NOTICE TO ALL POTENTIAL BIDDERS

The requirements for submitting a response to this bid have changed from previous instructions. It is highly recommended that you read through the instructions below and the bid documents to ensure you have completely responded to this RFP.

All bidders are required to submit their bids as instructed below. Failure to follow these instructions may result in the disqualification of the bidder's response.

All bid responses must be submitted through the project's website at:

https://projects.infinitycomm.com

or unless otherwise noted in the Response Package Requirements section of the RFP.

Bidders are required to create a free account to access the website to provide their response. Bidders will be required to provide a breakout of their bid response with the following information:

Monthly Recurring Costs, Monthly Taxes, Non-Recurring Costs, and the Term of the Agreement

Bidders **will not** be able to provide a complete response to the bid through the website without this information.

It is highly recommended that prior to beginning the upload process, this information is calculated so not to cause delays in submitting bid responses.

All questions pertaining to this request will also be submitted through the project website. Questions presented through phone call or email will not be responded to. ALL questions MUST be submitted through the project website.

Failure to provide a complete bid response for this project, including but not limited to, including growth costs in the contract (as requested), failure to provide accurate pricing, failure to provide/include connectivity between the demarc and MDF locations in the service provider contract, failure to provide an executed contract in the bid response, or any other deviation from the requested services, or requirements in this RFP, **WILL** result in respondent being penalized including by reduction in awarded points through the Bid Evaluation or potentially judging the proposal as non-responsive entirely.

REQUEST FOR PROPOSAL FOR INTERNET SERVICE PROVIDER SERVICES

LAS VIRGENES UNIFIED SCHOOL DISTRICT

RFP No: 0374-27A.5

RFP Posting Date: November 25, 2026
Questions Due By: December 9, 2026, at 3:00 PM PST
Proposals Due By: December 23, 2026, at 1:00 PM PST

In conformity with the Federal Communications Commission (FCC) Schools and Library Division (SLD), "Universal Service Fund" (a.k.a. "E-Rate" funding) application process, Las Virgenes Unified School District, here after referred to as "Owner", is seeking proposals from qualified providers of **ISP Services**.

Any and all updated project information, forms, including addenda, will be distributed through the project website, located at https://projects.infinitycomm.com & https://portal.usac.org/suite/. All of these documents shall be made part of and material to the contract for services.

Vendors, subcontractors, and subcontractors who perform on-site activities are required to contact the awarding entity for current health and safety protocols. Including but not limited to COVID-19 vaccination requirements.

Scope of Work

The Owner is seeking proposals for internet services at 5GB, or higher. It is expected that all schools within the Owner connect to the Owners Office and then are connected to the internet via the Owners Office, unless otherwise noted in the "Additional Services List" below. It is anticipated that all staff and students within the Owner will be able to access this service.

The Respondent must include in their proposal any/all electronic equipment needed to accomplish access to the internet and monitoring of the circuit during normal business hours. The Respondent shall be responsible for the maintenance and support of all Respondent-owned equipment used to deliver the service. Any one-time connection, activation, installation, or related charges must be separately identified and itemized in the proposal.

The Respondent shall provide service to Lindero Canyon Middle - 5844 Larboard Ln., Agoura Hills, CA 91301

Internet Access

The Respondents cost to provide Internet Access (Bandwidth) shall include the following:

1. The available bandwidth shall be a minimum of 5GB, or higher.
2. Internet access shall be available 24 hours, 7 days a week, 365 days a year.
3. Route all TCP/IP data traffic originating from the Owner's network to the internet.
4. Respondent must maintain connections to multiple Tier 1 internet providers.

