vista SDA School	Catlin Gabel School	Childpeace Montessori School
Burlington-Edison School	Cayuse Prairie School	Chimacum School District #49
Butte County School District	Centennial SD 28JT	Chinook Public Schools
Butte Falls SD	Center for Advanced Learning	Christ the King Catholic School
Butte School District 1	Centerville School	City of Hood River
Buttercup Hill, Inc.	Central Catholic HS	City View Charter School
Bynum SD	Central Christian School	Clackamas Community College
C.S. Lewis Academy	Central Curry/Gold Beach	Clackamas ESD
Caldwell SD 132	Central Linn SD	Clark County SD 161
California Department of Education	Central Montana Headstart	Clarkston School District
California Institute of the Arts	Central Oregon Community College	Clatskanie SD
California School for the Blind	Central Point/Jackson SD6	Clatsop Community College
Camas County SD 121	Central SD 13J	Cle Elum-Roslyn School District
Camas SD 117	Central Valley SD 356	Clinton School District #32
Camas Valley SD 21		
Cambridge Joint SD		
Canby SD		

Coburg Community Charter School	Corvallis SD 509J	Dieringer SD
Coeur d'Alene SD	COSA	Dietrich High School
COIC	Country Christian School	Dillingham City School District
College of Western Idaho	Crane Union High SD UH1J	Dixon School District No. 9
Colton SD 53	Creative World School at Centennial	Douglas ESD
Columbia Falls School District Six	Creswell SD	Drewsey SD 13
Columbia Gorge Community College	Crook County SD	Dufur SD29
Community Action Head Start	Crook County SD 1	Dutton/Brady SD
Community Services Consortium (Corvallis)	Crow-Applegate-Lorane SD66	Eagle Point/Jackson SD 9
Compass Public Charter School	CUEnet	Early Education Program
Concordia University	Culdesac SD #342	East Helena Public Schools
Condon SD 25J	Culver SD4	East Peoria District 86
Connor Academy (formerly Academy at Roosevelt Center)	Cut Bank Public Schools	East Valley SD361
Conrad School District #10	Dallas SD2	Eastern Oregon University
Coos Bay SD	Damascus Christian School	Eastern Washington University
Coquille SD8	Davenport School District	Eastmont Community School
Corban University	David Douglas SD	Eastmont SD206
Corbett SD	Days Creek SD15	Eddyville Charter School
Cordova School District	Dayton SD8	Edison HS
Cornerstone Christian Academy	De La Salle North Catholic HS	Edmonds SD15
Cornerstone Christian School	Deer Park School District	Education Northwest
Cornish College of the Arts	Delphian School	Ekalaka Public Schools
Corvallis SD (Montana)	Delta/Greely SD	Elder Grove School
	Denali Borough SD	Elko County SD
	Denton Public Schools	Elko Institute for Academic Achievement
	Department of Community Colleges	Emmett SD #221
		Empire Public Schools

Entiat SD	Fort Benton SD 1	Glide SD12
ESD 112	Fred Hutchinson Cancer Research Center	Gonzaga University
ESD 113	French American School of Puget Sound	Good Shepherd School
Estacada SD 108	French-American School	Gooding JSD#231
Eugene/Lane SD4J	Frenchtown SD40	Grace Baptist Church
Eureka Public Schools	Fromberg Public Schools	Grace Lutheran School
Everett SD 2	Fruitland SD 373	Grant ESD
Evergreen Christian School	Galena City SD	Grants Pass SD 7
Evergreen SD	Garden Valley SD 71	Grass Range Public SD #27
Evergreen SD50	Garfield-Palouse Cooperative Schools	Great Falls Central Catholic HS
Fairbanks North Star SD	Gaston SD	Greater Albany PSD 8J
Fairfield School District 21	Gateway Christian Schools	Green Mountain School District #103
Fairview School Districts 3 & 13	Gem Innovation Schools Consortium	Greenleaf Friends Academy
Faith Bible Christian School	Gem State Adventist Academy	Gresham-Barlow SD
Falls City SD	Genesee Joint SD 282	Griffin School District #324
Federal Way SD	George Fox University	Gunnison Valley High School
Fern Ridge SD 28J	Geraldine K-12 Schools	Haines Borough SD
Filer SD 413	German American School of Portland	Hamilton School District #3
Firm Foundation Christian School	Gervais SD	Harlem School District #12
Firth SD	Geyser Public Schools	Harlowton Public SD16
Flathead Valley Community College	Gladstone SD 115	Harney County SD #7 (Diamond)
Foothills Community Christian School	Glendale SD77	Harney County SD3
Forest Grove Community School	Glendive Public School	Harney ESD
Forest Grove SD	Glenns Ferry SD	Harper School District
Forest Hills Lutheran School		Harrisburg SD7
		Hawaii Conference of Seventh Day Adventists

