Request for Proposals

Firewall, Network Switching, Associated Licensing, Installation, and Configuration.

Release Date: November 20, 2026
Response Deadline: December 18, 2026

1. **INTRODUCTION**

Trinity Area School District ("District") issues this Request for Proposals ("RFP") to solicit competitive proposals from qualified vendors for the procurement, installation, configuration, and implementation of four (4) network distribution switches, one (1) firewall, and associated licensing and services.

The District seeks a comprehensive, turnkey solution that includes all necessary equipment, licensing, materials, labor, configuration, integration, testing, and documentation required to ensure that the proposed equipment is fully operational and compatible with the District's existing network infrastructure.

This procurement is intended to be conducted in accordance with applicable Federal Communications Commission (FCC) E-rate program rules and requirements.

1.1. Issuing Officer and Technical Contact for Questions and Information

Samantha L. Shinsky
Director of Technology & Innovation
Trinity Area School District
231 Park Ave
Washington, PA 15301
Sshinsky@trinityhillers.net
(724) 223-2000 x7125

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via email. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Network Equipment RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

1.2. One complete hard copy must be delivered to the Trinity Area School District Business Office at 231 Park Ave, Washington, PA 15301 on or before 1:00 p.m.

EST on December 18, 2026. In addition, an electronic copy must be emailed to the issuing Officer on or before 1:00 p.m. EST on December 18, 2026. Both copies must be identical and be labeled “E-rate Networking Equipment Proposal.” All required Vendor information, certifications and attachments must be included with the proposal.

1.3. The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.

1.4. The District intends to select the successful Vendor and have the final contract presented to the school board prior to February 2027.

1.5. The successful bidder(s) will be advised of selection by the issuing Officer through the issuance of a notification of intention to recommend the award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

1.6. All personnel that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 114 Fingerprints, Act 151 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District’s locations.

1.7. The District is exempt from Pennsylvania Sales and Use Tax and has other general and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor, as required in Appendix A.

1.8. Minimum Bid Requirements – Reasons for Disqualifications of Proposals

1.8.1. Vendor's proposal is submitted after proposals have been opened and reviewed by the District.

1.8.2. Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.

1.8.3. Vendor is not authorized to do business in Pennsylvania.

1.8.4. Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.

1.8.5. Vendor does not have an E-rate SPIN number.

1.8.6. Vendor cannot provide at least (5) K-12 Educational School references within the state of PA.

1.8.7. District has identified unsatisfactory references from other PA school districts for services that are identical or similar to the services required in this RFP.

1.8.8. Vendor fails to submit a complete proposal for all equipment, licensing, installation, configuration, and associated services required by this RFP and Appendix A. Partial proposals will not be considered.

1.8.9. Proposal does not contain all of the information required in Section 5.

1.8.10. Vendor's proposal includes used or refurbished equipment or is being sold through a "gray" or unauthorized market.

1.8.11. Vendor's proposal includes any discontinued equipment or "End of Life" by the manufacturer.

1.8.12. Vendor cannot include outsourcing.

1.8.13. If vendor does not include the accurate amount of service time.

1.8.14. Vendor does not provide accurate documentation in the case that an equivalent product is presented.

1.8.15. Vendor does not agree to provide discounted billing through the E-rate Service Provider Invoicing (SPI) method using FCC Form 474.

1.8.16. Vendor uses subcontractors for installation.

1.8.17. Proposal does not provide a turnkey solution.

1.8.18. Vendor did not submit a Federal Communications Commission Registration Number (FCCRN) in the form of a printout from the FCC website.

1.8.19. Vendor fails to disclose whether they are currently subject to an investigation by the Erate Administration, Federal Communications Commission (“FCC”) or any law enforcement agency.

1.8.20. Vendor fails to disclose whether any of their E-rate invoices or customer’s E-rate invoices or Form 471 are being delayed for processing.

