EQUIPMENT SERVICE SPECIFICATIONS

Applicant: **Hereford Independent School District**
BEN: **141841**
Form 470 #: **270003734**
Form 470 Contacts: **Dana Musgrove – danamusgrove@herefordisd.net**
Patty Hollingsworth – phollingsworth@e-ratecentral.com
E-Rate Central – txerate@e-ratecentral.com

Procurement Timeline

Task	Due Date
Issue Date	See Form 470 Certification Date
Optional Site Visit	Wednesday, December 2, 2026, 2:00 PM
Posting of Site Visit meeting summary	Thursday, December 3, 2026
Deadline to Submit Questions	Wednesday December 9, 2026, by noon 12:00 PM*
Posting of Questions/Clarifications	Thursday, December 10, 2026
Proposal Submission Deadline	Thursday, January 7, 2027 by 2:00 PM*

** All times are Central Time*

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, an optional site visit is offered. Offerors are encouraged, but not required, to attend. Meeting to be held on Wednesday December 2, 2026, promptly at 2:00 PM, at Hereford High School located at **200 Avenue F, Hereford, TX 79045.** No additional information will be provided at the site visit. Questions should be submitted by email as instructed in the section "Communications and Questions." A meeting summary and answers to clarifying questions will be posted as attachments to the Form 470.

Proposal Instructions

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

Offerors are solely responsible for reviewing the solicitation and complying with all proposal submission requirements, including the designated submission method, deadline, and required documentation.

Applicant has no obligation to respond to requests for alternative submission instructions, provide individualized guidance, or invite resubmission when the solicitation already establishes the required submission procedures.

Statements in a proposal indicating that the Offeror is willing to resubmit through another method, upon request, do not constitute compliance with the solicitation's submission requirements and do not obligate the Applicant to contact the Offeror or provide an opportunity to resubmit.

Proposals submitted through a method other than that specified in the solicitation will be deemed nonresponsive, consistent with the solicitation and applicable procurement requirements.

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 / Vendor 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. Offerors **must** include all costs associated with the installation of the cabling, equipment, and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Submission of the completed Pricing Attachment provided with this solicitation is **required.**

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

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

Pricing for each proposed product or service should:

- be shown as unit pricing with separate line-item charges for each SKU,

- identify the percentage of each SKU that is eligible for E-Rate support as agreed upon by USAC and the manufacturer; and

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

Equipment/Service Request

The applicant requests proposals for new E-Rate eligible equipment, cabling, and vendor installation services. The request includes network equipment for both Category 1 and Category 2. The Category 1 equipment will modulate the district's existing dark fiber network.

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.

Service Requests are detailed further in the Pricing Attachment.
Respondents may bid one, all, or any number of service requests. Each service request must be turn-key, with all expected costs included. Each service request will be evaluated separately.

Service Request 1:

The applicant is refreshing existing Wireless Access Points and Switches. The service request includes any related licenses and/or components needed for the equipment to properly function. Equipment to be installed in the locations listed in the installation section.

Service Request 2:

This service request is for a next generation firewall to provide current up-to-date protection for students and staff. The requested features include dual WAN functionality and support for **at least 10 Gbps** throughput with advanced features enabled. This firewall must run current standards and have support available for troubleshooting as needed. **Hardware should be priced separately, or if bundled with security subscriptions, include the E-Rate eligibility percentage.** Equipment to be installed in the Administration Building NOC.

Replacement of the district's existing network firewall

- All equipment to include installation, activation, initial configuration, onsite conversion of current firewall configuration including SSL inspection, basic training, and orientation.
- All equipment should be compatible with current infrastructure
    - White paper or similar document should be included in the proposal response if different manufacturer is suggested highlighting compatibility

Existing Information:

- Internal Network: 5 Gbps
- Internet Connection: 5 Gbps
- Number of devices: Approximately 6,500
- Number of VPN users: 10

Service Request 3:

Applicant is seeking proposals from qualified vendors to provide cabling for school building data closets connecting access point drops to the classrooms at Hereford High School, Hereford Jr High, and Hereford Center for Accelerated Learning. All campus buildings currently have Cat 5 or Cat 5e cabling.

Offerors are requested to remove, dispose of, and replace existing Cat 5 or Cat 5e cabling with Cat 6 plenum cabling per connection between closets and classrooms, terminated on new patch panels to be installed in the applicant's existing racks. Proposal should include the installation of new patch panels to accommodate the new network transfer rates. Terminate the Cat 6 coming from the classroom access points to the patch panel and then connect to the existing access switch via patch cable. Include all wire mold, conduit, sleeves, first stopping and other mounting hardware as required for proper turnkey installation. All cabling shall be installed per local and national codes and standards in a professional, clean, and orderly manner. Labeling and testing are required, results to be provided in digital format to the district. All cabling lengths have been estimated at 200 feet per drop.

