LAKE CHELAN SCHOOL DISTRICT

E-rate RFP
Funding Year 2027

Release Date:
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Prepared by:
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404-985-9696

INSTRUCTIONS FOR SERVICE PROVIDERS
Lake Chelan School District

Dear Service Provider:

Thank you for your interest in the E-rate RFP for the Lake Chelan School District.

To assist you, in this RFP you will find:

- **Information Sheets**, containing:
    - Detailed information for products/services being sought
        - When there are existing month-to-month services for which competing prices are sought, they will be identified as "existing"
    - Contact information for the entity
- **Service Provider Qualification Form** – must be completed and submitted with your quote/proposal
- **Service Provider Assurance Form** – must be completed and submitted with your quote/proposal
- **Service Provider Certifications on Prevailing Wage, Suspension and Debarment, and Other State of Washington Public Works Requirements** – must be completed and submitted with your quote/proposal
- **Cabling Requirements** – must be completed and submitted with your cabling quote/proposal. A cabling specification may be available from the school's contact person.
- **Dark-Lit Fiber Service Proposal Requirements** – must be completed and submitted with your dark and or lit fiber proposal.
- **Master Contract Information** – Per SLD, a master contract is "a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider." Use of a master contract to provide pricing is allowed. Use this form to indicate the name and or number of the contract, as well as start and end dates, and web address.
- **Sample E-rate Contract Letter** – This or a similar document will be completed and returned to the service provider for counter-signature if service provider is selected.

CONTACTING SCHOOL

Contacting schools can only be done initially via email, and contacts may only be with the person(s) listed on the district information sheet. Please note, if there are two E-rate Contacts listed, please send an email to all E-rate contacts.

All emails must have in the subject line:

Lake Chelan, Y 2026 E-rate RFP

Failure to do so will result in a non-response.

Once an initial contact is made, telephone calls and or site visits will be made at the discretion of the school contact. The E-rate contact will notify you if a site visit for service providers has been scheduled.

DISQUALIFICATION FACTORS

Vendor bids that do not meet the requirements as specified on each district page can be disqualified and not evaluated further. SPAM and/or robotic responses will not be considered valid bid responses and will be disqualified from consideration.

SUBMITTING PROPOSALS OR QUOTES

It is recommended that proposals, quotes, etc. be submitted no later than December 10, 2026. There are no assurances that proposals, quotes, etc., received after that time will be reviewed.

All proposals, quotes, etc. are to be submitted via email to the district E-rate contact person(s) AND to the E-rate consultant, Charlie Jackson (charlie@bridgevisionconsulting.com).

SELECTION OF SERVICE PROVIDERS

All proposals will be reviewed and selected by individual districts/entities. Identification of winning service providers will be done using a Bid Evaluation Matrix. Although cost will be the highest ranked factor on the matrix, the intent of the Bid Evaluation Matrix is to identify the *most cost-effective* quote or RFP response. Bid Evaluation Matrices to be used will be found within each entity's information sheet or in the Appendix of this RFP.

OTHER QUESTIONS For your questions concerning the Lake Chelan School District, please contact Charlie Jackson (charlie@bridgevisionsonsulting.com; 404-985-9696).

SERVICE PROVIDER QUALIFICATION FORM

Information about the Vendor

Company Name	
E-rate SPIN	
Years in Business	
Number of years providing solutions similar to this proposal	
Contact Person/Title	
Full Mailing Address	
Telephone Number	
E-Mail Address	
Names and titles of personnel who will work on this project	

References – 3 required

School/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	
Description of Services Provided	
School/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	

Description of Services Provided	
School/District Name	
Contact Person	
Phone Number	
E-mail Address	
Dates Services Provided	
Description of Services Provided	

Technical Competencies – Please list technical certifications

1.

Reseller Authorizations – Please list reseller authorizations

1.

SERVICE PROVIDER CERTIFICATIONS ON PREVAILING WAGE, SUSPENSION AND DEBARMENT, AND OTHER STATE OF WASHINGTON PUBLIC WORKS REQUIREMENTS

Prevailing Wage - Pursuant to RCW 39.12, no workman, laborer, or mechanic employed in the performance of any part of the project shall be paid less than the "prevailing rate of wage" (in effect as of the date that bids/proposals are due) as determined by the Industrial Statistician of the Department of Labor and Industries. The schedule of the prevailing wage rates for the locality or localities where this contract will be performed is published on the Washington State Department of Labor and Industries Website at: http://www.lni.wa.gov/tradeslicensing/prevwage/wagerates/default.asp and is made a part of this contract by reference as though fully set forth herein. The Contractor shall provide the respective Subcontractors with a schedule of the applicable prevailing wage rates.

Signature _____

Suspension and Debarment – Service provider certifies to the best of their knowledge/belief that neither as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Service provider shall provide immediate written notice during the term of the Agreement if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if district/client should determine at any time that this certification is false, district/client reserves the right to review the status of the service provider and if necessary, terminate the agreement.

Signature _____

Other State of Washington Public Works Projects – Service provider certifies to be in compliance with all other State of Washington Public Works Requirements.