1.8.21. Vendor does not provide a Point of Contact for all matters related to the E-rate program.

2. SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Equipment Purchase and Equipment Warranties

2.1. Included in this proposal is Appendix A which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.

2.2. An equipment manufacturer and part number are listed in Appendix A. However, the District will consider proposals for equivalent equipment from alternative manufacturers, provided the proposed equipment meets or exceeds the specified quality, functionality, and performance requirements and is fully compatible and interoperable with the District's existing network infrastructure.

Vendors proposing equipment from an alternative manufacturer must add three columns to Appendix A identifying the proposed equipment description, manufacturer, and part number. Vendors must also provide detailed product specifications and supporting documentation demonstrating that the proposed equipment meets or exceeds the District's requirements and is compatible and interoperable with the existing network infrastructure.

2.3. Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A. Descriptions must identify the warranty period, coverage, and applicable replacement procedures. Any separately priced warranty, maintenance, or support services must be clearly identified, with E-rate eligibility determined in accordance with the applicable funding year's Eligible

Services List and USAC requirements.

2.4. Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.

2.5. Proposals are required to be a turn-key, comprehensive solution that addresses all requirements set forth in Appendix A.

2.6. The vendor must complete all work with its company employees. Subcontracting of work on this project is not permitted.

2.7. Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.

2.8. Equipment must be new in unopened boxes. No gray market, third party, or used/refurbished equipment will be considered.

2.9. Equipment must not be “discontinued” or determined to be “End of Life” by the manufacturer.

2.10. Scope of Work

- 2.10.1. **Removal of Existing Equipment:** Coordinate with District technology personnel to disconnect and remove the existing distribution switches and firewall equipment being replaced. Existing equipment shall remain the property of the District unless otherwise authorized.
- 2.10.2. **Installation of Distribution Switches:** Install four (4) new distribution switches in District-designated locations, including all necessary rack mounting, power connections, cabling, and associated components.
- 2.10.3. **Installation of Firewall:** Install one (1) new firewall, including all necessary physical connections and integration with the District's existing network infrastructure.
- 2.10.4. **Network Switch Configuration:** Configure all distribution switches in accordance with District requirements, including, as applicable, VLANs, trunking, routing, uplinks, link aggregation, management interfaces, and other network settings necessary for proper operation.
- 2.10.5. **Firewall Configuration:** Configure the firewall to support the District's network requirements, including, as applicable, security policies, firewall rules, routing, network address translation (NAT), VPN connectivity, and other necessary security and network services.
- 2.10.6. **Integration with Existing Infrastructure:** Ensure all proposed equipment is compatible and interoperable with the District's existing

network infrastructure and that existing network services and connectivity are maintained following implementation.

2.10.7. **Migration of Existing Configurations:** Review and migrate applicable existing switch and firewall configurations to the new equipment, making adjustments as necessary to support the proposed solution.

2.10.8. **Testing and Verification:** Perform comprehensive testing to verify that all equipment is functioning properly, network connectivity is operational, and required services are available.

2.10.9. **Equipment Labeling:** Properly label all newly installed equipment in accordance with District requirements, including applicable E-rate asset identification requirements.

2.10.10. **Documentation:** Provide the District with final configuration documentation, equipment inventory, serial numbers, licensing information, warranty details, and relevant network configuration information upon completion of the project.

2.10.11. **Coordination and Scheduling:** Coordinate all installation, configuration, and migration activities with District technology personnel. Any anticipated network outages must be scheduled and approved in advance by the District.

2.10.12. **Project Completion:** The project shall not be considered complete until all equipment has been installed, configured, tested, and accepted by the District.

2.10.13. **Post-Installation Support:** Vendor shall provide a minimum of thirty (30) calendar days of post-installation support following the District's acceptance of the completed project. During this period, Vendor shall be responsible for troubleshooting and correcting any issues related to the installation, configuration, or integration of the new equipment at no additional cost to the District. Support shall include remote assistance and on-site service when necessary to resolve issues attributable to the vendor's work.

