



2027 HANOVER C2 SPECIFICATIONS

Buying Entity: Hanover County Public Schools ("HCPS")
BEN: 126488
Form 470 #: 270001533
Form 470 Contacts: Terri Hechler – thechler@hcps.us
Melissa Zaruba – mzaruba@e-ratecentral.com

Procurement Timeline

Milestone	Due By
Issue Date	October 29, 2026
Mandatory Pre-Proposal Site Visit	December 1, 2026, beginning at 9:00 AM ET
Deadline to Submit Questions	December 2, 2026, no later than 2:00 PM ET
Posting of Site Visit Summary and Clarifications	December 4, 2026
Proposal Submission Deadline	January 7, 2027, no later than 2:00 PM ET

Communications and Questions

All communication with HCPS regarding this solicitation **must** be emailed and received by the "Deadline to Submit Questions" noted in the "Procurement Timeline." Questions should be directed to all "Form 470 Contacts" listed above, with the Form 470 Number included in the subject line. Failure to include all "Form 470 Contacts" could result in questions going unanswered. Verbal inquiries are not allowed. Clarifications, when applicable, will be posted as an attachment/addendum to the Form 470. Each Offeror is responsible for downloading the current version of the Form 470 and attachments, including any addenda. HCPS reserves the right to ask vendors clarifying questions during the proposal review process.

Contact initiated by an Offeror concerning this solicitation with any other HCPS representative other than those listed as Form 470 contacts is prohibited. Unauthorized contact may result in the Offeror's disqualification from this solicitation.

Pre-Proposal Site Visit

For this solicitation, a site visit is: ☒ Required ☐ Optional ☐ Not Offered

Offerors are **required** to attend the scheduled site visits at the four (4) installation locations. To be eligible for consideration in the evaluation, a representative of the company must have attended the site visits. Offers submitted by companies without a representative at all locations will not be considered.

The pre-proposal site visits will begin on December 1, 2026, at 9:00 AM ET in the order outlined below. At the conclusion of each visit, the meeting will immediately move to the next specified installation location.

-[Mechanicsville High School](#), 7052 Mechanicsville Turnpike, Mechanicsville, VA 23111

-[Atlee High School](#), 9414 Atlee Station Road, Mechanicsville, VA 23116

-[Hanover High School](#), 10307 Chamberlayne Road, Mechanicsville, VA 23116

-[Patrick Henry High School](#), 12449 W. Patrick Henry Road, Ashland, VA 23005

No additional information will be provided at the site visits. Vendors are to submit questions by email as instructed above; a meeting summary and answers to clarifying questions will be posted as attachments to the Form 470.

Proposal Instructions

Proposals **must** be submitted by the Proposal Submission Deadline in the Procurement Timeline.

Proposals should be emailed to ALL Form 470 Contacts listed above and include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions (including cooperative purchasing details)
- Completed Attachment A – VA SCC Registration
- Completed Attachment B – Certificate of Compliance
- Completed Attachment C – Pricing Attachment (included as separate excel attachment)
- Manufacturer warranty information
- Installation warranty information
- Any assumptions and/or exclusions

Proposals **must** include all costs associated with providing the requested products/services to HCPS including but not limited to shipping fees and any component needed for the proposed equipment to function properly. Offerors **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

In addition to or in place of a service provider's standard quote format, proposal pricing **must** be included in the Pricing Attachment provided and be submitted in Excel format.

Proposed pricing for each product and service should:

- be shown as unit pricing with separate line-item charges for each SKU where applicable,
- identify the percentage of each SKU that is eligible for E-Rate support as agreed upon by USAC and the manufacturer; and
- be categorized as Internal Connections (IC), Basic Maintenance of Internal Connections (BMIC), and/or Managed Internal Broadband Services (MIBS).

Proposals **must** be in response to the specific requirements of this solicitation. Offers including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists will be disqualified. SPAM and/or robotic responses will not be considered valid responses and will be disqualified from consideration.

Equipment/Service Request

HCPS is seeking proposals for the materials and labor necessary to install fiber optic connectivity between the main school building and the associated athletic stadium at four high school locations. Each stadium is part of the campus of the associated high school and is not a separate entity. The requested fiber is a campus link between the school's main building and the stadium, terminating on the school's network equipment.

The selected vendor shall provide all necessary labor, materials, equipment, and related components required to furnish and install a complete, functional fiber connection at each location.

HCPS estimates the following cable lengths for each location. Vendors must independently verify each site's requirements at the scheduled site visits and adjust quantities as needed to complete the installations.

