

REQUEST FOR PROPOSAL

for NETWORK ELECTRONICS

CADDO PARISH SCHOOL BOARD
1961 Midway Avenue
Shreveport, Louisiana 71108



RFP Number: RFP 02-27

Proposals Will Be Accepted Until:

10:30 AM., CST
THURSDAY NOVEMBER 19, 2026

Caddo Parish School Board
Purchasing Department
1961 Midway Avenue
Shreveport, Louisiana 71108

TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES

- A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

ACTIVITY	Date	Time
1. Release of Request for Proposals to Vendors and First Public Notice Published in Shreveport Times	October 20, 2026	N/A
2. Second Public Notice Published in the Shreveport Times	October 27, 2026	N/A
3. Deadline for Questions	November 03, 2026	3:00pm
4. Proposal Opening date	November 19, 2026	10:30am
5. Interviews (As invited, if needed)	To Be Determined	N/A
6. Submit Board Recommendation	December 15, 2026	N/A
7. Expected Board Approval	December 15, 2026	4:30pm

Responses will be accepted until 10:30am CST on THURSDAY, November 19, 2026.

It is the responsibility of the vendor to check the district's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.

<https://www.caddoschools.org/page/purchasing>

REQUEST FOR PROPOSAL**OCTOBER 20, 2026****RFP NO. 02-27**

CADDO PARISH SCHOOL BOARD
1961 MIDWAY AVENUE
SHREVEPORT, LA 71108

Sheila Jones
PH: 318.603.6481
sjones@caddoschools.org

TITLE: NETWORK ELECTRONICS**SEALED BIDS WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON Thursday, November 19, 2026**

IMPORTANT: The Instructions/Provisions to vendors are available for download and printing at the CPSB website: www.caddoschools.org (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: October 20th & October 27th, 2026

Shavonda M. Scott, MBA, Director of Purchasing

TO BE COMPLETED BY VENDOR:

LEGAL NAME OF VENDOR:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO: ()

FAX NO: ()

VENDOR CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement of connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.

ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board.

We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures and a complete identification of each item proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products proposed herein.

I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

VENDOR QUALIFICATION: The form of business organization under which this proposal is submitted is as follows:

☐ A CORPORATION incorporated under the laws of the State of _____ and (is) (is not) authorized to do business in the State of Louisiana.

☐ A PARTNERSHIP. Names of Partners: _____

☐ AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is:

BID BOND: Not Required for this Solicitation.**PERFORMANCE BOND:** Not required for this Solicitation.**ACKNOWLEDGEMENT OF ADDENDA RECEIVED:**

Addendum No. 1 Dated:

Addendum No. 2 Dated:

Addendum No. 3 Dated:

Addendum No. 4 Dated:

GENERAL INSTRUCTIONS TO VENDORS

1.0 PREPARING AND SUBMITTING OF PROPOSALS

- 1.1 INSTRUCTIONS. These instructions define the conditions of the RFP solicitation and the specifications of the goods or services desired. The words "Proposer, Consultant, Service Provider, Vendor, Contractor, Respondent, Sub-Contractor" and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP.
- 1.2 THE PROPOSAL FORM. THE PROPOSAL FORM defines the requirements of the items to be purchased or the work to be done. The proposal **MUST** be submitted on the form furnished by the Caddo Parish School Board or submitted electronically at the designated electronic site. No other form or format is acceptable.
- 1.2.1 The RFP FORM must be signed by the proposer in the space provided. The authority of the person signing the RFP FORM shall be in accordance with LRS 38:2212.0. Failure to complete this form in its entirety may be cause for rejection.
- 1.2.2 ITEM SPECIFICATIONS. Specifying of a certain brand, make or manufacturer is to denote the quality, type and standard of the article desired. Articles offered must be new merchandise (unless specifically excepted) and must be of equal or superior grade.
- 1.3.0 TRADE NAMES AND MATERIALS
- 1.3.1 Where materials or equipment are specified by a trade or brand name, it is not the intention of the CPSB to discriminate against an equal product of another manufacturer.
- 1.3.2 It is to be understood that the use of such brand name or trade name is to define a standard of quality, character, and performance as well as establish an equal basis for the evaluation of proposals.
- 1.3.3 **Proposals are not restricted to the specific brand, make, or manufacturer named. Equivalent products will be acceptable.**
- 1.3.4 **It shall be the responsibility of the Director of Purchasing, or her designee, to determine what is considered an equivalent product.**
- 1.3.5 All materials or equipment shall be the best of their respective kinds and shall in all cases be fully equal to the stated product.
- 1.3.6 IDENTIFICATION OF PROPOSED PRODUCTS. On blank lines provided, the respondent must insert the manufacturer's brand name and identifying numbers along with any other information necessary to identify sufficiently and completely the articles offered. Failure to do so may prevent consideration of the item proposal.
- 1.3.7 ALTERNATES AND SUBSTITUTIONS. Proposers may submit only **one primary product configuration** per line item. Do not bundle multiple competitive alternative brands into the core response. If a vendor proposes an equivalent tier alternative to the current District standard, they must supply detailed manufacturer specification cut sheets, schematics, and brochures to establish true parity
- 1.3.8 REQUIRED LITERATURE. When the RFP invitation is soliciting a proposal for a product (as opposed to a service), each vendor is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a catalog, manufacturer's brochure, specification sheet, cut sheet, schematic, or other brand or product information. **Failure to do so may prevent consideration of the item specified.**
- 1.4 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the name and number of the RFP and date of opening plainly shown on the face of the envelope. If descriptive product literature is too large for the proposal envelope, a separate envelope may be used by the vendor. The separate envelope shall be properly labeled and submitted with the proposal. Failure to provide RFP number and opening date on the outside of the envelope may result in rejection of the submitted proposal.
- 1.5 PRICES. The vendor shall quote only a net unit price for each item specified. The unit of purchase will be indicated

on the PROPOSAL FORM. Where directed to do so on the PROPOSAL FORM, the vendor shall extend the unit price times the quantity to obtain and show a TOTAL NET PROPOSAL. Note: Some PROPOSAL FORMS are structured to require only a unit price and prohibit an extended total. In all cases the requirements and price configurations of the PROPOSAL FORM shall prevail.

