REQUEST FOR PROPOSALS (RFP)
CATEGORY TWO – INTERNAL CONNECTIONS
E-RATE FUNDING YEAR 2027

FCC FORM 470#: 270002391
APPLICANT NAME: Lowellville Local School District
BILLED ENTITY NUMBER: 129608

REQUEST FOR PROPOSALS (RFP)

The Applicant identified above hereby solicits competitive proposals from qualified Service Providers for the provision of E-Rate eligible Category Two equipment, products, and/or services pursuant to the Schools and Libraries Universal Service Support Mechanism (E-Rate Program) as administered by the Universal Service Administrative Company (USAC) under authority of the Federal Communications Commission (FCC).

This procurement is subject to all applicable federal, state, and local procurement laws, FCC regulations, USAC program requirements, and any Applicant-specific policies.

Service Providers responding to this solicitation are solely responsible for ensuring full compliance with all applicable E-Rate competitive bidding, pricing, equipment eligibility, invoicing, and record retention requirements.

RFP TIMELINE

- **RFP Issued:** 11/18/2026
- **Site Walk / Pre-Proposal Visit:** 12/02/2026
- **Deadline for Submission of Questions:** 12/04/2026
- **Responses to Questions / Addenda Issued By:** 12/08/2026
- **Proposal Submission Deadline:** 01/05/2027

Mandatory Compliance Notice:
In accordance with FCC rules, the proposal submission deadline shall allow for no fewer than twenty-eight (28) full days from the posting date of the associated FCC Form 470 and/or RFP, whichever is later.

RFP CONTACTS

All communications regarding this procurement must be directed exclusively to all designated contacts below:

- Andrea Apisa: l.treasurer@lowellvilleschool.org
- Tyler Noble: t.noble@lowellvilleschool.org
- Skylands E-Rate Operations Team: bids@e-rate.org

COMMUNICATION AND PROCUREMENT INTEGRITY REQUIREMENTS

Authorized Communications:

- All questions, requests for clarification, and correspondence must be submitted in writing via email to **all** designated RFP contacts.
- Responses to material questions shall be issued through formal written addenda. If no questions are received as outlined in the RFP timeline, an addenda will not be posted for question-and-answer purposes.
- Verbal communications, informal discussions, and individual interpretations will not and shall not be binding.

Strict Prohibition on Unauthorized Contact:
Offerors are expressly prohibited from contacting any employee, representative, or agent of the Applicant not expressly authorized in this RFP. This includes, but is not limited to Board members, Superintendents/Directors, IT personnel not listed herein, Procurement staff not listed herein, Consultants other than designated contacts.

Violation of this restriction will result in immediate disqualification.

Duty to Monitor:
Offerors bear sole responsibility for monitoring the following on a regular basis:

- FCC Form 470 postings
- EPC updates
- Applicant communications
- Addenda
- Procurement portals, where applicable

Failure to monitor updates shall not relieve Offerors of compliance obligations.

PROPOSAL SUBMISSION REQUIREMENTS

Submission Instructions:

- Proposals **must** be submitted electronically to **all** listed RFP contacts.
- Late submissions shall be automatically disqualified.
- Applicant receipt timestamp shall control submission timeliness.
- Partial submissions may be rejected unless expressly permitted.
  Offerors are solely responsible for ensuring timely and complete delivery of proposals, including mitigation of technical failures or transmission delays.

Mandatory Proposal Components:

Each proposal must include, at minimum:

- Applicant name
- BEN
- FCC Form 470 number
- Service Provider Name
- Service Provider Identification Number (SPIN)
- Service Provider contact information
- Terms and conditions

Each proposal is encouraged to include the following. Failure to provide the following may adversely affect the scoring of your proposal.