Location Name	Estimated Feet
Mechanicsville HS	550
Atlee HS	3,100
Hanover HS	550
Patrick Henry HS	800

Cable Type Required: Outdoor rated, shielded OM3/OM4 multi-mode fiber for runs up to 800 feet. Outdoor rated, shielded single-mode fiber for runs more than 800 feet.

Construction and installation may take place during normal weekday business hours but must be scheduled around any activities planned on or near the fields. To avoid conflicts at the building level, all installation dates must be coordinated through Terri Hechler.

Work shall include, as applicable:

- Furnishing and installing fiber optic cable between the designated school building and stadium.
- Providing all necessary fiber, connectors, termination hardware, patch panels/enclosures, and related installation materials.

- Pulling, routing, terminating, splicing, and testing the installed fiber.
- Utilizing existing conduit/pathways where available and providing any additional pathway or associated installation work identified in the vendor's proposal.
- Clearly identifying any construction, trenching, boring, conduit, or other pathway work included or required.
- Testing and certifying the completed fiber installation.
- Labeling installed fiber and termination points.
- Providing HCPS with test results and documentation upon completion.
- Restoring any areas disturbed during installation to substantially their original condition.
- Work will be performed at four separate school locations. Bidders shall provide separate pricing for each location, including all materials and labor necessary to complete the installation.
- Final fiber routes, termination locations, quantities, and installation requirements shall be coordinated with HCPS prior to installation.

All cabling, components, materials, and equipment furnished under this solicitation must be new. Used, open-box, refurbished, or otherwise previously installed materials will not be accepted.

Partial offers **will not** be considered. Offerors must submit pricing for all four (4) locations and all required components of the requested work.

Contract Requirements

For proposals with a total anticipated purchase price of \$80,000 or less for all four locations, consideration will be given to proposals that provide HCPS the option to purchase the proposed products and/or services through an existing competitively procured cooperative, state, or other governmental contract that HCPS is legally authorized to utilize.

For proposals with a total anticipated purchase price in excess of \$80,000 for all four locations, the Offeror must identify an existing competitively procured cooperative, state, or other governmental contract available for use by HCPS through which the proposed products and/or services may be purchased. Failure to provide an acceptable contract vehicle for offers more than \$80,000 will render the proposal non-responsive.

The Offeror shall identify the contracting entity, contract name and number, effective and expiration dates, and provide sufficient documentation to demonstrate that the contract permits use by HCPS. HCPS reserves the right to determine whether any identified contract satisfies applicable Virginia procurement requirements and is in the best interests of the School Division.

The quoted pricing must not assume HCPS will purchase the full quantities listed in the proposal.

HCPS reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment must be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the contract term.

E-Rate Specific Considerations

HCPS intends to utilize the Service Provider Invoicing (SPI) method for this funding request. Vendors must be willing and able to provide discounted billing and submit FCC Form 474 invoices to USAC. Vendors unable to support SPI billing will be disqualified.

Offerors must hold a valid, active nine-digit SPIN (498 ID) issued by USAC as of the proposal submission deadline. The SPIN must belong to the legal entity that will contract with and invoice the Applicant. A pending registration, a SPIN assigned to an unrelated entity, or a commitment to obtain one after the deadline will not satisfy this requirement.

Because USAC may classify certain cabling products as racks, cabinets, or connectors, the Racks and Related Components option was selected on Form 470 to ensure accurate classification and compliance.

Basic Maintenance of Internal Connections and Managed Internal Broadband Services were included on the Form 470 out of an abundance of caution. No separate BMIC or MIBS services should be proposed unless necessary to properly classify an element of the requested installation under E-Rate rules.

Service providers proposing a temporary equipment loan for product demonstration and/or evaluation purposes are **required** to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Parts 47 Section 54.9 and 54.10 of the FCC rules which prohibit the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

Pursuant to 47 C.F.R. §§ 54.500 and 54.511(b), all offers must provide the Lowest Corresponding Price (LCP) in response to this solicitation. LCP is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

Additional Considerations/Information

HCPS is subject to Virginia Public Procurement Act (VPPA) restrictions.

Any potential Offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service-disabled veteran, status as a military family, or any other basis prohibited by state law relating to discrimination in employment (Code of Virginia § 2.2-4310(A)). The District does not discriminate against faith-based organizations. Faith-based organizations are also protected from discrimination based on religious character as defined by state code (Code of Virginia § 2.2-4343.1).

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that HCPS expects in the proposed solution. Proposals failing to meet these will be disqualified. "Should" and "may" indicate desirable specifications. A mandatory requirement may be waived if all respondents fail to meet a mandatory requirement.