- 1.5.1 FREIGHT AND CARTAGE: All prices proposed shall include FOB DESTINATION. Delivery shall be that the vendor delivers and unloads the purchased items to the dock of the designated point of receipt, which may include desktop-delivery. Title passes at the point of delivery with receipt and acceptance of all items in good order. Damaged freight claims are the responsibility of the successful vendor. Shipments must be received and accepted by a designated agent of the Caddo Parish School Board. All cartage, drayage, packing, handling, palletizing, etc., shall be included in the proposal price. Separate allowances for freight, shipping or handling will not be permitted.
- 1.5.2 DISCOUNTS. Discounts for prompt payment as may be offered in the proposal or on the invoice will be accepted. These discounts will not be considered in evaluating proposals for purposes of determining the respondent with the lowest price unless all other factors are equal.
- 1.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/We hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board pursuant to this purchase.
- 1.7 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 or submitted electronically at www.bidexpress.com no later than **10:30am CST on THURSDAY, NOVEMBER 19, 2026**.
- 1.7.1 The first page of the RFP invitation and the RFP FORM designate the name and number of the RFP and the date and hour of the RFP opening. Proposals will be received until the stated date and time. **Irrespective of the reason**, proposals arriving after the stated date and time cannot and will not be accepted.
- 1.7.2 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested, by regular mail or by electronic submission.
- 1.7.3 **IMPORTANT**. The responsibility for timely presentation (delivery) of proposals rest solely with the proposer. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted under any circumstances.
- 1.7.4 CONFLICT OF INTEREST: Statement documenting any known conflicts of interest or no conflicts of interest must be included in the proposal.
- 1.7.5 DISADVANTAGED OR MINORITY BUSINESS STATUS: One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please document if this is applicable or not applicable to a particular agent/firm.
- 1.7.6 QUESTIONS: Questions regarding this RFP should be directed to Sheila Jones, Senior Buyer, via email (sjones@caddoschools.org) and received no later than 3:00pm on Tuesday, November 03, 2026. The subject line should be listed as **RFP 02-27 Network Electronics Questions**. Responses to questions will be posted as an addendum on Friday, November 06, 2026. **All questions must be submitted in writing. Verbal inquiries will not be accepted. Questions received after the 3:00pm deadline will not be accepted.**
- 2.0 **RFP SAMPLES**: If an item is submitted for consideration that the district staff is unfamiliar with, the vendor may be requested to send a sample(s) for evaluation purposes.
- 2.1 **CONDITIONS FOR REQUIREMENT**. Proposers shall submit samples **ONLY** when directed to do so as follows:
 - 2.1.1 With the proposal delivered to the Caddo Parish School Board Purchasing Office, no later than the hour and date of the solicitation opening **OR**...

- 2.1.2 By specific instructions found in the specifications or on the PROPOSAL FORM OR...
- 2.1.3 By specific notification authorized by the Purchasing Office, made within three (3) days after opening date, with samples to be submitted as directed within three (3) days after notification.
- 2.2 IDENTIFICATION. Each sample shall be identified with the vendor's name, RFP number, RFP item number, product trade name and identification (catalog number, model number, etc.) and/or as otherwise indicated on the PROPOSAL FORM.
- 2.3 PAYMENT FOR SAMPLES. CPSB will not buy samples and will not assume any cost incidental thereto.
- 2.4 RETURN OF SAMPLES. Samples not destroyed in testing may be claimed by unsuccessful proposers for fourteen (14) days after the RFP award date and by successful proposers for fourteen (14) days after the final payment. CPSB will not assume responsibility for samples not claimed within the time specified and will not pay for samples damaged in testing. CPSB will assume that the respondent is donating samples not claimed within the allotted time period.
- 3.0 CHANGE OR WITHDRAWAL OF PROPOSALS**
- 3.1 WITHDRAWAL PRIOR TO RFP OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.
- 3.2 CHANGE AFTER RFP OPENING BUT PRIOR TO AWARD. After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 3.3 WITHDRAWAL AFTER RFP OPENING BUT PRIOR TO AWARD. After proposals are opened, a vendor may request that their proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.
- 4.0 REJECTION OF PROPOSALS**
- CPSB reserves the right to reject any or all proposals and to waive any informalities.
- 5.0 PROPOSAL AWARD**
- 5.1 The CPSB reserves the right to reject, in whole or in part, any and all proposals and to waive any and all technicalities and informalities, and reissue an RFP Invitation in accordance with the state law.
- 5.2 In an effort to ensure that all items within this category are obtainable under contract, CPSB reserves the right to make MULTIPLE AWARDS for this proposal.
- 5.3 Proposals shall be opened publicly, recorded, and compiled in tabular form, a copy of which will be available for examination in the Purchasing Department. The proposer's name shall be read aloud and no determination of proposal award will be made at the time of opening. After review by the Purchasing Department, the certified tabulation and recommendation for proposal award will be available for examination prior to the official meeting for consideration by the Board.
- 5.4 An award resulting from this request shall be awarded to the most responsive and responsible Contractor whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a proposer's proposal has or has not satisfactorily met the requirements of the RFP.