Offerors are requested to provide a Bill of Materials (BOM) for the cabling.

See Appendix A for marked floorplans.

Installation Scope of Work

For all service requests of this solicitation, **vendor installation services are required**. Asset tagging and labeling are required components of installation services for this project.

Location Information

Location Name	Address	New AP's	Cat 6 Cabling Drops	Estimated Cat 6 footage	48 port Patch Panels	Patch Cable
Administration Building (NOC)	601 N 25 Mile Avenue, Hereford TX 79045	6			2	
Hereford High School	200 Avenue F, Hereford TX 79045	81	79	15,800	7	79

Location Name	Address	New AP's	Cat 6 Cabling Drops	Estimated Cat 6 footage	48 port Patch Panels	Patch Cable
Hereford Junior High School	704 La Plata St. , Hereford TX 79045	82	55	11,000	5	55
Hereford Center for Accelerated Learning (HCAL)	241 Avenue H, Hereford TX 79045	17	17	3,400	2	17
Career And Technical Education Center	703 Grand Ave, Hereford TX 79045	28			2	
Aikman Elementary School	900 Avenue K, Hereford TX 79045	31			2	
Bluebonnet Elementary School	221 16th St, Hereford TX 79045	32			2	
Northwest Elementary School	400 Moreman St, Hereford TX 79045	39			2	
West Central Elementary School	120 Campbell St, Hereford TX 79045	30			2	
Tierra Blanca Early Childhood Center	615 Columbia Dr, Hereford TX 79045	28			2	
FFA Project Center	118 Dairy Rd, Hereford TX 79045	1				
	Total	375	151	30,200 ft	28	151

Contract Requirements

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 applicant intends the installation to occur during summer and/or holiday breaks to minimize instructional disruption.

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.

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

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

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

All proposals submitted must comply with the Texas Administrative Code §109.41 and §109.5001 regarding purchasing guidelines outlined in the Financial Accountability System Resource Guide Module 5: Purchasing. See https://tea.texas.gov/finance-and-grants/financial-accountability/financial-accountability-system-resource-guide

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.

The request for proposal and the awarded offeror’s response may become an integral part of the resultant contract.

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	E-Rate ineligible costs and total long-term cost to the district.	**5%**
Service/Product meets and understands the requested needs:	Degree to which the proposed solution meets or exceeds the Applicant's functional requirements, performance needs, and technical specifications.	**20%**
Prior Experience	Applicant's own past experience with this vendor's performance and service quality, if any	**20%**
Quality of vendor's service/product	Applicant's perceived quality of vendor's service/product	**15%**
Reputation of vendor and vendor's service/product	Reputation from references and/or warranty of product/service	**5%**
Compatibility with network infrastructure	The extent to which the proposed equipment and associated software can integrate with, interoperate with, and be managed alongside the Applicant's network environment without requiring substantial operational changes.	**10%**

