

# REQUEST FOR PROPOSAL



## WIDE AREA NETWORK (WAN) AND INTERNET ACCESS VERMILION PARISH SCHOOL DISTRICT E-RATE RFP #2027-2028 WAN AND INTERNET EVENT CALENDAR

| DESCRIPTION                       | DATE AND TIME                       | PLACE                                                                                  |
|-----------------------------------|-------------------------------------|----------------------------------------------------------------------------------------|
| Posting of RFP and 470            | August 18, 2026                     | EPC AND CENTRAL AUCTION HOUSE                                                          |
| Virtual Mandatory Pre-Bid Meeting | September 2, 2026, 10:00 A.M.       | See Page 10 Section H                                                                  |
| Questions and Answers Open        | September 2, 2026, 12:00 P.M.       | Erate@vpsb.net                                                                         |
| Questions and Answers Close       | September 18, 2026                  | Erate@vpsb.net                                                                         |
| Deadline for submitting bids      | September 30, 2026<br>2:00 PM (CST) | Mandy McQuade<br>Technology Department<br>222 S. Jefferson St.<br>Abbeville, LA. 70510 |

VERMILION PARISH SCHOOL DISTRICT reserves the right to reject all proposals and waive any formability defects or clerical errors in any Bid Proposal Package, in the interest of the VERMILION PARISH SCHOOL DISTRICT.

\*No Questions will be answered before September 2, 2026, at 12:00 P.M. (CST)

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

VERMILION PARISH SCHOOL DISTRICT, aka "District," seeks leased lit fiber proposals for WIDE AREA NETWORK connectivity and INTERNET ACCESS to 27 eligible entities listed on Page 22.

The data center is located at the VERMILION PARISH SCHOOL BOARD CENTRAL OFFICE, and all services terminate at this location currently.

The current network is a point-to-point 10 Gbps fiber WAN network connecting 27 sites. All sites share 10 Gbps of Internet Access (See Page 23).

Sealed proposals must be sent by certified mail, UPS, Fed Ex, or hand-delivered to VERMILION PARISH SCHOOL DISTRICT, or proposals may be uploaded at <http://centralauctionhouse.com> (Please check the Central Auction House website in ADVANCE for rules and fees for uploading to the bidding site(s). The District is not responsible for delays in uploading. Proposals received after the deadline will be disqualified.

Sealed proposals can also be delivered OR mailed to:

**VERMILION PARISH SCHOOL DISTRICT  
E-Rate RFP #2027-2028 WAN AND INTERNET  
ATTENTION: Mandy McQuade  
District Technology Supervisor  
222 S. Jefferson St.  
Abbeville, LA 70510**

**Proposals must be received no later than:  
September 30, 2026 2:00 PM (CST)**

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## A. GENERAL TERMS AND CONDITIONS

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

VERMILION PARISH SCHOOL DISTRICT  
Request for Proposal

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | notifying the Vendor that they have been selected as the supplier for a particular contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>CONTRACT TERM</b>          | The length of time a Contract will be available for use by the District. Voluntary extensions may be available as an option to extend the contract term. All contracts will begin on July 1 and end on June 30 unless otherwise stated in the Request for Proposal. The District will revise the Agreement's length before an award is made.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DEFAULT BY CONTRACTOR</b>  | The District shall hold the bidder(s) responsible for any damage that may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. Suppose the successful bidder(s) fail to deliver services and prices as outlined in the proposal or fail or neglect to comply with the terms of the RFP. In that case, the District may, upon written notice to the bidder, cancel the contract in its entirety or cancel or rescind any or all items affected by such default, whether or not the contract is canceled in whole or in part. The District may consider the second winner or re-advertise all services in their entirety. |
| <b>EQUIVALENT</b>             | A replacement for a good or service that achieves the same result and has the same functionality as the product or service requested in the RFP. All equivalent goods and services that meet the definition will be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>INVOICES AND PAYMENTS</b>  | All vendors submitting proposals must agree to invoice the DISTRICT their monthly discount obligation portion and then send a Service Provider Invoice (SPI) to USAC for the eligible share unless otherwise stated in the RFP. Invoices must show both the Funding Request Number (FRN) for each service and the total monthly cost, as well as the discount portion owed by the District and the amount billed to USAC.                                                                                                                                                                                                                                                                                                                                                 |
| <b>NOTICE OF INTENT AWARD</b> | A formal, written document issued by an authorized official of the District informing a Vendor that a Contract has been awarded to the Vendor based on its Solicitation Response. In some cases, the finance committee, school board, and/or other authorizing bodies must approve the final Agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>PRICE and FEES</b>         | Prices should be typed and shown as instructed on the sample price form for each item, in the quantity specified in the bid form. The DISTRICT is exempt from all state taxes and local taxes. The price should include all port charges and other applicable fees. All additional fees must be fully explained and listed on the sample pricing forms. Additionally, the district requires all E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, and administration). Corrections made before bid opening must be initialed in ink by the person signing the bid or the bidder's authorized representative. Fees not listed in the bid response will not be considered for payment.                                                                |

