

ESTACADA SCHOOL DISTRICT 108

COVER PAGE

LEASED FIBER

Request for Proposal (RFP)

2025-ESTACADA SD-C1

Date of Issue: October 30, 2024

Closing Date and Time: December 2, 2024, at 4:00 PM

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Electronic Submission Portal

<https://erate.imesd.k12.or.us/submission?key=tuKHUntqgwhflAW6gliy>

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The Estacada School District, ("District"), is requesting proposals for leased lit fiber and leased dark fiber services for the delivery of internet access to the district.

Additional details on the Scope of the services are included in the Scope of Work/Specifications section.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

Event	Date	Time
Questions / Requests for Clarification Due	November 6, 2024	04:00 PM
Answers to Questions / Requests for Clarification Issued (approx.)	November 8, 2024	
RFP Protest Period Ends	7 Calendar Days Prior to RFP Closing	
Closing (Proposal Due)	See RFP Cover Page	
Opening of Proposal	December 2, 2024	4:00 PM
Issuance of Notice of Intent to Award (approx.)	January 8, 2025	
Award Protest Period Ends	7 Calendar Days After Notice of Intent to Award	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC’s contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

District is issuing this RFP pursuant to its authority under ORS 279A.050 and OAR 125-246-0170(2).

District is using the Competitive Sealed Proposal method, pursuant to ORS 279B.060 and OAR 125-247-0260. District may use a combination of the methods for Competitive Sealed Proposals, including optional procedures: a) Competitive Range; b) Discussions and Revised Proposals; c) Revised Rounds of Negotiations; d) Negotiations; e) Best and Final Offers; and f) Multistep Sealed Proposals.

2.2 DEFINITION OF TERMS

For the purposes of this RFP, capitalized words are defined in OAR 125-246-0110.

2.3 OVERVIEW AND PURPOSE

2.3.1 Project Overview, Background, and Purpose

District is requesting proposals for either leased lit fiber or leased dark fiber for delivery of unbundled internet access to the District. Service is expected to originate at the Clackamas ESD Regional POP site and be delivered to the eligible District service location, both specified in Attachment A. The service must begin on July 1, 2025, which represents the expiration of the current leased services.

2.4 SCOPE OF WORK/SPECIFICATIONS

2.4.1 Network Design

District will consider traditional network designs or alternative proposals that, in accordance with E-rate guidance, maximize cost effectiveness. Proposers should clearly illustrate proposed network design and construction routes. District is not advocating or mandating any preconceived network design or construction route and leaves this decision up to Proposer to present their best solution while recognizing the cited termination locations.

2.4.2 Special Construction

In E-rate terminology, special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. For leased fiber solutions requiring special construction, this means that the costs associated with building the fiber are considered special construction and the costs associated with the equipment required to activate the service are a standard NRC. Special construction and service eligibility for reimbursement have changed starting funding year 2016. See the Federal Communications Commission E-rate modernization order 2 (WC Docket No. 13-184) (<https://www.fcc.gov/document/fcc-releases-order-modernizing-e-rate-21st-century-connectivity>) for more information. Special construction charges eligible for Category One support consist of three components:

1. construction of network facilities
2. design and engineering
3. project management

If no new fiber is being installed, then any installation costs are considered standard non-recurring costs (NRC).

2.4.2.1 Special Construction Payment Plan Option

The District requests that the respondents consider allowing District to pay the non-discount share of special construction costs (portion of costs that are the responsibility of the District) to be paid in equal annual installments over two to four years. Responses must include agreement or non-agreement of this request.

2.4.2.2 Excess Fiber Strands for Special Construction Projects

To the extent that the winning Proposer installs additional strands of fiber for future business ventures, the winning Proposer assumes full responsibility to ensure those incremental costs are allocated out of the special construction charges to the district in accordance with FCC rules and orders.

If, after the issuance of the FCDL, USAC or the FCC determines that the winning Proposer did not cost allocate those charges associated with the additional strands, District will not be responsible for reimbursing the winning Proposer and the Proposer will assume all responsibilities deemed ineligible by USAC.

For examples of cost allocation, please see document in Attachment G as prepared by the State E-rate Coordinators' Alliance (SECA).