Appendix A

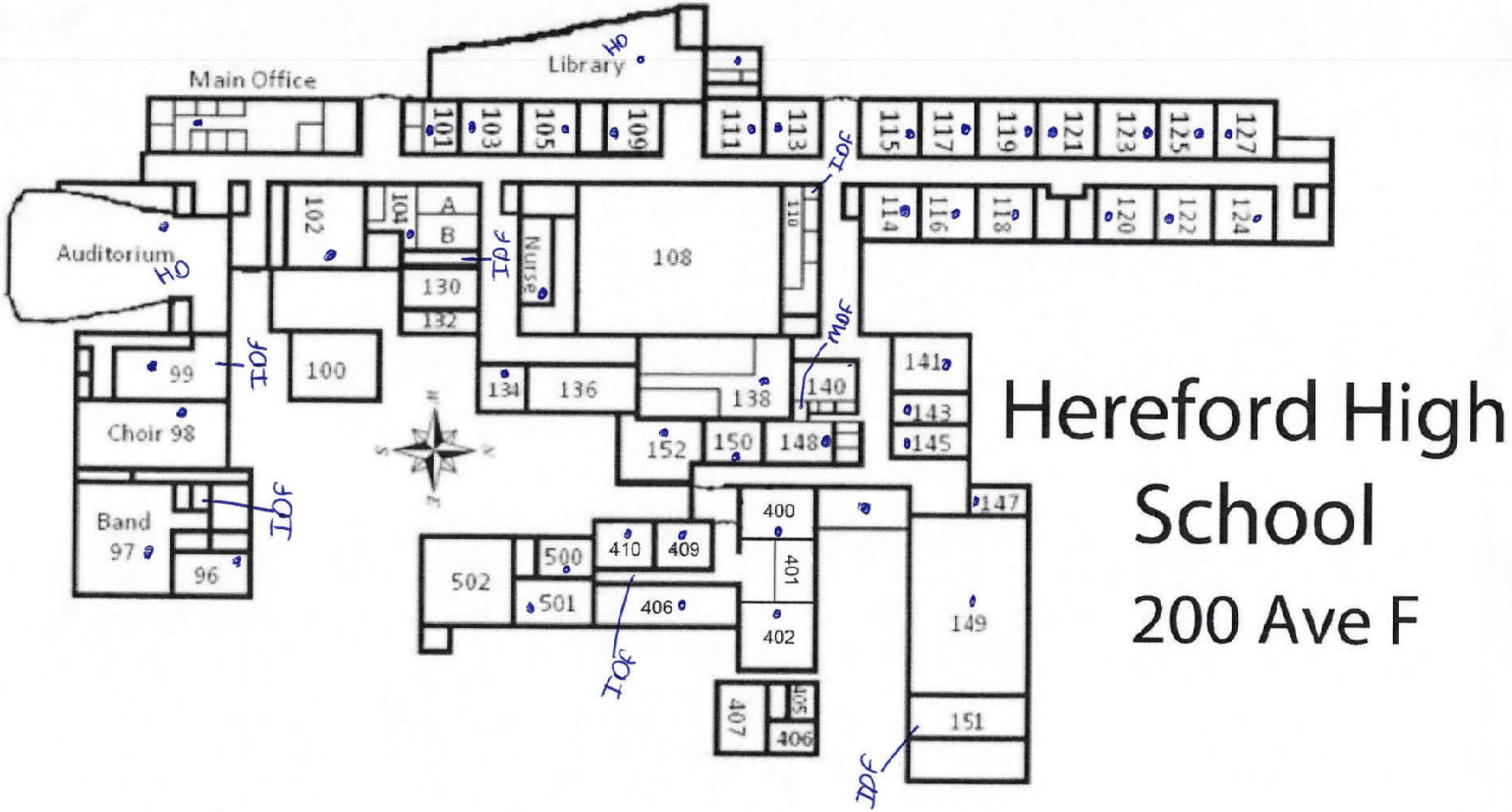
Marked Floorplans

(see following pages)

48 - Drops
4 - HD

Hereford High School | Floor 1

200 Ave F

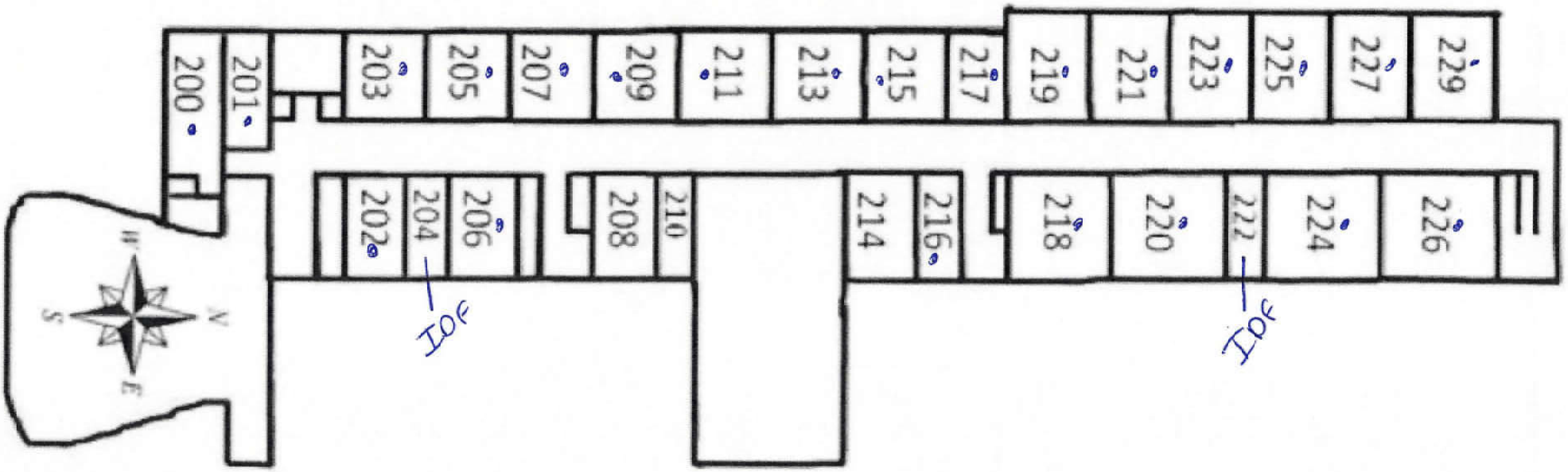


Original map enlarged for annotation. Room labels and layout preserved. Not a scaled drawing.

