

**REQUEST FOR PROPOSAL**  
**for**  
**BACKUP AND DISASTER RECOVERY (BDR)**  
**CYBERSECURITY PILOT PROGRAM PARTICIATION**

CADDO PARISH SCHOOL BOARD  
1961 Midway Avenue  
Shreveport, Louisiana 71108



RFP Number: RFP 02-26

Proposals Will Be Accepted Until:

**10:30 AM., CST**  
**THURSDAY, AUGUST 28, 2025**

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

**TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES**

A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

<b>ACTIVITY</b>	<b>Date</b>	<b>Time</b>
1. Release of Request For Proposals to Vendors	July 29, 2025	N/A
2. First Public Notice Published in Shreveport Times	July 29, 2025	N/A
3. Second Public Notice Published in the Shreveport Times	August 05, 2025	N/A
4. Deadline for Questions	August 12, 2025	3:00pm
5. Proposal Opening date	August 28, 2025	10:30am
6. Interviews (As invited, if needed)	To Be Determined	N/A
7. Submit Board Recommendation	September 16, 2025	N/A
8. Expected Board Approval	September 16, 2025	4:30pm

**Responses will be accepted until 10:30am CST on THURSDAY, AUGUST 28, 2025.**

**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>

## **1.0 PURPOSE**

The Caddo Parish School Board (CPSB) seeks proposals from qualified vendors to provide a comprehensive Backup and Disaster Recovery (BDR) solution. This initiative is funded through the FCC Cybersecurity Pilot Program.

The successful proposer shall be in the business of regularly providing BACKUP AND DISASTER RECOVERY (BDR) SERVICES and shall meet any licensing requirements to conduct business in the State of Louisiana. It is the responsibility of the proposer to determine which, if any, state licensing requirements may be applicable to the products and/or services required in this solicitation.

It is the responsibility of the proposer to determine what local, state, and federal statutes and regulations will affect the work. Any costs of compliance with such shall be the responsibility of the proposer.

## **2.0 SCHOOL DISTRICT PROFILE AND BACKGROUND INFORMATION**

The Caddo Parish School Board encompasses the flavor and diversity of the community we serve. Caddo Parish is located in the northwest corner of the U.S. State of Louisiana. Our district is comprised of approximately 56 schools representing students from rural, suburban, and urban areas of Caddo Parish. Caddo is home to 12 National Blue-Ribbon Schools of Excellence as designated by the U.S. Department of Education while boasting several of the state's top performing schools.

As one of the largest school districts in the state of Louisiana, Caddo serves approximately 33,000 students in grades prekindergarten through 12th grade.

## **3.0 SCOPE OF SERVICE, RESPONSIBILITIES, DELIVERABLES AND TECHNICAL REQUIREMENTS**

CPSB requires a robust, scalable, and secure Backup and Disaster Recovery (BDR) solution that ensures data integrity, rapid recovery times, and business continuity in the event of data loss or system failure. The proposed BDR solution must support both on-premise and cloud-based infrastructure and align with industry best practices for data protection and compliance. Vendors must respond to each line item below with clear supporting responses and/or documentation.

### **3.1 INFRASTRUCTURE AND INVENTORY REQUIREMENTS**

1. Vendor shall support a backup and disaster recovery environment that accommodates:
  - a. 300-400 servers, classified by role (e.g., application, database, web, file) and by physical/virtual architecture (see appendix 1 for current server inventory).
  - b. Data storage volume of 43 TB, across structured/archived thick-provisioned DAS storage, with RAID6 configurations.
2. Vendor shall manage and prioritize recovery for servers hosting critical applications.
3. Storage systems must support file system-level deduplication and advanced RAID configurations.

### **3.2 NETWORK AND CONNECTIVITY REQUIREMENTS**

1. DR solutions must integrate with existing 10GB to 40GB direct dark fiber network interconnects between sites.
2. Vendor must demonstrate their architecture will not introduce bottlenecks to scheduled backup or recovery operations.