2.4.3 Leased Lit Fiber Transport

The District is seeking bids for a fully managed, leased lit fiber transport circuit between the A and Z locations referenced in Attachment A. District must have dedicated symmetrical transport bandwidth of 10 Gbps with Service Level Agreement (SLA) guarantees between the designated endpoints. The solution must be scalable between 10 Gbps and 50 Gbps.

Each Proposer is required to complete the pricing matrix located in Attachment A of this RFP. Special construction (if applicable), monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately in Attachment A.

If special construction is necessary, Proposers are required to complete Attachment B: Special Construction Worksheet.

No increased pricing of the quoted MRC, NRC, other fees and charges, and/or special construction in each pricing cell of the matrix will be allowed during the term. If an increase in bandwidth is requested during the Contract period, the Contract does not renew.

TERMS

Price quotes are requested for 60-month and 120-month terms of service with two optional 5-year voluntary extension options.

Voluntary Extensions must be finite, non-automatic renewals, and identified in the awarded Contract.

Proposers must be willing to add additional sites and/or increase bandwidth count to existing sites without extending the Contract duration and must be noted in the agreement.

All solutions must adhere to the following Service Level Agreement (SLA) terms in addition to the terms found in the Service Level Agreement section:

- Fiber Network Availability: the provider will make all reasonable efforts to ensure 99.99% network availability of each circuit
- $\leq 0.25\%$ frame/packet loss commitment
- $\leq 25\text{ms}$ network latency commitment
- $\leq 10\text{ms}$ network jitter commitment
- There is no right of service provider to limit or throttle the capacity of the circuit at any time for any reason
- Provider shall monitor service availability and proactively investigate and respond to identified service disruption
- Provider stated commitment is to respond to any outage within 1 hour and a 4 hour restoration of service.

2.4.4 Leased Dark Fiber Transport

District must have two (2) strands (1 pair) of single mode fiber with Service Level Agreement (SLA) guarantees between the designated endpoints.

Each Proposer is required to complete the pricing matrix located in Attachment A of this RFP. Special construction (if applicable), monthly recurring cost, and any additional non-recurring costs are required to be broken out and listed separately in Attachment A.

If special construction is necessary, Proposers are required to complete Attachment B: Special Construction Worksheet.

If special construction is necessary, Proposers are required to complete Attachment B: Special Construction Worksheet.

No increased pricing will be allowed during the term of the quoted special construction, NRC, and MRC rate in each pricing cell of the matrix. If an increase in bandwidth is requested during the Contract period, the Contract does not renew.

TERMS

Price quotes are requested for 60-month and 120-month terms of service with two optional 5-year voluntary extension options.

Voluntary Extensions must be finite and not automatic renewals and identified in the awarded Contract.

Proposers must be willing to add additional sites and/or increase fiber count to existing sites without extending the Contract duration and must be noted in the agreement.

All solutions must adhere to the following Service Level Agreement (SLA) terms in addition to the terms found in the Service Level Agreement section:

- The provider will make all reasonable efforts to ensure 99.99% network availability of all leased fiber strands.
- Provider shall maintain the applicable fiber seven days per week, twenty-four hours per day.
- In the case that maintenance is subcontracted out to a 3rd party, the provider must hold and manage the subcontract and is ultimately responsible for the SLA.
- It is assumed that the dark fiber network is part of a more comprehensive fiber infrastructure of the service provider. The Proposer will include only the portion of maintenance that is required to support the District fiber segments versus overall network maintenance.
- Provider stated commitment is to respond to any outage within two (2) hours and thereafter proceed to correct the malfunction with reasonable diligence.
- The Proposer should include an overview of maintenance practices including:
 1. Routine maintenance and inspection
 2. Scheduled maintenance windows and scheduling practices for planned outages
 3. Marker and handhole inspection and repair
 4. Handling of unscheduled outages and customer problem reports
 5. What service level agreement is included and what alternative service levels may be available at additional cost
 6. What agreements are in place with applicable utilities and utility contractors for emergency restoration
 7. Repair of fiber breaks and mean time to repair
 8. Replacement of damaged fiber and fiber that no longer meets specifications
 9. Post repair testing
 10. Policies for customer notification regarding maintenance
 11. Process for changing procedures, including customer notification practices
 12. Process for moves, adds, and changes
 13. Process for responding to locate requests

2.4.5 National Security

The Universal Service Fund (USF) National Security Rule [FCC 19-121](#) prohibits the use of USF funds to purchase or obtain any equipment or services produced or provided by a covered company posing a national security threat to the integrity of communications networks or the communications supply chain. By submitting a Proposal, Proposer is certifying the proposed infrastructure providing service delivery complies with FCC 19-121.