VERMILION PARISH SCHOOL DISTRICT  
Request for Proposal

|                                                      |                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LOWEST CORRESPONDING PRICE (LCP)</b>              | If, during the contract period, there should be a decrease in prices of the items bid (LCP), a corresponding reduction in prices on the balance of the services shall be made to the District for as long as the lower prices are in effect, but at no time shall the rates charged the District exceed the prices bid.                                          |
| <b>PROTEST OF A SOLICITATION OR AWARD</b>            | Any person who is aggrieved in connection with the solicitation or award of a contract shall protest to the DISTRICT. Protests concerning a solicitation must be submitted in writing at least two (2) days before the bid opening. Protest concerning the award of a contract shall be submitted in writing within fourteen (14) days after the contract award. |
| <b>QUANTITY AND QUALITY OF MATERIALS OR SERVICES</b> | The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products provided under a contract must meet the bid specifications and conditions outlined in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.          |
| <b>TERMINATION OF AGREEMENT OR SERVICES</b>          | The District may terminate agreements or services upon providing thirty days' advance written notice of intent to terminate the contract for good cause. (e. g., failure to deliver services, closure or merger of a site, failure to comply with the conditions and specifications within the RFP).                                                             |

## B. E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

1. The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country can access discounts on E-Rate eligible data transmission products and services. The program is commonly known as the E-Rate Program.
2. The eligibility for discounts on eligible services is determined by the Federal Communications Commission (FCC). Funding is made available upon approval of the application by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), as established by the Act. The discount amount is based on the number of students receiving free and reduced-price meals or verified Community Eligibility Provision (CEP) data.
3. All service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, the application process, invoices, provision of services, communications concerning this RFP, and other matters relating to the administration of

universal service for at least ten years after the last day of services.

4. The current document retention requirement became effective upon announcement in the [Federal Register](#)  on November 20, 2014. The suggested list of retained documents can be found in paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#)).
5. For example, if a service provider provides recurring Internet access to the District from Funding Years 2020 -2035, the service provider must **retain all records** on this transaction for 15 years (10 + 5 years).
6. Service or product substitutions must meet the following conditions as specified in the Federal Communications Commission (FCC) rules:
  - a. The substituted services or products have the same functionality as the services or products contained in the original proposal.
  - b. The substitution does not violate any contract provisions or any state or local procurement laws.
  - c. The substitution does not increase the percentage of ineligible services or functions.
  - d. The requested change is within the scope of establishing FCC Form 470, including any Requests for Proposal (RFPs), for the original products and services.

## C. SERVICE PROVIDER ACKNOWLEDGEMENTS

7. The Service Provider acknowledges that no change in the products and services specified in this document will be allowed without prior written approval from the District.
8. If the Vendor changes a Service Provider Identification Number (SPIN), the District must be notified in writing before filing Form 471.
9. The Service Provider acknowledges that the pricing submitted in the proposal is the lowest corresponding price (LCP) under § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions that led to the District being charged more than that price. The geographical area will be defined as the Vendor's footprint within the State of Louisiana unless otherwise explained in the response. Vendors not submitting the LCP in response to this RFP may be disqualified from bidding.
10. This offer is in full compliance with USAC's Free Services Advisory. There are no free services offered that would predicate an artificial discount and preclude the District from

paying its proportionate share of costs. The service provider agrees to provide substantiating documentation to support this assertion upon request by the District, USAC, or the FCC.

