

# REQUEST FOR PROPOSAL

for

## Internet Access Service NOC

CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108



RFP Number: RFP 03-24

Proposals Will Be Accepted Until:

**10:30 AM., CST, TUESDAY,  
NOVEMBER 07, 2023**

Caddo Parish School Board  
Director of Purchasing  
1961 Midway Avenue  
Shreveport, Louisiana 71108

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## SCHEDULE OF TIME LINES

A. Schedule of Activities: The following tentative time lines have been established for the benefit of both CPPS and the vendors responding to the RFP.

<b>ACTIVITY</b>	<b><u>Date</u></b>	<b><u>Time</u></b>
1. Release of Request For Proposals to Vendors and First Public Notice Published in Shreveport Times	October 05, 2023	N/A
2. Second Public Notice Published in the Shreveport Times	October 12, 2023	N/A
3. Letter of Intent From Vendors - QUESTIONS	October 17, 2023	10:30 a.m.
4. Proposal Opening date	November 07, 2023	10:30 a.m.
5. Presentation of Proposal (As invited)	N/A	N/A
6. Submit Board Mailout	December 05, 2023	N/A
7. Expected Board Approval	December 19, 2023	4:30 p.m.

**Responses will be accepted until 10:30am CST on TUESDAY, NOVEMBER 07, 2023.**

**It is the responsibility of the vendor to check the district's website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.**

**<https://www.caddoschools.org/page/purchasing>**

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## INSTRUCTIONSTOVENDORS

### 1.0 PREPARING AND SUBMITTING OF PROPOSALS

- 1.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words "Proposer, Service Provider, Vendor, Contractor, Sub-Contractor" and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP. The acronyms CPSB and CPPS may be used interchangeably in this document to refer to the Caddo Parish School Board.
- 1.2.0 The PROPOSAL FORMS define the requirements of the work to be done. The vendor in the space provided must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 1.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed.
- 1.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish Public School Board (CPPS) attached on the outside or submitted electronically on the approved electronic bid site [www.bidexpress.com](http://www.bidexpress.com).
- 1.4 COST. The vendor shall quote a price for service. The service will be indicated on the PROPOSAL FORMS. In all cases, the requirements and price configurations of the PROPOSAL FORMS shall prevail.
- 1.5 VENDOR QUALIFICATION FORMS. This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 1.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for the preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 1.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule the proposal irregular. An unsigned proposal will not be considered.
- 1.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign, and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.
- 1.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA, 71108 or submitted electronically at [www.bidexpress.com](http://www.bidexpress.com) not later than 10:30 A.M., CST ON TUESDAY, NOVEMBER 07, 2023.
- 1.6.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.
- 1.6.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested, by regular mail or by electronic submission.
- 1.6.4 **IMPORTANT.** The responsibility for the timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.

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**2. PROPOSAL PRESENTATION \*\*IMPORTANT\*\***

- 2.0 Contractors may be required to explain their proposal and answer questions.
- 2.1 Invitations to contractors to make presentations are at the sole discretion of CPPS and in no way implies intent for contract offer.
- 2.2 If submitting a hard-copy proposal, an electronic copy of the proposal should be also included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.
- 2.3 If submitting a hard-copy proposal, there should be one (1) original and five (5) copies for committee distribution.

**3. CHANGE OR WITHDRAWAL OF PROPOSALS**

- 3.0 CHANGE OR WITHDRAWAL PRIOR TO PROPOSAL OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such a request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening to the attention of Shavonda Scott referencing the RFP name and number.
- 3.1 CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.
- 3.2 WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD. After proposals are opened, a vendor may request that his proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

**4. REJECTION OF PROPOSALS**

**CPPS reserves the right to reject any or all proposals and to waive any informalities.**

**5. EVALUATIONS:**

- 5.0 Each proposal will be evaluated by a committee comprised of various departmental representatives.
- 5.1 The evaluation committee will be comprised of no less than three (3) persons.
- 5.2 Proposals will be graded on a scale of 1-10, with 1 being the lowest rating within an ascribed category.
- 5.3 Each category will be graded separately, and a cumulative score will help dictate the awarding of contract. Categories may include, but are not limited to: Cost, Offered Option(s), Past Experience & References, Plan Viability, Completion Date Estimate.

A rubric will be compiled based on the Goods and Services Specifications section and will be scored based on that rubric.