SECTION 3: PROCUREMENT REQUIREMENTS

3.1 MINIMUM QUALIFICATIONS

To be considered for evaluation, Proposal must demonstrate how Proposer meets all requirements of this section:

3.1.1 USAC Registration

All Proposers must be capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered service provider with USAC, and have a USAC issued 498 ID (Service Provider Identification Number - SPIN).

3.2 MINIMUM SUBMISSION REQUIREMENTS

3.2.1 Proposal Submissions

To be considered for evaluation, Proposal must contain each of the following elements (further detailed in Proposal Requirements section below):

- Description of Proposal
- Service Level Agreement
- Timeline
- Demarcation
- Network Diagram
- Sample Contract
- References
- Cost Proposal Form (Attachment A)
- Special Construction Worksheet (Attachment B)
- Proposer Information and Certification Sheet (Attachment C)
- Responsibility Inquiry (Attachment D)
- Certified Disadvantaged Business Outreach Plan (Attachment E)

3.2.2 Proposal Page Limits

Proposal is limited to 50 pages. Any pages exceeding this limit will not be provided to the evaluation committee or considered in the evaluation. The RFP Attachments listed in the Proposal Submissions section do not count toward the page limit.

3.2.3 Proposal Format and Quantity

Proposal should follow the format and reference the sections listed in the Proposal Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed.

Proposer shall submit an electronic copy or a hard copy on white 8 ½" x 11" Recycled Paper. The total combined size of the Proposal and Coversheet should be compressed so it does not exceed 50 megabytes.

The Proposer Information and Certification Sheet (Attachment C) must bear the Proposer's authorized representative's Signature. If Proposer believes any of its Proposal is exempt from disclosure under Oregon Public Records Law (ORS 192.410 through 192.505), Proposer shall submit a fully redacted version of its Proposal, clearly identified as the redacted version.

Proposer's electronic copy of the Proposal must be submitted via the Electronic Submission Portal as listed on the Cover Page and must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), and/or Microsoft Excel (xlsx).

Proposer shall submit its hard copy Proposal in a sealed package addressed to the SPC with the Proposer's name and the RFP number clearly visible on the outside of the package.

3.2.4 Authorized Representative

Failure of the authorized representative to sign the Proposal may subject the Proposal to rejection by District.

3.3 PROPOSAL REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Services to be performed. A Proposal that merely offers to provide the services as stated in this RFP may be considered non-Responsive to this RFP and will not be considered further.

The State of Oregon established the Connecting Oregon Schools Fund for the purpose of providing matching funds for federal moneys received by school districts for the purpose of providing broadband access to eligible schools in Oregon. As a result, many districts may be issuing RFPs for fiber special construction. All Proposals to this RFP must independently meet the requirements set forth in this RFP without contingencies on other projects or proposals to other customers. A Proposal that does not independently meet the requirements as set forth in this RFP may be considered non-Responsive to this RFP and will not be considered further. Proposals may include additional Cost Proposal Forms (Attachment A) and Special Construction Worksheets (Attachment B) (if applicable) beyond the requirements as set forth clearly identified as contingent upon other projects or proposals. Additional submitted forms containing contingencies will not be considered during the evaluation process.

Proposal should not include extensive artwork, unusual printing, or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal, unless requested. Proposal should be straightforward and address the requests of the RFP. Proposal containing unsolicited marketing or advertising material may receive a lower evaluation score if required information is difficult to locate.

3.3.1 Description of Proposal

Proposer will provide a description of their proposal for all services and solutions. Description will include an overview of the proposal, any deviations from the requested

architecture, design or requirements, assumptions made, and other detail District may find useful or necessary (or could differentiate the solution from a competing proposal).

