Hermitage School District

Request for Proposals:

Network Switch and WAP Licensing

1. Introduction

The Hermitage School District ("District") is soliciting competitive proposals from qualified vendors for the purchase of power supplies for currently installed Cisco/Meraki Catalyst switches. Equivalent makes/models accepted.

2. E-Rate Compliance Notice

This RFP is subject to all applicable E-Rate rules and regulations, including but not limited to:

- FCC rules in 47 C.F.R. §§ 54.500–54.523
- Competitive bidding requirements
- Cost-effectiveness as the primary factor in vendor selection

Vendors must:

- Comply with all E-Rate program requirements
- Hold all required licenses and certifications
- Agree to provide all information necessary for the District's FCC Forms 471, 472/474, and any audits
- Acknowledge that no vendor will receive an unfair advantage

No vendor is guaranteed an award of a contract.

3. Project Overview

The District seeks proposals for licenses for switches and wireless access points already purchased.

Final quantities may be adjusted prior to contract execution.

4. Scope of Work

The selected vendor shall provide the power supplies, or ones compatible with the SKU and Switch, as listed below.

5. Quantities (Estimated)

Licensed	Estimated	eRate Eligible
Cisco Catalyst C9300L-24UXG-4X or equivalent	2	Yes
Cisco Catalyst C9300X-12Y or equivalent	4	Yes
Meraki MS130-12X or equivalent	3	Yes
Meraki MS130-8X or equivalent	2	Yes
Meraki MS150-48MP-4X or equivalent	23	Yes
Meraki WAP or equivalent	170	Yes

Network Switch and WAP Licenses

C9300L-48UXG-4X or equivalent	1	No
Meraki WAP or equivalent	5	No

Quantities are estimates and subject to change.

6. Project Schedule

Milestone	Date
FCC Form 470 Posted	11/9/2026
Questions Deadline	12/1/2026
Proposal Due Date	Listed on the 470 Posting
Anticipated Award	1/20/2027
Project Start	On or after FCC funding commitment
Project Completion	July 30th, 2027

Work must not begin prior to receipt of a Funding Commitment Decision Letter (FCDL).

7. Vendor Qualifications

Vendors must provide:

- Company overview and years in business
- Experience with K–12 and E-Rate funded projects
- Affirmative Action Statement
- Non-Collusion Affidavit

8. Proposal Requirements

Proposals must include:

1. Executive summary
2. Detailed scope of work
3. Bill of materials (line-item pricing)
4. E-Rate eligible vs. non-eligible cost breakdown
5. Assumptions and exclusions
6. Signed E-Rate compliance statement

9. Pricing Requirements

- Pricing must be **fixed** and **fully itemized**
- Identify all E-Rate eligible costs separately
- Ineligible costs must be clearly labeled
- No cost-shifting between eligible and ineligible components

10. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Cost of Eligible Services	40%
Proposal contains requested products and services	25%
Prior experience with the vendor and installers	20%
References & Past Performance	10%
Local/Service Availability	5%

Cost of eligible services will be the primary factor.

11. Questions and Communication

All questions must be submitted in writing to:

Contact: Frank Gingras
Email: fgingras@hermitagesd.net

No contact with other District staff regarding this RFP is permitted.

12. Conditions and Reservations

The District reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Request clarification or additional information
- Negotiate scope and pricing

13. Submission Instructions

Proposals must be received by:

Date: Listed on the 470 posting
Method: Electronic (PDF)
Email: fgingras@hermitagesd.net

Late submissions will not be accepted.

14. E-Rate Acknowledgement

By submitting a proposal, the vendor acknowledges understanding of and compliance with all E-Rate rules and regulations.

Authorized by:

Frank Gingras / Director of Technology
Hermitage School District
November 9th, 2026

HERMITAGE SCHOOL DISTRICT
411 North Hermitage Road
Hermitage, PA 16148

TO: All Vendors

FROM: Business Manager

RE: Affirmative Action

The Hermitage School District is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendors list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

_____ _____
Date Signed (Name/Title of Company Officer)

_____ _____
Telephone Street Address

_____
City/State/Zip Code

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INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.

1. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.

2. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.

3. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

4. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

5. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____ : Contract/Bid Title: _____
: s.s.
County of _____ :

I state that I am _____ of _____
(Title) (Name of Firm)
and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

1. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

3. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

4. _____, its affiliates, subsidiaries, officers, directors
(Name of firm)

and employees are not under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations
(Name of firm)
are material and important, and will be relied on by **Hermitage School District** in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from **Hermitage School District** of the true facts relating to the submission of bids for this contract.

_____
(Signature, Printed Name & Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____DAY OF _____, 20___

_____
(Notary Public)

My Commission Expires: _____