



Bethel School District
516 176th Street East
Spanaway, Washington 98387

REQUEST FOR PROPOSAL
DISTRICT WIDE WIRED NETWORKING EQUIPMENT
RFP: 13-25

Proposal Date: 11/10/2025

Due Date

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SECTION 1

1.0 Purpose and Scope

The Bethel School District (The District), has prepared the following Request for Proposal (RFP) document for the procurement of an E-Rate eligible District Wide Wired Networking equipment for the district.

A complete list of current School District locations is in Attachment B. The District seeks a quality vendor with experience in multi-site installations, and capabilities to provide responsive service for the District Wide Wired Networking equipment installed. The District Wide Wired Networking equipment must meet open industry standards, be 100% compatible, and meet the design requirements established by the District as described on the following pages.

It will be understood by all bidders that this project may be contingent on Bethel School District being awarded E-Rate Funding for the scope of this RFP.

All service providers (RFP respondents) must have a Service Provider Identification Number [SPIN] and be in compliance with all FCC/USAC rules and regulations including but not limited to filing yearly the service provider FCC Form 473; certifying that the service provider have complied with E-Rate program rules.

This RFP sets forth:

- The process whereby invited parties may respond
- Instructions regarding the required from and content of vendor proposals
- The functional and performance criteria for required system and hardware

1.1 Schedule of Events

The estimated schedule of events through implementation is outlined below.

Step	Action Date
RFP issued along with Form 470	11/10/2025
Deadline for Questions	11/17/2025
Proposal due at 9:00 AM	12//8/2025
Bid Opening Date	12/8/2025
Bid Evaluation Date	December 2025
Start Date of Project:	July 1, 2026 or approval by USAC, whichever is later
Completion Date of Project	June 30, 2027

1.2 Communications Regarding RFP

1.2.1 Proposal Response Deadline and Delivery

Proposals must be via email to Purchasing@bethelsd.org by the closing date. Vendors are solely responsible for ensuring that proposals are delivered on time. Bids received after the stated time will not be accepted and will be returned unopened. Bids will be reviewed according to the proposed evaluation criteria. No immediate decision shall be made concerning the proposals submitted.

1.2.2 Contacts

Upon release of this RFP all vendor communication concerning this acquisition shall be directed to:

Contact Name	Kimberly Ward
Contact email	Purchasing@bethelsd.org

Vendors who seek information, clarification, or interpretations from Bethel School District employees are advised that such material is used at the vendors own risk and the District shall not be bound by any such representations.

1.2.3 Vendor Clarifications and Questions

Questions concerning the RFP must be submitted in writing via E-mail in advance of the RFP due date. The deadline for questions is 11/17/2025. Copies of questions and responses will be posted on our website at <https://www.bethelsd.org/programs-departments/business-office/purchasing-and-procurement>

1.2.4 RFP Changes or Amendments

Any revision to the RFP will be issued in the form of an addendum and will be posted to the website prior to the Response Due Date.

1.2.5 Clarifications

The Bethel School District reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection for the vendor proposal. The District's retention of this right shall in no way reduce the responsibility of vendors to submit complete, accurate and clear proposals.

1.2.6 Vendor Contact

The proposal must include the name of the specific individual who will act as the primary contact for the vendor during proposal evaluation. The proposal must identify the contact's position in the organization, telephone number, fax number, and email address.

1.2.7 "Or Equivalent" Clause

Unless otherwise stated in the proposal documents, whenever a process, equipment or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words "or equivalent" follow thereafter. Where the phrase "or equivalent" applies or occurs in the proposal documents, do not assume that a process, equipment or material is approved by the District unless the item had been specially approved for their work by the District, the decision of the District is final.

Section 2

2.0 General RFP Procedures.

Right of Selection/Rejection of Proposals. Bethel School District reserves the right to select a proposal for eligible district wide wired networking equipment through competitive negotiations. The Bethel School District reserves the right to select or reject any or all proposals for any reason, to waive any informality in the proposals received, and to waive minor deviations from the specifications. The District may award a contract on the basis of information in addition to that received in a proposal. It is emphasized that all quotes should be complete and submitted with the most favorable financial terms.

2.1. Errors in Proposals

Vendors are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish their obligations to the School District.

