

Scope of Work

Category Two – Internal Connections

STRASBURG SCHOOL DIST 31 J

FY2025

E-Rate Funding Year

July 1, 2025 through

June 30, 2026

**(to be delivered between April 1, 2025
and September 30, 2026)**

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SCOPE OF WORK

Category Two– Internal Connections

STRASBURG SCHOOL DIST 31 J

STRASBURG SCHOOL DIST 31 Invites vendors to submit proposals in accordance with the terms and conditions of this Scope of Work (SOW). This SOW document provides the requirements and details being requested for Category Two products and/or services.

The work proposed in these specifications is contingent upon receipt of E-Rate Funding for Category 2 Services FY2025 - Erate Funding Year July 1, 2025 through June 30, 2026.

TIMELINE

- Deadline for vendors to submit proposals: March 12, 2025

COMMUNICATION AND QUESTIONS

All communication with the Applicant regarding this solicitation must be submitted to Darel Dodge (DDodge@strasburg31j.com) and Skylands E-Rate (bids@e-rate.org) via email only.

Other methods of submission other than email will be subject your bid to disqualification. Contact initiated by an Offeror concerning this solicitation with any other applicant representative is prohibited. Unauthorized contact may result in disqualification of the Offeror from this solicitation.

It is the responsibility of any prospective bidder to check the current version of the FCC Form 470 in EPC for any updates and/or addenda which are issued.

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GUIDELINES FOR SUBMISSION

Proposals must be submitted via email by the deadline for guaranteed consideration by the Applicant. Late bids will not be accepted, and will be subject to disqualification. Failure to follow these instructions below may result in disqualification of your proposal.

Proposals must be emailed to:

- Darel Dodge: DDodge@strasburg31j.com
- Skylands E-Rate: bids@e-rate.org

Proposal submissions should include the following:

- Applicant name
- Form 470 number
- SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals must include all costs associated with providing the requested products/services to the applicant including but not limited to taxes, shipping, etc. For projects that request installation services, offerors must include all costs associated with the installation of the cabling, equipment and components including, but not limited to, configuration, travel, per diem, shipping, installation, etc.

Proposed service fees for each piece of equipment should:

- List out separate line-item charges (including make/model and SKU#),
- Identify recurring costs, non-recurring costs, taxes
- Include the E-rate eligible percentage
- Include categorization such as Internal Connections, Basic Maintenance of Internal Connections, or Managed Internal Broadband Services.

SCOPE OF WORK

Applicant is requesting proposals for E-rate eligible Category Two equipment and services. Installation service is required.

Proposals are requested for the makes/models specified or equivalent. Offers containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution. The applicant will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

Quantities requested in this Scope of Work are the applicant's best estimate and may be adjusted as recommended by the offeror. Applicant reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

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Project Specifications

Prospective bidders must read this section to understand the complete scope of the project and the district's intention for the cabling.

This FCC Form 470 and Scope of Work are requesting cabling. The District is seeking to bury their existing fiber line from the High School to the Elementary School. The current fiber line is hung between the buildings (aerial) and the intention is to have a vendor submit a bid to bury the existing line underground between the high school and elementary school. Vendors should provide the cabling, as well as all products and materials they see fit to complete this project. The figures below are estimations of distances.

The present fiber line runs to the end of the HS east wing, it then comes out (about 20-25 feet up in the air and is strung across a parking lot entrance. It then goes into the wall on the south side of the Elementary school new gym (entry access to the gym), but then goes all the way around the building to the north side where it enters the building.

The District intends for a vendor to run conduit down to the ground on the HS wall (approximately 20-25 feet), then bury the fiber across the access road, then up the wall of the ES new gym, go straight into the gym, through the ceiling and into the IDF. The buried fiber would be close to an estimated 75 feet. The gym is roughly 60 feet, then in the IDF room it would be 15-20 feet. There is also an electrical box close to where the line comes out of the HS, so some line tagging would need to be done before digging.

Appendix A of this document contains pictures so an offeror can understand what the existing line looks like, as they propose a new solution to bury the existing line underground.

CONTRACT TERMS & MODIFICATIONS

The Applicant is seeking a multi-year agreement. An initial term of April 1, 2025 through September 30, 2026 must be proposed, with one optional renewal until September 30, 2027. This optional renewal allows for and aligns with an extended E-Rate service delivery deadline, if necessary.

The quoted pricing must not assume Applicant will purchase full quantities listed in the proposal. Applicant reserves the right to place orders on an as-needed basis and will be under no obligation to order all products/services at once.