Signature _____

SERVICE PROVIDER ASSURANCE FORM

Service Provider agrees to provide:

Installation and Testing
Service Provider will unbox, deliver, install, configure, and test all equipment based on the school's installation schedule.

Signature _____ (enter "NA" if not applicable)

Administrator Training
Service Provider will provide training to the school's network administrator(s) relative to the network operations of the new equipment and network software. Training will not cover end-user devices.

Signature _____ (enter "NA" if not applicable)

Asset Tagging and Inventory
Service Provider will tag all equipment with appropriate school and E-rate identification information and provide a digital and paper inventory.

Signature _____ (enter "NA" if not applicable)

Walk-through and Acceptance
After all of the services above have been provided, a Service Provider project manager will conduct a walk-through with a school representative. At that time, project documentation will be given to the school. Documentation will include: digital and paper inventory; installation and testing data; as-built drawings; product documentation and warranty information; and Service Provider contact information. When all elements are provided, the school representative will sign an Acceptance Page.

Signature _____ (enter "NA" if not applicable)

Service Provider agrees to the following:

Contingent upon Funding – This proposal/contract will be contingent upon approved E-rate funding. The contract (see page 12) does not bind the school to the project if SLD or matching funds are not appropriated.
Project Scaling – Service Provider understands that schools may not have access to required funds and may need to scale back the project to meet budgetary needs.
Portion Billing – If implementation occurs after E-rate approval, the school will be billed only for the school's USAC portion of charges.
Lowest Corresponding Price – The service provider will offer and charge the lowest price that the service provider charges to non-residential customers who are similarly situated to a particular school, library, or library consortium for similar services.

Signature _____

CABLING REQUIREMENTS

Service Provider agrees to the following:

Project Requirements

Technical Requirements – Must be met per each entity's specifications.

Complete Turnkey Solution – Cabling is to provide all materials and labor, including but not limited to: Cat 5e, Cat6, Cat 6A wire, or fiber drops in colors per school requirements; patch panels, racks, raceway, hooks, connectors, outlets, firestop, and other materials as needed.

As-built drawings – To be provided upon project completion. (Floor plans showing circuit identification number and location and room number of each outlet.)

Installation and Testing Documentation - Certification test result documents to be provided upon project completion.

Labeling – All ports to be labelled at both ends per school requirements.

Patch Cables – 2 patch cables are to be provided per each cable run. Lengths and colors per school requirements.

One Year Warranty – Service Provider will warrant and support products/services for a minimum of 1 year.

Signature _____

LIT-DARK FIBER SERVICE PROPOSAL REQUIREMENTS

If an applicant is seeking pricing for "Digital Transmission – Lit or Dark Fiber Service," it is seeking pricing for ***both*** lit and dark fiber solutions as well as hardware for terminating dark fiber so that it can compare all options and determine the most cost-effective solution. Multi-year pricing/contracts are encouraged. Prospective vendors can provide proposals for dark fiber, lit fiber, and/or terminating hardware.
If an applicant is seeking pricing for "Digital Transmission – Lit Fiber Service," it is seeking pricing for lit fiber solutions only. Multi-year pricing/contracts are encouraged.

<u>Lit Fiber Proposal Requirements</u>

- Provide a proposed materials and labor itemized cost breakdown for service capable of bandwidth identified by district dedicated to each site identified by district.
- Include costs for fiber termination within each building.
- Include non-recurring installation and/or special construction costs.
- Include recurring monthly/yearly costs for continued ongoing service.
- Include minimum contract terms.
- In each cost, separate and itemize the portion that is eligible and non-eligible for E-rate reimbursement.

<u>Dark Fiber Proposal Requirements</u>

- Provide a proposed materials and labor itemized cost breakdown for service capable of bandwidth identified by district dedicated to each site identified by district.
- Provide cost breakouts for each school as separate line items.
- Include non-recurring installation and/or special construction costs.
- Include recurring monthly/yearly costs for continued ongoing maintenance and operation service costs.
- Include in the proposal an option to pay the upfront "build-out" costs in a monthly contract.
- In each cost, separate and itemize the portion that is eligible and non-eligible for E-rate reimbursement.
- Include minimum contract terms.

<u>Terminating Hardware Proposal Requirements (for dark fiber – can be proposed separately or as part of dark fiber proposal)</u>

- Provide Make/Model, quantities, and costs for provisioning and installation of network hardware required to light the dark fiber.
- Proposed hardware must be compatible with the owner's equipment at each of the locations.

<u>Support and Documentation for Installation Costs during Application Review</u>
During application review (PIA), selected service provider will be asked to provide the following details of installation costs/ construction charges for providing new fiber:

- kmz or .json map file of the route being constructed
- Latitude and Longitude of route endpoints
- Plant mix of project (% of aerial, direct buried, and conduit)
- Breakdown of installation costs, including
    - Cost per foot
    - Identification and cost breakdown of most expensive item

    - Electronics costs (dark fiber only)
- Possible alternate routes and their costs compared to cost of selected route (to determine cost effectiveness of selected route).
- Description of construction issues that cause the cost per foot to be inflated. (For example (e.g., "a directional bore requirement because of rocky soil or a surface that could not be plowed; expensive make ready for pole attachments; bridge crossings; waterway crossings; railroad crossings; historic preservation issues or environmental issues").