- 5.5 For the purpose of making this evaluation, administrative costs to the CPSB for issuing and administering each contract awarded under this invitation will be considered. Individual awards may be made for the items and combinations of items, which result in the lowest aggregate price to the CPSB, including such administrative costs. Based on such administrative costs the CPSB may make multiple awards for this contract.
- 5.6 When applicable, in calculation of the lowest responsive proposal, unit prices shall supersede extended prices for items proposed in quantity. A random, minor discrepancy in extended prices will not render a proposal unresponsive. The Purchasing Department shall read the proposals as submitted, note any discrepancies, and request written clarification for minor errors that do not affect low proposal determination.
- 5.7 The CPSB may reject any proposal for failure by the vendor to comply with any requirement stated in the proposal documents. Non-responsive vendors will be noted on the proposal tabulation as such, with reason(s) for this determination stated.
- 5.8 The CPSB reserves the right to reject all proposals (individual line item or group, as applicable) if the lowest proposal is in excess of ten percent (10%) of the price offered to any government entity by any authorized distributor for similar quantities of the same product within 180 days prior to proposal opening.
- 5.9 Any proposer evidenced to be not responsible may be disqualified through a Disqualification Hearing process, and if declared "not responsible" by the CPSB proposals shall be rejected. A vendor may be declared not responsible for such reasons including, but not limited to, failure to pay taxes, failure to obtain licenses or permits, poor performance on past contracts with CPSB or other government agency, or lack of evident capacity to fulfill contract.
- 5.10 The CPSB reserves the right to contact proposers for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three (3) business days. This may include brochures, specification sheets, detail drawings, or samples.
- 5.11 The CPSB reserves the right to eliminate any and all items from the proposal list prior to issuing a proposal award, a notice to proceed, or a purchase order, and if so, the proposal price shall be adjusted accordingly.
- 5.12 Payment discounts, while accepted, will not be used in the determination of lowest responsive proposal.
- 5.13 Awards become official at the time proposals are accepted by the CPSB during their regular sessions. Contract has its inception in the award, eliminating a formal signing of a separate Contract Document.
- 5.14 The purchase order and/or contract mailed or delivered to the successful respondent is the Official authorization to deliver materials or perform the services described therein. The time allowed for delivery or performance begins with the date of proposal acceptance and approval by the CPSB unless otherwise specified in the proposal documents whether or not a purchase order or contract has been issued.
- 5.14.1 In the event of a tie proposal, preference will be given in the following order: companies located in Caddo Parish, companies located in the State of Louisiana, companies whose Louisiana business workforce is comprised of a minimum of fifty percent Louisiana residents, and winner of a coin toss performed by CPSB.
- 5.15 LOUISIANA PREFERENCE. In accordance with LRS 38:2252, "Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state."
- 5.15.1 PREFERENCE VENDORS, PLEASE NOTE: LRS 38:2251, Sections (A), (H) and (J) detail the conditions and requirements by which preference claims may be made for materials, supplies or equipment products manufactured, processed, produced, or assembled in Louisiana OR that the respondent's LA workforce is comprised of at least 50% Louisiana residents. To claim preference the proposer **MUST** fully comply with all requirements and conditions of the law. The proposer shall complete the following:

LOUISIANA PREFERENCE CLAIM

Do you claim this preference? YES: _____ NO: _____

Specify ITEM Number _____

Witness: _____ Signature: _____

Witness: _____ Print Name: _____

5.16 **EVALUATION:** The **Technology Department** staff will play an integral role in the evaluation of the submitted proposals. The durability, suitability, and past usage history will be factors in determining the award to the successful proposer. Each proposal will be evaluated by a committee comprised of various CPSB representatives. The evaluation committee will be comprised of no less than three (3) persons. Proposals will be graded on a scale of 0 to maximum value, with 0 being the lowest rating within an ascribed category. Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to:

1)	Purchase Price (with E-rate Eligibility).....	40 pts
2)	Quality of the Vendor's Goods or Services	10 pts
3)	Extent to which the Goods or Services Meet the District's Needs..	25 pts
4)	Vendor's Past Relationship with the District	15 pts
5)	Any other relevant factor specifically listed in the request.....	10 pts

5.17 **REFERENCES:** Interested vendors shall include with their proposal not less than three (3) company references that may be contacted with which vendor's services have been provided. Vendors should list names, addresses, telephone numbers, and e-mail addresses of each reference. Failure to include this information with the proposal may result in disqualification.

6.0 **FAILURE TO PERFORM** (For proposals where bid security and performance bond has not been required as a condition of the proposal)

6.1 In the event a successful vendor fails to perform on an awarded proposal, CPSB shall declare the successful vendor in default. If a successful vendor defaults, CPSB will be authorized to take one or all of the following recourses:

- (1) CPSB shall contract for awarded services from such party or parties in such a manner as it shall select at the expense of the successful vendor in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- (2) CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.
- (3) Forfeiture of the bidder's right to transact business with CPSB for a period of one year following the date the penalty is invoked.

7.0 **DELIVERY, BILLING AND PAYMENT**

7.1 **DELIVERY.** Weekends and holidays excepted, deliveries shall be FOB DESTINATION, DESKTOP DELIVERED or PLATFORM DELIVERED (large or palletized items) 8:00 am - 3:00 pm (unless specific arrangements have been made with the receiving location) to the location shown on the PROPOSAL FORM or PURCHASE ORDER. A delivery ticket, waybill, bill of lading, or copy of the invoice shall accompany each delivery.

7.1.1 **DELIVERY REQUIREMENT.** Complete delivery is required as soon as possible but no later than the final completion date shown on any purchase order assigned the successful vendor(s).

7.1.2 **RECEIVING, INSPECTION AND TESTING.** Delivered items that do not fulfill all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful contractor at no cost to CPSB. Delivered items shall be received by a designated agent of CPSB.

7.2 **INVOICES.** Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must show the purchase order number, proposal number, complete unit description, quantity, price and total.

- 7.2.1 All invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 via mail or electronically to accountspayable@caddoschools.org.
- 7.2.2 TAX EXEMPTION. The Caddo Parish School Board is exempt from all state and local sales taxes. If applicable to this purchase, federal tax exemption certificates will be signed by the Caddo Parish School Board.
- 7.3 PAYMENT. Unless otherwise specified, payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made to the successful contractor unless other payment arrangements are requested and approved by the Purchasing Office.

