HILLSBORO SCHOOL DISTRICT 1J

E-RATE LEASED FIBER SERVICES

Single Point of Contact (SPC)
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SUBMIT QUOTES TO:
Submission Portal
https://erate.imesd.k12.or.us/submission/b2a6304ca1ee14ae9a4c

DEADLINE: October 21, 2026, at 4:00 PM

District is requesting proposals for either leased lit fiber or leased dark fiber for delivery of unbundled internet access to the District. Service is expected to originate at The Pittock Building and be delivered to the eligible District service location, both specified in Attachment A. The service must begin on July 1, 2027, which represents the expiration of the current leased services.

The District is requesting proposals for two (2) services. Proposers' bid may respond to one or all options. See the Scope of Work/Specifications section for requirements of each solution.

1. The first service is a fully managed, leased lit fiber solution.

2. The second service is a leased dark fiber solution that includes fiber maintenance as part of the monthly lease cost.

All locations with addresses are listed in Attachment A

SCOPE OF WORK/SPECIFICATIONS

Contract Pricing and Flexibility

Each Proposer is required to complete the pricing matrix located in Attachment A of this RFP. Special construction (if applicable), monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately in Attachment A.

No increased pricing of the quoted MRC, NRC, other fees and charges, and/or special construction in each pricing cell of the matrix will be allowed during the term. If an increase in bandwidth is requested during the Contract period, the Contract does not renew.

Proposers must be willing to include two(2), optional 1-year Voluntary Extensions. **Voluntary Extensions must be finite** and not automatic renewals and identified in the awarded Contract.

Proposers must be willing to **add additional sites and/or increase bandwidth count** to existing sites without extending the Contract duration and must be noted in the agreement.

The Contract must include a provision permitting new District locations to be added at the existing contracted Monthly Recurring Cost (MRC) rate for the duration of the contract, with the District paying any one-time charges associated with extending service to the new site.

The Contract must also include a provision permitting early termination of circuits, with no penalty, should the District determine that the service is no longer required at a given location, including but not limited to situations where a site is closed, consolidated, or repurposed.

Leased Lit Fiber Transport

District must have dedicated symmetrical transport bandwidth of 100 Gbps with Service Level Agreement (SLA) guarantees between the designated endpoints. The solution must be scalable between 100 Gbps and 400 Gbps.

Price quotes are requested for 1-year term of service with two (2) optional voluntary extension options. Each Proposer is required to complete the pricing matrix located in Attachment A of this RFP. Special construction (if applicable), monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately in Attachment A.

Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit.

Service Level Agreement

All solutions must adhere to the following Service Level Agreement (SLA) terms in addition to the terms found in the Service Level Agreement section:

- Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit
- <=.5% frame/packet loss commitment
- <=25ms network latency commitment
- <=10ms network jitter commitment
- There is no right of service provider to limit or throttle the capacity of the circuit at any time for any reason
- Provider must monitor service availability and proactively investigate/respond to disruptions
- Provider stated commitment is to respond to any outage within 1 hour and a 4 hour restoration of service.

Leased Dark Fiber Transport

District must have two (2) strands (1 pair) of single mode fiber with Service Level Agreement (SLA) guarantees between the designated endpoints. Price quotes are requested for 1-year term of service. Each Proposer is required to complete the pricing matrix located in Attachment A of this RFP. Special construction (if applicable), monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately in Attachment A.

Technical Standards

At a minimum, two (2) single-mode OS2 fibers (one pair) must be provided per site-to-site connection. Fiber shall meet ITU-T G.652.D characteristics or equivalent.

Fiber connectors and adapters shall be LC and compliant with TIA/EIA-604. Proposers must identify the fiber and cable type in the response and provide the relevant specifications.

Preference for non-dispersion-compensated fiber consistently throughout the network. Dark fiber circuits exceeding 80 km must be explicitly identified with estimated loss and proposed mitigation.

Testing & Acceptance

All fibers shall undergo double-ended insertion loss testing in both directions at 1310 nm and 1550 nm. Test results must include total end-to-end attenuation across fiber, splices, and connectors.

Optical power measurements shall be recorded to the nearest tenth (e.g., -14.3 dB) and delivered in both electronic and hard-copy formats, including proposed link loss budgets.