Service Provider has read the above proposal requirements:

Signature _____

MASTER CONTRACT INFORMATION

Per SLD, a master contract is “a contract negotiated by a third party, the terms and conditions of which are then made available to an eligible entity that purchases directly from the service provider.”

_____ Yes, a master contract was used to provide pricing for this proposal/quote.
_____ No, a master contract was not used to provide pricing for this proposal/quote.

Contract Name:	
Contract Number:	
Start Date:	
End Date:	
Web address to find a copy of the contract:	

Contract Name:	
Contract Number:	
Start Date:	
End Date:	
Web address to find a copy of the contract:	

SAMPLE E-rate Contract Letter

[To Be Placed on School Letterhead]

Date

Vendor Name

Dear _____ :

This letter will confirm our decision to purchase up to $_____ of products and/or services from your company during the Y 2027 E-rate funding year as specified in the attached documentation. For non-recurring services, the contract dates are 4-1-2027 through 12-31-2028.

The procurement of these network products and services will be dependent upon the following conditions:

1. Final approval of next year's fiscal budget;
2. Contract confirmation by next year's school board;
3. Award of associated Year 2027 E-rate funding; and

A SPIN change will be permitted by this agreement if VENDOR is not able to meet timeline requirements of the project.

An extension of up to 36 months is permitted by this agreement.

This written acceptance of your proposal constitutes an agreement between us. Please sign below to acknowledge your acceptance and return a signed copy to us as soon as possible. Electronic and facsimile copies are deemed originals.

Sincerely,	SERVICE PROVIDER:
_____	_____
Name and Title	Name and Title
_____	_____
Date	Date

Attachment: quote, proposal, etc.

LAKE CHELAN SCHOOL DISTRICT
E-rate RFP

Funding Year 2027

ENTITY INFORMATION

Descriptions and quantities of requested products/services are best approximations and are subject to change. If hardware make/model is specified, proposals for an equivalent make/model will be accepted.

<table>
<tr><td>Name of Entity:</td><td>LAKE CHELAN SCHOOL DIST 129
CHELAN, WA 98816</td></tr>
<tr><td>E-rate Contact</td><td>Frank Phelps; phelpsf@chelanschools.org;
Fabi Lara; laraf@chelanschools.org</td></tr>
<tr><td>Number of Schools</td><td>6</td></tr>
<tr><td>Number of Other Buildings</td><td>2</td></tr>
<tr><td>Category 1</td><td></td></tr>
<tr><td>Lit Fiber Service for WAN</td><td>Existing; lit fiber service for four locations in WAN; current service is lit fiber to the cloud with a managed WAN connection; 100 MB up to 1 GB burstable.
Addresses:
215 WEBSTER, CHELAN, WA 98816;
407 WOODIN AVE, CHELAN, WA 98816;
1063 E. WOODIN AVE, CHELAN, WA 98816;
309 E. JOHNSON, CHELAN, WA 98816</td></tr>
<tr><td>Category 2</td><td></td></tr>
<tr><td>MIBS</td><td>MIBS of e-rate eligible equipment to include the following:

<table>
<tr><td>Switches</td><td></td><td></td></tr>
<tr><td>Make</td><td>Model</td><td>Quantity</td></tr>
<tr><td>Cisco</td><td>WS-C3560X-48</td><td>1</td></tr>
<tr><td>Cisco</td><td>WS-C2960X-48LPS-L</td><td>7</td></tr>
<tr><td>Cisco</td><td>WS-C2960X-48TS-L</td><td>4</td></tr>
<tr><td>Cisco</td><td>WS-C2960X-48LPS-L</td><td>1</td></tr>
<tr><td>Cisco</td><td>WS-C2960S-24PS</td><td>1</td></tr>
<tr><td>Cisco</td><td>WS-C3750-48P</td><td>1</td></tr>
<tr><td>Cisco</td><td>WS-C3560C-12PC-S</td><td>1</td></tr>
<tr><td>Access Points</td><td></td><td></td></tr>
<tr><td>Make</td><td>Model</td><td>Quantity</td></tr>
<tr><td>Ruckus</td><td>R500</td><td>1</td></tr>
<tr><td>Ruckus</td><td>T710</td><td>2</td></tr>
<tr><td>Ruckus</td><td>T610S</td><td>1</td></tr>
<tr><td>Ruckus</td><td>R710</td><td>53</td></tr>
<tr><td>Firewall</td><td></td><td></td></tr>
<tr><td>Make</td><td>Model</td><td>Quantity</td></tr>
<tr><td>Palo Alto</td><td>PA820</td><td>1</td></tr>
</table>
</td></tr>
<tr><td>Internal Connections/BMIC</td><td>License for Palo Alto PA 440</td></tr>
</table>

BID EVALUATION MATRIX	
Price of the eligible products and services	30
Prior experience with the vendor	20
Prices for ineligible services, products, and fees	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15
Local or in-state vendor	10
TOTAL	*100*