2.2 Multiple Proposals

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

2.3 Cost of Development of Proposals

All expenses incurred by vendors related to the proposal or the selection process will be borne by the vendor. No claim for reimbursement of time, material, or travel expenses shall be made by the vendor against the School District, regardless of the results of the selection process.

2.4 Vendor Prime Contractor Responsibility

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than itself, it is mandatory for the proposing vendor to act as prime contractor for the procurement of all products and services proposed to meet this RFP. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchase of the proposed equipment, hardware, software, and/or services. The vendor acting as the prime contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor. Prevailing wages apply as this project falls under Public Works rules.

2.5 Period of Validity of Proposals

The Vendor must certify that its proposal will remain in effect for 150 days after the proposal due date. The District may request an extension beyond the 150 days.

2.6 Proprietary Material

The School District will attempt to protect legitimate trade secrets of any vendor. Examples of such information would be unpublished descriptions of proprietary aspects of the systems proposed. Any proprietary information contained in the proposal must be designated clearly and should be separately bound and labeled with the words "Proprietary Information." Marking the entire proposal proprietary may result in the rejection of the proposal. Vendors should be aware that the District is required by law to make its records available for public inspection, with certain exceptions. It is the District's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the vendor, by submission of materials marked "Proprietary Information," acknowledges and agrees that the District will have no obligation or liability to the vendor in the event that either must disclose these material Proposal Disposition. All materials submitted in response to this RFP shall become the property of the School District.

2.7 Codes and Standards

It shall be the responsibility of the Vendor to identify all codes, and/or agencies having jurisdiction and governing the execution of this proposal and to ensure conformance with those codes and agencies. At a minimum, the execution of this RFP and all acts of the Vendor selected to perform work described herein, shall conform with and/or follow the guidelines of the following:

- Federal Communications Commission (FCC)
- OSHA
- Electronic Industries Association (EIA)
- American National Standards Institute (ANSI)
- National and Local Electrical Codes, including NFPA 70
- City of Tacoma Ordinances as applicable
- BICSI Telecommunications Distribution Standards
- Applicable Regulations of the Washington Department of Labor and Industries, including WISHA
- State and Federal Anti-Discrimination Laws
- Licensed 06 Electrical Contractor in the State of Washington.

This list is not exclusive.

2.8 Proposal Format

It is essential that the School District be able to easily match a vendor's response with this RFP's requirements for information. Proposals should be formatted to print on 8.5 by 11 inch paper.

2.8.1 Section 1 Introduction and Procedures

This includes the Title Page (Attachment A) and a Proposal Overview, not to exceed three pages, identifying the primary reasons why the proposal will best meet the needs of the District.

2.8.3 Section 2 Vendor Requirements/Information

This includes the Vendor and Manufacturer Background Information, general vendor and project requirements, maintenance and service response, and the Customer Reference List.

2.8.4 Section 3 System Specifications

Provide information about the specifications of the project to be installed and/or provided to the District.

2.8.5 Section 4 Terms and Conditions

The total system costs (Attachment B) must include non-recurring and monthly, recurring charges related to providing the system, **including all taxes, surcharges and any other fees.**

2.8.6 Section 5 E-Rate Eligibility

The vendor will provide a breakdown of what services and/or goods are eligible for E-Rate at what percentage they are eligible.

2.9 Evaluation Criteria

The District will initially evaluate the proposals for requirements compliance and technical merit. Proposals deemed acceptable will be reviewed to establish life cycle costs. The District will then select a group of vendor finalists that may be asked to present and demonstrate the products and services included in their proposal. The demonstrations must focus on the ability of the proposed systems to meet the District's functional requirements while providing easy and flexible operation for the users.

A contract shall be awarded to the most responsible and responsive vendor based upon, but not limited to, the following criteria:

Price/Charges of Eligible Products	30%
Ease of Integration	25%
Compatibility	25%
Personnel Qualification	10%
References	10%

2.9.1 Acceptance of Bid (Award)

The School District intends (but is not bound) to award a Contract to the bidder who has the highest score based on the evaluation criteria listed above, provided the RFP has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The School District has the right to decrease the scope of this project based upon ERATE approval. The School District has the right to waive any informality or irregularity in any Bid(s) received and to accept the RFP which, in its judgment, is in its own best interests.