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6. PROPOSAL AWARDS

- 6.0 BASIS FOR AWARDS. An award resulting from this request shall be awarded to the responsive and responsible vendor(s) whose proposal is determined to be the most advantageous to CPPS, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPPS will be the sole judge as to whether a vendor's proposal has or has not satisfactorily met the requirements of the RFP.
- 6.1 AVAILABILITY OF PROPOSAL INFORMATION. Request for Proposals will be received only on or before the due date in the CPPS office at the time and date noted. The recommendation for proposal award will be presented to CPPS for approval. Vendors may be required to attend the board meeting. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review. Vendors will be notified of the award recommendation only.
- 6.2 OFFICIAL AWARD DATE. Awards become official at the time a proposal is accepted by CPPS during their regular session.
- 6.3 FILING OF OBJECTION TO PROPOSAL AWARD. Any objection to an award by CPPS must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.
- 6.4 FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS. Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least five (5) business days prior to the hour and date of the proposal opening.
- 6.5 NOTIFICATION OF AWARD. The contract mailed or delivered to the successful vendor is the official authorization to perform the services described therein. The time allowed for delivery or performance begins with the date of proposal acceptance and approval by CPPS whether or not a contract has been issued.

7. RESERVATIONS BY BOARD

- 7.0 Limited funds are budgeted for this service(s). Should the proposal price be more than anticipated, CPPS reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.
- 7.1 The Caddo Parish School Board may reject any proposal for failure by the vendor to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

8. SUBCONTRACTING, INSURANCE REQUIREMENTS, AND FEDERAL/TELECOMMUNICATIONS COMPLIANCE

- 8.0 Vendor proposing to subcontract any portion of the proposal shall submit as part of the proposal the name and qualifications, including licenses and certifications, of each potential Subcontractor along with a summary statement of the work, which that Subcontractor is to perform.
- 8.1 The Vendor shall be fully responsible for all work and actions of its Subcontractors and their employees and agents. The Vendor shall be solely responsible for the completion of all work and services under this agreement in accordance with the terms and conditions of the RFP and the contract resulting from, notwithstanding the Vendor's use of Subcontractors or agents.
- 8.2 Contractor shall obtain and maintain insurance as follows, unless waived in writing by the district if an work will be performed onsite:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

CERTIFICATE OF INSURANCE. It shall be the responsibility of the successful bidder to provide evidence of

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compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

NOTE: If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWADED TO THE CPSB PURCHASING DEPARTMENT.

8.3 Liability Insurance:

General Liability Limits:

Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB.

8.4 Automobile Liability: Automobile Liability Insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

8.5 Worker's Compensation: As required by the State of Louisiana

8.6 Excess (Umbrella) Liability: \$1,000,000.00

8.7 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If contractor fails to carry any insurance required by this section, contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if contractor had in full force and effect coverage in accordance with this section. All insurance requirements are applicable to any subcontractors.

8.8 **FEDERAL & TELECOMMUNICATIONS COMPLIANCE**

The following attachment and/or form is a part of this bid and is herein incorporated by this reference. Failure to return a required form with the bid submission may result in the proposal being rejected as non-responsive.

**1. Attachment A: EDGAR and Non-Federal Entity Compliance Form**

**2. Attachment B: Telecommunications Affidavit**

9.0 **ERRORS AND OMISSIONS**

The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the vendor to detect such errors or omissions and to notify CPPS at least five (5) business days in advance of the proposal due date to enable CPPS to make any corrections or modifications to the specifications deemed appropriate.

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10.0 SUMMARY

Caddo Parish School Board (CPPS) is seeking proposals from qualified and proven organizations, hereinafter referred to as the Contractor, to provide Internet Access Service to assist the Caddo Parish School Board in its efforts to provide necessary connectivity to students, faculty and staff throughout the district in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

11.0 ELIGIBILITY

The provider contractor should specialize in E-Rate Telecommunications Infrastructure in and around Louisiana. To be eligible to respond to this RFP, the proposing contractor must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in this RFP, to institutions similar in size and complexity to CPPS.