Hawaii Pacific University	Idaho Career & Technical Education (formerly Division of Professional-Technical Education)	Kamiah SD 304
Helena SD 1		Kashunamit SD
Hellgate Elementary		Kellogg JSD391
Heritage Academy	Idaho Digital Learning Academy	Kelso SD
Heritage Community Charter School	Idaho Falls SD91	Kenai Peninsula BSD
Heritage University	Idaho School Boards Association, Inc.	Kendrick Joint School District #283
Hermiston Junior Academy	Idaho School for the Deaf & Blind	Kennewick School District
Hermiston SD 8R		Kent School District
High Desert ESD	Idaho Youth Challenge Academy	Ketchikan Gateway BSD
Highland District #305	Iditarod Area SD	Kimberly Public Schools #414
Highline Public Schools	Immanuel Lutheran School	King's College
Hillsboro SD 1J	Immanuel Lutheran School	Kings Valley Charter School
Hilltop Christian School	Inchelium SD	Kings Way Christian School
Hinsdale Public Schools	Independent School District of Boise City	Kiona Benton City SD 52
Hobson School	InterMountain ESD	Klamath Community College
Hockinson SD98	International School (Portland)	Klamath County SD
Holy Family Parish School	Island Pacific Academy	Klamath Falls City Schools
Homedale SD 370	Jasper Mountain	Klawock City School District
Hood River County SD	Jefferson County SD 509J	Knappa SD
Hoonah City SD	Jefferson SD 14	Kodiak Island SD
Hope Chinese Charter School	Jerome JSD261	Kootenai School District 274
Hoquiam School District 28	Jesuit High School	Kuna SD 3
Horseshoe Bend SD	Joliet Public Schools	La Center SD101
Hosanna Christian School	Junction City SD	La Grande SD
Howard Street Charter School	Juneau SD	La Salle High School
Hydaburg City Schools	Kalama School District	LaBoure College
Idaho Assoc for the Education of Young Children		Lake and Peninsula SD

Lake County ESD	Linn-Benton Community College	McPherson College
Lake County SD 7		Mead School District
Lake Oswego SD 7J	Linn-Benton-Lincoln ESD	Meadows Valley School District #011
Lake Pend Oreille SD 84	Livingstone Adventist Academy	Medford SD 549C
Lake Quinault SD 97	Lodge Grass Public Schools	Medical Lake SD
Lake Stevens SD No. 4	Lone Rock SD #13	Medicine Lake School District
Lake Washington School District #414	Lourdes Charter School	Melba SD
Lakeland SD272	Lowell SD	Mercer Island SD
Lambert Public School	Lower Yukon SD	Meridian Medical Arts Charter High School
Lane Community College	Luckiamute Valley Charter School	Meridian SD
Lane County Head Start	Mabton School District	Meridian Technical Charter High School
Lane ESD	Madison School District #321	Metro East Web Academy
Lapwai SD	Malta Public Schools	Middleton SD 134
Laurel Public Schools	Marburn Academy	Midvale School District
Le Monde Immersion Public Charter	Marcola School District	Minidoka County Joint School District 331
Lebanon Community SD 9	Marsing SD 363	Mission Preparatory School
Legacy Charter School	Martin de Porres School for Exceptional Children	Missoula County Public Schools #1
Lewis and Clark College	Maryknoll School	MITCH Charter School
Lewis-Clark State College	Marymount High School of Los Angeles	Mitchell SD55
Lewiston Independent SD1	Marysville SD	Mittleman Jewish Community Center
Lewistown Public Schools	Matanuska-Susitna SD	MLA Public Charter School
Liberty Charter School	McCall-Donnelly Joint SD	Molalla River Academy
Lifegate Christian School	McKenzie SD 68	Molalla River SD
Lima School District #12	McMinnville Adventist Christian School	Monroe SD
Lincoln County SD		
Lincoln School District	McMinnville SD 40	
Linfield College		