3.3.2 Service Level Agreement

Proposer will provide a proposed Service Level Agreement (SLA) with the RFP response. The proposal must include a description of the following services and how these services will be measured.

- Network operations center: Solution will provide customer support functions including problem tracking, resolution, and escalation support management on a 24x7x365 basis. District has the right and is encouraged to call concerning any problems that may arise relative to its connection with provided services.
- Trouble reporting and response: Upon interruption, degradation, or loss of service, District may contact service provider by defined method with a response based on trouble level. Upon contact from the District, the provider support team will initiate an immediate response to resolve any District issue. District will receive rapid feedback on trouble resolution, including potential resolution time.
- Escalation: In the event that service has not been restored in a timely manner, or the District does not feel that adequate attention has been allocated, the District can escalate the trouble resolution by request. A list of escalation contacts will be provided when implementation schedule is completed.
- Resolution: The District will be notified immediately once the problem is resolved and will be asked for verbal closure of the incident.
- Trouble reporting, escalation and resolution: A detail trouble reporting, escalation and resolution plan will be provided to the District.
- Measurement: Time starts from the time the District contacts provider and identifies the problem. Credits for outages of a certain duration or longer will be identified.

Length of Service Outage	Credit is the following percentage of monthly recurring cost
Less than 2 hours	No Credit
Greater than two (2) hours and less than four (4) hours	5%
Greater than four (4) hours and less than eight (8) hours	10%
Greater than eight (8) hours and less than twelve (12) hours	15%
Greater than twelve (12) hours and less than sixteen (16) hours	20%
Greater than sixteen (16) hours and less than twenty-four (24) hours	35%
Greater than twenty-four (24) hours	50%

- Reports: Upon request, an incident report will be made available to the District within 5 working days of resolution of the trouble.
- Link performance per segment: The service will maintain the proposed link performance throughout the term of the contract.
- Historical uptime: Provide aggregate uptime statistics for your proposed service in the geographic area encompassing District.

3.3.3 Timeline

For each response, Proposers must include a timeline for bringing all sites online. Proposers requiring little to no special construction should be able to bring all sites online by the July 1 start of the funding year. For solutions requiring special construction, a schedule of bringing the service online must be included with an explanation of how this timeline shifts if the date of the E-rate funding commitment shifts.

3.3.4 Demarcation

All solutions must terminate service or infrastructure in the demarcation point at the addresses specified in this RFP. Solutions bringing service to the property line but not to the demarcation point will be rejected. Proposer must specify specific demarcation setup included in base fees and handoff medium (e.g., mounted CPE and CAT6a handoff, rack mount patch panel, single mode fiber, etc.).

3.3.5 Network Diagram

For each response, Proposers must include a network diagram displaying the paths to be used to serve each endpoint. Diagrams must show if the circuit is routed through any aggregation hubs, equipment, or third-party facilities between district site and point of presence.

3.3.6 Sample Contract

Proposer shall submit a sample Contract for District review.

3.3.7 References

Provide 3 references from current or former customers (preferably K-12) for similar projects performed for any clients within the last 5 years. References must be able to verify the quality of previous, related work.

District may check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. District may use references to obtain additional information, or verify any information needed. District may contact any reference (submitted or not) to verify Proposer's qualifications.

Proposer shall submit reference names and contact information.

3.3.8 Cost Proposal Form

Proposer shall complete and submit the Cost Proposal Form (Attachment A).

3.3.8.1 Lowest Corresponding Price (LCP)

Proposer shall submit their Lowest Corresponding Price (LCP) (as required by the SLD 1996 Universal Service Order, 12 FCC Rcd 87, 383, para. 540).

3.3.8.2 Other Fees and Charges

Proposer shall include the total monthly other fees and charges (i.e., cost recovery fees, service charges, etc.) that are not taxes or charges assessed by government authorities. Other fees and charges are factored as part of eligible costs evaluation.

3.3.8.3 Estimated Assessed Taxes and Fees

Proposer shall include the estimated total monthly customer assessed or reassessed taxes and fees as established by government authorities (i.e., USF fees, franchise fees, taxes, etc.). Estimated assessed taxes and fees will not be factored as part of eligible costs evaluation.