### **3.3 BACKUP ENVIRONMENT AND PERFORMANCE**

1. Required technologies:
  - a. VEEAM Backup and Replication
  - b. NetApp Santricity System Manager

2. Supported backup types:
  - a. Full, Incremental with synthetic fulls weekly.
3. Daily incremental backup required with 1.3x deduplication efficiency.
4. All backup jobs must complete within 24 hours and before the next scheduled replication.

### 3.4 **RECOVERY OBJECTIVES AND RETENTION**

1. RPO (Recovery Point Objective): Daily increments with a 2-day retention for server backups.
2. RTO (Recovery Time Objective): ≤ 8 hours from incident report to full restoration.
3. Real-time replication required for email backups.
4. Data retention must comply with local, state, and federal regulations.

### 3.5 **SECURITY, COMPLIANCE, AND AUDITABILITY**

1. All backup data must be encrypted using AES256 both at rest and in transit.
2. Solutions must integrate with Active Directory (AD) for access control and identity management.
3. Solutions must support audit trails, Veeam Backup Validator, and produce validation reports.

### 3.6 **DISASTER RECOVERY SITE AND STRATEGIES**

1. DR site must be located within 10 miles of the primary NOC (current DR site is 7.1 miles).
2. Solution must include:
  - a. Physical offsite storage.
  - b. Automated failover (e.g., IPSLA failover circuits).
  - c. Replication mechanisms for seamless failback.
3. DR tests must be conducted every 180 days, with documented procedures, results, and improvement reports.

### 3.7 **MONITORING AND REPORTING**

1. Vendor must provide:
  - a. Real-time monitoring dashboards.
  - b. Alerts on success/failure of backup jobs with failure root cause.
  - c. KPI reporting for backup/replication success, job duration, RPO/RTO compliance.

### 3.8 **SCALABILITY AND GROWTH**

1. Solution must support:
  - a. Scalability for data growth via modular shelf expansion.
  - b. Addition of new servers or backup targets without redesign.
  - c. Integration with newer systems or cloud services.

### 3.9 **INTEGRATION, SUPPORT, AND SLAs**

1. Must integrate with Santricity or ONTAPP Storage Systems Manager.
2. Minimum uptime SLA: 99.9%.
3. Hardware failure response: within 4 hours.
4. Vendor must offer full support during disaster declarations and live incidents.

### 3.10 **REGULATORY COMPLIANCE**

1. Solution must comply with: HIPAA, FERPA, COPPA, PCI-DSS.
2. Vendor and product must support: SOC2, HIPAA, GDPR, ISO 27001 certifications.

### 3.11 DOCUMENTATION AND RISK MANAGEMENT

1. Vendors shall provide:
  - a. Architectural diagrams, configuration manuals, and training documents.
  - b. Change management procedures for backup infrastructure changes.
  - c. Business continuity and risk assessment plans with threat mitigation strategies.
  - d. Incident response plans detailing how downtime and data loss will be minimized.

### 4.0 ELIGIBILITY AND COMPLIANCE REQUIREMENTS

To be eligible to respond to this RFP, the proposing vendor must be FCC/USAC E-rate eligible. The Service Provider Identification Number (SPIN) must be included in the response.

### 5.0 QUESTIONS

All questions regarding this RFP should be directed to Shavonda Scott, Director of Purchasing, via email ([smscott@caddoschools.org](mailto:smscott@caddoschools.org)) and received no later than **3:00pm on Tuesday, August 12, 2025**. The subject line should be listed as **RFP 02-26 Backup and Disaster Recovery (BDR)-Questions**. Responses to questions will be posted as an addendum on Friday, August 15, 2025. **All questions must be submitted in writing. Verbal and/or telephone inquiries will not be accepted. Questions received after the 3:00pm deadline will not be accepted.**