3. E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor’s contract:

3.1. Vendor must maintain compliance with all applicable E-rate program requirements, including the timely submission of the FCC Form 473, Service Provider Annual Certification (SPAC), for each applicable funding year. Vendor shall ensure that all required certifications are completed and accepted by the Universal Service Administrative Company (USAC) in accordance with

established program deadlines.

3.2. Discounted Billing (SPI): Vendor must agree to provide discounted billing to the District through the Service Provider Invoicing (SPI) method. Vendor shall invoice the District only for its non-discounted share of approved E-rate eligible equipment and services and shall submit FCC Form 474 (SPI) to the Universal Service Administrative Company (USAC) for reimbursement of the discounted portion.

Vendor shall be responsible for the accurate and timely submission of all required invoices and supporting documentation to USAC. The District shall not be responsible for the loss of E-rate funding resulting from Vendor's failure to comply with applicable invoicing deadlines or program requirements, except to the extent such loss results from actions or omissions attributable to the District.

Vendor agrees to cooperate with the District in resolving any invoicing discrepancies, payment delays, or funding issues.

3.3. Vendor must separately itemize the costs of E-rate-eligible and ineligible equipment, licensing, products, and services on all proposals and invoices. Eligibility determinations must be consistent with the applicable funding year's E-rate Eligible Services List and current FCC and USAC program requirements.

3.4. If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District’s ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District’s ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.

3.5. Vendor shall maintain all bids, quotes, records, correspondence, receipts, invoices, delivery information, installation documentation, and other records relating to the equipment and services provided under this contract. Such records shall be retained for at least ten (10) years from the last date of service for the applicable funding request, or longer if required by applicable E-rate program rules. Records shall be made available to the District and authorized auditing agencies upon request.

3.6. In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations.

This process must include the following:

- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to the USAC that is consistent with the contract and the District's Form 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining a fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

4. CONDITIONS, CONTRACT AND BILLING

4.1. The District reserves the right to:

- Amend, modify, cancel this RFP, or elect not to award a contract;
- Modify or add to the requirements contained in this RFP following its issuance, provided that any amendments are communicated to prospective Vendors in accordance with applicable procurement and E-rate requirements. The District will extend the proposal submission period when required by applicable rules or when necessary to provide Vendors a reasonable opportunity to respond to material changes;
- Increase or decrease the quantities of equipment at the unit prices specified in the successful Vendor's contract, or omit any item or group of items to reflect the District's actual needs at the time of purchase, provided such changes comply with applicable procurement and E-rate requirements;
- Award a single contract for all equipment and services identified in Appendix A, or award separate contracts for individual components or services to one or more Vendors, as determined to be in the District's best

interest and consistent with applicable procurement and E-rate requirements;
- Negotiate terms and conditions consistent with the requirements of this RFP and applicable laws and regulations;
- Request clarification or additional information from Vendors regarding their submitted proposals.

4.2. Timeline for Purchase of Equipment

The purchase of equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the District after E-rate approval has been received.

4.3. Equipment Substitution If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment will be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain USAC's approval of a service substitution request.

4.4. Lowest Corresponding Price Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular Erate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5. The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

4.6. Vendor shall separately itemize and price all E-rate-eligible and ineligible equipment, materials, licensing, and services in its proposal and on all invoices. All invoices must clearly distinguish between eligible and ineligible charges and reflect the District's non-discounted share of E-rate-eligible costs in accordance with the Service Provider Invoicing (SPI) method.