- SPI invoicing capability certification
- E-Rate compliance certifications (broad compliance with FCC rules, USAC procedures, LCP, Gift Rules, Record Retention, etc.)
- Supply chain compliance certification (ensures compliance with FCC Order 19-121)
- Debarment/suspension certification (confirms vendor is not FCC barred, Federal debarred, SAM excluded, etc.)
- FCC Red Light Rule Compliance Certification. Offerors should certify that they are not currently subject to the FCC's Red Light Rule (47 C.F.R. § 1.1910), are in good standing with all FCC financial obligations, and are not delinquent on any debts owed to the FCC.
- Conflict of interest disclosure (vendor disclosure statement that ensures no unfair bidding advantage or relationships have improperly influenced the procurement process, proposal development, or bid submission).
    - Failure to fully disclose relevant conflicts may result in disqualification, contract termination, or referral to appropriate regulatory authorities.
- Structured cabling installer qualifications (e.g., BICSI-certified personnel or cabling manufacturer certification) and a description of the cabling and workmanship warranty offered.

Proposal Validity:
Proposals must remain valid for a minimum of 180 days from submission unless otherwise stated.

Proposal Exceptions / Deviations:
By submitting a proposal, the Offeror acknowledges that it has reviewed and agrees to comply with the terms, conditions, and requirements set forth in this RFP unless specific exceptions are clearly identified in the proposal submission.

Any proposed exceptions, deviations, or alternative terms must be explicitly disclosed in writing as part of the proposal response.

The Applicant reserves the sole right to determine the acceptability of any exceptions, may require withdrawal of unacceptable exceptions, and may consider exceptions or deviations in proposal evaluation and scoring.

Failure to clearly disclose exceptions may result in proposal disqualification or rejection.

PRE-BID MEETING / SITE VISIT

A voluntary pre-bid meeting and/or site visit shall be held as follows:

- **Date:** December 2, 2026
- **Time:** 10:00AM ET
- **Location:** Lowellville Local Schools, 52 Rocket Place, Lowellville, Ohio 44436
    - Please arrive to the main doors in the front of the building to get registered and signed in.
- **RSVP Deadline:** December 1, 2026 by 2PM ET

Attendance procedures:

- Requests must be submitted to all RFP contacts.
- Subject line must reference Form 470 number and "Site Visit."
- No alternative site visits shall be granted unless expressly authorized.
- Offerors are strongly encouraged to attend. The site visit will allow Offerors to view the proposed access point and network drop locations, the Applicant's MDF, existing cable pathways, and ceiling/wall conditions. Offerors should use the site visit to determine the most efficient cable pathway (path of least resistance) from the MDF to the Cafetorium Kitchen. Proposals will be expected to account for all site conditions observable during the site visit.

SCOPE OF WORK

The Applicant seeks proposals for E-Rate eligible Category Two equipment and/or services.

Project Overview
Lowellville Local School District seeks to expand its existing network infrastructure by furnishing and installing one (1) additional wireless access point (WAP) and four (4) new Category 6 (Cat6) network drops to improve wireless coverage and provide additional wired network connectivity in the Cafetorium Kitchen of the Applicant's K-12 school building, as identified in the Location Schedule below. The awarded Service Provider shall furnish all equipment, materials, and labor necessary to complete the work described herein.

A. Wireless Access Point

- Furnish and install one (1) wireless access point of the make and model identified in the Equipment table below, or a functionally equivalent model, together with all

required mounting hardware. Any proposed alternative must integrate with the Applicant's existing Ubiquiti UniFi wireless network.

- Furnish and install one (1) Cat6 cable run from the Applicant's MDF to the access point location, terminated, labeled, and tested as described in Section B.
- Mount the access point at the location identified by the Applicant to provide optimal wireless coverage.
- Connect the access point to the existing network and power it via Power over Ethernet (PoE) from the existing switch infrastructure. If the existing switch cannot supply adequate PoE, the Offeror must identify this in its proposal.
- Configure the access point to integrate with the Applicant's existing wireless network, including applicable SSIDs, security settings, VLAN assignments, and adoption into the Applicant's existing UniFi network controller, including any required license.
- Verify wireless connectivity and functionality following installation.