**12.0 NOTE: THE CADDO PARISH SCHOOL BOARD MAY REJECT ANY PROPOSAL FOR FAILURE BY THE VENDOR TO COMPLY WITH ANY REQUIREMENT STATED ABOVE, OR IN THE PROPOSAL FORMS, OR IN THE SPECIAL OR GENERAL CONDITIONS, OR IN ANY ATTACHMENTS THERETO WHICH BECOME A PART OF THE PROPOSAL.**

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**DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

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CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER

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**REQUEST FOR PROPOSAL**

October 05, 2023

**RFP 03-24**

CADDO PARISH SCHOOL BOARD  
1961 MIDWAY AVENUE  
SHREVEPORT, LA 71108

Shavonda Scott, MBA  
PH: 318-603-6481  
[smscott@caddoschools.org](mailto:smscott@caddoschools.org)

**PROPOSAL TITLE: Internet Access Service NOC**

**SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON  
TUESDAY, NOVEMBER 07, 2023**

**Dates Advertised: October 05, 2023 & October 12, 2023** Shavonda Scott, MBA Director of Purchasing

**TO BE COMPLETED BY PROPOSER:**

LEGAL NAME OF BIDDER:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO: ( )

FAX NO: ( )

SUPPLEMENTARY STATEMENTS. I/We understand that supplementary statements dealing with the price quotation as attached to the proposal forms will be ignored.

PROPOSER CERTIFICATION AND IDENTIFICATION. I/We certify service(s) submitted for proposal pursuant to these specifications and proposal invitations do in fact comply fully with all of the specification details and requirements and with all Federal and State regulations governing service(s) of the type contained herein.

I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

PROPOSER QUALIFICATION: The form of business organization under which this bid is submitted is as follows:

A CORPORATION incorporated under the laws of the State of \_\_\_\_\_ and (is) (is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP. Names of Partners: \_\_\_\_\_ AN INDIVIDUAL

trading and doing business under a name and style other than his own. The Owner's Name is: \_\_\_\_\_

**PROPOSAL SECURITY:**

**PERFORMANCE BOND:**

**ACKNOWLEDGEMENT OF ADDENDA RECEIVED:**

Addendum No. 1 Dated: \_\_\_\_\_

Addendum No. 2 Dated: \_\_\_\_\_

Addendum No. 3 Dated: \_\_\_\_\_

Addendum No. 4 Dated: \_\_\_\_\_

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### 13.0 GENERAL

This Request for Proposal (RFP) provides interested suppliers with sufficient information to prepare and submit Proposals for consideration with the intent of contracting the Internet Access Service for the Caddo Parish Public School's (CPPS).

The current CPPS network has two Network Service Points that provide services to the campuses and facilities. The current Network Operations Center (NOC) is located at the CPPS, Central Office, 1961 Midway Avenue, Shreveport, LA, 71198; and the Student Network Operation Center (SNOC) is at: North Highlands Elementary 885 Poleman Road, Shreveport, LA 71107 CPPS has more than 35,000 students, 5600 personnel and 63 instructional campuses made up of 30 Elementary (EL) schools, 6 Elementary/Middle (EM) schools, 7 Middle schools, 12 High Schools, 4 Alternative schools, 4 Unique Schools and ancillary buildings. CPPS currently has a dark fiber construction project to connect each campus where CPPS will provide 10 Gb connectivity district wide. Project is expected be completed by June 2024.

### 14.0 Work Included

It is the intention of the CPPS to establish a contract for the District's Internet Service at the Central Office, 1961 Midway Avenue, Shreveport, LA, 71108. CPPS will evaluate proposals for a Dedicated Internet Access Service (DIA) that includes the Internet bandwidth and transport.

Central Office, 1961 Midway Avenue, Shreveport, LA, 71108

The provider will provide a 10 Gb DIA Service with 10 Gb of committed Internet Bandwidth scalable to the full 20 Gb. The service should be scalable from 10 to 20 Gb within the term of the contract.