Substitutions for equivalent equipment must be agreed upon in writing by both parties prior to finalization of any changes/deviations from the original agreed upon equipment list.

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Costs provided by offerors must be valid for the term of the contract (including extensions); the price proposed may not be increased during the term of the contract.

Equipment or service substitutions must be agreed upon between the Applicant and offeror in the form of a contract amendment, prior to executing any type of change.

FACTORS FOR DISQUALIFICATION

Applicant will disqualify proposals for the following reasons:

- Unauthorized Service Provider contact with Applicant.
- Proposal submitted after the bid due date.
- Proposal does not meet Service Requirements.
- Proposals that include used, refurbished, or open-box items will be considered non-responsive and will not be included in the evaluation.
- Proposal does not provide definitive costs for the services requested (including recurring and/or one-time charges).
- Proposal includes generic/encyclopedic price lists and/or solution is proposed by an artificial intelligence system that does not take into consideration the specific needs of the Applicant.
- Proposal does not include documentation establishing any proposed alternative equipment is equivalent to the quality and functionality of the equipment and design included in the requested solution.
- Proposal includes a partial service offering.
- The Service Provider is required to submit its SPIN as part of the Proposal. If you do not have a SPIN, you MUST obtain it before you respond to the FCC Form 470.

E-RATE CONSIDERATIONS/PROVISIONS

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored and/or denied.

Per USAC E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies that its equipment and services are compliant with the FCC’s recent Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by

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Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.fcc.gov/supplychain/coveredlist>.

As required by E-rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price (LCP). See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

Licensing for new equipment is often considered by USAC to have Basic Maintenance of Internal Connections or Managed Internal Broadband Services components; for this reason BMIC & MIBS are listed on the FCC Form 470 in the event that USAC determines there is a portion of the equipment that should be categorized under BMIC and/or MIBS.

INVOICING

The Applicant reserves the right to determine the type of invoicing method used for the products and/or services requested. The offeror acknowledges this right of the Applicant to determine if the Billed Entity Applicant Reimbursement (BEAR) or Service Provider Invoicing (SPI) is used.

BEAR: Should the BEAR method of invoicing be selected, the offeror will invoice the Applicant for the entire contracted amount of the products and/or services to be provided using the FCC Form 472. The Applicant will invoice USAC for up to the discounted portion of the products and/or services provided.

SPI: Should the SPI method of invoicing be selected, the Applicant's discount percentage will be identified on the FCC Form 471 and confirmed on the Funding Commitment Decision Letter (if and when issued); this discount rate will be the maximum amount the Applicant is liable for. The offeror will be responsible to invoice USAC for the remaining balance using the FCC Form 474. The offeror agrees not to bill the Applicant for the discounted portion invoiced to USAC.

ADDITIONAL CONSIDERATIONS/PROVISIONS

Applicant reserves the right to award all, part or none of the services set forth in this procurement. This procurement in no manner obligates Applicant until a valid notice of award, signed contract, and/or valid Purchase Order is executed.

The applicant reserves the right to accept or reject any or all responses in whole or in part.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. If a portion(s) of an offeror's response is proprietary or confidential, it must explicitly be marked confidential and must be identified in the proposal response.

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Applicant will not make public any pages of a proposal on which the Offeror has stamped or imprinted “Proprietary” or “Confidential” subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal. **The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.**

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and Applicant that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to the Applicant.

The Applicant reserves the right to request Best and Final Offers (BAFO) from all offerors as part of this solicitation. If a BAFO is requested, the Applicant will extend this opportunity to all responsive offerors and identify a date/time to provide the BAFO. Failure to submit a BAFO by the date/time identified by the Applicant will subject the original proposal to be used for further evaluation and review.

Applicant is subject to Colorado restrictions.

A Colorado constitutional amendment prohibits public schools and libraries from entering into multiple-year financial obligations, such as multi-year contracts, without pre-allocation of the funds unless the local voters have previously approved such an obligation. [Colo. Const. Article X, Section 20(4)(b)] However, funding agreements, including multiyear contracts, that are subject to annual appropriations by a governing board, such as a school board, generally are allowed and are not subject to this constitutional provision since the governing board decides each year to make a particular expenditure.