## INSTRUCTIONS TO VENDORS

### 6.0 PREPARING AND SUBMITTING OF PROPOSALS

- 6.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words "Proposer, Consultant, 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.
- 6.2 The PROPOSAL FORMS define the requirements of the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 6.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed. Any deviation from the specifications contained herein must be in writing, noted in detail and included in proposal submission. The absence of any specification deviation will hold the proposer strictly accountable to the specifications as written.
- 6.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish School Board (CPSB) attached on the outside or submitted electronically on the approved electronic bid site [www.bidexpress.com](http://www.bidexpress.com).
- 6.4 COST. The proposer shall quote a price for the product(s) and service(s) specified in this RFP.
  - A. Issuance of this RFP does not commit the Caddo Parish School Board (CPSB) to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. CPSB will not reimburse any cost incurred by a prospective contractor for the preparation of a response to this Request for Proposal.
  - B. If applicable, a payment schedule shall be decided on with the awarded contractor. Said schedule shall become part of the contract between the contractor and district, subject to the terms of this RFP.

C. There shall be no hidden costs associated with this proposal. If the respondent foresees any additional or unexpected costs or charges to be made, those charges need to be explained in the proposal cost summary section. CPSB reserves the right to reject any additional cost.

6.5 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.

6.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.

6.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.

6.6 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.

6.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or submitted electronically at [www.bidexpress.com](http://www.bidexpress.com) no later than 10:30 A.M., CST ON **THURSDAY, AUGUST 28, 2025**.

6.6.2 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.

6.6.3 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 or by regular mail or submitted via the official electronic website.

6.6.4 INDEMNIFICATION. The successful proposer (Contractor) shall indemnify and hold harmless CPSB and all agents and employees from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.

Contractor shall defend, indemnify and hold harmless the Caddo Parish School Board and its employees from and against any and all costs arising in any way as a result of the performance or failure to perform on the part of Contractor, or any approved subcontractor, under this contract.

## **7.0 PROPOSAL PRESENTATION**

7.1 Proposers may be required to explain proposal and answer questions.

7.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.

7.3 Proposers must provide written scope of experience with providing services for organizations similar to the Caddo Parish School Board in size and scope.

7.4 If submitting a hard-copy proposal, there should be one (1) original and four (4) copies for committee distribution.

7.5 If submitting a hard-copy proposal, **an electronic copy of the proposal** should also be included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.

7.6 Faxed or emailed responses will not be considered. By submitting a response, the responder certifies to the best of his/her knowledge that all information is true and correct. All responses must be received prior to the established deadline. Responses must be plainly marked on the outside of the envelope.

7.7 **IMPORTANT**. The responsibility for 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.

## 8.0 **CHANGE OR WITHDRAWAL OF PROPOSALS**

8.1 **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 request in writing to the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.

8.2 **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.

8.3 **WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD**. After proposals are opened, a vendor may request that their 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.

## 9.0 **REJECTION OF PROPOSALS**

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

## 10.0 **EVALUATIONS**

10.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives.

10.2 The evaluation committee will be comprised of no less than three (3) persons.

10.3 No proposal will be considered if deemed non-responsive. It is the respondent's responsibility to comply with all instructions and to submit all requested information in the manner and order in which it has been requested. Incomplete Proposals or inaccurate information may be cause for disqualification.

10.4 The Caddo Parish School Board reserves the right to require additional information before the final acceptance of a proposal.

10.5 Proposals will be graded on a scale of 0-30, with 0 being the lowest rating within an ascribed category.

10.6 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Points will be awarded based on the completeness, quality, and compliance of each vendor's response. Categories may include but are not limited to: Purchase Price, Vendor Reputation, Quality of Goods/Services, District Needs Alignment, Past Vendor Relationship, and HUB Compliance Support. A sample proposal scoring is as follows:

Purchase Price	0-30
Vendor Reputation	0-15

Quality of Goods/Services	0-15
District Needs Alignment	0-25
Past Vendor Relationship	0-9
<u>HUB Compliance Support</u>	<u>0-6</u>
Maximum Points	100

**11.0 PROPOSAL AWARDS**

11.1 BASIS FOR AWARDS. An award resulting from this request shall be awarded to the most responsive and responsible Contractor whose proposal is determined to be the most advantageous to CPSB, 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 CPSB will be the sole judge as to whether a proposer's proposal has or has not satisfactorily met the requirements of the RFP.

CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposals.

CPSB reserves the right to contact bidders for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three (3) business days. This may include but is not limited to brochures, specification sheets, detail drawings, or samples.

11.2 AVAILABILITY OF PROPOSAL INFORMATION. Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Proposers 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 in accordance with State law.

11.3 OFFICIAL AWARD DATE. Awards become official at the time a proposal is accepted by CPSB during their regular session.

11.4 FILING OF OBJECTION TO PROPOSAL AWARD. Any objection to an award by CPSB 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.

11.5 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 seven (7) business days prior to the hour and date of the proposal opening.

11.6 NOTIFICATION OF AWARD. Proposers will be notified of the award recommendation only. Award recommendations will be posted to the CPSB Board Docs website on the date indicated for submission of board recommendation as referenced in the Tentative Schedule of Proposal Activities or any subsequent addenda. The public Board Docs website is accessible from the following link: <https://www.boarddocs.com/la/caddo/Board.nsf>.

The contract mailed or delivered to the Contractor is the official notification to perform the services described therein. The time allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued.

11.7 Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussion is to:

- A. Promote understanding of CPSB's requirements and the contractor's proposal.
- B. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.

11.8 Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions to form an agreement between CPSB and the selected contractor:

- A. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by a CPSB designee and the awardee representative.
- B. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal, and the associated negotiations.

## 12.0 CONTRACT AND PERFORMANCE TERMS

12.1 CONTRACT(S). When applicable, contract(s) shall be fully executed by the Contractor (successful proposer) within twenty (20) days after the award date.

### 12.1.1 FAILURE TO PERFORM

In the event CPSB comes to believe the quality of either the services or products are less than required by these specifications or the vendor fails to fulfill the agreed upon obligations in an effective and timely manner, CPSB will notify the vendor to make appropriate changes that will comply with the terms and conditions of the contract. After notification, should the vendor continue to not meet the contract specifications and requirements, CPSB shall declare the successful vendor in default. CPSB will notify the contractor in writing of its intent to cancel the agreement and discontinue its purchases.

If a successful vendor defaults, CPSB will be authorized to take one or all of the following recourses:

- A. CPSB shall contract for awarded services from such party or parties in such a manner as it shall select in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- B. CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.
- C. Forfeiture of the bidder's right to transact business with CPSB for a period of one year following the date the penalty is invoked.

### 12.2 CONTRACT TERMS

**TERM OF AGREEMENT.** The contract period shall exist for a term of three (3) years commencing after Board approval and receipt of the Funding Commitment Decisions Letter (FCDL) issued by USAC per the Cybersecurity Pilot Program and followed by a Notice to Proceed (NTP) letter from the district unless otherwise terminated or extended. The date of the Notice to Proceed (NTP) letter issued by the district represents the official commencement date of the contract. To keep the contract term consist, the contract expiration date shall be on the last day of the month in which the contract is set to expire (ex. If the contract is scheduled to expire June 18, 2028, the official expiration date will be extended to June 30, 2028). The awarded contractor shall guarantee their proposed fee for the duration of the initial term plus any extension of the agreement.

12.3 **RENEWAL OF AGREEMENT.** At the option of either party, the contract may be renewed under the same terms and conditions for two (2) additional one-year (1-year) periods. Renewal requires mutual agreement in writing by both parties.

## 12.4 TERMINATION OF AGREEMENT

CPSB may cancel this agreement upon failure of the successful proposer to satisfactorily 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.

