2027 Harrisonburg C2 Specifications

Buying Entity:	**Harrisonburg City Public Schools ("HCPS")**
BEN:	**126469**
Form 470 #:	**270002552**
Procurement Contacts:	**Kevin Perkins kcperkins@harrisonburg.k12.va.us** **Melissa Zaruba mzaruba@e-ratecentral.com**

Procurement Timeline

Milestone	Due By
Issue Date	October 29, 2026
Deadline to Submit Questions	November 10, 2026, 2:00 PM ET
Posting of Questions/Clarifications	November 13, 2026
Proposal Submission Deadline	December 11, 2026, 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 "Procurement Contacts" listed above, with the Form 470 Number included in the subject line. Failure to include all "Procurement 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 Procurement Contacts is prohibited. Unauthorized contact may result in the Offeror's disqualification from this solicitation.

Neither product demonstration meetings nor pre-bid site visits will be granted during the competitive bidding period – requests for such will be ignored.

Proposal Instructions

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

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

- Applicant name (Harrisonburg or HCPS)
- Form 470 number (270002552)
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions
- Completed 2027 Harrisonburg C2 Pricing Attachment in xlsx format / itemized unit pricing

Proposals **must** include all costs associated with providing the requested products/services to HCPS including but not limited to shipping fees, licenses, and any component needed for the proposed equipment to function properly.

Submission of the completed Pricing Attachment provided with this solicitation is optional, but encouraged.

When submitting the Pricing Attachment, offerors shall provide it as a Microsoft Excel-compatible file (.xlsx). Offerors may use any spreadsheet application capable of saving in .xlsx format (e.g., Microsoft Excel, Google Sheets, LibreOffice Calc).

- To ensure all offers are evaluated on an equal basis, Offerors must not alter the Pricing Attachment's structure (rows, columns, line-item descriptions, order, headings, or formulas) and must enter pricing only in the designated cells.
- Offerors may also submit a PDF copy for reference. The .xlsx file will be used for evaluation and will control if there is a discrepancy.

Pricing for each proposed product or service should:

- be shown as unit pricing with separate line-item charges for each SKU,
- identify the percentage of each SKU that is eligible for E-Rate support as agreed upon by USAC and the manufacturer (when available); 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.

Existing Network Environment

HCPS intends to procure network infrastructure that integrates effectively with its existing environment while supporting future growth and modernization.

HCPS's current network environment includes, but is not limited to:

Existing switch manufacturer(s) and model families:

- Cisco Catalyst 9200L 48PT POE+ ONLY 4X10G K12, Cisco Catalyst 9300-24P, Cisco Catalyst 9500-16X, Cisco Catalyst 2960x-24PD

Current uplink connection types and speeds:

- Fiber connections between buildings and sites 10 gb.

Power-over-Ethernet (PoE) requirements and power budget:

- POE+ 30 watts per port 740 watts total

Offerors proposing alternative makes/models must identify any additional hardware, software, licensing, or components necessary to provide functionality equivalent to the requested solution and ensure compatibility with the existing network environment.

Equipment/Service Request

HCPS requests proposals for new E-Rate eligible Category 2 equipment and licensing.

Equipment Scope of Work

Proposals are requested for the makes/models specified in the provided Pricing Attachment (or equivalent). Offers containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. HCPS will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are HCPS's best estimate and may be adjusted based on the Offeror's recommendations. HCPS reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Proposals featuring equipment that is used, open box, refurbished, or categorized in any way other than new will be disqualified.

Partial offers **will not** be considered. HCPS reserves the right to purchase some, all, or none of the proposed equipment and associated components.

Installation Scope of Work

For this solicitation, vendor installation services are not requested. The district will complete installation of all purchases.

Delivery
All equipment and/or materials under this solicitation shall be delivered to the following address:

Harrisonburg City Public Schools
Attn: Kevin Perkins
Harrisonburg High School
1001 Garbers Church Road
Harrisonburg, VA 22801

Contract Requirements

HCPS prefers an initial contract term of July 1, 2027, through September 30, 2028, with one optional extension through September 30, 2029, if needed to complete the project and permitted under applicable E-Rate rules.

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 possess and provide a valid, active nine-digit E-Rate Service Provider Identification Number (SPIN/498 ID) issued by USAC by the bid submission deadline. The SPIN must be assigned to the legal entity that will contract with and invoice the District for the proposed equipment and services. A pending SPIN registration, a SPIN assigned to an unrelated entity, or a commitment to obtain a SPIN after the bid deadline will not satisfy this requirement. This is a mandatory condition of responsiveness. Offers that do not meet this requirement by the bid submission deadline will be disqualified and excluded from evaluation.

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 products or services 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, the vendor certifies that the proposed products and services comply with 47 C.F.R. §§ 54.9 and 54.10, which prohibit the use of Universal Service Fund support to purchase, obtain, maintain, improve, modify, or otherwise support any equipment or services produced or provided by a company on the FCC's Covered List (including Huawei and ZTE) as 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(f) and 54.511(b), service providers may not charge applicants a price above the Lowest Corresponding Price (LCP) for supported services. LCP is the lowest price a service provider charges to nonresidential customers similarly situated to a particular 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.

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 all, part, or none of the services set forth in this procurement. This procurement does not obligate HCPS until a valid agreement and/or valid Purchase Order is 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, shipping, and any associated eligible services, as applicable.	**40%**
E-Rate Ineligible Costs	Total cost of E-Rate ineligible components, including equipment, licenses, shipping, and any associated ineligible services, as applicable.	**5%**
Compatibility with Existing Network Infrastructure	The extent to which the proposed equipment and associated software can integrate with, interoperate with, and be managed alongside HCPS's existing network environment without requiring significant replacement of existing infrastructure, additional licensing, or substantial operational changes.	**25%**
Technical Compliance and Functionality	Degree to which the proposed solution meets or exceeds HCPS's functional requirements, performance needs, and technical specifications.	**10%**
Compliance with Solicitation Requirements	Completeness of proposal, adherence to submission requirements, E-Rate compliance, responsiveness to requested information, and submission of pricing in the preferred format.	**10%**
Prior Experience	HCPS's own experience with this vendor's performance and service quality, if any	**10%**