2.9.2 Requirements for Award

Before the Award, the Bidder shall:

- a. Have a current state unified business identifier number;
- b. Have industrial insurance coverage for the Bidder's employees working in Washington as required in Title 51 RCW; Have an employment security department number as required in Title 50 RCW;
- c. Have a state excise tax registration number as required in Title 82 RCW;
- d. Not be disqualified from bidding on any public works contract under RCW 39.06.010 (unregistered or unlicensed contractors) or RCW 39.12.065 (3) (prevailing wage violations); and federal laws.
- e. The contractor must not be listed on any federal or state suspension or debarment list and must be eligible to do business with government agencies.

2.9.3 Rejection of RFP(s)

The School District shall have the right but not the obligation to reject any or all RFPs for any reason or for no reason, or to reject a RFP, which is in any way incomplete or irregular.

2.10 VENDOR REQUIREMENTS / INFORMATION

2.10.1 Vendor Background Information

Please provide the following information:

- a. Parent Company (if applicable):
- b. Name and title of top local executive:
- c. Organizational Type/Structure:
- d. Vendor Experience:
 1. Years company in business in Puget Sound area:
 2. Number of trained technicians for supporting proposed system:
 3. Additional background information (optional):

2.10.2 Sub-contractor Information (if applicable)

Provide a list of sub-contractors who will have responsibilities for work related to successful accomplishment of this project. Include a brief background on each subcontractor(s) involved, description of the subcontractor's activities, and three references of work similar to that which they will be performing as subcontractor on this project.

2.10.3 General Implementation Requirements

With submission of a proposal, the Vendor understands and agrees to the following:

- a. Five continuous year's minimum experience.
- b. Five, minimum, completed projects similar to scope and cost. Provide a list of projects, including references, in the bid submission.
- c. It shall be the responsibility of the Vendor to design, furnish, install, and test all aspects of the installed network cabling and hardware electronics as outlined in this RFP.
- d. The Vendor shall have on staff a manufacturer's certified networking engineer. The engineer shall be a regular full time employee of the vendor. Temporary or contract employees are not acceptable.
- e. This RFP is intended to represent a functional description and performance criteria for systems required. The Vendor shall conduct actual system engineering and design activities that will lead to the final system configuration.
- f. The Vendor accepts any available blueprint and/or site plans provided by the District as guidelines only, and accepts that the plans are not guaranteed to be an accurate representation of all conditions.
- g. The Vendor shall provide all supervision, labor, materials, equipment, and testing instrumentation required for the work associated with this RFP.
- h. The Vendor shall secure all permits, inspections, and authorizations required to complete its work associated with this RFP, at no additional cost to the District.
- i. Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any part of the contract shall be paid less than the "prevailing rate of wage" as determined by the Industrial Statistician of the Department of Labor and Industries.
- j. All vendors working on any school District site shall abide by all District rules and State regulations. Buildings and grounds are tobacco-free and drug-free areas. In addition, weapons and alcohol are prohibited. Any workers who might come in contact with children on any School District site must have undertaken a criminal background check to be on file with the Vendor. No workers convicted of crimes against children will be allowed on any School District site. All vendor employees must carry a picture ID and wear identification badge at all times.
- k. Vendor is responsible for confirming the location of existing utilities prior to commencing work. The vendor agrees to repair and restore any utilities damaged during construction.
- l. Vendors shall make NO penetration of walls, floors, or ceilings without the prior consent of the School District.
- m. The vendor will be responsible for all damage to the building during installation. This includes: ceiling tiles removed for the purpose of any wiring, inspection, or examination above the ceiling.
- n. Access hours to District sites will be from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- o. Vendor shall provide a complete work schedule before execution of any work. Format of the schedule should be Gantt, and a two-week "look-ahead" schedule should be provided on a weekly basis while the work is undergoing.
- p. Vendor will install & configure all equipment in this proposal.

- q. Vendor will confirm access & distribution layers fully functional across the LAN

Section 3

3.0 Service and Maintenance

3.1 The Vendor represents and warrants that it shall maintain the systems, and all related equipment in the systems, in working order twenty-four hours per day, seven days per week, and shall provide emergency telephone numbers where emergency service can be obtained. The Vendor must be capable of providing a priority response for major problems, which includes a service outage to any site.