Internet Connection

The Respondents cost to provide an Internet Connection, shall include the following:

1. The necessary physical connection from the Respondent to the Owner, including but not limited to any/all one-time special construction cost(s), permits and licensing, and Respondent's supplied on-site premise equipment necessary to successfully transmit the requested service.
2. All costs necessary, including but not limited to, "curb-to-demarc", to deliver the requested hand off to the Owners existing "point-of-demarcation".
    a. Point-of-Demarcation: MDF at 5844 Larboard Ln., Agoura Hills, CA 91301.
3. Demarcation hand-off will be a Single Mode Fiber connection. Respondent will provide and maintain all premise equipment necessary to provide the Owner with the specified hand-off type of service requested.
4. Full duplex operation (bi-directional connection)

5. The requested service shall allow the following Network Protocols:
    a. All TCP/IP protocols
    b. All layer 1 and layer 2 protocols. Minimum layer 3 protocols (EIGRP, IGMP, IPSEC, OSPF, & RIP).
6. No other Respondents customer will have any physical or logical access to the Owner's traffic/VLAN.

All proposals from Respondents will include ***any/all*** costs associated with switching services from the Owner's present service provider. By providing a proposal to the RFP, the Respondent is acknowledging and accepting this requirement.

Additional Services Request

In addition to the service described above, the Owner requires the following additional services. Respondents must separately identify and itemize the cost of each additional service. Any services or components that are ineligible for E-Rate funding must be clearly identified and separately priced in the proposal.

- The Respondent shall provide a minimum of five (5) static public IPv4 addresses for the Owner's exclusive use. Respondents are encouraged to describe available options for additional static public IPv4 address allocations and any associated pricing, which may be considered during proposal evaluation.

- Respondents shall provide pricing for service with and without a managed router, if applicable.

E-Rate Requirements

The services requested in this RFP are dependent on funding from the E-Rate program. The Owner expects each Respondent to make themselves thoroughly familiar with all applicable rules and regulations regarding the E-Rate program. For further information regarding the E-Rate program, please reference the USAC Schools and Libraries website at: www.universalservice.org/sl/

All contracts entered as a result of this RFP and the associated Form 470 will be contingent upon:

1. Funding approval by the SLD.
2. Approved funding amount equal to the funding amount as requested on the Form 471.
3. The Respondent providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in the RFP.
4. A certified Form 486 filed by the Owner and/or written "Notice to Proceed" from the Owner to the winning Respondent to initiate service. The Service Provider must contact the Owner prior to work proceeding.

E-Rate eligible recurring services may commence no earlier than July 1, 2027. E-Rate funding is requested and approved separately for each funding year, which runs from July 1 through June 30. The contract term shall be as specified in the Contract Requirements section of this RFP, with funding for subsequent years subject to the applicable annual E-Rate application and approval process. Per E-Rate rules, applications will be submitted each year of multi-year contracts for funding consideration. Pursuant to the terms of this RFP, services beyond June 30, 2028, for any contract awarded hereunder will be subject to additional review and future approval of future E-Rate funding.

The Respondent is required to provide the Lowest Corresponding Price (LCP) for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to LCP, in regard to a service provider *not* providing the LCP, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide the LCP.

Invoicing

The Owner has the right to choose the type of invoicing method used to pay for the services provided. The Respondent acknowledges this right upon submission of a response to this request.

Service Provider Invoicing

When using the Service Provider Invoice (SPI) method (FCC Form 474), the Respondent will invoice USAC for the E-Rate discounted portion of eligible costs and invoice the Owner only for its required Non-Discounted Share. The Owner's discount percentage rate (the "Discount Rate"), as determined on the Form 471, will govern the amount owed by the Owner. Namely, the amount of the contract awarded pursuant to this RFP multiplied by difference between 100% (one hundred percent) and the Discount Rate (such difference, the "Non-Discounted Share") is the sole amount that the Respondent will invoice to the Owner and the sole amount owed by the Owner (unless otherwise agreed by Owner in writing). Prior to invoicing USAC for the service rendered, the Respondent agrees to provide the Owner with a copy of the

USAC invoice to verify that the service has been delivered and accepted by the Owner before the Respondent invoices USAC. Furthermore, the Respondent is agreeing that it will comply with all relevant requirements in order to avail itself of E-Rate funding and indemnify Owner from any claims arising from Respondent's failure to comply with any E-Rate program requirements (including, but not limited to, the requirements under the E-Rate Invoicing and Funding Compliance Protections section of this RFP).

BEAR Invoice Method

When utilizing the BEAR method of invoicing, the Respondent will invoice the Owner for the entire amount of the service rendered. The Owner will invoice USAC for the discounted portion of the services provided.