3.3.9 Special Construction Pricing

Proposer shall complete and submit the Special Construction Worksheet (Attachment B) if special construction is necessary.

3.3.9.1 Special Construction Information for Form 471 and PIA Review

The awarded Proposer is required to promptly provide District with any information being requested as part of PIA review. Proposers may assist applicants with preparing funding requests or responding to PIA questions and may speak directly with PIA reviewers.

For all proposals that include special construction, the Proposer agrees to, by submitting its proposal, produce all construction labor, construction materials and other cost information requested during PIA review.

All proposals must agree, in writing, to this section with a yes or no answer. Answering no or failure to answer is grounds for disqualification.

3.3.10 Proposer Information and Certification Sheet

Proposer shall complete and submit the Proposer Information and Certification Sheet (Attachment C).

Failure to demonstrate compliance with Oregon Tax Laws and sign the Proposer Information and Certification Sheet may result in a finding of non-Responsibility.

SECTION 4: SOLICITATION PROCESS

4.1 PUBLIC NOTICE

The RFP and attachments are published on the Universal Service Administrative Company (USAC) website at <https://data.usac.org/publicreports/Forms/Form470Detail/Index>. RFP documents will not be mailed to prospective Proposers.

Modifications, if any, to this RFP will be made by written Amendment(s) published with the Universal Service Administrative Company (USAC). Prospective Proposer is solely responsible for checking USAC to determine whether any Amendment(s) have been issued. Amendment(s) are incorporated into the RFP by this reference.

4.2 PRE-PROPOSAL CONFERENCE

A pre-Proposal conference will not be held for this RFP.

4.3 QUESTIONS / REQUESTS FOR CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline, or method of award or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email or hard copy
- Reference the RFP number
- Identify Proposer's name and contact information
- Refer to the specific area of the RFP being questioned (i.e., page, section, and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

Questions by telephone are not accepted.

4.4 SOLICITATION PROTESTS

4.4.1 Protests to RFP

Prospective Proposer may submit a Written protest of anything contained in this RFP. This is prospective Proposer's only opportunity to protest the provisions of the RFP, except that Proposer may protest Amendment(s) as provided below.

4.4.2 Protests to Amendment(s)

Prospective Proposer may submit a Written protest of anything contained in an Amendment. Protests to an Amendment, if issued, must be submitted by 4:00 PM Pacific Time on the second Business Day following the issuance of the Amendment or the date/time specified in the Amendment, or they will not be considered. Protests of matters not added or modified by the Amendment will not be considered.

4.4.3 Protest Requirements

All protests must:

- Be delivered to the SPC via email or hard copy

- Reference the RFP number
- Identify prospective Proposer's name and contact information
- Be sent by an authorized representative
- State the reason for the protest, including:
 - the grounds that demonstrate how the Procurement Process is contrary to law, Unnecessarily Restrictive, legally flawed, or improperly specifies a brand name; and
 - evidence or documentation that supports the grounds on which the protest is based
- State the proposed changes to the RFP provisions or other relief sought
- Protests to the RFP must be received by the due date and time identified in the Schedule
- Protests to an Amendment must be received by the due date identified in the respective Amendment

4.5 PROPOSAL DELIVERY OPTIONS

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements before Closing. District is not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected. The following delivery options are permitted for this RFP:

4.5.1 Electronic Delivery

A Proposal may be delivered through the Electronic Submission Portal as listed on the Cover Page.

4.5.2 Delivery through Mail or Parcel Carrier

A Proposal may be submitted through the mail or via parcel carrier and must be clearly labeled and submitted in a sealed envelope, package, or box. The outside of the sealed submission must clearly identify the Proposer's name and the RFP number. It must be sent to the attention of the SPC at the address listed on the Cover Page.

4.5.3 Delivery in Person

A Proposal may be hand delivered and must be clearly labeled and submitted in a sealed envelope, package, or box. A Proposal will be accepted, prior to Closing, during District's normal Monday - Friday business hours of 7:30 AM to 4:30 PM Pacific Time, except during State of Oregon holidays and other times when District is closed. The outside of the sealed submission must clearly identify the Proposer's name and the RFP number. It must be delivered to the attention of the SPC at the address listed on the Cover Page.