The Applicant may, in its sole discretion, extend the time for the submission of proposals upon a finding that it is in the interest of Applicant to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. Applicant will not make public any pages of a proposal on which the Offeror has stamped or imprinted “Proprietary” or “Confidential” subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-

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confidential portion of the proposal. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

DOCUMENT RETENTION, PRODUCTION OF RECORDS, AND AUDITS

Pursuant to 47 C.F.R. § 54.516, the Service Providers have the following obligations with respect to document retention, production of records and audits:

The Service Providers shall retain documents related to the delivery of discounted telecommunications and other supported services for at least 10 years after the last day of the delivery of discounted services. Any other document that demonstrates compliance with the statutory or regulatory requirements for the schools and libraries mechanism shall be retained as well. Comprehensive information about document retention requirements is found in the FCC's Fifth Report and Order (FCC 04-190).

The Service Provider shall produce such records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the FCC or any local, state or federal agency with jurisdiction over the entity.

The Service Providers shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the schools and libraries universal service support program including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used.

The Applicant must provide written consent before a Service Provider releases information to the auditor, reviewer, or other representative.

The Service Provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention, production of records, and auditing.

LOWEST CORRESPONDING PRICE

Pursuant to 47 C.F.R. § 54.511, Service Providers shall not submit bids for or charge libraries a price above the lowest corresponding price for supported services, unless the FCC, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a Service Provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

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As required by E-rate rules, all proposals in response to this Form 470 must offer the Lowest Corresponding Price(LCP). See <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-correspondingprice/>.

COST OF PROPOSALS

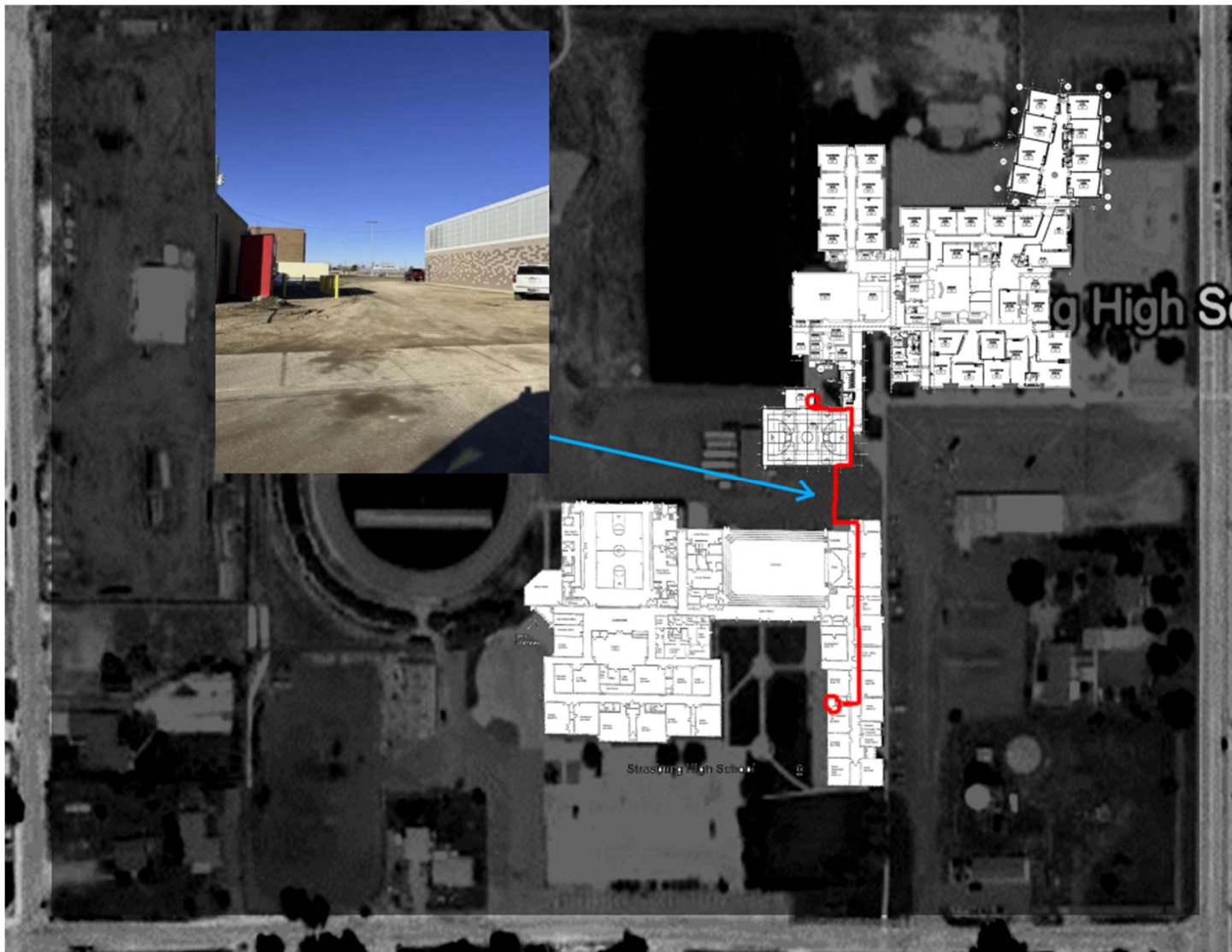
Expenses incurred in the preparation of proposals to this Scope of Work are the sole responsibility of the vendor.