E-Rate Invoicing and Funding Compliance Protections

The Service Provider shall be responsible for timely filing a valid FCC Form 473 (Service Provider Annual Certification, "SPAC") with USAC for each funding year and for all eligible services and/or products provided under this agreement, for the full term of the contract. The Service Provider agrees to file the required SPAC for each funding year sufficiently in advance to permit the timely processing and payment of all applicable E-Rate reimbursement requests, and in accordance with USAC's requirements. Failure to submit the SPAC by the applicable deadline (typically June 30 at the end of the funding year) may result in the denial or loss of E-Rate funding.

In the event such failure occurs, whether the Owner utilizes the Billed Entity Applicant Reimbursement (BEAR) method or the Service Provider Invoice (SPI) method, and the Owner is denied E-Rate discounts through no fault of its own, the Service Provider shall reimburse the Owner for the full amount of E-Rate discounts that would have otherwise been recoverable. This reimbursement obligation shall include, but not be limited to, unreimbursed eligible costs, penalties, interest, or any repayment obligations incurred by the Owner as a direct result of the Service Provider's noncompliance.

Termination

The Owner reserves the right to terminate any contract or agreement resulting from this RFP, regardless of USAC's approval or denial of funding, at any time prior to the Owner's issuance of a written Notice to Proceed or other written authorization directing the Respondent to commence work. For the avoidance of doubt, the award of a contract or the notice of an intent to award are not sufficient to constitute authorization to commence work under this section. Prior to such written authorization, the Respondent shall not commence work or incur any costs or expenses for which the Owner may be held responsible. In the event of termination, the Owner shall have no obligation to make any payment to the Respondent, including any termination fee, anticipated profit, or other compensation, except for costs or expenses expressly authorized in writing by the Owner prior to termination. The Owner further reserves the right to accept the Respondent's pricing proposal contingent upon SLD approval.

Program Review

All E-Rate applications are subject to review by USAC's Program Integrity Assurance (PIA) process and may be subject to additional audits, inquiries, or requests for documentation. Respondents shall cooperate fully and in a timely manner with the Owner in responding to all PIA review questions and requests for information related to the services proposed in response to this RFP. Failure to provide requested documentation, pricing information, or service details may result in delays, denial of funding, reduction of funding commitments, the disqualification of a proposal, or the rescission of an award or termination of a contract made pursuant to this RFP. Respondent agrees by submitting a response to this RFP that the Owner maintains the right, in its sole and absolute discretion, to cancel an award or decline to proceed with an intent to award due to the Respondent's lack of compliance with E-Rate program requirements. Furthermore, Respondent, by submitting its response, acknowledges that Owner may use historical information from previous projects (both its own and those of others) to assess the likelihood of Respondent's compliance with E-Rate program rules when evaluating proposals.

Response Package Requirements

No bid will be accepted from, or contract awarded to a Respondent:

1. Who is not licensed in accordance with the law.
2. Does not hold a license qualifying them to perform work under this contract in the State of California.
3. Who does not plan to hold or acquire a valid SPIN or is not in good standing with the FCC/USAC or otherwise eligible to participate in the E-Rate program.
4. Has not successfully completed at least one project of comparable scope and complexity, or otherwise demonstrated the experience, resources, and technical expertise necessary to perform the services requested under this RFP.
5. Proposals that do not provide the full scope of services required under this RFP will be deemed non-responsive and may be disqualified. Proposals offering only a portion of the required services, including satellite Internet-only solutions, are considered non-responsive.

All bidders interested in providing a proposal must submit their bids through the project website at https://projects.infinitycomm.com. Proposals will only be received until **December 23, 2026**, at **1:00 PM PST**.

Responses are limited to 15Mb in size and must be in PDF format. Responses received after the appointed date and time will only be considered for review after responses received prior to the due date and time have been reviewed. Responses received after the appointed date and time will be subject to the Owner's Right to Reject any and all proposals.

Spam and Robot Bids

Automated, bulk, or non-specific responses (commonly referred to as spam or robot bids) will not be considered valid bid responses and will be disqualified from consideration. These include, but are not limited to, generic responses not tailored to the RFP, mass submissions without regard to the scope or requirements of the project, and submissions that do not include required documentation or conform to the submission format outlined in this RFP.