4.6 PROPOSAL MODIFICATION OR WITHDRAWAL

If a Proposer wishes to make modifications to a submitted Proposal, it must submit its modification in one of the authorized methods listed in the Proposal Delivery Options section. To be effective the notice must include the RFP number and be submitted to the SPC prior to Closing.

If a Proposer wishes to withdraw a submitted Proposal, it must submit a Written notice signed by an authorized representative of its intent to withdraw to the SPC via email or hard copy prior to Closing in accordance with OAR 125-247-0440. To be effective the notice must include the RFP number.

4.7 PROPOSAL DUE

A Proposal (including all required submittal items) must be received by the SPC on or before Closing. All Proposal modifications or withdrawals must be received prior to Closing.

A Proposal received after Closing is considered LATE and will NOT be accepted for evaluation. A late Proposal will be returned to the Proposer or destroyed.

4.8 PUBLIC OPENING

A public Opening will be held on the date and time listed in the Schedule and at the location stated on the Cover Page. Only the name of the Proposer will be read at the Opening, no other information will be made available at that time. Proposals received will not be available for inspection until after the evaluation process has been completed and the Notice of Intent to Award is issued pursuant to OAR 125-247-0630.

4.9 PROPOSAL REJECTION

District may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- Proposer has liquidated and delinquent debt owed to the State or any department or agency of the State.
- Proposer fails to meet the responsibility requirements of ORS 279B.110.
- Proposer makes any contact regarding this RFP with State representatives such as State employees or officials other than the SPC or persons authorized by the SPC, or inappropriate contact with the SPC.
- Proposer attempts to influence a member of the Evaluation Committee.
- Proposal is conditioned on District's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Amendment(s).

4.10 EVALUATION PROCESS

4.10.1 Responsiveness and Responsibility Determination

4.10.1.1 Responsiveness Determination

A Proposal received prior to Closing will be reviewed to determine if it is Responsive to all RFP requirements including compliance with Minimum Qualifications section and Minimum Submission Requirements section. If the Proposal is unclear, the SPC may request clarification from Proposer. However, clarifications may not be used to rehabilitate a non-Responsive proposal. If the SPC finds the Proposal non-Responsive, the Proposal may be rejected, however, District may waive mistakes in accordance with OAR 125-247-0470.

4.10.1.2 Responsibility Determination

District will determine if an apparent successful Proposer is Responsible prior to award and execution of the Contract. Selected Proposer(s) shall submit a signed Responsibility Inquiry form (Attachment D) within 5 Business Days of receipt of Intent to Award notice.

At any time prior to award, District may reject a Proposer found to be not Responsible.

4.10.2 Evaluation Criteria

Each Proposal meeting all Responsiveness requirements will be independently evaluated by members of an Evaluation Committee. Evaluators will assign a score for each evaluation criterion listed below in this section up to the maximum points available in the Point and Score Calculation section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposal. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

SCORE	EXPLANATION
10	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into its expertise, knowledge, and understanding of the subject matter.
6 - 9	VERY GOOD - Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
5	ADEQUATE - Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer.
1 - 4	FAIR - Proposer meets minimum requirements but does not demonstrate sufficient knowledge of the subject matter.

0	RESPONSE OF NO VALUE - An unacceptable response that does not meet the requirements set forth in the RFP. Proposer has not demonstrated knowledge of the subject matter.
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4.10.2.1 Ability to Support Requirements

Did the Proposer demonstrate the ability to fulfill the requirements per the RFP?

Did the Proposer provide a detailed project plan demonstrating the construction timeline and service availability?

4.10.2.2 Proposed Contract Terms & Conditions

Are the proposed contract terms and conditions flexible and acceptable to the District?

4.10.2.3 Service Reliability

Did the Proposer demonstrate acceptable service reliability through proposed service level agreements?

Do the Proposer’s references support the Proposer’s reliability and response as outlined in the Proposal?

4.10.2.4 E-rate Ineligible Recurring and Non-Recurring Costs

Any costs of the proposed service that are not eligible for E-rate funding. This does not refer to the post-discount portion of eligible costs that are the responsibility of the District.