8.0 **DETERMINATION OF PROPOSALS**

- 8.1 Vendors should submit a proposal for any or all items specified. In some instances, items having commonality may be grouped together for a single award. Failure to submit a proposal for all items contained within a group will cause rejection of the item grouping. The PROPOSAL FORM will designate the method of award if different from an individual item basis.
- 8.2 The responsible vendor meeting specifications and having the lowest acceptable proposal price and highest cumulative score (as determined by the proposal evaluation process) will be awarded the business covered therein. Each vendor is to be responsible for the accuracy of their proposal and CPSB will assume that the TOTAL NET PROPOSED for each item (or group of items) is a correct and legitimate proposal.
- 9.0 **PRODUCT VERIFICATION AND LITERATURE REQUIRED.** Include complete literature, pictures and/or description of products other than those specified. Failure to fully and completely identify items and to provide sufficient literature for evaluation of proposal may be sole cause for rejection of the proposal.

10.0 **RESERVATIONS BY BOARD**

- 10.1 Limited funds are budgeted for the purchase of these items. Should the proposal price be more than anticipated, CPSB reserves the right to reduce the quantity as appropriate to remain within the budgeted allocation for the purchase.
- 10.2 The Caddo Parish School Board may reject any proposal for failure by the vendor to comply with any requirement stated herein or as appearing on the PROPOSAL FORM or in the general proposal conditions or in any attachment thereto, which becomes a part of the proposal.

PROPOSAL FORM REQUIREMENTS

- 11.0 **PROPOSAL FORM:** This proposal shall be executed and submitted in accordance with the specifications. All articles and requirements contained in the Request for Proposal (RFP) Instructions/Provisions to respondents and on this Proposal, Form shall remain and become a part of the contract for **NETWORK ELECTRONICS**. All appropriate blank spaces shall be filled in. PROPOSAL MUST BE SUBMITTED ON THIS FORM AND MAILED USING THE ENVELOPE SUBMISSION FORMAT ATTACHED OR BY THE APPROVED ELECTRONIC METHOD. **WE WILL NOT ACCEPT FAXED PROPOSALS FOR THIS SOLICITATION!**
- 11.1 **QUANTITY:** When quantities are listed as "each" the quantities may be variable and the district is establishing a base price for the specific item. When quantities are listed as "only", the district is requesting a specific quantity of that/those item(s).
- 12.0 **DELIVERY.** Purchase orders will be issued to the successful vendor(s) for the business herein. All items shall be FOB DESTINATION; NETWORK ELECTRONICS DELIVERED MARKED ATTENTION: **CPSB TECHNOLOGY DEPARTMENT AT THE ADDRESS DESIGNATED ON THE PURCHASE ORDER(S)**. A delivery ticket, waybill, bill of lading, or copy of the invoice shall accompany each delivery. Deliveries shall be made between 8:00 am - 3:00 pm on weekdays. No deliveries on weekends or holidays.

13.0 **ESTIMATED EXPENDITURE.** The district has estimated a total expenditure of \$2,000,000 for the purchase of the items included in this solicitation.

14.0 **COOPERATIVE AGREEMENTS:** To the extent provided by law in LA R.S. 33, 38 & 39 et seq., the successful vendor may elect to make this contract available to other public agencies that participate in purchasing cooperatives or cooperative purchasing agreements with the Caddo Parish School Board.

The vendor may be required to execute a separate contract with the purchasing cooperative or individual participating public agency. Payment of incentive fees by the vendor to purchasing cooperatives in exchange for contract promotion and participation is the exclusive obligation of and at the sole discretion of the vendor. The Caddo Parish School Board receives no direct compensation for vendor participation in purchasing cooperatives.

The respondent agrees to indemnify and hold harmless the Caddo Parish School Board from any disputes arising from contract participation by other agencies participating in purchasing cooperatives or cooperative purchasing agreements. Disputes between a participating public agency and any respondent that may be awarded any agreement resulting from this solicitation are not the responsibility of the Caddo Parish School Board. The exercise of any rights or remedies by the participating public agency or awarded respondent shall be the exclusive obligation of such party.

The Caddo Parish School Board shall not be construed as a dealer, re-marketer, representative, partner, or agent of any respondent that may be awarded any agreement resulting from this solicitation

Participating public agencies shall be responsible for the ordering of products under any agreement resulting from this solicitation. Payment for products or services and inspections and acceptance of products or services ordered by a participating public agency shall be the exclusive obligation of such procuring party.

The Caddo Parish School Board shall not be obligated, liable or responsible for any order made by any participating public agency or any employee thereof, nor for any payment required to be made with respect to such order. The Caddo Parish School Board makes no representation or guaranty with respect to any minimum purchases by the Caddo Parish School Board or any participating public agency or any employee thereof under any agreement resulting from this solicitation.

Should the vendor elect to make this contract available to participating public agencies, additional delivery charges beyond the immediate Shreveport-Bossier City area may be negotiated with the using agency. All other terms and conditions remain in effect throughout the term of this contract.

Pricing & all other terms & conditions of this proposal are automatically extended to Bossier PSB, and DeSoto PSB unless otherwise noted by the vendor.

15.0 **TERM & CONDITIONS.** Contract Duration: The initial contract term spans one (1) year from the date of official award. The district reserves the sole right to exercise up to two (2) additional one-year renewal periods, creating a maximum potential contract duration of three (3) years. The proposed unit pricing must remain firm for the initial contract term. Renewal year rates must remain at or below initial pricing unless a specific adjustment formula is explicitly outlined in the initial contract. No price increases shall be applied automatically.

16.0 **TERMINATION OF AGREEMENT (if applicable):**

16.1 CPSB may cancel this agreement upon failure of the successful vendor to satisfactorily comply with the terms hereof.

16.2 The evaluation of the successful vendor's service will be continuous. Particular emphasis will be given to the capability and reliability of the successful vendor to sufficiently and expeditiously handle all of the district's needs in a timely and professional manner.

16.3 In the event CPSB comes to believe the successful vendor is performing in a manner less than that required by these specifications, CPSB will place the successful vendor on notice to improve service or forfeit the contract.