23

Hereford High School | Floor 2

200 Ave F



Original map enlarged for annotation. Room labels and layout preserved. Not a scaled drawing.

3

AVE F

Hereford High School Triple Gym



GRAND STREET

S

106

107

109

110

111

HD

IDF

114

115

116

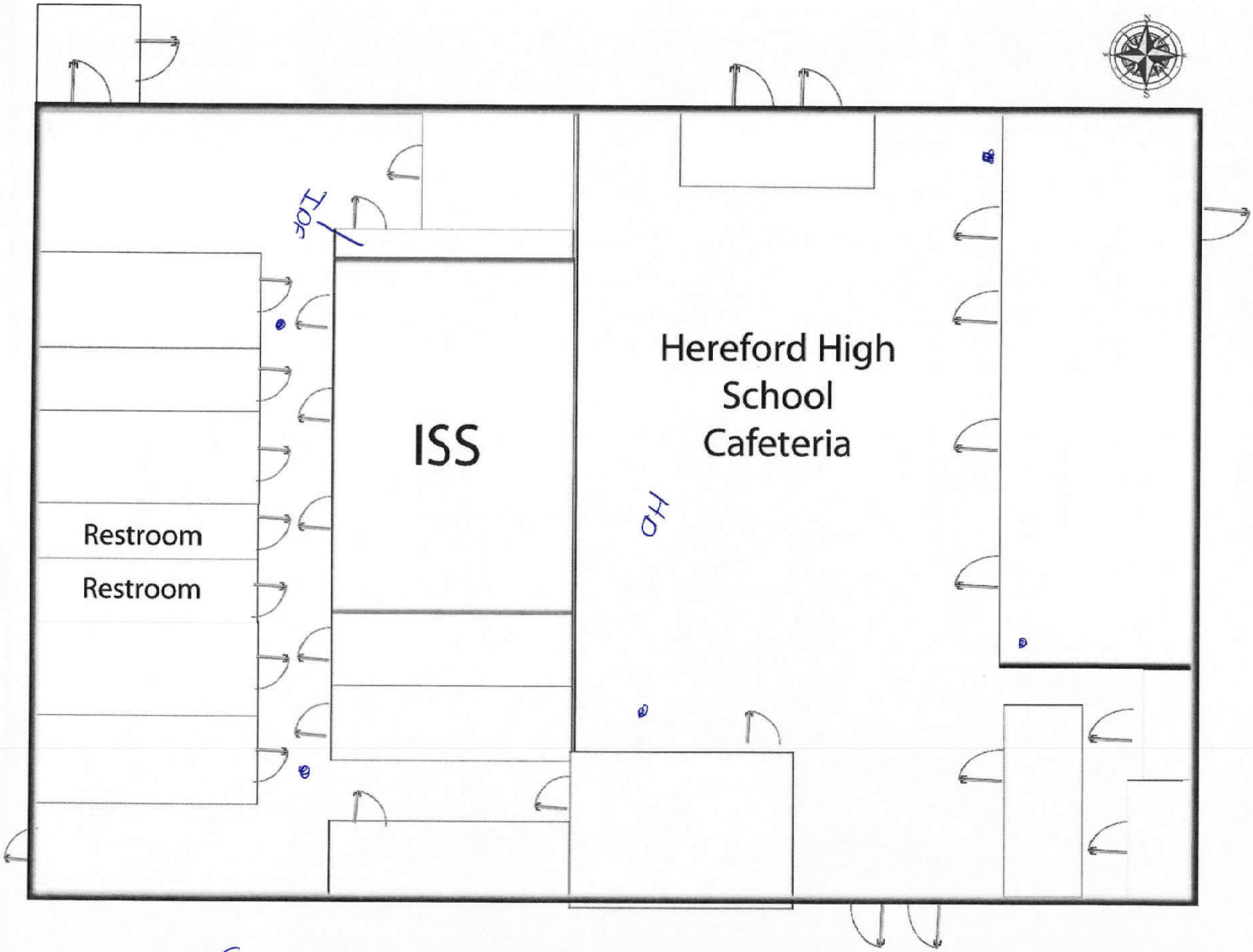
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RR