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

## D. STARTING SERVICES/ADVANCE INSTALLATION

12. The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. The contract "effective date" of the Agreement is July 1, 2027, and E-Rate eligible goods and services requested in this RFP shall be delivered no earlier than the start of the 2027 funding year (July 1, 2027).
13. Category 1 services (Data Transmission Services and Internet Access) will begin on July 1 of a funding year; therefore, the service provider may need to undertake construction and installation work before the beginning of that funding year. Within the limitations indicated below, a service provider's infrastructure costs can be considered to be delivered concurrently with the associated Category 1 services. If services start on July 1, the service provider infrastructure required for those services can be considered delivered on that date as well.

## E. EARLY FUNDING CONDITIONS

14. The District plans to indicate on Form 470 a request for **special construction costs**.  
(<https://docs.fcc.gov/public/attachments/DA-18-1173A1.pdf>)
15. "Eligible costs include monthly charges, installation and activation charges, modulating electronics and other equipment necessary to make a Category One broadband service functional ("Network Equipment"), and maintenance and operation charges. Network equipment, maintenance, and operation costs for existing networks are eligible. All equipment and services, including maintenance and operation, must be competitively bid."

<https://docs.fcc.gov/public/attachments/DA-18-1173A1.pdf>

16. Four conditions must be met for USAC to support a funding year for Category 1 infrastructure costs incurred before that funding year.
- a. Initiation of installation cannot occur before selecting the service provider under a posted Form 470, and in any event, no earlier than six months before July 1 of the funding year.
  - b. The Category 1 service must depend on the installation of the infrastructure.
  - c. The Category 1 service cannot have a service start date before July 1 of the funding year.
  - d. No invoices can be submitted to USAC for reimbursement before July 1 of the funding year.

Please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365), released on December 6, 2002. This FCC decision only applies to telecommunications services and Internet access.

## **F. INVOICING**

17. The Service Provider agrees to bill and receive the USAC committed portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District's E-Rate Discount was 90% for 2026-2027. No change in the discount is anticipated for 2027-2028.
18. The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount, as shown on the FCC Form 471. Any identified ineligible costs will be paid in full by the District.
19. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the first billing cycle.

## **G. PRICING AND FEES**

20. All pricing for WAN and Internet must appear on the forms on pages 24-25, and pricing must comply with LCP rules. Scoring of the price is weighted more heavily than other factors; therefore, the Vendor MUST disclose all "estimated current "fees on the pricing

form. It is understood that regulatory fees may increase annually; however, the proposal must include a statement explaining each fee. The District must be able to fairly compare costs submitted by all vendors.

21. Alternatively, should the District decide that it is in the District's best interest to file Form 472 (BEAR), the District will inform the Service Provider of its intent. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC promptly, the District will be responsible only for its non-discounted share.
22. The nature of the traffic carried over the WAN circuits is less than 10% interstate traffic and, therefore, should not be classified as "Mixed-Use" under FCC 47 CFR §36.154. It is the responsibility of the winning Vendor to obtain any required certifications from the District, and under no circumstances should the District be charged USF fees on the WAN circuits.

## H. MANDATORY PRE-BID MEETING

23. All Proposers are required to participate in a mandatory Pre-Bid Meeting on September 2, 2026, at 10:00 A.M. (CST). The conference bridge will open at 9:45 A.M. (CST) to allow callers sufficient time to dial in.

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/214904134273760?p=Xov99HVN0i0H2ZqwhV>

Meeting ID: 214 904 134 273 760

Passcode: ku2Pc6Ge

## I. DISTRICT E-RATE INFORMATION

24. VERMILION PARISH SCHOOL DISTRICT is located in Louisiana and, as of October 1, 2025, reported 8,199 K-12 students enrolled.