Montana City SD 27	Neah-Kah-Nie SD56	Northshore SD 417
Montana Digital Academy	Neighborhood School	Northwest Academy
Montessori Northwest	Nenana City School District	Northwest Christian University
Moore Public School	Nestucca Valley SD	Notus SD 135
Morin Elementary #17	New Plymouth	NOVA School
Morton School District	Newberg SD 29J	NW Regional ESD
Moscow SD281	Newport School District	Oak Harbor SD 201
Moses Lake Christian	Nezperce School District	Oak Hill School
Moses Lake SD	North American Div. Education Office	Oakland SD 1
Mount Adams School District	North Bend SD13	Oakridge SD76
Mountain View Academy	North Central ESD	OASBO
Mountain View Academy	North Central Learning Resource Center	Ocean Beach School District
Mountain View School District #244	North Central Local School	OIT (Klamath Falls)
Mt. Angel SD91	North Clackamas SD12	Olympia School District
Mt. Hood Community College	North Douglas SD22	OMSI
Muddy Creek Charter School	North Idaho College	Oneida School District
Mukilteo SD	North Kitsap School District	Ontario Library District
Multnomah ESD	North Lake SD 14	Ontario SD 8-C
Multnomah University	North Marion SD15	Open Door Christian Academy
Murtaugh School District	North Powder SD8	Open School
Muslim Educational Trust	North Santiam SD	Orcas Christian School
Myrtle Point SD	North Slope Borough SD	Oregon Alliance of Independent Colleges & Universities
Nampa SD	North Star Schools	Oregon City SD
National University of Natural Medicine	North Thurston Public Schools	Oregon Coast CC
Native American Youth & Family Center	North Valley Academy Charter School	Oregon College of Oriental Medicine
Natrona County High School	North Wasco County SD21	

Oregon Conference Office of Education	Pendleton SD 16R	Portland Public Schools
Oregon Dept of Education	Peninsula SD401	Portland State University
Oregon Dept. of Corrections	Perrydale SD	Portland Waldorf School
Oregon Episcopal School	Petersburg City Schools	Post Falls SD 273
Oregon Jewish Community Foundation	Philomath SD 17J	Potlatch SD285
Oregon School Activities Association	Phoenix-Talent SD 4	Powell Butte Community Charter School
Oregon School Boards Association	Pierce County Rural Library District	Preston School District
Oregon State University	Pilgrim Lutheran School	Prickly Pear Cooperative
Oregon Trail SD 46	Pilot Rock SD 2R	Prospect Schools
Orofino Joint SD 171	Pine Creek SD	Prosser High School
Othello School District 147	Pine Eagle SD	Prosser SD
Pacific Crest Community School	Pioneer Youth Corps of Oregon	Puget Sound Educational Service District
Pacific Lutheran University	Plains Public Schools	Pullman Christian School
Pacific Northwest College of Art	Pleasant Hill SD	Pullman School District
Pacific Northwest University of Health Sciences	Pleasant Valley Jt Union Elementary	Quincy SD
Pacific University	Pleasant Valley SD 364	Rainier SD 13
Paisley SD	Plevna Public School	Raymond SD
Park City Schools	Plush SD #8	Redmond Proficiency Academy
Park County School District #1	Pocatello Community Charter School	Redmond SD2J
Parkrose SD 3	Pocatello SD25	Reed College
Parma SD	Polson SD 23	Reed Point SD
Pasco School District	Port Orford-Langlois SD	Reedsport SD105
Payette River Regional Technical Academy	Portland Children's Museum	Regis St. Mary Catholic School
	Portland Christian Schools	Renaissance Public Academy
	Portland Community College	Renton School District
	Portland Jewish Academy	Republic School District

Reynolds SD 7	Salish Kootenai College	Sheridan SD
Richard McKenna Charter High School	Salmon River Joint School District 243	Sherman County SD
Richfield SD 316	San Luis Obispo County Office of Education	Sherwood Charter School
Richland School District #400	Santiam Canyon SD	Sherwood SD88
Riddle SD 70	Santiam Christian School	Shoreline Christian School
Ridgefield School District	Saturday Academy	Shoreline SD
Rimrock Jr/Sr High School	Sauvie Island School	Shoshone School District #312
Ripon College	Savage Public School	Sidney Public Schools
Ririe SD 252	Scappoose SD	Siletz Valley Schools
River's Edge Academy Charter School	School Administrators of Montana	Silver Falls SD
Riverdale SD 51JT	Scio SD	Silverwood School
Rochester School District	Scranton School District	Sisters SD
Rockland SD 382	Seaside SD	Sitka School District
Rogue Community College	Seattle Christian Schools	Siuslaw SD 97J
Rogue River SD35	Seattle Girls' School	Skagway SD
Ronan School District #30	Seattle Pacific University	Skamania School District
Rosalia SD	Seattle School of Theology and Psychology	Skykomish SD
Roseburg Public Schools	Seattle University	Snake River SD 52
Rosemount-Apple Valley-Eagan Public Schools ISD196	Selah School District	Snohomish SD
Roundup Public Schools	Sequim School District	Snoqualmie Valley SD410
Roy Public Schools	Serendipity Center, Inc.	Soda Springs SD 150
Sacred Heart Cathedral Prep	SERRC (Formerly Tanana City School District)	South Coast ESD
Saint George's School	SERRC (Juneau)	South Harney SD#33
Saint Martin's University	Shelby Public Schools	South Kitsap SD402
Salem Academy	Shepherd SD	South Lane SD45J3
Salem-Keizer SD		South Lemhi School District #292
		South Umpqua SD 19