- 14.1.1 CPPS requests a Dedicated Internet Access Service to meet the District's Internet requirements.
- 14.1.2 The service will be provided at Central Office, 1961 Midway Avenue, Shreveport, LA, 71108.
- 14.1.1.2.1 The Service will include a /27 IPv4 Address space for CPPS.
- 14.1.1.2.2 The service will provide 10 Gbps Internet bandwidth on a 10 Gb Ethernet transport service with a Committed Data Rate (CDR) of 10 Gbps.
- 14.1.3 The solution should provide CPPS the ability to grow to 10 Gb of Internet bandwidth within the term of the contract.
- 14.1.4 The solution should include an Ethernet transport solution to deliver 10 Gb during the term of the contract.
- 14.1.5 The service provider should provide a description of the provider's network and capacity to deliver the service.
- 14.1.6 The service request is for a 10 Gbps Internet Bandwidth starting with CDR of 10 Gb.
- 14.1.7 The provider should be a Tier One provider or a high capacity/quality Tier 2 provider. If Tier 2/Blended Internet Service is proposed, the response should include the upstream Internet access providers used with the service.
- 14.1.8 The service provider's transport network from the port to the provider backbone Internet connection(s) should provide a Committed Information Rate (CIR) on the transport network for the contracted bandwidth, non-oversubscribed and dedicated to CPPS.
- 14.1.9 The ISP must have a highly reliable and available network with a description of the Transit network including the last and middle mile to the Customer termination.
- 14.1.10 The respondent should include network descriptions and the associated SLA. The network description should include, but is not limited to:
  - The facility entry into the CPPS building. The availability of the transport network via protected routes, MPLS transport, OTN transport, Layer 2 Ethernet transport.
  - The network capacity and network architecture.
  - The ability to provide a CDR up to the 10 Gbps capacity of the starting service.
  - The option or ability to support a cost effective solution for 20 Gb within the term of the contract.
- 14.1.11 CPPS must have continual service.
- 14.1.12 The ISP must provide appropriate support during the installation.
- 14.1.13 To ensure E-Rate compliance, the district requests a scalable contract that will allow CPPS

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- the ability to upgrade to any service levels during the term of the contract, without entering into a new contract.
- 14.1.14 The contract may reference an attachment with those pricing levels as long as the attachment is submitted at the same time as the contract (e.g. – “Service provider will allow upgrades during the term of this contract to any service level/price identified in Attachment A”).
- 14.1.15 The service should be moveable to other District locations if required. Describe the limitations to moving the service.
- 14.1.16 The proposal should include but is not limited to the following:
- Cost effectiveness
  - Unlimited data transfers
  - High quality service
  - Dedicated, non-oversubscribed transport
  - Dedicated, non-oversubscribed Internet Port Service
  - Bandwidth monitoring
  - High reliability
  - Support Standard and Jumbo Frame Sizes
- 14.1.17 The proposal must provide the following:
- Dedicated 10 Gb Internet with an initial 10 Gb Committed Data Rate (CDR)
  - High availability, reliability and scalability are priority requirements of the service.
  - Internet service will support over 55,000 users and an estimated 150,000 devices
  - The physical address and locations the Internet Port Service is available in the Caddo area.
- 14.1.18 CPPS plans to provide the following assets and components for the service:
- ASNumber: To Be Provided
  - ASName: To Be Provided
  - ASHandle: TBP
  - Registry: ARIN
  - Netblock: TBP
  - CIDR: TBP
  - CPPS will utilize the District’s IPv4 IP blocks with the service.
  - CPPS will utilize the District’s IPv6 IP blocks with the service.
  - CPPS will provide Border Gateway Protocol (BGP) routers to support the connection.
  - CPPS will maintain the contract and point of presence at the Port Service location that is selected.
  - CPPS is responsible for cross connects unless otherwise provided with the proposal.
- 14.1.19 **Optional Service** for Consideration:
- The ISP will provide secondary Domain Name System (DNS) service as an option.
  - The Service includes an integrated DDOS protection service or as an optional additional service offering for DDOS protection.
  - The service will include Managed BGP Router as the demark equipment.
- 14.2.0 CPPS Internet and Transport Service Specifications  
CPPS will contract for a Dedicated Internet Access Service at the District NOC location to provide high capacity, high quality, scalable Services for the district. CPPS requests the following services:
- 14.2.1 10 Gb Internet Service for a minimum of 10 Gb to 10 Gb Port from July 1, 2023- June 30th of the last year of the contract term. CPPS will consider 1 year, 3 – 1 year contracts, and 3 year contracts.
- 14.2.2 The contract should provide an optional one-year extension.
- 14.2.3 Three (3) year contracts will be considered if a cost-effective discount is available for the three-year contract commitment.
- 14.2.4 The District should be able to move the service to other on-net locations.
- 14.2.5 Provide a 7x24 Enterprise technical support desk and service.
- 14.2.6 Provide a Service Level Agreement on the proposed service.

