

REQUEST FOR PROPOSALS



ACADIA PARISH SCHOOL DISTRICT

INTERNET ACCESS

E-RATE RFP #2027-2028

EVENT CALENDAR

DESCRIPTION	DATE AND TIME	PLACE and CONTACT
Posting of RFP and 470	August 18, 2026	EPC, https://www.centralauctionhouse.com/ADVERTISEMENTS
Questions and Answers Open	September 9, 2026	ERATE@ACADIA.K12.LA.US
Questions and Answers Close	September 25, 2026	ERATE@ACADIA.K12.LA.US
Deadline for submitting bids	October 20, 2026, 2:00 p.m. Central Time	SEE PAGE 2

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

E-Rate Request for Proposals
ACADIA PARISH SCHOOL DISTRICT
Internet Access Services
NOTICE TO BIDDERS

ACADIA PARISH SCHOOL DISTRICT, aka "DISTRICT," seeks proposals for INTERNET ACCESS. The Internet Access is shared among 34 E-Rate eligible sites. This project does not include special construction.

Additionally, the DISTRICT has two data centers to improve network resiliency. Internet traffic is split between the two centers.

Currently, the DISTRICT has two 10 Gbps connections for Internet Access. The DISTRICT desires proposals for 10 and 20 Gbps of fiber Internet Access at each data center.

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

Acadia Parish School District

E-Rate RFP #2027-2028

INTERNET ACCESS

ATTENTION: APRIL TRAHAN

2402 North Parkerson Ave. Crowley, La. 70526

DEADLINE FOR PROPOSAL SUBMISSION:

October 20, 2026 by 2:00 p.m. Central Time

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A. GENERAL TERMS AND CONDITIONS

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

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CONTRACT TERM	The length of time a Contract will be available for use by the DISTRICT. Voluntary extensions may be available to extend the contract term. Individual annual extensions may be combined in the same year if a lower price is offered to exercise multiple extensions at one time. All contracts will begin on July 1 and end on June 30 unless stated in the Request for Proposals. The DISTRICT may revise the length of the Agreement before an award.
DEFAULT BY CONTRACTOR	The DISTRICT shall hold the bidder(s) responsible for any damage which may be sustained due to failure to comply with any terms or conditions listed herein. It is expressly provided and agreed that time shall be of the essence in meeting the contract delivery requirements. If the successful bidder(s) fails to deliver services and prices as outlined in the proposal, or fails or neglects to comply with the terms of the RFP, 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.
EQUIVALENT	An equivalent product must achieve the same result and functionality as the product or service requested in the RFP. Therefore, all equivalent goods and services that meet the definition will be considered.
INVOICES AND PAYMENTS	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, the total monthly cost, the discount portion owed by DISTRICT, and the amount billed to USAC.
NOTICE OF INTENT AWARD	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, DISTRICT board, and other authorizing bodies must approve the final Agreement.
PRICE AND FEES	Type prices and show them as instructed on the sample price form for each item, in the quantity specified in the bid form. The DISTRICT is exempt from all state taxes and local taxes. The price should include any port charges and other items. Fully explain and list all additional fees on the sample pricing forms. If fees such as Federal Access Recovery fees are required, you must disclose an estimate. NO FEES SHALL BE ADDED TO A MONTHLY BILL UNLESS INCLUDED IN THE RESPONSE. Additionally, the DISTRICT requires ALL E-Rate ineligible fees to be listed separately (e.g., fees, monitoring, Admin). Initial corrections made before bid opening in ink by the person signing the bid or the bidder's authorized

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LOWEST CORRESPONDING PRICE (LCP)	representative. Prices not listed in the bid response will not be considered for payment. If the prices of the items bid (LCP) decrease during the contract period, a corresponding reduction in costs on the balance of the services shall be made to the DISTRICT for as long as the lower prices are in effect. At no time shall the rates charged the DISTRICT exceed the prices bid.
PROTEST OF A SOLICITATION OR AWARD	Any aggrieved person in connection with the solicitation or award of a contract shall protest to the DISTRICT. Protest concerning a solicitation must be submitted in writing at least two (2) days before the opening of bids. Protest concerning the contract award shall be submitted in writing within fourteen (14) days after the contract award.
QUANTITY AND QUALITY OF MATERIALS OR SERVICES	The successful bidder(s) shall furnish and deliver the services or products designated in the bid. All services or products provided under a contract shall meet bid specifications and conditions in the RFP. There are no understandings, agreements, representations, or warranties, express or implied, not specified in the Agreement.
TERMINATION OF AGREEMENT OR SERVICES	The DISTRICT may terminate agreements or services upon giving thirty days' advance written notice of intent to terminate the contract for 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 DISTRICTs and Libraries across the Country can access discounts on E-Rate eligible data transmission of 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 application approval by the DISTRICTs and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which the Act established. The discount amount is based on the number of students receiving free and reduced-price meals or verified Community Eligibility Provision (CEP) data.
3. All service providers are required to retain receipt and delivery records relating to 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 documents to be retained is in paragraphs 45-50 of 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 2021 -2026, the 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 the 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 Service Provider changes a Service Provider Identification Number (SPIN), the DISTRICT must be notified in writing before filing Form 471.
9. The Service Provider acknowledges pricing submitted in the proposal is the lowest corresponding price (LCP) under § 54.511(b). If it is not the lowest corresponding price, the Service Provider must disclose the conditions that would cause the DISTRICT to be charged more than the lowest corresponding price. The geographical area will be defined as the Vendor's footprint within the State of Louisiana unless otherwise explained in the response. Vendors not submitting the LCP in response to this RFP may be disqualified from bidding.
10. This offer is in full compliance with USAC's Free Services Advisory. No free services are offered that would create an artificial discount and preclude the DISTRICT from paying its proportionate share of costs. The Service Provider agrees to provide substantiating documentation to support this assertion should the DISTRICT, USAC, or the FCC request information.
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 Agreement's contract "effective date" 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 some construction and installation work before the beginning of that funding year. A service