The evaluation of the Contractor's quality of products and/or services provided will be continuous. Particular emphasis will be given to the capability and reliability of the successful bidder to sufficiently and expeditiously handle the needs of Caddo Parish School Board in a timely and professional manner.

Proposers and/or their authorized representatives are expected to fully inform themselves as to conditions and requirements necessary to complete the scope of work described herein before submitting proposals. Failure to do so will be at the contractor's own risk and the proposer cannot secure relief on a plea of error. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

The contract may be terminated by either party with sixty (60) days prior notice for reasons other than failure to perform. Notice of Termination must be in writing.

- 12.5 All materials submitted to the Caddo Parish School Board will become the property of CPSB and will not be returned. The contents of all proposals will be valid for a minimum of 90 calendar days after the proposal acceptance date referenced on the Request for Proposal Form.
- 12.6 It is understood that the Contractor is an independent contractor and not an officer, agent, or employee of the School District while complying with the terms and conditions of the Contract.
- 12.7 CPSB shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation created in the performance of the contract.
- 12.8 All contracts shall be construed in accordance with and governed by federal laws and by the laws of the State of Louisiana.
- 12.9 The selected Contractor shall maintain all records in relation to the contract for a period of at least the minimum retention period required by applicable State law or five (5) years following the termination of the contract, whichever is greater.
- 12.10 The language of this RFP shall rule over any other Backup and Disaster Recovery (BDR) service contractual language that was implemented at the implementation of this RFP unless stated in an addendum to this RFP. Should any part of this RFP and related contracts be found to be unenforceable, the remaining RFP and related contracts shall remain in full force. Contract amendments must be in writing and agreed upon by both parties.
- 12.11 FORCE MAJEURE

**Force Majeure Standard:** In the event either party's performance is delayed due to causes which are outside the control of both parties and their subcontractors, consultants and employees, and could not be avoided by the exercise of due care, which may include, but is not limited to, delays by regulating agencies, wars, floods, adverse weather conditions, labor disputes, epidemics abroad, earthquakes, fires, terrorism, incidence of disease or other illness that reaches outbreak, epidemic and/or pandemic proportions, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in their time for performance equivalent to the length of delay in accordance with the contract term(s) and Louisiana law. Neither party will be entitled to compensation from the other for force majeure events.

**Response to Force Majeure:** The party claiming its performance is delayed must demonstrate to the reasonable satisfaction of the other party that a force majeure event is causing the delay; the mere occurrence of a force majeure event is insufficient to extend the time for performance.

### **13.0 RESERVATIONS BY BOARD**

- 13.1 Limited funds are budgeted for this type of service. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.
- 13.2 The Caddo Parish School Board may reject any proposal for failure by the proposer 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.

### **14.0 INVOICES**

Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must reference the CPSB account number, billing location, the unit price and total at a minimum. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 via mail or electronically at [ACCOUNTSPAYABLE@CADDOSCHOOLS.ORG](mailto:ACCOUNTSPAYABLE@CADDOSCHOOLS.ORG).

### **15.0 PAYMENT, TAX EXEMPTION AND DISCOUNTS**

- 15.1 PAYMENT. Unless otherwise specified, payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made only to the successful proposer.
- 15.2 TAX EXEMPTION. The Caddo Parish School Board is exempt from all state and local sales taxes. If applicable to this purchase, Federal tax exemption certificates will be signed by the Caddo Parish School Board.
- 15.3 DISCOUNTS. Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluating proposals unless all other factors are equal.

### **16.0 ERRORS AND OMISSIONS**

- 16.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the proposer to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.

### **17.0 SUBCONTRACTING AND ASSIGNMENT**

Proposers proposing to subcontract any portion of the proposal shall submit as part of the proposal the name and qualifications of each potential Subcontractor along with a summary statement of the work which that Subcontractor is to perform.

The Contractor shall be fully responsible for all work and actions of its Subcontractors and their employees and agents. The Contractor shall be the Prime Contractor and 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 Contractor's use of Subcontractors.