3.2 The Vendor must have certified technicians for the network system it is proposing. Provide evidence in the bid submission of Technician qualifications. Evidence shall consist of manufacturer certifications, manufacturer training, industry training, relevant project experience, etc. The Vendor shall be an authorized installer and maintenance provider of the equipment and network system it proposes.

3.3 The Vendor will provide documentation and asset sheets for any new equipment.

3.4 Vendor to provide two (2) hours of system administrative training on features and administration

3.5 Vendor to provide thirty (30) days of up and running technical support for configurations performed during the project.

Section 4

4.0 General Overview of Project

It will be the Service Provider's obligation to inform the Owner/Owner's Representative of any and all conflicts between the RFP documents and the onsite conditions.

The Service Provider shall include in their proposal the cost to prepare and conduct their work to ensure that the Owner endures no disruption to the loss of "Normal Business" functions. Buildings will be available to the Service Provider during regular business hours for investigation and prep work only. Work resulting in the disruption of normal business functions and or causing a disruption to the teaching process will be performed after normal business Hours (8:00 AM- 5:00 PM).

It will be the sole financial responsibility of the Service Provider to arrange delivery and storage of all product, materials and equipment. The Owner will not be responsible for the warehousing or transportation of any products, material and equipment, without prior written approval.

All bidders responding to this request must participate in the FCC E-Rate discount program and provide their SPIN. Not all equipment included in this RFP may qualify for E-Rate discount, but it is the bidder's responsibility to provide a solution that optimizes the E-Rate discounts while meeting the requirements of this Request for Proposal.

All equipment must be new. The details of the System requirements and features are fully described in later sections of this RFP.

4.1 Insurance

The selected Vendor shall furnish certificates of insurance covering Workman's Compensation and Liability insurance and hold Bethel School District harmless against all claims arising out of the System installation.

4.2 Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

4.3 Permits and Codes

The selected Vendor will comply with all laws, codes, rules and regulations of the State, County and Town applicable to the work to be performed at Bethel School District location. The bidder, who shall pay all lawful charges, shall obtain all permits lawfully required.

4.4 Shipments

All shipments and deliveries should be made to the technology center provided that the Vendor has made arrangements to unload and store such deliveries with the district. Bethel School District shall take no responsibility for shipments, delivery, storage, or unloading of such shipments and will not be responsible for any losses or damages that may result from Vendor's failure to make adequate provisions. All equipment, supplies, and materials required for this project will remain the property of the Vendor until properly installed and accepted by the Project Director.

4.5 Maintenance

The Vendor shall adopt and pursue a maintenance program to include periodic tests, inspections, and preventive maintenance according to the recommended practices furnished by the original equipment manufacturer aimed at achieving efficient operation of the system and provide safe and adequate service at all times, including especially the installation period prior to Acceptance.

4.6 Price

The price quoted will include all costs including but not limited to the complete installation, training, project management, and acceptance testing of the equipment.

- Bidders shall submit a descriptive summary of the equipment, including manufacturer, model, and software version level of the equipment.
- Bidders must describe general and specific features of the equipment, including features, equipment capacities, limiting factors, and optional characteristics. System capacity limitations for all features and functions must be stated and described in detail.
- Bidders shall include an overview of the equipment capabilities including capacities and expansion capabilities. Vendors must supply an itemized list of initial equipment, including all common, and auxiliary equipment necessary for the successful operation of the network equipment, such as: equipment cabinets, distribution frames, rack mount units, including size of each unit, and power requirements. Also, list the number of ports initial configuration and show the number of spare ports and, or slots remaining for expansion on each type of card and cabinet.
- All initial equipment shall be included in the quoted prices.
- The price of the equipment must include all services necessary to accomplish a turn-key installation, end-user and administrative training, user guides for all users, a technical equipment owner's manual, and a technical administrator's programming & maintenance manual. All manuals and training materials are also required on CD.