16.4 Should the successful vendor not be able to meet the minimum requirements, CPSB will notify the vendor in writing of its intent to cancel the agreement and to discontinue its purchases.

16.5 The successful vendor shall be notified that products found unacceptable for CPSB's usage will be excluded from any future RFP solicitations.

17.0 **PROHIBITIONS OF GRATUITIES**

17.1.1 It shall be unethical for any person to offer, or give, or agree to give any CPSB employee or former CPSB employee, or for any CPSB employee or former CPSB employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal.

17.1.2 It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or higher tier subcontractor under a contract to the prime contractor, or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontractor order.

17.2 **Order of Precedence**

17.2.1 Requirements stated in the specification section shall have precedence over other sections.

17.2.2 In the event of inconsistency between any of the solicitation documents or any part thereof, the more stringent conditions shall govern.

17.3 **Contract Pricing and Term**

17.3.1 Prices will be firm for the contract term(s) as specified in the solicitation document.

17.3.2 The CPSB, at its sole discretion, may delete any item, which is deemed as obsolete from this contract during the contract period.

17.3.3 The CPSB may, during the contract period and with written agreement from the vendor, add additional like items which meet the specifications contained in the solicitation to the contract as needed. The price of these items will be similarly priced as those awarded under this contract.

18.0 **PAYMENT**

18.1 The CPSB is exempt from all state and local sales taxes.

18.2 All prices submitted should include all taxes, which may be due and payable by the respondent, and the respondent shall have no claim under any contract for the payment of any additional taxes.

18.3 Payment will be made within thirty (30) days after receipt of an itemized invoice, which references an official CPSB purchase order.

19.0 **INSURANCE REQUIREMENTS**

Vendors shall obtain and maintain insurance as follows, unless waived in writing by the district: All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

CERTIFICATE OF INSURANCE. It shall be the responsibility of the successful vendor to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of

the proposal. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

NOTE: If any company indicated on the certificate of insurance is not rated by AM. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.

19.1 Liability Insurance:

General Liability Limits:

Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in in favor of CPSB.

19.2 Automobile Liability: Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

19.3 Worker's Compensation: As required by the State of Louisiana

19.4 Excess (Umbrella) Liability: \$1,000,000

19.5 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor had in full force and effect coverage in accordance with this Section.

20.0 **FEDERAL & STATE COMPLIANCE**

The following attachments and/or forms are a part of this RFP and are herein incorporated by this reference. Failure to return a required form with the proposal submission may result in the proposal being rejected as non-responsive.

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form
2. Attachment B: Firearm Entity Non-Discrimination Certification
3. Attachment C: Telecommunications Affidavit

21.0 **DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form and/or Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

22.0 **ERATE SUPPLEMENTAL TERMS AND CONDITIONS**

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known

as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students eligible to receive free and reduced-price meals using the USDA's National School Lunch Program eligibility guidelines or another approved alternative measure of poverty.

FUNDING

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

SERVICE PROVIDER REQUIREMENTS

The Applicant expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.

Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number or Form 498 ID) at the time the proposal or bid is submitted. More information about obtaining a SPIN/Form 498 ID may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>

Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FCC RN) at the time the proposal or bid is submitted. More information about obtaining an FCC RN may be found at this website: <https://www.fcc.gov/licensing-databases/commission-registration-system-fcc>

Service Providers are responsible for providing evidence of FCC Green Light Status at the time the proposal or bid is submitted. Any potential vendor found to be in Red Light Status will be disqualified from participation in the proposal process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: <https://www.fcc.gov/licensing-databases/fees/debt-collection-improvement-act-implementation>

Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2027.

Prices will not increase for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contractual and USAC approved extensions). It is also expected that should pricing for contracted services drop during the term of the contract, the Applicant will realize those cost savings.

Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.

In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>

SERVICE PROVIDER ACKNOWLEDGEMENTS

The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the Applicant and a USAC service substitution approval (with the exception of a Global Service Substitutions).

The Service Provider acknowledges that all pricing and technology infrastructure information in its proposal shall be

considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.

This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

The Service Provider attests that its offer will not violate the FCC's Report and Order in the matter of "Protecting Against National Security Threats to the Communications Supply Chain Through FCC Programs", WC Docket No. 18-89, Action by the Commission November 22, 2019 by Report and Order, Further Notice of Proposed Rulemaking, and Order (FCC 19-121) and can be found at <https://docs.fcc.gov/public/attachments/FCC-19-121A1.pdf>.

EARLY FUNDING CONDITIONS

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99 , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections). However, NO INVOICING can take place prior to July 1 of the funding year.

INVOICING

The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The Applicant will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and, certification and USAC approval of FCC Form 486, the Applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the Applicant decide that it is in the best interest of the Applicant to file a Form 472, the Applicant will inform the Service Provider of its intent.

All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the Applicant will only be responsible for paying its non-discounted share.

FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Service Provider hereby agrees to retain all books, records, and other documents relative to any Agreement/Contract resulting from this proposal for ten (10) years after receipt of service(s). The Applicant, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Service Provider and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

**CADDO PARISH SCHOOL BOARD
SHREVEPORT, LA**

PROPOSAL FORM

RFP TITLE: NETWORK ELECTRONICS

PROPOSAL FORM: This proposal shall be executed and submitted in accordance with the specifications.

All articles and requirements contained herein shall remain and become a part of the contract. **Complete all appropriate blank spaces. THE PROPOSAL MUST BE SUBMITTED ON THIS FORM.** SUPPORTING quotes, forms and technical specification documentation are optional and acceptable.

INSTRUCTIONS: If proposing an item other than that specified, please include sufficient product literature for evaluation purposes. Failure to include sufficient information may be sufficient reason for rejection of proposal. **All price blanks must be completed, "unit", "extended", and "Total Net Proposal".** The quantity listed is an estimate and the actual purchase quantity may be more or less depending on the needs of the district. Labor cost should **include all charges** for mounting switches, transferring the existing wiring and verifying power upon completion of the installation. If annual service/licensing fees are not included in the cost of the equipment, please place N/A in the appropriate blanks.