******* END *******

******* SEE APPENDIX A BELOW *******

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APPENDIX A



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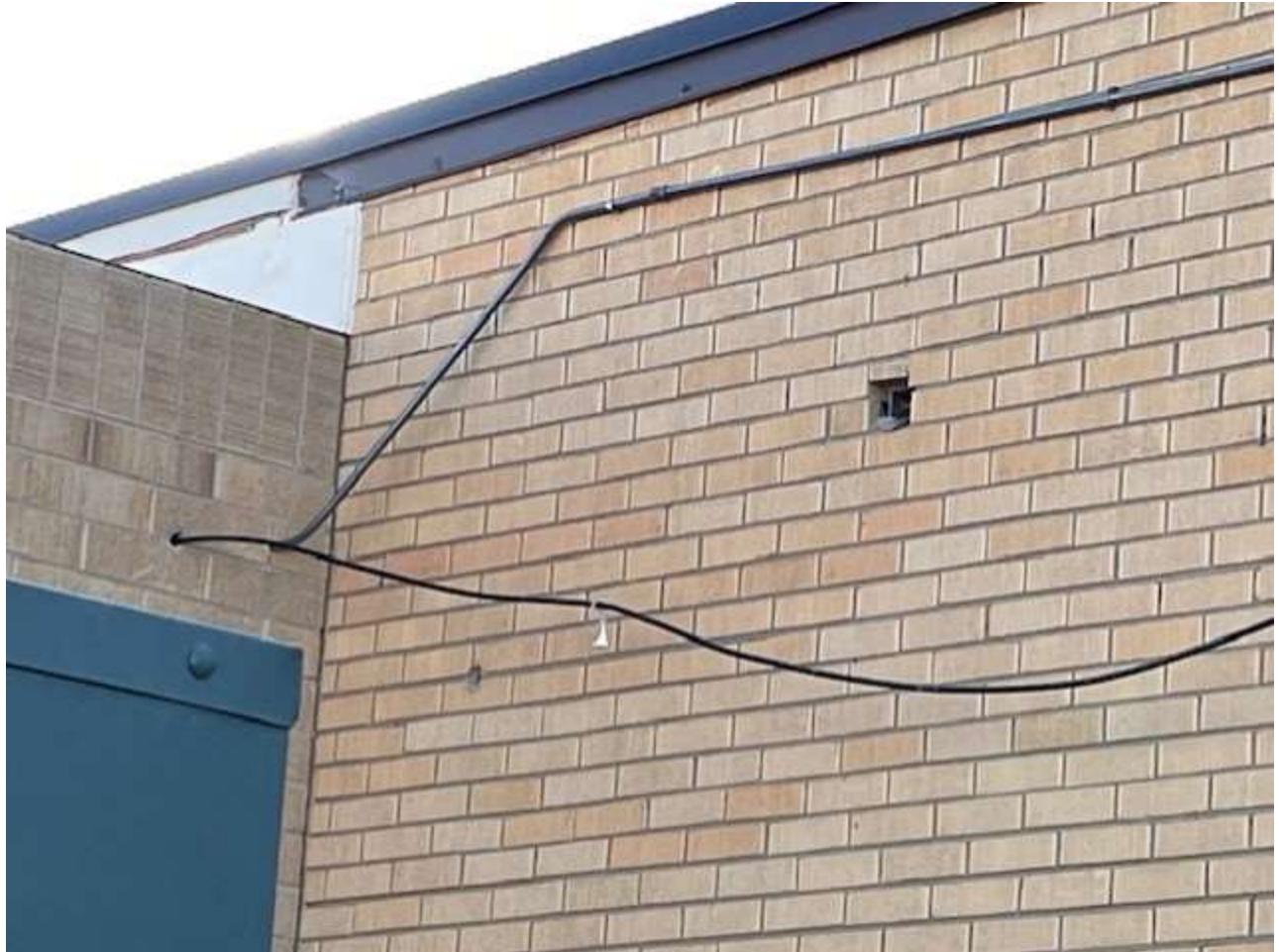
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