4.7 Acceptance Testing

Once the installation has been completed, acceptance testing shall be performed upon the system. This test and verification period, if successful, shall consist of thirty consecutive days of normal traffic load with no major component failures and no major alarm indications. The School District shall accept the installed system after a signed letter of official system certification with successful acceptance test results, accompanied by two sets of as-built documentation provided by the Vendor, is received, reviewed with the Vendor and accepted in writing by the School District. Service shall commence concurrent with a dated Letter of Acceptance issued by the School District to the Vendor. This letter will constitute the School District's formal acceptance of the system.

4.8 Taxes

Vendors shall include in the bid and pay for all applicable taxes except State Sales Tax and Local Sales Tax, which shall be excluded in the preparation of the bid.

4.9 Total Costs

Both the recurring, monthly costs and the non-recurring costs associated with the installation of the District's network system need to be indicated on Attachment B

4.10 Equipment listing

See Attachment A

4.11 Quantities

It is understood that the quantities stated are approximate only and are subject to either increase or decrease at the Districts discretion and are stated for the purpose of comparison only. Should the quantities of any of the items be increased, the undersigned vendor shall furnish the additional articles at the unit price set out herein; and should the quantities be decrease, payment will be made on the actual quantities delivered/accepted at such unit prices, and the undersigned vendor will make no claim for anticipated profits or additional compensation for any increase or decrease in the quantities. It should be understood that the District may purchase any number of items from the vendor at the unit prices bid.

4.12 School District Current Locations to be included

See Attachment B

4.13 Financing

The School District and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program.

4.14 System Acceptance

Bidder Identification and Authorized Signature

System Proposed: _____
Firm Name: _____
Address: _____
Signed By: _____
Printed Name: _____
Title: _____
Date: _____

Please indicate person to be contacted by the Bethel School District concerning any part of this RFP or the proposal:

Name: _____
Title: _____
Telephone: _____
Fax Number: _____
E-Mail: _____

ATTACHMENT A

Bethel School District

E-Rate District Wide Wired Networking Equipment

RFP Response Form - Title Page

The undersigned agrees to furnish the enclosed items at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by someone with the authority to legally bind the Vendor.

Network Switches

The proposed solution must provide switched network connectivity that meets the requirements provided below. Your response should describe how your offering would meet these requirements. Vendors must provide clear and concise responses, illustrations can be provided where appropriate. Any additional feature descriptions for your offering can be provided, if applicable.

- The switches must support 10/100/1000BASE-T PoE on all interface ports.
- The switches must provide support for SFP/SFP+ connectivity
- The switches must support, at a minimum, IEEE 802.3at: PoE (25.5 watts) on all interface ports (excluding the SFP/SFP+ ports) as well as 802.3bt on a subset of ports
- The switches must support an out-of-band 10/100/1000BASE-T management port.
- The switches must support built-in Layer 2, Layer 3, site-to-site VPN and authentication capabilities.
- The switches must support the role-based access policies available on the wireless network
- The switches must support stacking up to eight (8) devices via DAC cable or fiber to form a single virtual switch.
- The switches should support redundant and modular, hot-swappable power supplies to allow all ports to simultaneously be powered by PoE
- The switches should support uplink modules that include four (4)10-Gbps Ethernet/25Gbps Ethernet uplink ports.
- (Optional) Support for Smart Rate (1Gbps,2.5Gbps,5Gbps or 10Gbps) on at least 4 ports.

ATTACHMENT B

Bethel School District

E-Rate District Wide Wired Equipment RFP

Proposed Costs

Description of proposed services/goods to be purchased for the completion of this project.

Proposed services/goods listed are in reference to District Wide Wired Networking Equipment design already established by Bethel School District.

Proposed services/goods – You can choose to use this grid to outline the project/break down of sites and equipment needs.