Proposer shall provide testing procedures, test equipment manufacturer/model, and last calibration date (within the past two years). The District will not accept the fiber until all strands meet the specified standards; service provider shall remediate and retest at no additional cost until passing results are achieved.

Optional Light-Modulating Hardware (Separate Pricing)

Proposers may submit optional, separately priced equipment to light the leased dark fiber (e.g., DWDM or Ethernet transport), identified by manufacturer and model. Pricing must be itemized and not bundled with fiber lease or construction costs.

Solutions should support 100 Gbps or higher, LC optics, jumbo frames, and standard routing/transport features suitable for K-12 WAN backbones. The District reserves the right to select equipment on a per-site basis or to self-provide electronics.

National Security

The Universal Service Fund (USF) National Security Rule FCC 19-121 prohibits the use of USF funds to purchase or obtain any equipment or services produced or provided by a covered company posing a national security threat to the integrity of communications networks or the communications supply chain. By submitting a Proposal, Proposer is certifying the proposed infrastructure providing service delivery complies with FCC 19-121.

Timeline

For each response, Proposers must include a timeline for bringing all sites online. Proposers requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year. For solutions requiring special construction, a schedule of bringing the service online must be included with an explanation of how this timeline shifts if the date of the E-Rate funding commitment shifts.

Demarcation

All solutions must terminate service or infrastructure in the demarcation point at the addresses specified in this RFP. Solutions bringing service to the property line but not to the demarcation point will be rejected. Proposer must specify specific demarcation setup included in base fees and handoff medium (e.g., mounted CPE and CAT6a handoff, rack mount patch panel, single mode fiber, etc.).

Cost Proposal Form

Proposer shall complete and submit the Cost Proposal Form (Attachment A).

Lowest Corresponding Price (LCP)

Proposer shall submit their Lowest Corresponding Price (LCP) (as required by the SLD 1996 Universal Service Order, 12 FCC Rcd 87, 383, para. 540).

Other Fees and Charges

Proposer shall include the total monthly other fees and charges (i.e., cost recovery fees, service charges, etc.) that are not taxes or charges assessed by government authorities. Other fees and charges are factored as part of eligible costs evaluation.

Estimated Assessed Taxes and Fees

Proposer shall include the estimated total monthly customer assessed or reassessed taxes and fees as established by government authorities (i.e., USF fees, franchise fees, taxes, etc.). Estimated assessed taxes and fees will not be factored as part of eligible costs evaluation.

QUESTIONS / REQUESTS FOR CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline, or method of award or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email
- Reference the RFP number
- Identify Proposer’s name and contact information
- Refer to the specific area of the RFP being questioned (i.e., page, section, and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

Questions by telephone are not accepted.

PROPOSAL DELIVERY OPTIONS

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before Closing. District is not responsible for any transmission errors or delays for any reason. A Proposal submitted by any means not authorized below will be rejected. The following delivery options are permitted for this RFP:

<u>A Proposal may be delivered through the Electronic Submission Portal as listed on the Cover Page.</u>

Ability to Support Requirements

Did the Proposer demonstrate the ability to fulfill the requirements per the RFP?

Did the Proposer provide a detailed project plan demonstrating the construction timeline and service availability?

Service Reliability

Did the Proposer demonstrate acceptable service reliability through proposed service level agreements?

Did the Proposer demonstrate path diversity in the proposed fiber routes to enhance resiliency and service continuity in the event of a fiber cut or outage?

Did the Proposer propose buried fiber in armored conduit as the primary construction method, or provide a clear justification if aerial or unarmored buried plant is proposed?

Do the Proposer's references support the Proposer's reliability and response as outlined in the Proposal?

Timeline

Did the Proposer provide a clear and realistic implementation timeline that aligns with the District's required service completion date?

Did the Proposer identify milestones (e.g., permitting, construction start, testing, service activation) with dates and durations?

Did the Proposer address how schedule changes, including delays in E-rate funding commitments, would affect the timeline?

Scalability

Did the Proposer demonstrate scalability of the proposed technology through pricing for higher tiered bandwidths?

Proposed Contract Terms & Conditions

Are the proposed contract terms and conditions flexible and acceptable to the District?

Proposal Completion

Is the Proposal complete and in compliance with the instructions and requirements as stated in the RFP with minimal corporate boilerplate marketing information?

