BEN: 139263
Funding Year 2027
(July 1, 2027 – June 30, 2028)

FCC Form 470: # 270004402 - Request for Proposals

SERVICE SPECIFICATIONS – CATEGORY TWO: INTERNAL CONNECTIONs

Timeline

Task	Due Date
FCC Form 470 certified and posted in EPC	November 13, 2026
Deadline for vendors to submit questions	November 30, 2026, at 2:00pm Central Time
Answers to questions posted in EPC	November 30, 2026
Deadline for vendors to submit proposals	December 21, 2026, at 2:00pm Central Time

Entity Name	Street Address	Longitude/Latitude (Optional)	Current Bandwidth
St. Martin Parish Library Headquarters	201 Porter Street St. Martinville, LA 70582	30.129596595257006, -91.82914896274907	100 MBPS Optical
Breaux Bridge	205 N. Main Street Breaux Bridge, LA 70517	30.274660485208127, -91.90002089687759	100 MBPS WAN Circuit
Cecilia	2460 Cecilia Sr H South Hwy Breaux Bridge, LA 70517	30.34003360005411, -91.83769066136301	100 MBPS WAN Circuit
Parks	1021 Periou Street Parks, Louisiana 70582	30.214905971452016, -91.82978553207565	100 MBPS WAN Circuit
St. Martinville	201 Porter Street St. Martinville, LA 70582	30.129596595257006, -91.82914896274907	100 MBPS WAN Circuit

1. Solicitation Overview

St. Martin Parish Library requests competitive proposals for the Category Two service categories selected below.

- Internal Connections – equipment and installation

The St. Martin Parish Library serves patrons across 4 branches located in Breaux Bridge, Cecilia, Parks, and St. Martinville.

2. General Bid Instructions and E-Rate Requirements

- Proposals must be submitted as PDF to the following link: St. Martin Parish Library C2 bids by December 21, 2026, at 2:00pm CST. Written questions go to St. Martin Parish Library Q/A. Material answers and addenda will be shared equally with bidders using the USAC portal.
- Each vendor must provide legal business name, address, contact, valid SPIN, applicable certifications, relevant manufacturer authorization and insurance information, and up to three comparable school or library references (or explain unavailability).
- Proposals must identify all E-Rate eligible and ineligible elements, with a reasonable documented cost allocation for partially eligible items. E-Rate funding is subject to USAC/FCC rules and the applicable FY2027 Eligible Services List.
- Where a manufacturer or model is named, equivalent equipment meeting or exceeding stated functional requirements is acceptable. Provide specifications and a clear equivalency explanation.
- Provide firm unit prices and the manufacturer suggested retail price (MSRP) for each proposed SKU when published. If MSRP is unavailable, mark N/A and explain the basis for comparison. Identify discount from MSRP, all fees, freight, taxes, tariffs, and potential adjustments separately.
- Pricing validity: All proposed pricing must remain valid for at least 120 calendar days from the proposal submission deadline. State manufacturer quote expiration separately. No unilateral price increases, tariff surcharges, or substitutions are permitted after award without prior written St. Martin Parish Library approval and applicable E-Rate compliance review.
- Any proposed substitution must be equivalent or better, approved in writing before implementation, and processed through USAC where a service substitution is required.
- Bidders must provide realistic lead times, proposed implementation schedule, staffing, warranty terms, installation/testing scope, and exclusions. No undisclosed or unapproved additional charges are authorized.
- Equipment must be new and genuine unless expressly authorized otherwise. St. Martin Parish Library receives asset list (manufacturer, model, SKU, serial number, location), as-built drawings, configuration documentation, administrative credentials, cable test results, and acceptance records.
- Bidder shall retain and furnish records needed for E-Rate review and audits for the applicable retention period (generally at least 10 years from the last date of service or delivery, as applicable).
- St. Martin Parish Library may reject all bids, award by service category or line item, adjust estimated quantities within the advertised scope, or decline to proceed, consistent with competitive bidding rules and applicable law.

3. Evaluation and Award

The price of E-Rate eligible goods and services will be the primary factor, carrying more weight than any other individual criterion. St. Martin Parish Library must retain bid comparisons and rationale.

Criterion	Suggested points
Eligible price	40
Technical compliance and solution	25
Comparable experience and references	15
Implementation and delivery	10
Previous Experience with applicant	10

4. General Contract and Invoicing

Contract award is subject to St. Martin Parish Library approval and may be contingent on E-Rate funding. The St. Martin Parish Library retains discretion to proceed without funding using non-E-Rate funds. The library request a one-year contract for one-time IC purchases with a start date of July 1, 2027, subject to program rules; equipment delivery/installation dates must comply with applicable E-Rate rules.