## J. CURRENT WAN SERVICES

25. Currently, the service provider (Conterra) is providing 10 GBPS fiber WAN point-to-point connectivity to 23 sites.

## K. WAN REQUIREMENTS

26. The District desires services capable of delivering 10 to 20Gbps fiber connections to sites listed on page 24.
27. The District is requesting 10 & 20Gbps fiber circuits PTP and with resilient options. At present, the 27 sites are connected via a leased lit fiber (See Page 24).
28. The Vendor shall deliver the requested CIR at full bandwidth at each school directly to the District Data Centers on a full availability basis, 24/7. A **clear proposed network diagram** of each solution must be included in the response. The District is requesting a "Real-Time Network" that provides dedicated bandwidth around the clock.
29. Depending on the solution, the service handoff at all sites shall terminate on a fiber compatible with GBIC connectors. The precise site location of the MPOE, DEMARC, or "handoff point" shall be determined by the DISTRICT's Network and Engineering staff.
30. The DISTRICT will need to be able to differentiate between the various campuses in terms of traffic flow. Differentiation could be achieved through physical links between the campuses and the District Office, MPLS, or some other "partitioning" scheme. The Vendor is directed to describe in detail how this will work in their proposal. If a fiber ring solution is proposed, please explain how traffic will be differentiated at each site. Redundancy is ineligible for E-rate funding.
31. The Vendor shall specify that the network is a fiber, managed solution, with dedicated bandwidth to the District. The Vendor will provide all necessary E-Rate-eligible hardware and interfaces. The make and model of all vendor equipment must be disclosed in the proposal.
32. As part of the proposal, the Vendor will make known the space requirements for installed equipment at sites and the District Data Center.
33. Network outage resolution should be coordinated with the DISTRICT's technical staff. The District expects 99.9% network uptime.

34. The Vendor must provide easy access to the help desk and repair services. A documented procedure must be defined for severe problem escalation, with appropriate response times explained in the proposal. The Vendor will provide critical alerts to the DISTRICT's Technical Contacts via email and will notify the DISTRICT's Technical Contacts of service outages via telephone, including status and the estimated time of restoration (ETR). This alert service will be maintained for the duration of the contract. In an emergency, the District will require a 24-hour telephone contact to report a critical outage.
35. The circuits shall be capable of carrying multiple protocols such as IP Data, Voice over IP (VoIP) telephony, streaming digital video, teleconferencing, etc. Jitter and latency shall be within industry standards as "real-time." The WAN must support quality of service transmission ("Quality of Service") tags implemented by the DISTRICT between endpoints. Vendors must include data rates and clearly explain their proposed solutions.
36. The goal is to have a fully operational network by July 1, 2027. The term "fully operational" is defined as error-free network connectivity at the specified CIRs, delivered to all sites without failures for at least 72 hours. The Vendor must provide certification reports of CIR, jitter, latency, and interface error metrics for each endpoint.
37. Contract terms must provide cancellation of services without financial penalties if an entity is closed or merged with another campus. After 30 days' notice, the District may cancel services to any entity that is closing without penalty.
38. Vendors MUST include details of the fiber route(s) being constructed and the cost breakdown if special construction costs are included in a proposal. Vendors offering special construction and failing to include this information may be disqualified from bidding on this project.
39. Vendors are encouraged to offer various network design options (e.g., MPLS, Point-To-Point, and resilient options).

## **L. INTERNET ACCESS**

40. The District is requesting pricing for 10Gbps and 20Gbps of Internet Access to two data centers. It is understood that the District may upgrade to any option within the final Agreement. The data centers are listed on page 24.

41. A bundled basic firewall solution is not being requested.

## M. CONTRACT TERMS

42. The District is seeking a 36-month contract with 2 (1) year extensions not to exceed 60 months. However, the District reserves the right to offer other options as a BAFO.