HCPS reserves the right to request Best and Final Offers (BAFOs) from one or more Offerors. BAFOs must be received by the date and time specified during discussions or negotiations. If an Offeror does not submit a BAFO by the stated deadline, HCPS will evaluate that Offeror based on its originally submitted proposal. If BAFOs are requested, HCPS reserves the right to conduct a subsequent evaluation and scoring of proposals, including any revised pricing and other information submitted in response to the BAFO request, in accordance with the evaluation criteria set forth in this solicitation. BAFO requests and negotiations will be conducted in accordance with § 2.2-4302.2, including its requirements for the number of offerors selected for negotiation and applicable exceptions.

HCPS reserves the right to waive any irregularities or informalities in the proposals received.

Offerors must accept that HCPS obligations are contingent on appropriation and availability of funds and may be reduced or terminated without penalty if funds are unavailable.

HCPS reserves the right to award/purchase work for one, some, or none of the locations. This procurement does not obligate HCPS until a valid agreement and/or valid Purchase Order are executed.

HCPS reserves the right, subject to applicable procurement requirements and E-Rate rules, to make non-material modifications to the awarded contract and to add or remove eligible locations, quantities, equipment, or services when such changes remain within the general scope of the original procurement.

HCPS may, at its sole discretion, extend the due date for the submission of proposals and any extensions shall be made via an addendum posted in the E-Rate Productivity Center (EPC).

The vendor submission is subject to open records requests and, as such, the records will be released in accordance with those policies. Vendors are encouraged to mark pages as "Proprietary" or "Confidential"

as appropriate, but the entire submission may not be marked as such. Identifying information as “Proprietary” or “Confidential” does not guarantee that the information will not be released but will be considered in determining whether the information is required to be released in accordance with the open records policies. Generally, pricing is not exempt from being publicly released.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and HCPS that would interfere with fair and open competition or create a conflict of interest.

Evaluation Criteria

These criteria are to be utilized in the evaluation of offers to be considered. Individual criteria have been assigned a weight to reflect relative importance. Vendors are encouraged to provide details in their proposals that address the following criteria.

Criteria	Description	Weight
E-Rate Eligible Costs	Total cost of E-Rate eligible components, including equipment, licenses, installation, shipping, and any associated eligible services, as applicable.	37%
E-Rate Ineligible Costs	Total cost of E-Rate ineligible components, including equipment, licenses, installation, shipping, and any associated ineligible services, as applicable.	3%
Technical Compliance and Functionality	Degree to which the proposed solution meets or exceeds HCPS's functional requirements, performance needs, and technical specifications.	16%
Compliance with Solicitation Requirements	Completeness of proposal, adherence to submission requirements, E-Rate compliance, and responsiveness to requested information.	16%
Prior Experience	HCPS's own experience with this vendor's performance and service quality, if any	16%
Cooperative/ Public Contract Availability	For purchases exceeding \$80,000, compliance with the cooperative/public contract requirement is mandatory and will be evaluated on a pass/fail basis. Offers exceeding \$80,000 that include eligible contract vehicles will receive full points; no or ineligible contract vehicles will be disqualified. For offers with a total cost of \$80,000 or less, points will be awarded based on the availability and applicability of an existing competitively procured cooperative, state, or other governmental contract available for use by HCPS, including the administrative efficiencies, pricing protections, and contractual benefits provided. Offers of \$80,000 or less that include eligible contract vehicles will receive full points; no or ineligible contract vehicles will receive zero points.	12%

ATTACHMENT A

Virginia State Corporation Commission (SCC) Registration Information

Company/Offeror Name: _____

The Offeror shall check one of the following. The Offeror is:

☐ a corporation or other business entity with the following SCC identification number:
_____ **-OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

☐ an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the School Board reserves the right to determine in its sole discretion whether to allow such waivers):

☐

Print Name of Authorized Representative

Authorized Representative Title

Authorized Representative Signature

Date

ATTACHMENT B

CERTIFICATE OF COMPLIANCE

Code of Virginia §22.1-296.1

As a condition of contract award, Contractor/Vendor providing contracted services requiring direct contact with students on school property during regular school hours or school-sponsored activities/programs shall execute this document certifying that neither the Contractor nor any employee of the Contractor has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child or a barrier crime as defined and regulated under VA statutes 19.2-392.02 and 63.2-1719 through 1725 as applicable.

This certification shall be binding upon the Contractor and their employees providing services throughout the term of the contract or purchase order, including any extensions or renewals.

Contractor/Vendor acknowledges that, pursuant to the Code of Virginia §22.1-296.1 (A), any person making a materially false statement on this certification, shall be guilty of a Class 1 misdemeanor, and upon conviction, the fact of such conviction shall be grounds for revocation of the contract or purchase order.

Company Name

Purchase Order/Contract/Solicitation #

Company Address

Company Phone Number

Print Name of Authorized Representative

Authorized Representative Title

Authorized Representative Signature

Date