All invoices submitted to the District must include the following information:

- Date of invoice
- Date(s) of service or equipment delivery
- Funding Request Number (FRN)
- Vendor's Service Provider Identification Number (SPIN)
- Detailed description of equipment, materials, licensing, and services provided, consistent with the District's contract specifications and FCC Form 471
- Itemized costs for all equipment and services, including eligible and ineligible charges
- Applicable E-rate discount percentage as identified in the USAC Funding Commitment Decision Letter (FCDL)
- Clear breakdown of the total cost, E-rate discount amount, and remaining balance owed by the District
- Invoice issued on Vendor's official letterhead or Vendor-generated billing form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

5. **INFORMATION TO BE INCLUDED IN PROPOSAL**

In addition to the other information required to be provided, Vendor also will include with their proposal response to the following questions:

5.1. Provide a description of the nature and scope of your firm’s business endeavors, including history of the company.

5.2. Provide a description of your firm’s previous and ongoing relationship, if any, with the District.

5.3. Provide proof that the Vendor is authorized to do business in Pennsylvania.

5.4. Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.

5.5. Provide a description of the firm’s experience with the federal E-rate program.

5.6. Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).

5.7. Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor’s principals are not presently

debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.

5.8. Provide contact name and contact information for a person authorized to negotiate terms and conditions.

5.9. Provide the name and contact information of a representative authorized to respond to questions regarding the proposal and E-rate program requirements. Vendor must certify that this representative, or an authorized replacement, will be available throughout the Funding Year 2027 application, funding review, implementation, and invoicing processes to provide assistance and documentation as requested by the District.

5.10. Provide copy of terms and conditions for proposed contract

5.11. Pennsylvania Right-to-Know Law

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, the price of winning bid is not confidential information.

6. EVALUATION

In accordance with applicable Pennsylvania law, including 24 P.S. § 8-807.1, the District intends to award the contract to the lowest responsible bidder whose proposal meets the requirements outlined in this RFP.

All proposals will be evaluated in accordance with applicable E-rate program rules and regulations. The price of E-rate-eligible equipment and services will be the primary consideration in the evaluation of proposals.

In order to be considered a responsible bidder, the Vendor must meet the following requirements:

6.1. Submit a complete proposal in accordance with the District's submission requirements and meet all minimum bid requirements outlined in Section 1.8.

6.2. Provide all required information, documentation, and certifications identified in Section 5.

6.3. Demonstrate familiarity with and experience participating in the federal E-rate program, as required in Section 5.5.

6.4. Agree to comply with all terms, conditions, and requirements outlined in this RFP, including the District's requirement for discounted billing through the Service Provider Invoicing (SPI) method.

6.5. Provide equipment and services that meet or exceed the technical specifications outlined in Appendix A.

6.6. If proposing equipment from an alternative manufacturer, provide sufficient documentation demonstrating that the proposed equipment meets or exceeds the specified requirements and is compatible and interoperable with the District's existing network infrastructure, as required in Section 2.2.

6.7. Demonstrate the ability to provide a complete, turnkey solution, including equipment procurement, installation, configuration, integration, testing, and documentation.

APPENDIX A

LIST OF EQUIPMENT AND SERVICES

All applicable taxes, fees, shipping, and surcharges from which the District is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the District

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be fully interoperable and compatible with the District's existing equipment and protocols which are as follows:

Existing Equipment: Meraki Dashboard, Meraki MR46E Wi-Fi 6 Indoor Access Point, Meraki MR46 Wi-Fi 6 Indoor Access Point, Cisco Prime Infrastructure

Protocols: EIGRP, CDP, ETA, DNA, Cisco CleanAir

DATA PROVIDED BY DISTRICT			DATA PROVIDED BY VENDOR			
Equipment Description	**Part #**	**Estimated Quantity**	**Unit Cost**	**Extended Cost**	**Warranty Information**	**% Erate Eligibility**
Cisco Secure Firewall 3110 NGFW Appliance, 1U	FPR3110-NGFW-K9	1				
Cisco Secure Firewall 3110 Threat Defence and AMP 1Y Subs	L-FPR3110T-TM-1Y	1				0%
Catalyst 9300X 12-port 25/10G SFP+, K12	C9300X-12Y-EDU	4				
Configuration and Installation						