BETHEL HIGH SCHOOL 2215 38th Avenue E, Spanaway, WA 98387			
Description	Qty	Unit Price	Total Price
48-port switch	36		
24-port switch	0		
12-port switch	0		
48-port fiber switch w/dual Pwr Supplies	1		

CHALLENGER HIGH SCHOOL 18020 B Street E, Spanaway, WA 98387			
Description	Qty	Unit Price	Total Price
48-port switch	12		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

GRAHAM KAPOWSIN HIGH SCHOOL 2210 108th Avenue E, Graham, WA 98338-8871			
Description	Qty	Unit Price	Total Price
48-port switch	49		
24-port switch	0		
12-port switch	6		
48-port fiber switch w/dual Pwr Supplies	1		

SPANAWAY LAKE HIGH SCHOOL
1305 168th Street E, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	40		
24-port switch	0		
12-port switch	4		
48-port fiber switch w/dual Pwr Supplies	1		

Bethel Middle School
22001 38th Avenue East, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	9		
24-port switch	0		
12-port switch	7		
24-port fiber switch w/dual Pwr Supplies	1		

Cedarcrest Middle School
19120 18th Avenue Ct E, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	11		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Cougar Mountain Middle School
5108 260th Street E, Graham, WA 98338

Description	Qty	Unit Price	Total Price
48-port switch	17		
24-port switch	0		
12-port switch	4		
24-port fiber switch w/dual Pwr Supplies	1		

Frontier Middle School
22110 108th Avenue E, Graham, WA 98338

Description	Qty	Unit Price	Total Price
48-port switch	11		
24-port switch	0		

12-port switch	4		
24-port fiber switch w/dual Pwr Supplies	1		

Liberty Middle School

7319 Eustis-Hunt Road E, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	15		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Spanaway Middle School

15701 B Street E, Tacoma, WA 98445

Description	Qty	Unit Price	Total Price
48-port switch	10		
24-port switch	0		
12-port switch	2		
24-port fiber switch w/dual Pwr Supplies	1		

Bethel Hope Early Learning Center

214 167th St. S. Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	3		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Camas Prairie Elementary School

320 176th Street E, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	8		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Centennial Elementary School 24323 54th Ave E, Graham, WA 98338			
Description	Qty	Unit Price	Total Price
48-port switch	9		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Clover Creek Elementary School 16715 36th Avenue E, Tacoma, WA 98446			
Description	Qty	Unit Price	Total Price
48-port switch	12		
24-port switch	0		
12-port switch	2		
24-port fiber switch w/dual Pwr Supplies	1		

Elk Plain Elementary School 22015 22nd Avenue E, Spanaway, WA 98387			
Description	Qty	Unit Price	Total Price
48-port switch	13		
24-port switch	0		
12-port switch	4		
24-port fiber switch w/dual Pwr Supplies	1		

Evergreen Elementary School 1311 172nd Street E, Spanaway, WA 98387			
Description	Qty	Unit Price	Total Price
48-port switch	12		
24-port switch	0		
12-port switch	2		
24-port fiber switch w/dual Pwr Supplies	1		

Expedition Elementary School 18717 108th Avenue Court East, Puyallup, WA 98374			
Description	Qty	Unit Price	Total Price
48-port switch	12		

24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Frederickson Elementary School

17418 74th Avenue E, Puyallup, WA 98375

Description	Qty	Unit Price	Total Price
48-port switch	9		
24-port switch	0		
12-port switch	2		
24-port fiber switch w/dual Pwr Supplies	1		

Graham Elementary

10026 204th Street E, Graham, WA 98338

Description	Qty	Unit Price	Total Price
48-port switch	13		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Kapowsin Elementary School

10412 264th Street E, Graham, WA 98338

Description	Qty	Unit Price	Total Price
48-port switch	9		
24-port switch	0		
12-port switch	1		
24-port fiber switch w/dual Pwr Supplies	1		

Katherine G. Johnson Elementary

16720 Waller Road East, Tacoma, WA 98446

Description	Qty	Unit Price	Total Price
48-port switch	13		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Naches Trail Elementary School 15505 Waller Road, E, Tacoma, WA 98446			
Description	Qty	Unit Price	Total Price
48-port switch	14		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Nelson Elementary School 22109 108th Avenue E, Graham, WA 98338			
Description	Qty	Unit Price	Total Price
48-port switch	11		
24-port switch	0		
12-port switch	1		
24-port fiber switch w/dual Pwr Supplies	1		

North Star Elementary School 7719 224th Street E, Graham, WA 98338			
Description	Qty	Unit Price	Total Price
48-port switch	11		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Pioneer Valley Elementary School 7315 Eustis Hunt Road, Spanaway, WA 98387			
Description	Qty	Unit Price	Total Price
48-port switch	12		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Rocky Ridge Elementary School 6514 260th Street E, Graham, WA 98338			
Description	Qty	Unit Price	Total Price
48-port switch	9		