## N. BASIS OF SELECTION

43. No commitment will be made to select a Vendor's system(s) solely based on cost; however, the price of E-Rate eligible services is awarded more points than other factors. Selection will be made on a combination of factors.
44. The DISTRICT requests information within the proposal to help the scoring committee understand the Vendor's experience and references, Implementation Plan, Price, and other customer satisfaction areas, and conformance to the specifications in this Request for Proposal.
45. The process that the District will use in selecting the Vendor to perform services outlined in the Request for Proposal will be as follows:
- a. **Screening & Selection** – District Staff will conduct the screening and selection. All vendor proposals will undergo an administrative review after the public bid opening. The purpose of the Administrative Review is to make sure each proposal contains the information required by the Request for Proposal.
46. Responses will be evaluated according to the weighting criteria, as outlined in the table below.
47. The District reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria below will be used during this process. The top Vendor (s) in the Round 2 evaluation then proceed to an additional level of due diligence, including a BAFO process.
48. The committee will then formulate a recommendation to the VERMILION PARISH SCHOOL DISTRICT Superintendent and School Board.
49. Responses will be evaluated according to the following weighting:

| No. | Factor                                                                             | Total Points Available |
|-----|------------------------------------------------------------------------------------|------------------------|
| 1   | Cost of eligible products and services                                             | 30                     |
| 2   | Design and Technical Bid Submittal with a Single Vendor Providing WAN and Internet | 20                     |
| 3   | Technical Support Office and Technicians staff within 100 miles                    | 15                     |
| 4   | Ability to deliver service at the start of the funding year                        | 15                     |
| 5   | References and Experience (Prior Experience will be considered)                    | 20                     |

## O. RFP CONSIDERATIONS

50. **General** – Failure to obtain the RFP following prescribed procedures or receiving the RFP with insufficient time to respond adequately will not be accepted as a mitigating circumstance. It will not result in the granting of any special considerations or waivers. Failure to execute all enclosed forms as required may result in disqualification.
51. **Addenda** – If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be posted in the EPC portal and on <http://centrалаuctionhouse.com>. No oral statements by any DISTRICT employee shall constitute a change or addendum to the RFP, the Project documents, or any project requirement.
52. **Disposition of Response** – All materials submitted in response to the request will become the property of the District and will be returned only at the District's option and at the Vendor's expense. The master copy shall be retained for official files and will become a public record. However, proposals submitted with the information marked as "confidential or proprietary" will not be made available until the Vendor redacts the "confidential or proprietary" information.
53. **Proprietary Information**- In the State of Louisiana, pricing is not considered "confidential or proprietary" and cannot be redacted from the proposal.
54. **E-Rate Participation**-The successful Vendor must participate in the E-Rate program, meet all E-Rate billing requirements, and be eligible to receive reimbursement from the School and Libraries Division (E-Rate) for the District's E-Rate funding commitment. The Vendor(s) awarded a contract will be required to utilize FCC Form 474 (Service Provider Invoice). The

DISTRICT does not participate in the FCC Form 472 (Billed Entity Applicant Reimbursement) process for WAN and Internet Access at this time.

55. **Pricing**-All pricing submitted shall be Vendor honored for 120 calendar days from the proposal due date.

## P. SUBMITTAL INFORMATION

56. **Submittal** – Each Vendor submitting a proposal via mail, hand-delivery, or carrier service shall submit an original proposal plus **four** copies and one electronic copy of the proposal in a sealed envelope prominently marked with the Request for Proposal number, title, the due date, time, and the name of the organization submitting the response. **Responses shall be on 8-1/2" x 11" paper, and the electronic copy must be in PDF format, saved to a non-returnable USB drive.**
57. **Cover Page and Forms**-The proposal must include the cover sheet on Page 20 and a completed non-collusion form on Page 21. The Cover Page (See Page 20) and the Non-Collusion Form (Page 21) **MUST** appear in the Beginning Section of the Proposal, and all other forms **MUST** appear in the last section of the proposal. If special construction is proposed, Pages 25-26 must be completed and included. ***Omitting any required forms may be a disqualifying factor.***
58. **Table of Contents**-A table of Contents is required for each proposal.
59. **Contents: Vendors** should take this opportunity to present a well-organized proposal to address all specifications in the RFP. Clear Maps and Diagrams **MUST** be labeled, easy to read, and understandable. All pages **MUST** include the company name in the header or footer, along with the page numbers. All pricing required forms **MUST** appear in the last section of the proposal.
60. **Accept, Comply with an Exception, Can't Comply**- Vendors should understand that the RFP response is considered part of any resulting agreement. Therefore, Vendors have an opportunity to provide a brief, concise statement regarding their ability to **Accept and Comply** or **Comply with Exception** or **Can't Comply** with any specifications in Sections A-M. For example, if a Vendor can't comply with Section L, Section 43, which requires a quote for 250 MBPS of Internet Access. The Vendor should indicate **Section L. Item 43. Cannot**