Vendors must ensure their submissions are complete, responsive to the specific scope of work, and submitted in accordance with the specifications and instructions provided in this RFP. Las Virgenes Unified School District reserves the right to disregard any bid that appears to be generated or submitted through automated systems or does not demonstrate a good faith effort to respond to the solicitation in accordance with the stated requirements.

Requests for Information

Any requests for information regarding this RFP must be submitted through the project website. Respondents requesting information will submit all requests in one, single submission. Bids who fail to comply with this requirement may receive reduced scores in the evaluation for not complying with all requirements of this RFP. The deadline for all questions regarding this RFP will be **December 9, 2026,** at **3:00 PM PST**.

Required Documents

All Respondents are required to provide the following information. Failure to provide the following information can result in the Respondent's proposal being deemed non-responsive and removed from consideration by the Owner.

1. **Itemized Bid Price Sheet** – All proposed prices provided by the Respondent will be itemized, per the requirements of the E-Rate program. Respondents will provide itemized cost for a minimum of the following: eligible services/equipment, ineligible services/equipment, one-time costs breakdown, installation costs, any fixed costs, E-Rate eligible itemized tax and surcharges descriptions breakdown with cost, and utilization costs (such as cost per increment). Respondents will include in their bid response all monthly unit pricing for each component of this system and an annual estimate of the California Teleconnect Fund discount.
2. **Service Agreement** – The Respondent will include **a signed and dated copy** of their multi-year Service Agreement (contract and service level agreement) with their proposal. Once all proposals have been received and evaluated, the Owner will sign, date, and return the winning Respondents agreement(s). See "Contract Requirements" section below for a detailed description of the required Service Agreement.
3. **Respondent Information** – Respondent will provide in their proposal package documentation that details the following: firm name, business address, phone and fax numbers and a brief overview of the Respondent's organization, a brief history of the firm, a primary contact person to support the contract(s), and the Respondents SPIN. Respondents' information shall not exceed 3 pages in length.
4. **General Acknowledgement** – Respondents shall provide an executed copy of the provided form acknowledging the RFP requirements.
5. **List of References** – Respondent will include a minimum of three (3) client references. References will include Contact Name, Organization Name, and Contact telephone and email information. References must be from winning proposals within the last three calendar years.
6. **Respondent Qualifications** – Respondent will provide in their proposal package sufficient documentation that demonstrates the Respondent's ability to provide the services as required in this RFP.
7. **Implementation Plan** – Respondent will provide an implementation plan, if applicable, that details: the process for Respondent, system cut-over (including a schedule), and contact information for the Service and/or Installation Managers that will be responsible for this project. Provide any specific or required dialing codes that would be necessary for your solution.

In the event the incumbent does not respond with a quote, the Owner will use the incumbent service provider's current pricing as their proposal.

Contract Requirements

The Owner intends to use the Respondent's supplied Service Agreement to formalize any contractual relationship that results from this RFP. Regardless of the written terms of the Service Agreement supplied by Respondent, Respondent by responding to this RFP agrees that the terms, conditions, requirements, representations, and commitments contained in this RFP and in the Respondent's submitted response or proposal shall take precedent to any Service Agreement and shall be binding upon the Respondent and shall be incorporated into and made part of any resulting contract or agreement, unless expressly modified in writing and agreed to by the Owner.

In addition, the following provisions MUST be specifically included in the Respondent-supplied Service Agreement and shall be binding upon the parties. Failure to include any or all of these provisions may result in the Respondent's proposal receiving a reduced score or being rejected all together in the evaluation.

The terms, conditions, requirements, representations, commitments, and provisions contained in this RFP, including the provisions set forth below, and in the Respondent's submitted response or proposal shall be automatically incorporated into and made part of any contract or agreement resulting from this RFP and shall be binding upon the parties, whether or not such terms or provisions are expressly reproduced in the Respondent-supplied Service Agreement or other contractual document.