Freight should be included in the equipment cost. No additional freight/shipping will be paid.

If a brand name or specific model name is shown in the proposed specifications or proposal form, such usage is to indicate an acceptable standard which must be considered if response is better or equivalent to products. Any proposal for better or equivalent products shall provide significant information on the products to allow the District to determine whether or not they are acceptable.

Any proposed substitution of goods or services to be supplied by the vendor shall require prior written acceptance by the District, unless stated otherwise. The vendor shall be bound to provide all proposed goods or services if its proposal is accepted and awarded by the District, and no changes shall be acceptable unless agreed to in writing by the District.

Vendor assumes all liability for delivering non-compliant goods. The District reserves the right to reject any tender of non-compliant goods and shall require the vendor to take possession of such defective goods at no cost to District, and replace them with compliant goods at no cost to District, unless the District elects, in writing, to accept such non-compliant goods. Such non-confirming goods shall constitute good cause for termination of the contract, purchase order, or award, if not accepted by written agreement by the District or cured by the vendor.

For items that are not 100% covered by E-rate funding, indicate in the E-rate eligible column on the pricing form the percent of the item's cost that is E-rate eligible.

23.0 TECHNOLOGY SPECIFICATIONS & PURPOSE

23.1 PURPOSE: The District seeks proposals for a multi-year Category Two network electronics contract supporting the phased replacement and modernization of wireless access points, network switches, associated licensing, modules, optics, power supplies, stacking components, accessories, installation, and related eligible services. The specifications below are intended to accompany the District bid proposal form and FCC Form 470 procurement.

23.2 ESTIMATED QUANTITIES AND MULTI-YEAR PURCHASING

- All quantities shown in the Bid Proposal Form or pricing schedule are estimates for competitive bidding and evaluation purposes only and do not constitute a guaranteed minimum or maximum purchase commitment.
- Actual quantities ordered may be more or less than estimated quantities and will be determined by the District based on operational requirements, equipment lifecycle, available local funds, available E-Rate Category Two budget, funding decisions, and other District needs.
- The District intends to establish a multi-year contractual vehicle. A contract award does not obligate the District to purchase the entire estimated quantity in any single funding year or during the contract term. Purchases will be authorized by individual purchase orders.
- Proposed unit pricing shall remain firm during the initial contract term. Pricing for each optional renewal period shall remain at or below the awarded unit pricing unless a price adjustment is expressly permitted by the original solicitation and resulting contract. Any permitted adjustment must be documented, supported by the vendor, and approved in writing by the District

before the applicable renewal period. No adjustment shall be automatic, and the District shall have no obligation to exercise a renewal option.

- Contract Term and Renewal Options: The initial contract term shall be one (1) year, with the District retaining the option, at its sole discretion, to renew the contract for up to two (2) additional one-year periods, for a maximum contract term of three (3) years. Each renewal shall be subject to satisfactory vendor performance, availability of funding, District approval, and applicable procurement requirements. The initial contract commencement and expiration dates shall be established in the resulting agreement. The District is not obligated to purchase any minimum quantity of equipment during the initial term or any renewal period. Purchases shall be authorized through individual District purchase orders.

23.3 EQUIPMENT STANDARD AND EQUIVALENT PRODUCTS

- The District currently utilizes Cisco/Meraki wireless and Cisco Catalyst switching infrastructure. Manufacturer names and model numbers identify the required functionality, interoperability, and acceptable performance standard.
- Where permitted by the solicitation, vendors may propose equivalent products. A vendor proposing an equivalent shall provide sufficient product literature, technical specifications, compatibility information, licensing requirements, and other documentation for the District to determine equivalency. Failure to provide sufficient information may be grounds for rejection.
- Any post-award substitution requires prior written District approval and, when E-Rate funding is involved, compliance with applicable E-Rate service-substitution requirements.

23.4 WIRELESS ACCESS POINT INSTALLATION

- Where installation is requested, pricing shall include all labor, equipment, and incidental materials necessary to pick up District-purchased access points from the designated District location and transport them to assigned school sites; remove designated existing access points; install new access points using existing mounting locations/brackets where appropriate; replace or secure loose or unsuitable mounting hardware required for a complete installation; connect the access point to existing network cabling; verify power, connectivity, and successful operation; document installation exceptions; return replaced equipment to the District-designated location; and leave work areas clean.
- Vendor shall provide ladders, lifts, and other equipment required to reach access point locations, including gymnasiums, auditoriums, and other high-ceiling areas. Installation schedules may require daytime summer work or evening/after-hours work during the school year.

23.5 NETWORK SWITCH INSTALLATION

Where switch installation is requested, pricing shall include all labor and incidental materials necessary to pick up District-purchased switches and transport them to assigned sites; remove designated existing switches; rack and install new switches; install awarded power supplies, network modules, optics, stacking cables, stack-power cables, and associated components; make reasonable rack-placement adjustments required for switch depth; transfer, dress, and secure existing network cabling using reusable hook-and-loop/Velcro-style cable management. Cables are to be routed horizontally to the sides of the rack in a neat and organized fashion. Verify electrical power and network connectivity; verify that existing racks/cabinets close and lock after installation; document installation exceptions and existing conditions; and return removed equipment to the District-designated location. Vendor will be required to take pictures of each rack upon completion, showing compliance with district's wiring standards for cable management.