4.10.2.5 Scalability

Did the Proposer demonstrate scalability of the proposed technology through pricing for higher tiered bandwidths?

4.10.2.6 References

Did the Proposer submit complete contact information for the required number of references?

Do the references include K-12 education entities of similar size and scope?

How well would the references recommend the Proposer?

4.10.2.7 Proposal Completion

Is the Proposal complete and in compliance with the instructions and requirements as stated in the RFP with minimal corporate boilerplate marketing information?

4.10.3 E-rate Eligible Recurring and Non-Recurring Costs

Total cost of ownership considers all recurring and non-recurring costs. Note that E-rate eligible costs refers to the pre-discount cost of the solution, not the post-discount portion of costs that are the responsibility of the District. Estimated assessed taxes and fees will not be factored as part of eligible costs evaluation. The SPC will conduct the E-rate eligible costs evaluation. The SPC will award a cost score to each Cost Proposal based upon the percentage of the proposed cost as compared to the lowest Proposer’s cost using the following formula:

$$\frac{\text{lowest 5-year TCO cost of all Proposers}}{\text{cost being scored}} \times \text{cost points possible} = \text{cost score}$$

4.11 POINT AND SCORE CALCULATIONS

Scores are the points assigned by each evaluator. The maximum points possible for each evaluation item are listed in the table below. The SPC will average all scores for each evaluation criterion. Cost points are calculated as stated in the Cost Evaluation section.

POINTS POSSIBLE	
Ability to Support Requirements	20
Proposed Contract Terms & Conditions	5
Service Reliability	15
E-rate Ineligible Recurring and Non-Recurring Costs	15
Scalability	10
References	5
Proposal Completion	5
E-rate Eligible Recurring and Non-Recurring Costs	25
TOTAL POINTS POSSIBLE	100

4.12 RANKING OF PROPOSERS

The SPC will average the scores for each Proposal (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members).

District will rank all Proposers at the conclusion of the evaluation and scoring.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

District, if it awards a Contract, shall award a Contract to the highest-ranking Responsible Proposer(s) based upon the scoring methodology and process described in the Solicitation Process section. District may award less than the full Scope defined in this RFP.

5.1.2 Intent to Award Notice

District will notify all Proposers in Writing that District intends to award a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions.

5.1.3 Required Notice to Proceed and Funding Availability

District will follow the purchasing policies of the District Board, State procurement laws and regulations, and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated Contracts resulting from this competitive bid process will be dependent on District's 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 any associated Contracts to expire without implementation if appropriate funding does not come available.

Additionally, any projects requiring special construction may also be contingent on issuance of funds from the State of Oregon and Federal special construction matching funds. The District will have the right to allow any associated Contracts to expire without implementation if this specific funding does not come available.

5.2 INTENT TO AWARD PROTEST

5.2.1 Protest Submission

An Affected Offeror shall have 7 calendar days from the date of the intent to award notice to file a Written protest.

A Proposer is an Affected Proposer only if the Proposer would be eligible for Contract award in the event the protest was successful and is protesting for one or more of the following reasons as specified in ORS 279B.410:

- All higher ranked Proposals are non-Responsive.
- District has failed to conduct an evaluation of Proposals in accordance with the criteria or process described in the RFP.
- District abused its discretion in rejecting the protestor's Proposal as non-Responsive.
- District's evaluation of Proposal or determination of award otherwise violates ORS Chapter 279B or ORS Chapter 279A.

If District receives only one Proposal, District may dispense with the evaluation process and intent to award protest period and proceed with Contract Negotiations and award.

5.2.1.1 Protest Requirements

All protests must:

- Be delivered to the SPC via email or hard copy
- Reference the RFP number
- Identify prospective Proposer's name and contact information
- Be signed by an authorized representative

- Specify the grounds for the protest
- Be received within 7 calendar days of the intent to award notice

5.2.2 Response to Protest

District will address all timely submitted protests within a reasonable time and will issue a Written decision to the respective Proposer. Protests that do not include the required information may not be considered by District.

5.3 APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposers who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

5.3.1 Insurance

Prior to award, Proposers shall secure and demonstrate to District proof of insurance as required in this RFP or as negotiated.

