CATEGORY 2 EQUIPMENT SERVICE SPECIFICATIONS

Applicant:	**Clovis Municipal Schools**
BEN:	**143327**
Form 470 #:	**270002990**
Form 470 Contacts:	**Ashley Turner ashley.turner@clovis-schools.org / Jennifer Williams jwilliams@e-ratecentral.com**

Procurement Timeline

Task	Due By
Issue Date	See Form 470 Certification Date
Deadline to Submit Questions	11/6/2026 10:00 AM MST
Posting of Questions/Clarifications	11/9/2026
Proposal Submission Deadline	12/7/2026 10:00 AM MST

Communications and Questions

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

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

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

Site Visit

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

Proposal Instructions

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

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

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions
- Completed Pricing Attachment in xlsx format / Itemized pricing

Proposals **must** include all costs associated with providing the requested products/services to the applicant 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.

Offerors are instructed to submit the completed Pricing Attachment as a Microsoft Excel-compatible file (.xlsx). Offerors may use any spreadsheet application that can save 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; 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

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

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

Core and Distribution Infrastructure

Manufacturer: Cisco
Models: Cisco Catalyst 9500 Series switches serving as core switches, Cisco Catalyst 9300 Series switches serving primarily as distribution/access switches, and a limited number of Cisco Catalyst 9200 Series switches
Current software versions: 17.15.04b (upgrading soon)
Routing protocols in use: OSPF
Existing VLAN architecture and segmentation strategy: The district utilizes a multi-VLAN network architecture with segmentation based on device type, user role, and operational function. Network segments include staff devices, student devices, servers, voice/telephony, security cameras, network management, wireless devices, and other specialized network environments. Proposed network infrastructure must support the existing VLAN architecture and segmentation strategy.

Wireless Infrastructure

Manufacturer: Cisco Meraki and Ruckus
Wireless management platform: Meraki Dashboard and Ruckus Virtual SmartZone
Number of access points: 1,176
Current wireless standards supported: Cisco Meraki Wi-Fi 6 (802.11ax) Ruckus Wi-Fi 5 (802.11ac Wave 2)

Network Security Infrastructure

Firewall platform(s): Fortinet FortiGate 3000F
Authentication services: Google Workspace and Microsoft Active Directory

Network Management and Monitoring

Network monitoring platforms: Cisco Catalyst Center for network infrastructure management and configuration management. Cisco Meraki Dashboard. Ruckus Virtual SmartZone. Cisco XDR.

Physical Infrastructure

Fiber optic infrastructure: Single-mode fiber is used for inter-building connectivity between schools, and multimode fiber is used for internal building connectivity.
Copper cabling infrastructure: Cat6A
Existing transceiver standards: QSFP
Power-over-Ethernet requirements: PoE+, PoE++

Equipment/Service Request

The applicant requests proposals for new E-Rate eligible Category 2 equipment.

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. The applicant will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The quantities requested are the applicant's best estimate and may be adjusted based on the Offeror's recommendations. The applicant 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.

Installation Scope of Work

For this solicitation, vendor installation services are: ☐ Required ☐ Optional ☒ Not Requested

Delivery

All equipment and/or materials under this solicitation shall be delivered to the following location(s):

- Clovis Municipal Schools 500 E. Llano Estacado Blvd., Clovis, NM 88101. Vendors shall coordinate delivery schedules and receiving arrangements with the district in advance.

Contract Requirements

Offers will only be accepted from vendors that can provide pricing from a "valid purchasing vehicle." For purposes of this solicitation, a "valid purchasing vehicle" is defined as any purchasing vehicle that will allow the Applicant to purchase services in a manner consistent with State and Local bidding rules without issuing a formal procurement. Examples of a "valid purchasing vehicle" include existing contracts that were bid in compliance with State and Local Law, State Master Contracts, and contracts awarded to other entities where the Applicant can "piggy-back" off that contract.

Vendors **must** clearly identify the "valid purchasing vehicle" that forms the basis of their pricing. Applicant will be the ultimate arbiter of whether the pricing is based off a "valid purchasing vehicle." The Offeror **must** comply with the terms and conditions of the underlying "valid purchasing vehicle."

The applicant prefers a multi-year agreement (term dates April 1, 2027 – September 30, 2029). An initial award term of April 1, 2027 – September 30, 2028, with one optional renewal to align with an extended E-Rate service delivery deadline, if needed, is also acceptable.

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

The applicant 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

The Applicant 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.

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.

Per USAC E-Rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

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

Applicant is subject to New Mexico STATE/LOCAL policy restrictions.

The language in this solicitation has been standardized: "must," "shall," "mandatory," and "required" indicate mandatory specifications that the Applicant 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.

Applicant 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, Applicant will evaluate that Offeror based on its originally submitted proposal. If BAFOs are requested, Applicant 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.

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

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

Applicant reserves the right to award all, part, or none of the services set forth in this procurement. This procurement does not obligate Applicant until a valid agreement and/or valid Purchase Order is executed.

Applicant 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.

Applicant 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 Applicant that would interfere with fair and open competition or create a conflict of interest.

Evaluation Criteria

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

Criteria	Description	Weight
E-Rate Eligible Costs	Total cost of E-Rate eligible components, including equipment, licenses, installation, shipping, and any associated eligible services, as applicable.	**25%**
E-Rate Ineligible Costs	Total cost of E-Rate ineligible components, including equipment, licenses, installation, shipping, and any associated ineligible services, as applicable.	**7%**
Technical Compliance and Functionality	Degree to which the proposed solution meets or exceeds the Applicant's functional requirements, performance needs, and technical specifications.	**15%**
Compatibility with Existing Network Infrastructure	The extent to which the proposed equipment and associated software can integrate with, interoperate with, and be managed alongside the Applicant's existing network environment without requiring significant replacement of existing infrastructure, additional licensing, or substantial operational changes.	**15%**
Management and Operational Efficiency	Ease of administration, centralized management capabilities, monitoring, reporting, and automation features that reduce operational burden.	**12%**
Compliance with Solicitation Requirements	Completeness of proposal, adherence to submission requirements, E-Rate compliance, and responsiveness to requested information.	**10%**
Prior Experience	Applicant's own past experience with this vendor's performance and service quality, if any	**10%**
Budget Consistency	Whether the proposed cost fits within the applicant's available Category 2 budget and 5-year Budget Allowance	**6%**