B. Network Drops

- Furnish and install four (4) new Cat6 network cable runs from the Applicant's MDF to the outlet locations identified in the Location Schedule below.
- Terminate each cable at the existing patch panel and at a wall jack or surface-mounted outlet, as appropriate to the location, including all jacks, faceplates, surface-mount boxes, and connectors.
- Install all cabling in accordance with ANSI/TIA-568 standards and applicable building codes. Plenum-rated cable shall be used where required, and cabling shall be supported by J-hooks or existing pathways (cable shall not be laid directly on ceiling tiles).
- Label both ends of each cable in accordance with the Applicant's existing network labeling standards.
- Test each cable run for proper termination, continuity, and Cat6 performance, and provide the test results to the Applicant.

C. Testing, Documentation, and Deliverables

- Verify that the new access point is operational and communicating with the existing network.
- Confirm that all five (5) Cat6 cable runs (four network drops and one access point run) are properly terminated, labeled, and tested.
- Confirm connectivity to the intended network resources.
- Provide cable test results, updated labeling/documentation, and final asset documentation (make, model, serial number, and installation location).
- Document and report to the Applicant any issues identified during installation and testing.

D. Applicant Responsibilities

- Identify and approve the locations for the access point and network drops (see Location Schedule below).
- Provide access to network closets, telecommunications rooms, and installation areas during mutually agreed work hours.
- Provide existing network configuration details, credentials, network security requirements, and VLAN assignments as necessary.

E. Assumptions and Exclusions

- Existing network switches and infrastructure are expected to have sufficient capacity to support the additional equipment and connections. Offerors must identify any exceptions observed during the site visit in their proposals.
- Suitable cable pathways are expected to be available for the new cable runs.
- Electrical work, major construction, ceiling repairs, painting/patching, and other building modifications are excluded unless specifically identified in the proposal. Any such costs are not E-Rate eligible and must be listed separately as ineligible.
- Additional equipment, materials, or labor required due to unforeseen conditions must be approved in writing by the Applicant before any such work is performed.

F. Acceptance and Schedule

The project will be considered complete when the access point is operational, all cable runs have passed testing, all required documentation has been delivered, and all work has been completed in accordance with this Scope of Work. Installation shall be scheduled at a mutually agreed-upon date and time following receipt of the E-Rate Funding Commitment Decision Letter (FCDL) and the Applicant's written notice to proceed, and must be completed by the applicable E-Rate service delivery deadline. Any work outside this Scope of Work must be reviewed and approved in writing by the Applicant before it is performed.

- **Installation:** IS required. If installation services are provided, the vendor must provide final asset documentation including make, model, serial number, installation location, and as-built documentation where applicable. Equipment must also be labelled in accordance with professional standards when installed.
- **Partial Bids:** WILL NOT be accepted.

Proposals must be based on the specified manufacturer makes and models or functionally equivalent equipment that meets or exceeds the technical specifications set forth in this solicitation. All proposed equipment must be suitable for use in the Applicant's Category 2 internal connections environment and fully compatible with existing infrastructure where applicable.

If proposing alternative makes or models, the Offeror must submit complete technical specifications, product data sheets, and any supporting documentation sufficient to demonstrate functional equivalency, including equivalency in performance, capacity,

interoperability, and intended use. The Applicant retains sole, final, and absolute discretion to determine whether any proposed alternative meets the requirements of this solicitation and qualifies as functionally equivalent.

Quantities identified in this Scope of Work are estimates provided for bidding and evaluation purposes only and reflect the Applicant's reasonable anticipated Category 2 needs at the time of posting. Actual quantities may be modified prior to award based on final design validation, site surveys, engineering recommendations, funding constraints, or E-Rate eligibility determinations.

Attachment A contains a wiring diagram for use for offerors on this solicitation.