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- 14.2.7 Provide a Customer Portal that allows secure access to view and manage the service with 24 hours a day, seven days a week access.
- 14.2.8 Provide a solution that can monitor and report usage online, in electronic format for billing and program assessment.
- 14.2.9 Preferred: Cross Connections included with the service.
- 14.2.10 The Service Provider will provide Secondary Domain Name Services if requested.
- 14.2.11 NOTE: The District reserves the right to use the Internet service for any District Internet traffic at the discretion of the District.  
The responding vendor will provide a response to each Internet Access service requirement as to service availability and description of services to meet the service request.
- 14.3.0 10 Gb Internet and Ethernet Access Port Minimum Technical Specifications for all Services.
- 14.3.1 Ethernet User-to-Network Interface. The service will provide bidirectional, full duplex transmission of Ethernet frames using a standard IEEE 802.3 Ethernet interface (UNI).
- 14.3.2 Service Provider Infrastructure. The service will provide a highly available, robust infrastructure of equipment and transport to deliver the service. The provider will include information on the delivery network (transport), available services and equipment for reliability, speed and performance to deliver the service.
- 14.3.3 Usage Based Service. The service will provide a solution that provides an efficient usage of the contracted bandwidth by CPPS. Either burstable, additional over-flow solution or capped Committed Data Rate (CDR) with adequate contracted bandwidth contracted to support bursting will be considered. High quality, high capacity bandwidth (capped or burstable) at the most cost-effective proposal will be given the highest evaluation scores. Please describe the service as either Burstable with the associated cost of overage or Capped.
- 14.3.4 Maximum Frame Size. The service will support a maximum transmission unit (MTU) frame size of 1518 bytes at a minimum.
- 14.3.5 Address Allocation. It is the intent of CPPS to provide the IP address space. The proposal should provide the option for provider allocated IPv4 space up to /24 and IPv6.
- 14.3.6 Secondary Domain Name Service (DNS) will be provided with the service as needed.
- 14.3.7 Online Reporting. The service provider will provide access to online reports containing historical network traffic information.
- 14.3.8 Committed Bandwidth and Services. The contracted bandwidth capacity and any associated backhaul transport bandwidth will provide a Committed Data Rate (CDR) as a committed, non-oversubscribed service.
- 14.3.9 Monitoring, Technical Support and Maintenance
1. Network Monitoring. Services will be monitored on a 24x7x365 basis.
  2. Technical Support. Provide technical support on a 24x7x365 basis. Provides technical support for service-related inquiries.
  3. Escalation. Provide an escalation process, timeline and person responsible at each interval until problem resolution.
  4. Maintenance. Scheduled maintenance will be performed during a defined maintenance. Service will provide a minimum of forty-eight (48) hour notice for non-service impacting scheduled maintenance. Service will provide a minimum of a seven (7) day notice for service impacting planned maintenance and the service will not be done during regular business hours. Emergency maintenance will provide an estimated service disruption time notice and communicate hourly updates until service restoration.
- 14.3.10 Service Level Objectives. The service proposal will define Service Level Objectives (SLO) for the service, including network availability, mean time to respond, and mean time to restore. The following are baselines; however, the respondent will provide a detail of the Service Level Agreement and proposed objectives based on their service capabilities. The SLO will be evaluated as part of the quality of the service criteria.
1. Availability. Availability is a measurement of the percentage of total time that the service is operational when measured over a 30 day period. Service is considered "inoperative" when either of the following occurs: (i) there is a total loss of signal for the service, (ii) output signal presented to the customer by Service Provider does not conform to the technical specifications provided.
  2. Mean Time to Respond. Mean Time to Respond is the average time required to begin