23.6 LICENSING, SOFTWARE, SUPPORT, AND E-RATE ELIGIBILITY

- Vendors shall separately identify and price all required software licenses, subscriptions, support, and maintenance services.
- For Funding Year 2026 and later, currently eligible software- and remote-based services supporting eligible Internal Connections equipment, including eligible bug fixes, security patches, software-based technical assistance, and remote configuration changes, are requested with Internal Connections equipment. Physical repair/upkeep and on-site configuration services remain subject to Basic Maintenance of Internal Connections requirements.
- If any product, license, subscription, support service, or bundle contains both eligible and ineligible functionality, the vendor shall identify the E-Rate eligible percentage and dollar amount, the ineligible percentage and dollar amount, and the tangible basis for the cost allocation.
- Hardware repair, replacement, warranty, maintenance, or other services that constitute Basic Maintenance of Internal Connections shall be separately identified from Internal Connections equipment and eligible software/remote-based services. No product or service shall be represented as 100% E-Rate eligible solely because it is bundled with eligible equipment.
- For support SKUs for which the service composition is not evident from the SKU description, the vendor shall provide a written breakdown identifying: (1) software/remote-based support, technical assistance, patches, or remote configuration; (2) physical hardware repair/replacement or warranty services; and (3) any other functionality, together with the proposed E-Rate cost allocation.

23.7 POWER SUPPLIES, STACKING COMPONENTS, AND OPERATIONAL ACCESSORIES

Additional power supplies, stacking cables, stack-power cables, optics, network modules, and similar components shall be priced as operational components of the installed network configuration when required for the intended design, PoE capacity, connectivity, resiliency, or physical installation. Items requested for warehouse stock or as unused spares shall be separately identified and shall not be represented as E-Rate eligible operational equipment.

23.8 PRICING REQUIREMENTS

- The District pricing schedule shall be completed as provided. At a minimum, vendors shall provide manufacturer, part number, product/service description, service duration where applicable, estimated quantity, unit price, extended price, installation unit price where applicable, E-Rate category/service type, E-Rate eligible percentage, eligible amount, ineligible amount, and supporting eligibility/cost-allocation notes.
- Freight, shipping, delivery, and other costs necessary to deliver equipment to the District shall be included in proposed equipment pricing unless the Bid Proposal Form expressly provides a separate line item. No additional freight or shipping will be paid unless expressly authorized by the District.
- Annual or multi-year licensing/support charges shall not be hidden within hardware pricing. If a required license or support service is included at no additional charge, the vendor shall identify it as included/NIA and describe the applicable term.

23.9 E-RATE AND FUNDING CONDITIONS

- Purchases are subject to District approval, applicable procurement requirements, annual budget availability, and E-Rate program requirements where applicable. The District may apply for E-Rate support for purchases made under the resulting contract in one or more funding years.
- The District does not guarantee that USAC will approve any particular product, service, funding request, eligibility percentage, or funding amount. The vendor shall cooperate with the District and its E-Rate consultant by providing product descriptions, eligibility information, cost allocations, invoices, service-provider documentation, and other information reasonably necessary to support FCC Forms 470/471 and E-Rate invoicing.
- Invoicing and Funding-Year Requirements: and Equipment and services purchased under this contract shall be delivered, installed, and invoiced in accordance with the applicable FCC and USAC requirements and deadlines for the funding year associated with each purchase. The District may issue purchase orders during the initial contract term and any properly exercised renewal periods, including Funding Years 2027, 2028, and 2029, subject to applicable E-Rate funding requirements, available funding, and District authorization. Nothing in this RFP shall prohibit otherwise permissible delivery, installation, or invoicing during subsequent funding years.
- For any item that is not 100% E-Rate eligible, the vendor must state the E-Rate eligible percentage and separately identify the eligible and ineligible cost.
- Multi-Year Pricing: Proposer shall disclose fixed unit prices for each contract year, including the initial one-year term and both optional one-year renewal periods. Pricing for each contract year shall be identified separately in the vendor's proposal. Pursuant to Section 15.0, Proposer confirms that renewal year rates shall remain firm and flat, matching the initial contract year unit pricing without any automatic increases. The District shall have no obligation to exercise either renewal option or purchase any minimum quantity.

23.10 PRODUCT SUBSTITUTIONS AND COMPLIANCE

- Any proposed substitution after award requires prior written District approval. A substitution shall not increase District cost, reduce required functionality, introduce an undisclosed ineligible component, or adversely affect E-Rate eligibility without prior written authorization.
- The vendor assumes responsibility for delivering compliant goods and services. Non-compliant goods may be rejected and required to be removed and replaced at no additional cost to the District.
- The District may seek E-Rate funding for eligible equipment, licensing, installation, and associated services purchased during the initial contract term and any properly exercised renewal periods. Each funding request shall be subject to applicable FCC/USAC requirements, the District's available Category Two budget, annual funding availability, and USAC funding approval. Contract award does not guarantee any purchase quantity, expenditure, or E-Rate funding commitment. The District reserves the right to defer, reduce, or cancel purchases based on operational requirements, available funding, or District priorities.

23.11 E-RATE REFERENCE SOURCES

- <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/>
- <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/>
- <https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-overview/cost-allocations-for-services/>

24.0 BID PROPOSAL FORM/BILL OF MATERIALS

The following quantities are estimates for competitive bidding and evaluation purposes only. Actual purchases may be more or less and may occur in one or more funding years under the resulting multi-year contract. Vendors shall complete unit and extended pricing and provide E-Rate eligibility/cost-allocation documentation as required by this specification.