24-port switch	0		
12-port switch	3		
24-port fiber switch w/dual Pwr Supplies	1		

Roy Elementary School

340 Petersen Street S, Roy, WA 98580

Description	Qty	Unit Price	Total Price
48-port switch	6		
24-port switch	0		
12-port switch	5		
24-port fiber switch w/dual Pwr Supplies	1		

Shining Mountain Elementary School

21615 38th Avenue E, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	15		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Spanaway Elementary School

412 165th Street S, Spanaway, WA 98387

Description	Qty	Unit Price	Total Price
48-port switch	12		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Thompson Middle School

303 159th Street E, Tacoma, WA 98445

Description	Qty	Unit Price	Total Price
48-port switch	11		
24-port switch	0		
12-port switch	0		
24-port fiber switch w/dual Pwr Supplies	1		

Please provide total *non-recurring costs* required to deliver system:

\$ _____

Provide monthly, *recurring costs* for the duration of the proposed agreement:

\$ _____

Provide pricing of any necessary additional components (stacking hardware or cables, power cables, transceivers, or modular power supplies, etc.).

\$ _____

Please provide costs associated for any additional sites:

Non-recurring: \$ _____

Recurring - monthly: \$ _____

Please provide estimated taxes, surcharges and fees:

Sales tax: \$ _____

City Tax: \$ _____

Other fees: \$ _____

ATTACHMENT C

UNIVERSAL SERVICE (E-RATE) REQUIREMENTS

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-rate”) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”). Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or entirely dependent upon the successful receipt of Universal Service Fund (“USF”) subsidies. To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

- **USF Knowledge**

Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Support Mechanism for Schools and Libraries (commonly known as “E-rate”).

- **USF Registration**

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).

- **USF Participation**

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company (“USAC”), and any agency or organization administering the E-rate Program to ensure that the District receives all of the E-rate funding for which it has applied and to which it is entitled in connection with Vendor’s services and/or products.

- **Lowest Corresponding Price**

The Lowest Corresponding Price Rule (“LCP Rule”), 47 CFR § 54.511 (b), prohibits Vendor from ever charging the District more for E-rate eligible goods or services than it charges similarly situated non-residential customers for similar goods or services, unless it can prove that the lowest corresponding price (“LCP”) is not “compensatory.”

- The District is not obligated to ask for the LCP; it must receive it.
- If, at the time of delivery, the LCP is lower than the agreed-upon price, Vendor must charge the LCP.
- Promotional rates that Vendor offers for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.
- There is a rebuttable presumption that rates offered within the previous three years are still compensatory.
- Vendor may not avoid the LCP Rule by arguing that none of its non-residential customers are identically situated to the District or that none of its contracts cover goods or services identical to those sought by the District.

- The FCC will permit Vendor to charge the District more than the LCP only when it can prove to the agency that the LCP is not “compensatory” – i.e., that it will face demonstrably and significantly higher costs to provide its goods and/or services to the District than it would to provide similar goods and/or services to similarly situated non-residential customers. Some factors that could affect the cost of service are volume, mileage from facility, and length of contract.

- **USF Documentation**

Vendor shall provide to District staff and/or the District’s E-rate consultant within a commercially reasonable period of time, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E- rate support.

- **Invoicing Procedures**

Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number (“FRN”)
- Vendor’s signature on invoice attesting to the accuracy and completeness of all charges
- Detailed description of services performed and materials supplied that matches District’s contract specifications, Form 470 and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor’s letterhead or on a Vendor-generated form
- District’s Billed Entity Number
- District’s Federal Communications Commission Registration Number
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter (“FCDL”)

- **USF Discounted Invoicing and Reimbursement Processes**

Vendor shall, at the District’s request, either (a) invoice the District only for the non-discounted amounts due on E- rate-approved transactions and simultaneously invoice the Universal Service Administrative Company (“USAC”) for the balance [Discounted Invoice Process] or (b) invoice the District in full for eligible products and services [Reimbursement or “BEAR” Process].