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3. troubleshooting a reported fault. The Mean Time to Respond objective is fifteen (15) minutes upon receipt of a fault notification or from the time a trouble ticket is opened.
  4. Mean Time to Restore. Mean Time to Restore is the average time required to restore service to an operational condition as defined by the technical specifications in Section 1 of this document. The Mean Time to Restore objective is four (4) hours for electronic equipment failure or six (6) hours for fiber optic facilities failure from the time a trouble ticket is opened.
- 14.3.11 The proposal should include the technical description of the solution to scale from 10 Gb to 20 Gb in 1 Gb increments. Please provide the recommendation for 40 Gb Port services verses a 10 Gb if that is the most effective solution to scale between 10 Gb and 20 Gb. The responding vendor will provide a response to each Internet Access technical requirement as to the proposal's ability to address the requirement.
- 14.4.0 Schools and Libraries Program Requirements
- 14.4.1 The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants. The vendor must be eligible to participate in the Schools and Libraries Program and have obtained a Service Provider Identification Number (SPIN) from USAC.
- 14.4.2 The proposal response must include the vendor's SPIN.
- 14.4.3 The Federal Communications Commission (FCC) has determined that in order to provide telecommunications services (voice, video or data transport), the service provider must provide such services on a common carrier basis. The vendor must be an eligible service provider for telecommunication and/or Internet services as defined by the Federal Communication Commission (FCC) for reimbursement from the Schools and Libraries Program.
- 14.4.4 By submitting a response, the vendor is signifying that the vendor is an eligible service provider for reimbursement.
- 14.4.5 Eligible E-Rate services requested with this CSP will include products and services contained in the USAC 2023 Eligible Services List, which can be found at [https://apps.fcc.gov/edocs\\_public/attachmatch/DA-17-973A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/DA-17-973A1.pdf)
- 15.0 TERM OF CONTRACT. The Contract shall be in effect from the date of award through delivery and acceptance by CPPS of the final product and services. Contract terms proposed will be for one (1) year with the option to renew for three (3) additional one (1) year periods; OR a three (3) year period with the option to renew for one (1) additional one (1) year period.
- 16.0 TYPE OF CONTRACT. Firm fixed for the term of the contract.
- 17.0 INELIGIBLE SERVICES. The proposal should identify any services that are ineligible for Erate Discount reimbursement.

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18.0 Questions.

Bidders needing clarification or finding errors, omissions, or corrections in the specifications shall contact Ms. Shavonda Scott by email no later than **October 17, 2023** at 10:30 a.m. Requests after this date will not be answered. **All questions and requests must be submitted in writing. Verbal inquiries will not be accepted.** Any information pertaining to any requests for clarification or corrections will be sent out in an addendum before the proposal is due.

Caddo Parish School Board  
Office of the Director of Purchasing  
Attn: Shavonda Scott, MBA

If by Mail or Courier:  
1961 Midway Avenue, Shreveport, LA, 71108

[smscott@caddoschools.org](mailto:smscott@caddoschools.org)  
Voice: (318) 603-6481

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## 19.0 SPECIAL TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL ("RFP")

### 19.1 Terms

The Base Proposal (minimum) will be evaluated on a one (1) year agreement term or optionally a Month To Month (MTM) with two (2) year renewal options, will be evaluated. At the end of the initial term, the agreement should provide an option for annual renewal for up to two (2), one (1) year contracts upon written mutual agreement of both parties.

An proposal that provides an Ethernet Service that meets the Near Term Target Bandwidth recommendations of the FCC from the E-Rate Modernization Order will be evaluated on a five (5) year Term.

Contracts will begin on or after July 1 and end June 30 to coincide with SLD funding.

### 19.2 Required Notice to Proceed

CPPS will follow the purchasing policies of the CPPS Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding.

The implementation of any associated contracts resulting from this competitive bid process will be dependent on the districts' issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

### 19.3 E-Rate Eligible Service Provider

The information in this Request for Competitive Sealed Proposal [RFP] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (*a.k.a.*, "E-Rate") discounts. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via Service Provider Invoice [SPI] forms, as specified by the SLD. ("SPI mode" rather than "BEAR mode" invoicing is preferred.) Respondents to the RFP must be in good standing with the E-Rate program. If a provider is not an E-Rate eligible service provider, the proposal will be based on 0% discount in the overall cost evaluation verses the 85% discount with E-Rate eligible providers.

### 19.4 E-Rate 2.0 Modernization Order Provisions

This RFP requests services based on the descriptions, cost and contract terms defined within the FCC December 2014 Second E-rate Modernization Order FCC 14-189.

### 19.5 Evaluation Criteria

It is the intent of the District to award this RFP based on the **Best Overall Value to the District** and the determination of responsibility or non-responsibility of Proposers as the law allows. Each Proposer shall furnish to the CPPS, all such information and data requested by the CPPS to help in determining the Proposer's qualifications and responsibility. The District reserves the right to negotiate separately with any Proposer(s) in any manner necessary to serve the interests of the District.

All prospective Proposers are advised no contract will be created between the District and a prospective Proposer simply by virtue of said Proposer's submission of the lowest responsible proposal, or submission of the lowest priced proposal. The District expressly retains its authority and ability to select and/or reject all proposals. The District shall evaluate and consider all proposals based on a combination of factors, including price and other factors in determining which proposal provides the best overall value to the District. The District must consider any of the following in determining to whom to award a contract.