The Applicant reserves the right to increase, decrease, substitute, or eliminate quantities or items in whole or in part.

This solicitation is issued in accordance with FCC E-Rate competitive bidding requirements (including Form 470 procedures) and does not constitute a commitment to purchase any minimum or maximum quantity of goods or services. The Applicant reserves the right to award all, part, or none of the proposals received, to make multiple awards if deemed in the best interest of the Applicant, or to cancel this solicitation in its entirety, consistent with applicable E-Rate program rules.

Description	Make	Model	Quantity
Wireless Access Point (indoor)	Ubiquiti	U6-Pro	1
AP mounting bracket / hardware	Per AP manufacturer	Per AP manufacturer	1
Cat6 cable run to AP location (incl. cable, terminations, jack, labeling, testing)	Offeror to specify	Offeror to specify	1
Cat6 network drop (incl. cable, terminations, jack/faceplate or surface box, labeling, testing)	Offeror to specify	Offeror to specify	4
Installation and configuration labor (AP and cabling)	N/A	N/A	1 Lot

Location Schedule

All work will be performed within the Applicant's single K-12 school building located at 52 Rocket Place, Lowellville, Ohio 44436. The access point and all four (4) network drops will be located in the Cafetorium Kitchen, situated in the center of the building between the elementary and high school wings. All cable runs shall originate from the Applicant's MDF. Offerors are responsible for determining the most efficient cable pathway from the MDF to the Cafetorium Kitchen during the site visit, and pricing must reflect that pathway.

PRICING REQUIREMENTS

All proposals must include:

- Itemized unit pricing
- Pricing submitted with per-drop pricing inclusive of cable, terminations, jacks/faceplates or surface-mount boxes, labeling, and testing
- Extended totals
- Separate eligible/ineligible cost allocation
- NRC (Non-Recurring Charges)
- Installation labor
- Configuration costs
- Shipping/freight
- Taxes and fees
- Warranty costs
- Licensing fees (if applicable)

Pricing Integrity:

- Pricing must remain firm for full contract duration.
- No unilateral price escalations permitted.
- Promotional pricing exceeding 90 days must be reflected where applicable.
- Pricing must comply with Lowest Corresponding Price rules.

Tariffs / Import Costs:

If tariff exposure exists, Offeror must clearly disclose:

- Affected products
- Proposed adjustment methodology
- Contractual limitations

Applicant retains sole discretion over acceptance.

CONTRACT CONDITIONS

- Applicant intends to enter into a legally binding written agreement.
- Month-to-month proposals will not be accepted.
- Annual appropriation/non-appropriation provisions may apply.

- Written amendments are mandatory for all changes.
- Equipment substitutions require mutual written approval.
- FCC service delivery deadline extensions may be incorporated where applicable.
- Applicant is not obligated to purchase full quoted quantities.
- Contract award may be whole or partial.

The Applicant intends to enter into a multi-year agreement. Proposals must include an initial contract term commencing April 1, 2027 and concluding September 30, 2028, with the option, at the Applicant's discretion, to extend the agreement for one additional one-year term through September 30, 2029.

BEST AND FINAL OFFER (BAFO)

The Applicant reserves the right, at its sole discretion, to request Best and Final Offers (BAFO) from all responsive and responsible Offerors.

If BAFO is utilized:

- All eligible Offerors shall receive equal notice
- Uniform submission requirements shall apply
- Identical deadlines shall be enforced
- BAFO requests shall preserve full FCC competitive bidding compliance

Nothing herein obligates Applicant to request BAFO.

EVALUATION CRITERIA

In full compliance with FCC requirements, the cost of E-Rate eligible products and services shall be the single highest weighted evaluation factor.

Additional evaluation criteria with less weight may also be taken into consideration during the selection process.

Applicant reserves sole discretion in proposal evaluation consistent with applicable law.