Invoicing: Vendor must itemize eligible and ineligible amounts and provide supporting documentation. The St. Martin Parish Library prefers SPI invoicing method consistent with E-Rate rules; vendors must identify their ability to support the selected method.

All terms and conditions, insurance and bond requirements, governing law, termination, data access, and subcontractor arrangements are subject to St. Martin Parish Library-specific review. No signature on the bid response alone creates a binding award.

5. Scope of Services

5.1. Internal Connections Specifications

St. Martin Parish Library requests the eligible Internal Connections equipment, software, licenses and associated installation services identified in the equipment schedule. Only the equipment and services identified in this RFP are requested. Equivalent equipment may be proposed subject to documented technical and compatibility requirements.

- Provide manufacturer, model, SKU, quantity, technical specifications, required software and licensing, and compatibility information, as applicable.
- Identify any installation, configuration, activation, testing, cabling and fiber work expressly requested in the St. Martin Parish Library-specific scope.

- Price equipment, installation, configuration, licenses, support, freight, taxes and ineligible components separately in the applicable pricing tables.
- Provide delivery timelines, warranty information, applicable test results and acceptance documentation relevant to the awarded scope.

Requested Internal Connections

Equipment or service requested	Preferred make/model or equivalent	Estimated qty
Wireless Access Points	Ubiquiti U7 Pro	24
Switch	Ubiquiti, USW-PRO-8-PoE	1
Switch	Ubiquiti, USW-PRO-24-PoE	2
Switch	Ubiquiti, USW-PRO-48-PoE	3
Installation		

7. Pricing Tables and Cost Allocations

Vendors must provide itemized pricing using the applicable tables in Appendices A. Vendors may expand the tables or attach additional schedules using the same columns.

For each line item, provide service category, site/BEN, description, manufacturer/model/SKU where applicable, quantity, MSRP when published (or N/A with explanation), quoted unit and extended price, ineligible percentage and amount, eligible amount and allocation rationale.

Separate equipment, licenses, cabling, installation, configuration, project management, freight, taxes, surcharges, recurring management, maintenance and ineligible services as applicable. Avoid unsupported bundled prices.

Provide documentation supporting partially eligible allocations. St. Martin Parish Library and vendor remain responsible for confirming eligibility under the applicable Eligible Services List and USAC guidance.

Identify annual increases, tariff contingencies, freight adjustments, manufacturer quote expiration, renewal charges and any pricing limitations. Pricing must remain valid for at least 120 calendar days after the proposal deadline; post-award changes require written St. Martin Parish Library approval and applicable E-Rate review.

8. Contract Protections and Project Acceptance

No award is effective until a separately signed agreement or purchase order is approved by the St. Martin Parish Library. The St. Martin Parish Library may condition performance on E-Rate funding and applicable budget approval, and may terminate or reduce the project as expressly stated in the final

contract. Include a non-appropriation/funding-out clause where permitted by applicable law.

Bidder must identify required insurance, subcontractors, permits, prevailing wage obligations if any, and warranty terms. Performance bonds are required only if expressly specified in the school-specific solicitation and consistent with applicable law. Vendor remains responsible for subcontractor performance and safe work at occupied school sites.

St. Martin Parish Library may reject defective, substituted, incomplete, or nonconforming work; require correction at vendor expense; and withhold final acceptance until documented testing and closeout are completed, subject to the executed contract. State cancellation, cure period, termination, refunds, and dispute procedures in the final agreement.

IC acceptance documentation, as applicable to the awarded scope, includes equipment and serial-number inventory by site, configurations and credentials, as-built drawings, cable test results, wireless verification, firmware versions, licenses, warranties, punch list and signed acceptance.

Invoicing must reconcile to awarded line items and distinguish eligible/ineligible costs and the school share. Invoices must show service dates and sites, and the vendor shall provide supporting records for PIA and audits.

APPENDIX A

IC EQUIPMENT / INSTALLATION PRICING

For each IC line provide separately on an attachment: MSRP source/date, warranty term, lead time, shipping/taxes/fees, and any installation labor breakdown.

Repeat this landscape-style line-item schedule on additional pages as necessary.

Item / scope	Make	Model	SKU	Qty	MSRP/unit	Bid/unit	Ext. bid	Ineligible %	Ineligible $	Eligible $
Access Point										
Switch										
Installation										