5.3.2 Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by District or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

5.3.3 USAC Issued 498 ID

The apparent successful Proposer shall provide its USAC issued 498 ID (Service Provider Identification Number - SPIN).

5.3.4 Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Information about these requirements may be found at <http://sos.oregon.gov/business/pages/register.aspx>.

5.3.5 Responsibility Inquiry

Prior to award, the apparent successful Proposer shall be required to complete and submit Attachment D - Responsibility Inquiry.

5.3.6 Pay Equity Certification

If selected for award and the Contract value exceeds \$500,000 and Proposer employs 50 or more full-time workers, Proposer shall submit to District a true and correct copy of an unexpired Pay Equity Compliance Certificate, issued to the Proposer by the Oregon

Department of Administrative Services. For instructions on how to obtain the Certificate, visit <https://www.oregon.gov/das/Procurement/Pages/PayEquity.aspx>.

ORS 279B.110(2)(f) requires that Proposer provide this prior to execution of the Contract.

5.3.7 Nondiscrimination in Employment

As a condition of receiving the award of a Contract under this RFP, Proposer must certify by its Signature on the Proposer Information and Certification Sheet (Attachment C), in accordance with ORS 279A.112, that it has in place a policy and practice of preventing sexual harassment, sexual assault, and discrimination against employees who are members of a protected class. The policy and practice must include giving employees a written notice that the policy both prohibits, and prescribes disciplinary measures for, conduct that constitutes sexual harassment, sexual assault, or unlawful discrimination.

5.4 CONTRACT NEGOTIATION

5.4.1 Negotiation

After selection of a successful Proposer, District may enter Contract negotiations with the successful Proposer. By submitting a Proposal, Proposer agrees to comply with the requirements of the RFP including during the Contract term.

All Proposers must remain capable of providing telecommunication services under the Universal Service Support Mechanism, be a registered service provider in good standing with USAC, and maintain a USAC issued 498 ID (Service Provider Identification Number - SPIN) during the Contract term. Failure to maintain shall be grounds for Contract default and termination.

In the event that the parties have not reached mutually agreeable terms within 30 calendar days, District, at its discretion, may terminate Negotiations and commence Negotiations with the next highest-ranking Proposer.

SECTION 6: ADDITIONAL INFORMATION

6.1 CERTIFIED FIRM PARTICIPATION

Pursuant to Oregon Revised Statute (ORS) Chapter 200, District encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity (“COBID”) in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. District also encourages joint ventures or subcontracting with certified small business enterprises. For more information, visit:

<https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz>

If the Contract has potential subcontracting opportunities, the successful Proposer may be required to submit a completed Certified Disadvantaged Business Outreach Plan (Attachment E) prior to execution.

6.2 GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section 6.2 be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any claim or consent to the jurisdiction of any court.

6.3 OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public records and are subject to public inspection after District issues the Notice of Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of District. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a Contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Proposer, except in the case of Proposals that were submitted late and rejected by District.

6.4 CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES

Pursuant to ORS 279B.100, District may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State or District, as determined by District. Neither the State nor any State agency is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP or a Contract award, or the rejection of any Proposal.

6.5 COST OF SUBMITTING A PROPOSAL

Proposer shall pay all costs incurred in connection with its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, and costs associated with protests.

6.6 STATEWIDE E-WASTE/RECOVERY POLICY

If applicable, Proposer shall include information in its Proposal that demonstrates compliance with the Statewide E-Waste/Recovery Procedure #107-011-050_PR.

6.7 RECYCLABLE PRODUCTS

Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work described in this RFP and the subsequent Contract. (ORS 279B.025)

6.8 CHECKLIST DISCLAIMER

Any checklists that may be contained in this RFP are provided only as a courtesy to prospective Proposer. District makes no representation as to the completeness or accuracy of any Checklist. Prospective Proposer is solely responsible for reviewing and understanding the RFP and complying with all the requirements of this RFP, whether listed in a checklist or not. Neither the State nor District is liable for any claims, or subject to any defenses, asserted by Proposer based upon, resulting from, or related to, Proposer's failure to comprehend all requirements of this RFP.