Line	Part Number	Description	Term	Est. Qty	E-Rate Type	Prelim. Eligibility	Vendor Unit Price	Extended Price	Eligible %	Notes
1.0	CW91661-MR	Catalyst 91661 AP (W6E, tri-band 4x4) w/MERAKI	---	2500	IC	100% preliminary				
2.0	LIC-ENT-5YR	Meraki MR Enterprise License, 5YR	---	2500	IC	Vendor confirm				
3.0	C9300-48H-EDU	Catalyst 9300 48-port UPoE+, Network Essentials, E-RATE	---	175	IC	100% preliminary				
3.0.1	CON-L1NBD-C930210N	CX LEVEL 1 8X5XNBD Catalyst 9300 48-port UPoE+, Network Ess	12	175	REVIEW - IC/BMIC allocation	Vendor allocation required				
3.1	C9300-NW-E-48	C9300 Network Essentials, 48-port license	---	175	IC	100% preliminary				
3.2	SC9300UK9-1718	CAT9300/9400/9500/9600 UNIVERSAL	---	175	IC / configuration	Included/NIA				
3.3	PWR-C1-715WAC-P	715W AC 80+ platinum Config 1 Power Supply	---	175	IC	100% preliminary				
3.4	C9300-SPS-NONE	No Secondary Power Supply Selected	---	175	Configuration	NIA				
3.5	CAB-TA-NA	North America AC Type A Power Cable	---	175	IC ancillary	100% preliminary				
3.6	C9300-SSD-NONE	No SSD Card Selected	---	175	Configuration	NIA				
3.7	STACK-T1-50CM	50CM Type 1 Stacking Cable	---	175	IC	100% preliminary				
3.8	CAB-SPWR-30CM	Catalyst Stack Power Cable 30 CM	---	175	IC	100% preliminary				
3.9	C9K-ACC-RBFT	RUBBER FEET FOR TABLE TOP SETUP 9200 and 93xx	---	175	IC ancillary	Vendor confirm				
3.10	C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	---	175	IC ancillary	100% preliminary				
3.11	CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	---	175	IC ancillary	100% preliminary				
3.12	PWR-C1-BLANK	Config 1 Power Supply Blank	---	175	Configuration	NIA				
3.13	C9K-SMART-BUILDING	Smart Building Application Identifier	---	175	REVIEW	Vendor allocation required				
3.14	C9300-DNA-E-48	C9300 DNA Essentials, 48-Port Term Licenses	---	175	IC / license parent	Included/NIA				

Line	Part Number	Description	Term	Est. Qty	E-Rate Type	Prelim. Eligibility	Vendor Unit Price	Extended Price	Eligible %	Notes
3.14.0.1	CON-L1SWT-C93E48	CX LEVEL 1 SW SUB C9300 DNA Essentials	12	175	REVIEW - IC/BMIC allocation	Vendor allocation required				
3.14.1	C9300-DNA-E-48-5Y	C9300 DNA Essentials, 48-Port, 5 Year Term License	60	175	IC	Vendor confirm				
3.15	C9300-NM-8X	Catalyst 9300 8 x 10GE Network Module	---	175	IC	100% preliminary				
3.16	NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	---	175	IC / software	Vendor confirm				
4.0	PWR-C1-715WAC-P=	715W AC 80+ platinum Config 1 Power Supply	---	175	IC if operational	100% preliminary if installed				
4.1	CAB-TA-NA	North America AC Type A Power Cable	---	175	IC ancillary	100% preliminary				
5.0	STACK-T1-1M=	1M Type 1 Stacking Cable	---	175	IC if operational	100% preliminary if installed				
6.0	CAB-SPWR-150CM=	Catalyst Stack Power Cable 150 CM	---	175	IC if operational	100% preliminary if installed				
7.0	SFP-10G-LR-S=	10GBASE-LR SFP Module, Enterprise-Class	---	175	IC	100% preliminary				

Added Value Services and pricing should be included here:



EDGAR and Non-Federal Entity COMPLIANCE

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

- (B) Termination or cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by**

Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40**

hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), "Debarment and Suspension". SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333
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When federal funds are expended by Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When federal funds are expended by Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor _____

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Fax #: _____
Email Address: _____
Printed Name of Authorized Representative: _____
Signature of Authorized Representative: _____ Date: _____



FIREARM ENTITY NON-DISCRIMINATION CERTIFICATION

For Public Contracts at or exceeding \$100,000.00

In accordance with La. R.S. 38:2216.1 and R.S. 39:1602.2, public entities are prohibited from entering into a contract for the purchase of materials, supplies, or services paid for primarily with public funds valued at or exceeding \$100,000.00 with a company having fifty (50) or more full-time employees, unless the contract contains written verification from the company that:

- (I) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and
- (II) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Does your company have at least fifty (50) full-time employees?

Yes _____ No _____

If you answered "Yes", please sign below certifying that your company does not, and will not during the term of this contract discriminate against firearm entities and firearm trade associations as stated above.

If you answered "No", please sign below certifying the number of full-time employees is true to the best of your knowledge.

Please note: failure to return an executed copy of this certification form may render your bid or proposal non-responsive.

Signature of Authorized Representative

STATE OF _____

PARISH OR COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared,

_____, a resident of _____ Parish,
(Representative Name)

State of _____, who as _____ is a legal representative of
(Title)

_____, after being duly sworn, deposed and said:
(Company/ Vendor Name)

The equipment and services to be provided by _____,
(Company/Vendor Name)

under the accompanying (bid/invoice) fully comply with Louisiana Revised Statutes
38:2237.1 and 39:1753.1.

None of the equipment or services to be provided by
_____ are "prohibited telecommunications or video
(Company/Vendor Name)
surveillance equipment or services" as defined therein, and do not include any equipment
or components from any of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such

Attachment C

entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
 - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
 - Building automation, environmental controls, access controls, or facility management and monitoring systems.
- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by

_____ utilize any equipment or components as described
(Company/Vendor Name)

above.

(Name)

(Title)

Authorized Representative of:

(Company)

SWORN to and subscribed before me, Notary, this _____ day of

_____, in my office in _____, _____
(City) (State)

Caddo Parish School Board
RFP 02-27 Network Electronics

(Notary Name) (Notary/Bar#)

Notary Public

My Commission expires on _____ or
is for Life.

(Please enter expiration date in blank or if
applicable, circle alternative option

FROM: _____

RFP NUMBER: RFP 02-27

RFP TITLE: NETWORK ELECTRONICS

OPENING DATE: THURSDAY, NOVEMBER 19, 2026

SEND TO:

**CADDO PARISH SCHOOL BOARD
Purchasing Department
1961 Midway Avenue
Shreveport, LA 71108**

Attn Bidders and/or
Proposers:

Use this print format on the outside of your envelope when responding to any formal Bids, RFP's or RFQ's.
We do not accept fax or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal Bids, RFP's or
RFQ's.