provider's infrastructure costs can be deemed delivered when the associated Category 1 services begin. If services start on July 1, then the delivery of service provider infrastructure necessary for those services can also be considered delivered on July 1.

E. INVOICING

14. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The DISTRICT's E-Rate Discount was 90% for 2026-2027. No change in the discount is anticipated for 2027-2028.
15. 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. The DISTRICT will not include any identified ineligible costs in the funding request. The DISTRICT reserves the option to file Form 472 if it is the most cost-effective and streamlined method.
16. 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.

F. PRICING AND FEES

17. All pricing for the Internet must appear on the forms, and pricing must comply with LCP rules (See page 6). The total eligible price is weighted more heavily than other factors. All Vendors MUST also disclose all "estimated current "fees on the pricing form. Regulatory fees may increase annually; however, the proposal must include a statement explaining each fee. The DISTRICT must be able to compare costs submitted by all vendors fairly. If a winning bidder adds a self-imposed fee to an invoice or monthly statement, the DISTRICT is not obligated to pay the fee. The DISTRICT must compare all prices equally during the scoring process.
18. Vendors proposing a one-time fee(s) must include a detailed explanation and breakdown of the fee in the response. Construction cannot be included in the one-

time fee. A one-time fee(s) may include design and engineering, initial configuration, and project management. Please refer to the eligible services list for more details.

19. Vendors must include or disclose **ALL FEES IN THE RESPONSE**. Vendors should estimate fees if the pricing structure varies.

G. OVERVIEW OF ACADIA PARISH SCHOOL DISTRICT

As of October 1, 2025, 9,171 students were enrolled. Under the E-Rate program funding matrix, the DISTRICT is eligible for a 90% discount for eligible Internet Access services.

H. CURRENT INTERNET SERVICES AND UPGRADES

20. CONTERRA provides two 10 Gbps connections of Internet Access to the DISTRICT. The Internet Access demarcation points are located at the School Board Office at 2402 North Parkerson Ave. Crowley, La. 70526 and 2166 Egan Highway, Egan, LA 70531.
21. The DISTRICT is requesting pricing for fiber Internet access speeds of 10 and 20 Gbps for each data center.

I. CONTRACT TERMS

22. The DISTRICT is seeking a 36-month contract with 2 (1) year extensions not to exceed 60 months. The extensions can be renewed annually or concurrently. However, the DISTRICT reserves the right to offer other options as a BAFO.

J. BASIS OF SELECTION

23. No commitment will be made to select a Vendor's system(s) solely based on cost; however, the price is awarded more points than other factors. Selection will be made on a combination of factors.
24. The DISTRICT is requesting information within the proposal to help the scoring committee understand the Vendor's experience and references, Implementation Plan, Price, and other customer satisfaction areas, and conformance to the specifications in this Request for Proposal. Vendors must submit at least three references from public schools of equal or larger size. References must include the school's name, contact person, email address, and telephone number.
25. All proposals submitted by vendors 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 Proposals.

26. The DISTRICT reserves the right to include a Round 1 and Round 2 scoring of proposals. The same scoring criteria below will be used during this process. The top Vendor (s) in the Round 2 evaluation will proceed to an additional level of due diligence, which may include a BAFO process.
27. The committee will then present a recommendation to the ACADIA PARISH SCHOOL DISTRICT Superintendent and Board.
28. The process that the DISTRICT will use in selecting the Vendor to perform services outlined in the Request for Proposals will be as follows:

No.	Factor	Total Points Available
1	Cost of eligible products and services	30
2	Design and Technical Bid Submittal	25
3	Location of technical support office (proximity to Crowley)	10
4	Ability to deliver services at the start of the funding year (July 1, 2027)	15
5	References and Experience (Prior Experience may be considered)	20