**Comply (the company does not offer a 20Gbps connection).** Vendors may submit a table showing the sections and response, or include a copy of the RFP showing Sections A-M.

61. **References and Other Information-** Vendors are encouraged to provide details about the qualifications of technical staff, E-Rate personnel, and training, locations of technical support offices, and other areas of importance to an evaluation committee.
62. **Proposal Deadline** – Proposals shall be submitted to the address listed in the event schedule. Proposals received after the date and time specified in the event schedule will be returned to the sender unopened. Facsimile (fax) copies or email responses of submittals will **not** be accepted.
63. **Withdrawal** – Responses may be withdrawn by the Vendor submitting the information at any time before the closing date and time for receipt of responses. A vendor may submit a new or modified offer before the designated submission deadline. Modification offered in any other manner, oral or written, will not be considered.
64. **Information Request(s)** – To control information disseminated regarding this Request for Proposal, organizations interested in submitting responses are directed not to make personal contact with members of the School District, District Administration, or staff, except with permission from the individual listed below. All questions regarding this RFP are to be addressed to the individual listed below. Submit all inquiries via email only—NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions. All questions should be sent to Erate@vpsb.net. DO NOT SUBMIT QUESTIONS BEFORE THE PRE-BID MEETING.
65. **Right to Accept or Reject** -The District reserves the right to accept or reject any or all proposals in their entirety or any portions thereof and to waive any informality or irregularity in the Request for Proposal.
66. **Forms of Agreement** – The District reserves the right to incorporate standard contractual provisions into any agreement executed in response to this request and to require indemnification insurance as may be stipulated by the District.
67. **Availability of Funds** – The District's obligation herein is contingent upon receipt by the District of the maximum funding commitment allowed by the Universal Service Fund

through the "E-Rate" program. No legal liability on the part of the District for payment of any money shall arise unless and until funds are made available for this procurement through the "E-Rate" Program. The District may award a contract for all requirements outlined in the RFP, or for any portion of the funds, contingent upon the Schools and Libraries Division's funding level.

68. **Equal Opportunity** – It is the District's policy that, in connection with all work performed under Purchasing Contracts, there shall be no discrimination against any prospective or active employee engaged in employment because of race, color, ancestry, national origin, sex, or religious creed. Therefore, the Vendor(s) agree to comply with applicable Federal and Louisiana laws, including, but not limited to, the Louisiana Fair Employment & Housing Act. Also, the successful Vendor(s) agree to require compliance by all subcontractors employed by them.
69. **Compliance** – Responses that do not comply with instructions and forms may be disqualified from bidding, as noted in the RFP's applicable sections.

**Q. RESPONSE PACKAGE COVER SHEET**

**PROPOSAL OPENING:**

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(PRINT OR TYPE)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

AREA CODE & PHONE: \_\_\_\_\_

AREA CODE & FAX \_\_\_\_\_

**THE PRINCIPALS OF THE COMPANY ARE:**

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

**R. NON-COLLUSION STATEMENT**

VERMILION PARISH SCHOOL BOARD

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

\_\_\_\_\_  
(Signature)