- 17.1 The selected Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein for the contractor.
- 17.2 Assignment of any contract, or any payment under a contract, requires the advanced written approval of the Caddo Parish School Board, by Board resolution.
- 17.3 The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without prior written consent of the Caddo Parish School Board.

**18.0 OPPORTUNITY CADDO**

If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

**19.0 PERSONNEL AND BACKGROUND CHECKS**

Contractors must conduct and possess current background checks on all full-time and part-time employees working with CPSB during the contract period. This information must be provided to CPSB upon request. The inability of a contractor to produce current background checks for an employee can be grounds for termination of the contract. The contractor must notify District personnel as soon as possible if an employee does not pass a background check and said employee may not be permitted on CPSB property.

**20.0 INSURANCE REQUIREMENTS**

Contractor shall obtain and maintain insurance as follows, unless waived in writing by the district:

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 contractor to provide evidence of 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 FORWARDED TO THE CPSB PURCHASING DEPARTMENT.

**20.1 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.

**20.2 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.

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

**20.4 Excess (Umbrella) Liability:** \$1,000,000

**20.5** 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.

## 21.0 FEDERAL AND STATE COMPLIANCE FORMS

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

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form
  2. Attachment B: Firearm Entity Non-discrimination Certification Form
  3. Attachment C: Telecommunications Affidavit
- 

**DEBARMENT CLAUSE:** Before completing the Invitation for Bid Form or Request for Proposal 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.
- 

CADDO PARISH SCHOOL BOARD AN EQUAL OPPORTUNITY EMPLOYER

## Appendix 1: Current Server Inventory Quantity by OS and Purpose

OS Name	OS Version	Purpose	Count
Microsoft Windows 10 Education	10.0.19042	Security Video Monitor	1
	10.0.19043	Security Video Monitor	4
	10.0.19045	Security Video Monitor	1
Microsoft Windows 10 Pro	10.0.19045	Security Video Monitor	1
Microsoft Windows 11 Education	10.0.22621	Security Video Monitor	1
	10.0.26100	Security Video Monitor	1
Microsoft Windows Server 2012 R2 Standard	6.3.9600	Internal SMTP	1
		Phone System	1
		Security Video Management	1
Microsoft Windows Server 2016 Standard	10.0.14393	Asset Management	1
		Bookkeeper App Server	1
		Food Service	1
		HVAC Monitoring	1
		IT Developer Use	1
		Light Management	1
		Time Clock for Maintenance	1
		Transportation App Server	2
Microsoft Windows Server 2019 Datacenter	10.0.17763	File -Print - Imaging	4
		Windows Updates Server	3
Microsoft Windows Server 2019 Standard	10.0.17763	AD ClassLink Sync	2
		App Server	1
		CNP Database	1
		Domain Controller	40
		File -Print - Imaging	32
		Food Service Database	1
		Food Service Web Server	1
		HVAC Monitoring	1
		Intercom Manager	1
		IT Developer Use	1
		Network Monitor	1
		PGP Server	1
		Security Video Management	4
		Security Video Storage	10
		Testing Cache	3
Microsoft Windows Server 2022 Datacenter	10.0.20348	VEEAM Replication	1
		Windows Updates Server	1
Microsoft Windows Server 2022 Standard	10.0.20348	Business Learning App Server	3
		CO DHCP	1
		Datacenter UPS Monitor	1
		Developer Server	1
		Domain Controller	12
		File -Print - Imaging	5
		FOOD SERVICE TEST SERVER	1
		IT Developer Use	1
		Network Monitoring	1