K. RFP CONSIDERATIONS

29. **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 special considerations or waivers of any kind. Failure to execute all enclosed forms as required may result in disqualification.
30. **Addenda** – If it becomes necessary to revise any part of the RFP, an addendum to the RFP will be posted in the EPC portal. No oral statements by any DISTRICT employee shall constitute a change or addendum to the RFP, the Project documents, or any project requirement.
31. **Disposition of Response** – All materials submitted in response to the request will become the DISTRICT's property and be returned only at the DISTRICT's option and at

- the Vendor's expense. The DISTRICT will retain the master copy for official files, and it will become a public record. However, proposals submitted with the information marked as "confidential or proprietary" will not be made public until the Vendor redacts the "confidential or proprietary" information.
32. **Proprietary Information-** In the State of Louisiana, pricing is not considered "confidential or proprietary" and cannot be redacted from the proposal.
33. **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 DISTRICT 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.
34. **Pricing-**All pricing submitted shall be Vendor honored for 120 calendar days from the proposal due date.

L. SUBMITTAL INFORMATION

35. **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.**
36. Vendors submitting through the online bidding site are not required to submit additional proposals.
- 37. Cover Page and Forms-**The proposal must include the cover sheet on Page 15 and a completed non-collusion form on Page 16. The Cover Page (See Page 16) and the Non-Collusion Form (Page 17) **MUST** appear in the Beginning Section of the Proposal, and all other forms **MUST** appear in the last section of the proposal. ***Omitting any required forms may be disqualifying.***

38. **Table of Contents**-A table of Contents is required for each proposal.
39. **Contents**-Vendors should take this opportunity to present a well-organized proposal to address all specifications in the RFP. Clear Maps and Diagrams **MUST** be labeled and easy to read and understand. All pages **MUST** include the company name and page numbers in the header or footer. All pricing required forms **MUST** appear in the last section of the proposal.
40. **References and Other Information**- Vendors are encouraged to provide details about the qualifications of technical staff, E-Rate personnel, training, technical support offices' locations, and other areas of importance to an evaluation committee. Three references from schools of similar size or larger are required. Vendors must include the school's name, contact person's address, telephone and email address, and a short description of services currently being offered.
41. **Proposal Deadline** – Proposals shall be submitted to the address listed on Page 2. Proposals received later than the date and time in the event schedule will be returned to the sender unopened. Facsimile (fax) copies or email responses of submittals will **not** be accepted. The DISTRICT will not accept proposals uploaded to the electronic bidding site after the deadline.
42. **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 DISTRICT, Administration, or staff with the exception and permission of the individual listed below. Address all questions regarding this RFP to the individuals listed below. Submit all inquiries via email only to Erate@acadia.k12.la.us. NO PHONE CALLS. Please read the Event Calendar for the opening and closing dates of questions. Send all questions to Erate@acadia.k12.la.us.
43. **Right to Accept or Reject** -The DISTRICT reserves the right to accept or reject any proposals in their entirety or any portion (s) and waive any informality or irregularity in the Request for Proposal.
44. **Forms of Agreement** – The DISTRICT reserves the right to incorporate standard contractual provisions into any agreement executed in response to this request and require indemnification insurance as stipulated by the DISTRICT.

45. **Availability of Funds** – The DISTRICT's obligation herein is contingent upon receipt by the DISTRICT of the total funding commitment allowed by the Universal Service Fund through the "E-Rate" program. No legal liability on the DISTRICT for payment of any money shall arise unless and until funds are made available for this procurement through the "E-Rate" Program. The DISTRICT may award a contract for all requirements outlined in the RFP or any portion of funds, contingent upon the level of funding provided by the DISTRICT and the Libraries Division.
46. **Equal Opportunity** – The DISTRICT's policy is that, in connection with all work performed under Purchasing Contracts, there shall be no discrimination against any prospective or active employee engaged in work because of race, color, ancestry, or 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 the same compliance from all subcontractors employed on the job.
47. **Compliance** – Responses that do not comply with instructions and forms may be disqualified from bidding, as noted in the applicable sections of the RFP.

M. 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: _____

N. NON-COLLUSION STATEMENT

ACADIA 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)

O. CURRENT INTERNET ACCESS

NAME OF SITE	CURRENT SPEED	ADDRESS	CITY AND STATE
ACADIA PARISH SCHOOL BOARD OFFICE (DATA CENTER)	10 Gbps	2402 North Parkerson Ave	Crowley, La. 70526
EGAN ELEMENTARY (DATA CENTER)	10 Gbps	2166 Egan Highway	Egan, LA 70531

P. SAMPLE PRICING FORM (MONTHLY COST INTERNET ACCESS)

SITE	SPEED (CIR)	Up Front Cost	Monthly Cost
DATA CENTER #1 ACADIA PARISH SCHOOL BOARD OFFICE	10 GBPS		
DATA CENTER #2 EGAN ELEMENTARY SCHOOL	10 GBPS		
DATA CENTER #1 ACADIA PARISH SCHOOL BOARD OFFICE	20 GBPS		
DATA CENTER #2 EGAN ELEMENTARY SCHOOL	20 GBPS		