DISQUALIFICATION FACTORS

Proposals will be disqualified for the following reasons:

- Late submission
- Unauthorized communications
- Does not have a SPIN at the time of proposal submission
- Failure to meet specifications
- Generic or non-responsive pricing
- Submission of a response generated by Artificial Intelligence that contains materially incomplete, inaccurate, or misleading information and/or is not tailored specifically to the Applicant and/or needs of the RFP.

- Inclusion of generic or overly broad pricing lists that do not reflect the specific requirements of this RFP.
- Failure to comply with procurement instructions

INVOICING REQUIREMENTS

The Applicant reserves the sole right to select the invoicing method for the requested products and/or services. By submitting a proposal, the offeror acknowledges and accepts the Applicant's right to choose between the Billed Entity Applicant Reimbursement (BEAR) method or the Service Provider Invoicing (SPI) method.

BEAR Method (FCC Form 472): If the BEAR method is selected, the offeror shall invoice the Applicant for the full cost of the eligible products and/or services. The Applicant will then seek reimbursement for the discounted portion directly from USAC using FCC Form 472.

SPI Method (FCC Form 474): If the SPI method is selected, the Applicant's E-rate discount will be reflected on the FCC Form 471 and confirmed in the Funding Commitment Decision Letter (FCDL), if issued. The offeror shall invoice USAC directly for the discounted portion using FCC Form 474 and agrees not to invoice the Applicant for any amount covered by the E-rate discount.

Vendor Obligations:

- Timely invoicing cooperation
- Documentation support
- USAC compliance
- No disruption due to billing disputes

ADMINISTRATIVE, PROCUREMENT, AND E-RATE COMPLIANCE PROVISIONS

- Procurement Rights and Reservation of Authority
    - The Applicant reserves the right, at its sole discretion, to award contracts in whole, in part, to multiple vendors, or not at all, based on the Applicant's needs, available funding, and the requirements established in this solicitation.
    - The Applicant further reserves the right to reject any or all proposals, waive informalities or minor irregularities, request clarifications, and make award decisions determined to be in the best interest of the Applicant and consistent with all applicable E-Rate and public procurement requirements.
    - In the event of conflict between this RFP and applicable state/local procurement laws, applicable law shall control.
    - The Applicant may, at its sole discretion, extend proposal deadlines, amend procurement schedules, or cancel this solicitation in whole or in part if deemed necessary or advantageous.

- Proposal Submission, Public Disclosure, and Confidentiality
    - Submission of a proposal does not create any binding contractual obligation for the Applicant unless and until a formal written agreement and/or authorized purchase order has been fully executed.
    - Following contract award and execution, proposal documents may be subject to public inspection in accordance with applicable public records laws.
    - Offerors may designate specific portions of their proposals as "Proprietary" or "Confidential," provided such information is clearly identified and readily separable from non-confidential content. The Applicant will make reasonable efforts to protect properly designated confidential information to the extent permitted by law.
    - Pricing, service costs, and other cost-related information shall not be considered proprietary or confidential and may be publicly disclosed.
- Contract Formation and Financial Protections
    - The Applicant reserves the right to reevaluate the cost-effectiveness of contracted services throughout the contract term, consistent with contractual rights and E-Rate program requirements.
    - Offerors proposing products potentially subject to price fluctuations due to tariffs, import restrictions, or other governmental actions must clearly disclose affected products and provide a defined methodology for controlling or limiting future pricing adjustments.
- Conflict of Interest and Competitive Integrity
    - By submitting a proposal, each Offeror certifies that no actual or potential conflict of interest exists that would compromise the fairness of this procurement or create an unfair competitive advantage.
    - The Applicant will conduct this procurement in a fair, open, and competitive manner consistent with FCC E-Rate rules. No vendor, including incumbents, shall receive preferential treatment or improper advantage.
    - Any proposal determined to involve collusion, undisclosed conflicts, or improper competitive influence will be disqualified.
- E-Rate Compliance Requirements
    - This procurement is subject to all applicable Federal Communications Commission (FCC), Universal Service Administrative Company (USAC), and E-Rate program rules.
    - All participating vendors must comply with all E-Rate requirements, including but not limited to:
        - Service Provider Identification Number (SPIN) eligibility
        - FCC Red Light Rule compliance
        - Lowest Corresponding Price requirements
        - Debarment and suspension certifications
        - Gift rule compliance
        - Eligible services compliance
        - SPI invoicing capability, if required