References

Did the Proposer submit complete contact information for the required number of references?

Do the references include K-12 education entities of similar size and scope?

How well would the references recommend the Proposer?

Recurring and Non-Recurring Costs

Total cost of ownership considers all recurring and non-recurring costs. Note that E-rate eligible costs refer to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the District. Estimated assessed taxes and fees will not be factored as part of eligible costs evaluation. The SPC will conduct the E-rate eligible costs evaluation. The SPC will award a cost score to each Cost Proposal based upon the percentage of the proposed cost as compared to the lowest Proposer's cost using the following formula:

$$\frac{\text{lowest 10-year TCO cost of all Proposers}}{\text{cost being scored}} \times \text{cost points possible} = \text{cost score}$$

POINT AND SCORE CALCULATIONS

POINTS POSSIBLE	
Ability to Support Requirements	20
Service Reliability	20
Timeline	10
Scalability	5
Proposed Contract Terms & Conditions	5
Proposal Completion	5
References	5
Recurring and Non-Recurring Costs	30
TOTAL POINTS POSSIBLE	**100**

Required Notice to Proceed and Funding Availability

District will follow the purchasing policies of the District Board, State procurement laws and regulations, and requirements and procedures of the FCC's E-Rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated Contracts resulting from this competitive bid process will be dependent on District's issuance of a written Notice to Proceed. E-Rate funding notification alone will not signify Notice to Proceed. The District will have the right to allow any associated Contracts to expire without implementation if appropriate funding does not come available.

Additionally, any projects requiring special construction may also be contingent on issuance of funds from the State of Oregon and Federal special construction matching funds. The District will have the right to allow any associated Contracts to expire without implementation if this specific funding does not come available.

APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposers who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by District or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

USAC Issued 498 ID

The apparent successful Proposer shall provide its USAC issued 498 ID (Service Provider Identification Number - SPIN).

Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Information about these requirements may be found at http://sos.oregon.gov/business/pages/register.aspx.

Responsibility Inquiry

Prior to award, the apparent successful Proposer shall be required to complete and submit Attachment D - Responsibility Inquiry.

Pay Equity Certification

If selected for award and the Contract value exceeds $500,000 and Proposer employs 50 or more full-time workers, Proposer shall submit to District a true and correct copy of an unexpired Pay Equity Compliance Certificate, issued to the Proposer by the Oregon Department of Administrative Services. For instructions on how to obtain the Certificate, visit https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx.

ORS 279B.110(2)(f) requires that Proposer provide this prior to execution of the Contract.

Nondiscrimination in Employment

As a condition of receiving the award of a Contract under this RFP, Proposer must certify by its Signature on the Proposer Information and Certification Sheet (Attachment C), in accordance with ORS 279A.112, that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice that the policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination.

CONTRACT NEGOTIATION

Negotiation

After selection of a successful Proposer, District may enter Contract negotiations with the successful Proposer. By submitting a Proposal, Proposer agrees to comply with the requirements of the RFP including during the Contract term.

All Proposers must remain capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered service provider in good standing with USAC, and maintain a USAC issued 498 ID (Service Provider Identification Number - SPIN) during the Contract term. Failure to maintain shall be grounds for Contract default and termination.

In the event that the parties have not reached mutually agreeable terms within 30 calendar days, District, at its discretion, may terminate Negotiations and commence Negotiations with the next highest-ranking Proposer.

OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public records and are subject to public inspection after District issues the Notice of Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of District. By submitting a Proposal in response to this RFP, Proposer grants the District a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer, except in the case of Proposals that were submitted late and rejected by District.

CANCELLATION OF RFP; REJECTION OF PROPOSALS; NO DAMAGES

Pursuant to ORS 279B.100, District may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State or District, as determined by District. Neither the State nor any State agency is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP or a Contract award, or the rejection of any Proposal.

COST OF SUBMITTING A PROPOSAL

Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, and costs associated with protests.

BIDDING INSTRUCTIONS

- **Submit Quotes To:** https://erate.imesd.k12.or.us/submission/b2a6304ca1ee14ae9a4c
- **Preferred Terms:** 1 Year
  - Proposers must be willing to include 2, optional 1-year Voluntary Extensions. Voluntary Extensions must be finite and not automatic renewals and identified in the awarded Contract.