120

121

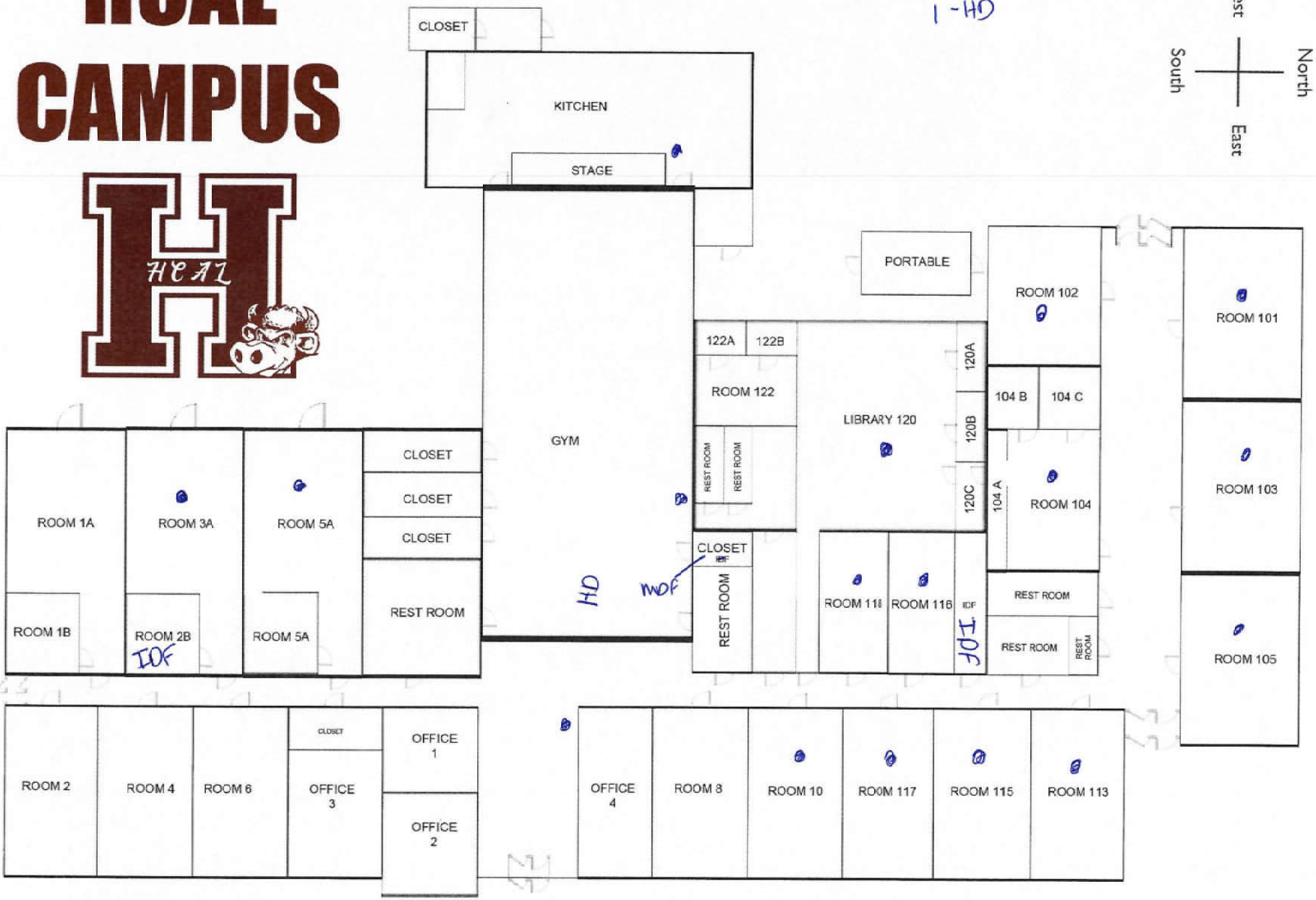
S


ISS
Hereford High
School
Cafeteria
Restroom
Restroom


HJH
55
- Drops *
52 - Ap's - 6th + 7th grade side
4 - HO
• - AP
* - Drop
Total - 78 Ap's for both
no Drops
26 - Ap's - 8th grade side
IOF
HO
C300
C200
C30

HCAL CAMPUS

17
1-HD



GRAND STREET

239 AVE H