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**An Evaluation Committee will evaluate the proposals against the following weighted criteria:**

1. Purchase Price.....30 pts
2. Reputation of the Vendor and of the Vendor's Goods or Services ..... 15 pts
3. Quality of the Vendor's Goods or Services ..... 15 pts
4. Extent to which the Goods or Services Meet the District's Needs.....25 pts
5. Vendor's Past Relationship with the District..... 9 pts
6. Impact on the Ability of the District to Comply with Laws and Rules Relating to Historically Underutilized Businesses (HUB)..... 6 pts
7. Any other relevant factor specifically listed in the request for bids or proposals ..... 0 pts  
(Offers, programs and services in addition to statement of work; value added incentives beneficial to CPPS.)

*Notice: The evaluation and scoring shown on this evaluation document are preliminary results and are not final. This evaluation and scoring may be subject to re-evaluation, re-scoring, and/or re-examined considering additional evaluation information, such as applicable law/regulations or through a Best and Final Offer (BAFO) process. Evaluations and scoring results are not final until the evaluation process officially concludes.*

**Proposer(s) scoring highest based upon the Evaluation Criteria will be selected to participate in this final analysis of proposals. Qualifications and suitability of the proposed service and not price alone shall be considered in the acceptance of proposals. The District will award a contract based upon best value as determined by a combination of price and the above stated evaluation criteria.**

CPPS may request a written interpretation from a Proposer of any term or statement in a proposal that is or appears unclear or subject to more than one interpretation, and may act upon such written interpretation.

CPPS shall have the right to reject any or all proposals; to reject a proposal not accompanied by the required documents; to reject a proposal, which is in any way incomplete, irregular, or nonconforming; or to reject a proposal, which may otherwise be legally rejected for any reason. CPPS may waive any informality in any proposal to the fullest extent permitted by applicable law.

The contents of the proposal submitted by the successful Proposer and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful Proposer will be expected to sign a contract with the District.

**Best and Final Offer (BAFO)**

The District reserves the right to request BAFOs at the discretion of the Evaluation Committee.

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**20.0 COST SUMMARY OF EACH OFFERING**

The vendor will provide a cost summary on the forms below for the associated service request. The information requested below is the minimum that will be accepted. Supporting detailed pricing is expected.

Central Office (NOC), 1961 Midway Avenue, Shreveport, LA, 71108

	<b>1 Year Term</b>	<b>3 Year Term</b>	<b>Non-Recurring</b>	<b>Ineligible</b>
<b>Product</b>	<b>Monthly</b>	<b>Monthly</b>	<b>Installation</b>	<b>Cost</b>
Internet Access				
10 Gbps -BASE	\$	\$		
Other	\$	\$		
Total	\$	\$		
20 Gbps	\$	\$		
Other Cost	\$	\$		
Total	\$	\$		

Additional "Added Value" Service Cost Option:

<b>Service</b>	<b>Cost \$</b>

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**21.0 PROPOSAL FORM**

**21.1 Proposer Information**

- 1. Company Name \_\_\_\_\_
- 2. Legal Name (if different) \_\_\_\_\_
- 3. Years in Business Under Name \_\_\_\_\_
- 4. Years installing similar systems \_\_\_\_\_
- 5. Contact Person \_\_\_\_\_
- 6. Full Mailing Address \_\_\_\_\_
- 7. Address Line 2 \_\_\_\_\_
- 8. Telephone Number \_\_\_\_\_
- 9. Fax Number \_\_\_\_\_
- 10. Email Address/Web Site \_\_\_\_\_
- 11. Number of Full-time employees \_\_\_\_\_
- 12. Number of Full Time Technical Personnel \_\_\_\_\_
- 13. Project Manager Name \_\_\_\_\_
- 14. Attached personnel resumes of Project Team \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)
- 15. SPIN \_\_\_\_\_

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**21.2 References**

To be a qualified Proposer, the vendor must include below three references with similar systems or equipment installed. Preference will be given to vendors with references for implementations at organizations most similar to CPPS. Include separate sheet(s) containing supporting documentation regarding reference projects if available.