## S. LIST OF ENTITIES

|                                           |       |        |                     |           |       |
|-------------------------------------------|-------|--------|---------------------|-----------|-------|
| Abbeville Senior High School              | 80610 | School | 1305 Wildcat Dr     | Abbeville | 70510 |
| Cecil Picard Elementary School At Maurice | 80760 | School | 203 S Albert St     | Maurice   | 70555 |
| Dozier Elementary School                  | 80679 | School | 415 W Primeaux St   | Erath     | 70533 |
| Eaton Park Elementary School              | 80616 | School | 1502 Sylvester St   | Abbeville | 70510 |
| Erath High School                         | 80681 | School | 808 S Broadway St   | Erath     | 70533 |
| Erath Middle School                       | 80682 | School | 800 S Broadway St   | Erath     | 70533 |
| Forked Island-E Broussard Sch             | 80609 | School | 19635 Columbus Road | Abbeville | 70510 |
| Gueydan High School                       | 80715 | School | 901 Main St         | Gueydan   | 70542 |
| Herod Elementary School                   | 80613 | School | 120 Odea St         | Abbeville | 70510 |
| Indian Bayou Elementary School            | 80820 | School | 1603 La Highway 700 | Rayne     | 70578 |
| J. H. Williams Middle School              | 80614 | School | 1105 Prairie Ave    | Abbeville | 70510 |
| Jesse Owens Elementary School             | 80717 | School | 203 13th St         | Gueydan   | 70542 |

VERMILION PARISH SCHOOL DISTRICT  
Request for Proposal

|                                 |          |                                  |                               |           |       |
|---------------------------------|----------|----------------------------------|-------------------------------|-----------|-------|
| Kaplan Elementary School        | 80741    | School                           | 608 Eleazar Ave               | Kaplan    | 70548 |
| Kaplan Senior High School       | 80744    | School                           | 200 E Pirate Ln               | Kaplan    | 70548 |
| Leblanc Elementary School       | 16050902 | School                           | 4511 E. La Hwy 338            | Abbeville | 70510 |
| Meaux Elementary School         | 80615    | School                           | 12419 La Highway 696          | Abbeville | 70510 |
| North Vermilion High School     | 80758    | School                           | 11609 La Hwy 699              | Maurice   | 70555 |
| North Vermilion Middle School   | 16078944 | School                           | 11609-A Louisiana Highway 699 | Maurice   | 70555 |
| Rost Middle School              | 80742    | School                           | 112 W 6th St                  | Kaplan    | 70548 |
| Seventh Ward Elementary School  | 80617    | School                           | 12012 Audubon Rd              | Abbeville | 70510 |
| Henry Education Complex         | 16071956 | Non-Instructional Facility (NIF) | 6305 La Hwy 330               | Erath     | 70533 |
| Regina Street Annex             | 16071954 | Non-Instructional Facility (NIF) | 1400 Regina St                | Abbeville | 70510 |
| Vermilion Parish Central Office | 16037866 | Non-Instructional Facility (NIF) | 220 S. Jefferson Street       | Abbeville | 70510 |

VERMILION PARISH SCHOOL DISTRICT  
Request for Proposal

|                                                    |          |                                         |                |           |       |
|----------------------------------------------------|----------|-----------------------------------------|----------------|-----------|-------|
| Vermilion Parish<br>Transportation/Media<br>Center | 16071952 | Non-<br>Instructional<br>Facility (Nif) | 1731 W Port St | Abbeville | 70510 |
| Vpsb Maintenance Building                          | 16079046 | Non-<br>Instructional<br>Facility (Nif) | 306 Caldwell   | Erath     | 70533 |

| <b>Annexes</b>                                     | PARENT                                | PARENT<br>ENTITY | ANNEX ADDRESS  | ANNEX<br>CITY | ANNEX<br>ZIP |
|----------------------------------------------------|---------------------------------------|------------------|----------------|---------------|--------------|
| Vermilion Alternative<br>School and Virtual School | Abbeville<br>Senior<br>High<br>School | 80610            | 700 Charity St | Abbeville     | 70510        |