        - Record retention obligations
    - Failure to maintain E-Rate compliance may result in proposal disqualification or contract termination.
- Product Demonstrations and Trial Equipment Restrictions
    - To preserve the integrity of the competitive bidding process, product demonstrations, vendor meetings, or equipment evaluations during the active procurement window may be restricted or denied.
    - Following the close of the competitive bidding period, temporary equipment loans for evaluation purposes may be permitted only if:
        - The duration is clearly limited
        - Terms are documented
        - No improper competitive advantage is created
        - Demonstrations or evaluation equipment may only be accepted where permitted by law and where such activities do not compromise competitive fairness.
- Supply Chain Compliance Certification
    - By submitting a proposal, the Offeror certifies compliance with FCC Order 19-121 and all related federal supply chain security requirements.
    - Offerors further certify that proposed equipment and services do not include any equipment, services, or components from entities identified on the FCC's Covered List, including but not limited to Huawei Technologies Company, ZTE Corporation, or any successor-designated covered entities.
    - The Offeror acknowledges that non-compliance may result in proposal disqualification, contract cancellation, or other remedies as permitted by law.
- Installation Completion Deadline
    - All products and services must be delivered and installed in accordance with applicable E-Rate service delivery deadlines unless officially extended by FCC or USAC.

RECORD RETENTION / AUDIT REQUIREMENTS

Pursuant to 47 C.F.R. § 54.516, Service Providers are required to adhere to the following obligations regarding document retention, records production, and audits.

- Service Providers must retain all documents related to the delivery of discounted telecommunications and other supported services for a minimum of ten (10) years following the final day of service delivery. Additionally, any records that demonstrate compliance with statutory or regulatory requirements under the schools and libraries support mechanism must also be retained. Detailed guidelines on document retention can be found in the FCC's Fifth Report and Order (FCC 04-190).
- Upon request, Service Providers shall produce relevant records to any authorized representative, including auditors appointed by state education departments, the

program Administrator, the Federal Communications Commission (FCC), or any local, state, or federal agency with jurisdiction over the matter.

- Service Providers shall be subject to audits and investigations to verify compliance with all statutory and regulatory requirements applicable to the schools and libraries universal service support program. This includes compliance concerning the procurement, delivery, and usage of services and products.
- Service Providers may protect confidential information except where disclosure is required by FCC, USAC, governmental auditors, or applicable law.
- Service Providers are responsible for ensuring that any subcontractors they engage also comply fully with the FCC's requirements related to document retention, records production, and audits.

LOWEST CORRESPONDING PRICE

In accordance with 47 C.F.R. § 54.511, Service Providers are prohibited from submitting bids or charging libraries prices that exceed the Lowest Corresponding Price (LCP) for supported services. Exceptions apply only if the Federal Communications Commission (FCC) for interstate services, or the relevant state commission for intrastate services, determines that the LCP is not compensatory. Additionally, promotional rates offered by a Service Provider for periods longer than 90 days must be factored into the comparable rates used to establish the LCP.
All proposals submitted in response to this Form 470 must comply with the E-rate program requirement to offer the Lowest Corresponding Price (LCP). For further details, please refer to the official USAC guidance regarding Lowest Corresponding Price requirements.

COST OF PROPOSALS
All costs and expenses associated with the preparation and submission of proposals in response to this Scope of Work shall be borne exclusively by the vendor.

******* END OF RFP *******