**REFERENCE #1**

1. Organization Name \_\_\_\_\_
2. Contact Person(s) \_\_\_\_\_
3. Full Mailing Address \_\_\_\_\_
4. Address Line 2 \_\_\_\_\_
5. Telephone Number \_\_\_\_\_
6. Fax Number \_\_\_\_\_
7. Project Dates \_\_\_\_\_
8. Brief Description (attach detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #2**

1. Organization Name \_\_\_\_\_
2. Contact Person(s) \_\_\_\_\_
3. Full Mailing Address \_\_\_\_\_
4. Address Line 2 \_\_\_\_\_
5. Telephone Number \_\_\_\_\_
6. Fax Number \_\_\_\_\_
7. Project Dates \_\_\_\_\_
8. Brief Description (attach detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**REFERENCE #3**

- 1. Organization Name \_\_\_\_\_
- 2. Contact Person(s) \_\_\_\_\_
- 3. Full Mailing Address \_\_\_\_\_
- 4. Address Line 2 \_\_\_\_\_
- 5. Telephone Number \_\_\_\_\_
- 6. Fax Number \_\_\_\_\_
- 7. Project Dates \_\_\_\_\_
- 8. Brief Description (attach detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**21.3 Proposer Subcontractors/Partners**

Every subcontractor shall be bound by the applicable terms and provisions of the contract documents. Further information about the subcontractor/partner may be requested prior to award. Identify all subcontractors or partners used for this project. Include separate sheet(s) labeled "Subcontractors/Partners" if necessary.

**Subcontractor/Partner #1**

- 1. Organization Name \_\_\_\_\_
- 2. Years in Business Under Name \_\_\_\_\_
- 3. Years installing similar systems \_\_\_\_\_
- 4. Contact Person \_\_\_\_\_
- 5. Project Function \_\_\_\_\_

**Subcontractor/Partner #2**

- 1. Organization Name \_\_\_\_\_
- 2. Years in Business Under Name \_\_\_\_\_
- 3. Years installing similar systems \_\_\_\_\_
- 4. Contact Person \_\_\_\_\_
- 5. Project Function \_\_\_\_\_

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**EDGAR and Non-Federal Entity COMPLIANCE**

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal**

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**Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”**

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.**

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40**

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**ATTACHMENT A**

**hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.**

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement, “; the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension”. SAM**

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**exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after

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**ATTACHMENT A**

grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Attachment B**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared, \_\_\_\_\_, a resident of \_\_\_\_\_ Parish/County, State  
(Representative Name)  
of \_\_\_\_\_ who as \_\_\_\_\_ is a legal representative of  
(Title)  
\_\_\_\_\_, after being duly sworn, deposed and said:  
(Company/ Vendor Name)

The equipment and services to be provided by \_\_\_\_\_,  
(Company/Vendor Name)  
under the accompanying (bid/invoice) fully comply with Louisiana Revised Statutes  
38:2237.1 and 39:1753.1.

None of the equipment or services to be provided by \_\_\_\_\_ are “prohibited telecommunications or video  
(Company/Vendor Name)  
surveillance equipment or services” as defined therein, and do not include any equipment  
or components from any of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to

the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
  - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
  - Building automation, environmental controls, access controls, or facility management and monitoring systems.
- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by \_\_\_\_\_ utilize any equipment or components as described above.  
(Company/Vendor Name)

\_\_\_\_\_  
(Name)  
(Title)  
  
Authorized Representative of:  
  
\_\_\_\_\_  
(Company)

**SWORN** to and subscribed before me, Notary, this \_\_\_\_\_ day of \_\_\_\_\_, in my office in \_\_\_\_\_.  
(City, State)

\_\_\_\_\_  
**(Notary Name) (Notary/Bar#)**  
**Notary Public**  
My Commission expires on \_\_\_\_\_ or  
is for Life.  
(Enter expiration date in blank or circle  
alternative option)

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposal NUMBER: RFP 03-24

Proposal TITLE: INTERNET ACCESS SERVICE NOC

OPENING DATE: TUESDAY, NOVEMBER 07, 2023

SEND TO:

**CADDO PARISH SCHOOL BOARD**  
**Purchasing Department**  
**1961 Midway Avenue**  
**Shreveport, LA 71108**

**Attn Bidders:** Use this print format on the outside of your envelope when responding to any formal bids, RFP's or RFQ's.  
We do not accept fax or electronic bid responses (except through CPPS authorized [bidexpress.com](http://bidexpress.com)) for any formal bids, RFP's or RFQ's.