OS Name	OS Version	Purpose	Count
		Security Video Management	1
		Security Video Storage	2
		SFTP Server	1
		Student App Server	1
		Testing Cache	46
		Windows Imaging	1
		Windows Updates Server	1
Microsoft Windows Server 2025 Datacenter	10.0.26100	Windows Updates Server	5
Microsoft Windows Server 2025 Standard	10.0.26100	Domain Controller	3
		File -Print - Imaging	1
		Testing Cache	2
		Windows Imaging	1
N/A	N/A	App Server	1
		Business Learning App Server	1
		Call Manager	1
		ESXi Host	42
		ESXi Host for DR	1
		File -Print - Imaging	1
		Security Video Monitor	4
		Security Video Storage	31
		Testing Cache	2
(blank)	(blank)	ESXi Host	8
		Network Monitoring	1
		Security Video Storage	3
		Testing Cache	1
		Vmware Management	1
<b>Grand Total</b>			<b>319</b>



**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 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 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 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 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: \_\_\_\_\_



**FIREARM ENTITY NON-DISCRIMINATION CERTIFICATION**

**For Public Contracts at or exceeding \$100,000.00**

In accordance with La. R.S. 38:2216.1 and R.S. 39:1602.2, public entities are prohibited from entering into a contract for the purchase of materials, supplies, or services paid for primarily with public funds valued at or exceeding \$100,000.00 with a company having fifty (50) or more full-time employees, unless the contract contains written verification from the company that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Does your company have at least fifty (50) full-time employees?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered "Yes", please sign below certifying that your company does not, and will not during the term of this contract discriminate against firearm entities and firearm trade associations as stated above.

If you answered "No", please sign below certifying the number of full-time employees is true to the best of your knowledge.

**Please note: failure to return an executed copy of this certification form may render your bid, proposal or quote non-responsive.**

---

Signature of Authorized Representative

**Attachment C**

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

PARISH OR COUNTY OF \_\_\_\_\_

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, personally came and appeared,

\_\_\_\_\_, a resident of \_\_\_\_\_ Parish,  
(Representative Name)

State 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

**Attachment C**

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  
(Company/Vendor Name)

above.

\_\_\_\_\_  
(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.

(Please enter expiration date in blank or if  
applicable, circle alternative option)

**REQUEST FOR PROPOSAL**

July 29, 2025

**RFP-02-26**

CADDO PARISH SCHOOL BOARD  
 1961 MIDWAY AVENUE  
 SHREVEPORT, LA 71108

Shavonda Scott, Director of Purchasing  
 PH: 318.603.6481  
[smscott@caddoschools.org](mailto:smscott@caddoschools.org)

**PROPOSAL TITLE: BACKUP AND DISASTER RECOVERY (BDR)****SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M. CST ON THURSDAY, AUGUST 28, 2025**

**IMPORTANT:** The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: [www.caddoschools.org](http://www.caddoschools.org) (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **July 29<sup>th</sup> and August 5<sup>th</sup>, 2025**

Shavonda M. Scott, MBA, Director of Purchasing

**TO BE COMPLETED BY PROPOSER:**

LEGAL NAME OF PROPOSER:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO: ( )

FAX NO: ( )

PROPOSER CERTIFICATION AND IDENTIFICATION: 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 same materials, supplies, equipment, or 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.

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 purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board 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 goods or services purchased or acquired by the Caddo Parish School Board.

We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein.

I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

PROPOSER QUALIFICATION: The form of business organization under which this proposal 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: \_\_\_\_\_

**BID BOND: N/A****PERFORMANCE BOND: N/A****ACKNOWLEDGEMENT OF ADDENDA RECEIVED:**

Addendum No. 1 Dated: \_\_\_\_\_ Addendum No. 2 Dated: \_\_\_\_\_

Addendum No. 3 Dated: \_\_\_\_\_ Addendum No. 4 Dated: \_\_\_\_\_

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

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

BID NUMBER: \_\_\_\_\_

RFP 02-26

BID TITLE: \_\_\_\_\_

BACKUP AND DISASTER RECOVERY (BDR)

OPENING DATE: \_\_\_\_\_

THURSDAY, AUGUST 28, 2025

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 faxed or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids, RFP's or RFQ's.**