South Wasco SD1	St. Mary's of Medford	The College of New Jersey
Southern Oregon ESD	St. Marys SD	The Community Library - Ketchum
Southern Oregon University	St. Matthew Catholic School	The Cottonwood School of Civics and Science
Southwest Christian School	St. Paul Lutheran School	The Ivy School
Southwestern Oregon Community College	St. Paul SD45	The Lighthouse School
Special Education Service Agency	St. Rose School (formerly Archbishop Howard School)	The Meridian School
Spectrum Advanced Aesthetics Institute	St. Thomas More Catholic School	The Northwest School
Spokane Public Schools	Stanfield SD61	The Overlake School
Springfield SD	Stanford SD #12	The Park Academy
SSMO Ministries	State Board of Education	The Portland Montessori School
St Paul Parish School	Sts. Peter & Paul School	Thomas Jefferson Charter School
St Vincent de Paul School	Sugar-Salem SD	Three Rivers Charter School
St. Andrew Nativity School	Summit Learning Charter	Three Rivers/Josephine SD
St. Anthony School	Sumner-Bonney Lake School District 320	Thunderbird Adventist Academy
St. Anthony School	Sun River Valley Schools	Tigard-Tualatin SD 23J
St. Cecilia School	Sunburst School District #2	Tillamook Bay CC
St. Clare School	Sutherlin SD130	Tillamook SD
St. Francis of Assisi	Sweet Grass County HS	Timberland Regional Library
St. Francis School (Sherwood)	Sweet Home SD 55	Tokyo International Univ of America
St. Helens SD502	SWO Community Action	Tonasket SD404
St. John Fisher School	Tacoma SD #10	Toppenish SD
St. John Lutheran School	Target Range School	Toutle Lake School District
St. John the Apostle School	Teton SD #401	Training & Employment Consortium
St. Malachy School	The Cannon Beach Academy	
St. Maries JSD41	The Child Center	
St. Mary's Academy	The College of Idaho, Inc.	

Treasure Valley Community College	Valier SD18	West Side SD
Triad School	Valley SD 262	West Valley SD
Trinity Lutheran (PDX)	Vallivue SD 139	West Yellowstone School
Troy Public Schools	Vancouver SD37	Western Mennonite School
Troy SD 287	Vashon Island School District	Western Oregon University
Tucker-Maxon School	Vaughn Public School	Western Seminary
Tukwila School District 406	Verbum Dei High School	Western Washington University
Tumwater SD	Vernonia SD 47J	Westgate Christian School
Twin Bridges K-12 School District #7	Victory Charter School	Weston County School District #1
Twin Falls SD	Wahington Journalism Education Association	Westside Christian HS
Ulm SD 85	Walla Walla University	White River SD 416
Umatilla SD 6R	Wallowa County ESD	White Salmon Valley School District
Umatilla-Morrow Head Start	Wapato School District	Whitefish School District 44
Umpqua Community College	Warner Pacific College	Whitehall SD
Umpqua Valley Christian	Warrenton-Hammond SD 30	Whitepine SD
Unalaska City School District	Washakie County School District #1	Whitman College
University of Hawaii	Washington State School for the Blind	Whitworth University
University of Idaho	Washougal SD	Willamette ESD
University of Montana	Weiser SD	Willamette University
University of Oregon	Wellington Christian Academy	Willamina SD
University of Portland	Wenatchee SD 246	Willapa Valley SD
University of Puget Sound	Wendell SD	Winifred Public Schools
University of Western States	West Ada School District	Winston-Dillard SD 116
University Place School District	West Hills Christian School	Woodburn SD103
Valdez City Schools	West Lane Technical Learning Center	Wrangell Public Schools
Vale SD	West Linn-Wilsonville SD	Xavier Charter School

Yamhill-Carlton SD 1

Yelm Community Schools

YMCA of  
Columbia-Willamette

Yoncalla SD32

Yosemite Unified SD

Yukon-Koyukuk SD

Yupit School District