## T. WAN INFORMATION-

| SITE                                         | SHARED OR DEDICATED<br>BANDWIDTH | CURRENT BANDWIDTH | CONNECTION |
|----------------------------------------------|----------------------------------|-------------------|------------|
| Abbeville Senior High School                 | DEDICATED                        | 10 GBPS           | FIBER      |
| Cecil Picard Elementary School At Maurice    | DEDICATED                        | 10 GBPS           | FIBER      |
| Dozier Elementary School                     | DEDICATED                        | 10 GBPS           | FIBER      |
| Eaton Park Elementary School                 | DEDICATED                        | 10 GBPS           | FIBER      |
| Erath High School                            | DEDICATED                        | 10 GBPS           | FIBER      |
| Erath Middle School                          | DEDICATED                        | 10 GBPS           | FIBER      |
| Forked Island-E Broussard Sch                | DEDICATED                        | 10 GBPS           | FIBER      |
| Gueydan High School                          | DEDICATED                        | 10 GBPS           | FIBER      |
| Herod Elementary School                      | DEDICATED                        | 10 GBPS           | FIBER      |
| Indian Bayou Elementary School               | DEDICATED                        | 10 GBPS           | FIBER      |
| Jesse Owens Elementary School                | DEDICATED                        | 10 GBPS           | FIBER      |
| Kaplan Elementary School                     | DEDICATED                        | 10 GBPS           | FIBER      |
| Kaplan Senior High School                    | DEDICATED                        | 10 GBPS           | FIBER      |
| Leblanc Elementary School (DATACENTER)       | DEDICATED                        | 10 GBPS           | FIBER      |
| Meaux Elementary School                      | DEDICATED                        | 10 GBPS           | FIBER      |
| North Vermilion High School                  | DEDICATED                        | 10 GBPS           | FIBER      |
| North Vermilion Middle School                | DEDICATED                        | 10 GBPS           | FIBER      |
| Rost Middle School                           | DEDICATED                        | 10 GBPS           | FIBER      |
| Seventh Ward Elementary School               | DEDICATED                        | 10 GBPS           | FIBER      |
| Vermilion Parish Central Office (DATACENTER) | DEDICATED                        | 10 GBPS           | FIBER      |
| Vermilion Parish Transportation              | DEDICATED                        | 10 GBPS           | FIBER      |
| Virtual Vermilion                            | DEDICATED                        | 10 GBPS           | FIBER      |

|                    |           |         |       |
|--------------------|-----------|---------|-------|
| JH Williams Middle | DEDICATED | 10 GBPS | FIBER |
|--------------------|-----------|---------|-------|

## U. SAMPLE PRICING FORMS (WAN)

| SERVICE | ENTITY | ENTITY | BANDWIDTH | MONTHLY<br>COST | ONE-TIME<br>FEE | OTHER<br>FEES | TOTAL<br>ANNUAL COST |
|---------|--------|--------|-----------|-----------------|-----------------|---------------|----------------------|
| WAN     |        |        | 10Gpbs    |                 |                 |               |                      |
| WAN     |        |        | 20Gpbs    |                 |                 |               |                      |

\*ALL FEES MUST BE EXPLAINED IN THE PROPOSAL

## V. SAMPLE INTERNET ACCESS PRICING FORM

| NAME OF SITE                                   | SPEED (CIR) | ADDRESS            | CITY AND STATE      |
|------------------------------------------------|-------------|--------------------|---------------------|
| VERMILION PARISH SCHOOL DISTRICT (DATA CENTER) | 10 & 20Gbps | 222 S Jefferson St | Abbeville, LA 70510 |
| LEBLANC ELEMENTARY (DATA CENTER)               | 10 & 20Gbps | 4511 E LA HWY 338  | Abbeville, LA 70510 |

| SERVICE  | PROPOSED BANDWIDTH PER SITE | MONTHLY COST | FEES | TOTAL ANNUAL COST |
|----------|-----------------------------|--------------|------|-------------------|
| INTERNET | 10Gbps                      |              |      |                   |
| INTERNET | 20Gbps                      |              |      |                   |

\*ALL FEES MUST BE EXPLAINED IN THE PROPOSAL