- **Discounted Invoice Process**

- **Invoicing**

Within fourteen (14) days from the date that Vendor delivers to the District, E-rate approved materials or services, when delivery of such services triggers a payment obligation under Vendor's contract with the District, Vendor must invoice the District for its share of the pre- discount cost of those materials or services.

- **Timely Filing**

Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing.

- **Invoice Rejection**

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay; if the District is at fault, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.

- **District Approval**

Vendor shall submit to the District for its review and approval before submitting it to USAC for payment, a copy of every invoice that Vendor intends to submit for services that it has provided or, in appropriate circumstances, will be providing to the District. The District shall not unreasonably delay or withhold approval of Vendor's USAC invoices. As Vendor is solely responsible for timely filing invoices with USAC, it understands that it must submit invoices to the District sufficiently in advance of any USAC filing deadline to ensure that there will be adequate time remaining for it to meet the USAC filing deadline after the District has had a reasonable opportunity to review and approve them.

- **Reimbursement Process**

- **Service Provider Annual Certification**

Vendor understands that the District's ability to file a FCC Form 472 to start the BEAR process is dependent upon the Vendor filing a FCC Form 473, Service Provider Annual Certification form for the relevant funding year. Moreover, Vendor understands and agrees that its failure to file the Form 473 in a timely manner will adversely affect the District's operations and may prohibit the District from being able to receive reimbursement monies that it is entitled to receive. If the District is unable to receive reimbursement money due to the lack of a Form

473 from the Vendor, the Vendor will be liable to the District for any monies that the District was unable to collect from the USF program due to the Vendors lack of a Form 473.

- **Delayed USF Funding Commitment**

Vendor understands that, due to circumstances beyond the District's control, the District may not receive an E-rate funding commitment by the beginning of the E-rate funding year, July 1, for the services it intends to purchase from Vendor during that funding year.

- **Retroactive Invoicing**

When E-rate funding is approved, Vendor shall invoice USAC for the discounted amount the District is owed retroactive to July 1st of the funding year or to whenever approved service to the District began, whichever date is later.

- **USF Audit and Document Retention Requirement**

Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to the District. All such records shall be retained for ten (10) years following completion of services and shall be subject to inspection and audit by the District. Vendor shall include in all subcontractor agreements for services, provisions requiring subcontractors to maintain the same records and allowing the District the same right to inspect and audit those records as set forth herein.

In addition to the foregoing, Vendor will create, implement and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Separating ineligible project management and other professional services costs, if any, from other charges
- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's 470 and 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- Where applicable, non-recurring services should be provided prior to September 30th and recurring services provided prior to June 30th of the relevant E-rate funding year
- Supporting documentation sufficient to evidence that what was approved per the FCDL and provided to the District, was actually provided to the District and when
- If E-rate eligible services and/or installation or equipment costs are included as part of a larger contract or service/equipment billing, support for the allocation of E-rate eligible amounts and reconciliation of that total to the total amount billed
- If E-rate eligible services or equipment are allocated to multiple sites, support for the allocation consistent with the amount and locations identified in the Form 471

- Documenting that E-rate funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format

- **Contract Term Modification**

The District will reserve the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate “program year” or an extended service end date for an E-rate program year pursuant to a “service delivery deadline extension,” as those terms are defined by the Federal Communications Commission (“FCC”) and/or the Universal Service Administrative Company (“USAC”).

ATTACHMENT D

Bethel School District Infrastructure Description (Informational only)

Bethel School District is a fully 1:1 district in grades PreK-12. The district utilizes Apple iPads as the 1:1 device of choice and provides “take-home” for grade levels 6-12. Each classroom and all common areas have single or multiple access points installed. The district uses Aruba Network’s line of access points throughout every building. The district has deployed over 1,700 APs and is centrally controlled by a pair of Aruba 7240XM controllers. For wired networking, the district utilizes HPE/Aruba 6k series switches for our access (building) layer. All of these switches are configured using Zero-Touch Provisioning (ZTP) for both configuration & deployment. We rely on customized scripts to perform several tasks related to the deployment of these switches. We utilize 802.1x and dynamic vLans on these switches as an integral part of our network security initiative.

Network management and monitoring are performed using HPE Intelligent Management Center (IMC) and Aruba AirWave.