In the event of any conflict or inconsistency between the Respondent-supplied Service Agreement and this RFP, the terms and provisions of this RFP shall control, unless the Owner expressly agrees otherwise in writing.

1. **Terms and Conditions** – The Owner requests proposals that are based on a three (3) year contract term with two (2) optional one (1) year extensions. The initial three (3) year contract term shall start on July 1, 2027, and end on June 30, 2030, not to exceed five (5) contract years. An extension option must be mutually acceptable to both parties. Any request for and acceptance of an extension shall be in written form and shall include any requests and justifications for adjustment in compensation. If Respondents can provide "better" rates by extending the length of the contract, provide this option as part of the RFP response.
2. **Growth Clause** – Growth services may or may not be requested by the Owner during the contract term. The Respondent shall include a "Growth Clause" with the maximum charges per month. The "Growth Clause" shall not require a change in contract terms. The "Growth Clause" shall include a price for all existing service types plus any additional services of the same type/speed and bandwidths of 10GB. Respondent shall include growth bandwidth and growth pricing in the contract for any potential upgrades **as per E-Rate guidelines.**

Bid Evaluation

The Owner will evaluate and select the winning proposal based on the following criteria.

1. **Price (30%)** – The price of eligible goods and services will be the highest weighted factor. The Owner will evaluate price based ONLY on the eligible monthly and eligible "one-time" costs. E-Rate ineligible items must be provided on a separate rate sheet.
2. **Experience (25%)** – The Owner will evaluate the Respondent's demonstrated experience providing comparable services, including relevant projects, references, and past performance. Prior experience with the Owner may also be considered and may positively or negatively impact the evaluation.
3. **Accuracy of Response (20%)** – The Owner will evaluate the prospective Respondent's proposal based on the accuracy, completeness, and clarity of the information provided, including the completeness of the proposal package, Service Agreement, and the identification of any amendments, exceptions, or deviations to the requested service(s).
4. **Other Cost Factors (15%)** – The Owner will take into consideration all non-E-Rate costs, including, but not limited to, ineligible one time or recurring charges, equipment, cost associated with transition of services, etc.
5. **Service Level Agreement (5%)** – The Respondent shall include a signed and dated copy of their multi-year Service Agreement (contract and service level agreement) with the proposal. Upon review and evaluation of all proposals, the Owner will sign, date, and return the successful Respondents agreement(s). The Service Level Agreement shall include reference to the RFP number in which a response is provided. Respondent shall include growth bandwidth and growth pricing as listed in the Service Growth Clause within the Contract, Service Level Agreement and/or reference Respondent submitted proposal for any potential or future upgrades.
6. **Qualifications (5%)** – The Owner will evaluate the prospective Respondents qualifications based on, but not limited to, the provided list of references as requested in the "Request for Information" section within the RFP, technical expertise, and service coverage and the number of projects successfully completed by the Respondent providing the same type and scope of the requested services. This score will be affected by the Respondents ability to provide CTF discounts. Additionally, the Owner will evaluate the Respondent's demonstrated history of compliance with E-Rate program requirements, including but not limited to the timely submission of SPAC filings and the successful execution of SPI and/or BEAR invoicing processes.

Protests

In order to be considered, written protests containing the proposal number must be submitted in accordance with the Owner's Board of Education Policy for protests. Protests must be made on the following grounds to be considered:

1. Owner failed to follow the selection procedures and adhere to the requirements specified in this RFP or any amendments hereto, or
2. A Conflict of Interest
3. State and/or Federal law has been violated.

All protests will be responded to in accordance with the Owners Board of Education Policy.

Respondent Selection/Contract Award

The Owner reserves the right to make the award to the Respondent who submits the proposal which meets the requirements, set forth herein and best meets the needs of the Owner after taking into consideration all of the aforementioned factors. The Owner also reserves the right to select portions of a proposal, or to reject any and all proposals.

Failure to Provide Service

If the selected vendor is unable to provide the service for which they are contracted to provide, the awarded service provider agrees to financial compensation to the Owner to move to the next qualified Respondent. Financial compensation will be equal to, but not more than, the difference in cost between the awarded service provider and the next most qualified provider.

Right to Reject Any and All Proposals

The governing Board of the Owner reserves the right to accept or reject any or all proposals in whole or in part or waive any irregularities in any proposal received. The Owner shall be the sole judge of the competency and responsibility of the Respondent. The submission of a proposal by a Respondent is acknowledgement of this right.

GENERAL ACKNOWLEDGEMENT FORM

Owner: Las Virgenes Unified School District
Project #: 0374-27A.5

The following documents shall be submitted with the proposal:

1. Itemized Bid Price Sheet
2. Service Agreement
3. Respondent Information
4. General Acknowledgement
5. List of References
6. Respondent Qualifications
7. Implementation Plan (if applicable)

Pursuant to and in compliance with the published RFP and related documents, the undersigned Respondent, having familiarized himself/herself with the terms of the RFP, the conditions affecting the performance of the RFP, the cost of the work at the place where the work is to be done, and other Documents, proposes and agrees to perform, within the time stipulated, including all of its required services, and everything required to be performed, and to provide and furnish any and all of the professional services, applicable taxes, utility, and transportation services necessary to perform the requested contract and complete in a workmanlike manner all of the work required in connection with the RFP Documents, including Addendum No.'s _____, _____, _____, _____, _____, _____, _____. Copies of Addenda are obtainable at the office of the owners' representative (Infinity Communications).

The Respondent agrees that at the time of request, he/she will provide a signed copy of the Respondent's Service Agreement within (48) forty-eight hours.

The Respondent agrees that pricing provided within proposal and/or contract are true and correct. The responding service provider is required to provide the lowest corresponding price for equipment and/or services as has been provided to other customers in the area. In the event of an audit and a rule violation pertaining to Lowest Corresponding Price regarding a service provider not providing the lowest corresponding price, any funds that are requested to be returned to compensate the difference or any rule violation will be the responsibility of the service provider that has failed to provide LCP.

The Respondent acknowledges and agrees that they are responsible for timely filing FCC Form 473 (Service Provider Annual Certification, "SPAC") for each funding year and for all eligible services and/or products provided under their agreement, for the full term of the contract.

The Respondent understands that the withdrawal period for this RFP is (30) thirty days from the day of bid/proposal due date.

The Respondent has carefully examined the RFP and related documents to the fullest that were prepared and furnished by the OWNER and acknowledges their sufficiency.

It is understood and agreed that the work under the contract shall be commenced by the Respondent, if awarded the contract, on the date to be stated in the OWNER'S notification and that the scope of work for this bid as stated above shall be completed as noted in the RFP.

NAME OF RESPONDENT: _____

ALL PARTNERS OR LEGAL NAME OF CORPORATION _____
(TYPE OR PRINT)

AUTHORIZED CONTACT: _____

BUSINESS ADDRESS: _____
(TYPE OR PRINT)

TELEPHONE: _____ EMAIL: _____

BY: _____ _____
(SIGNATURE IN INK) (TYPE OR PRINT NAME OF TITLE AND SIGNATURE)

SERVICE PROVIDER IDENTIFICATION NUMBER: _____

DATE: _____

Appendix A: Special Construction Cost Breakdown

Owner: Las Virgenes Unified School District
Project #: 0374-27A.5

Respondent is required to provide the breakdown shown below for all proposals containing special construction. If additional lines are required, submit additional pages as required.

Location	Strand Count	Segment Mileage	Total Segment Cost	Eligible Cost	Ineligible Cost
Total project mileage and costs					

When special construction is required, the following information must also be provided with the proposal. Failure to include the required documents will result in a determination of Non-Responsive for the Respondent.

1. Special Construction Cost Breakdown Sheet
2. Route map of all build segments in KMZ or KML format.
3. Explanation of alternative routes that were explored and why the chosen route is the most cost effective.
4. Explanation of special materials and procedures required that may have increased construction costs, such as.
    a. Historical preservation or environmental issues
    b. Bridge, waterway, railway, or highway crossings
    c. Galvanized conduit
    d. Directional boring through hard rock or under a paved surface
    e. An excessive number of handholes, marker posts, or other OSP materials
    f. Expensive pole attachment fees or make ready costs.

END OF RFP