



REQUEST FOR PROPOSAL (RFP)

**E-Rate Eligible Core Network Upgrade
PROJECT NO. 12391
RFP NO. SFUSD-PD-FY26_#74 Core Network Upgrade**

E-Rate 2026-2027 FCC FORM 470 No. 260003070

EMAIL PROPOSALS TO

Herbert Valmores
ValmoresH@sfusd.edu

PROPOSAL DUE DATE AND TIME

Wednesday, December 10, 2025 by 2:00PM (PST)

1.0 Overview of Request for Proposals

1.1 Publication of Request for Proposals

- The San Francisco Unified School District ("SFUSD" or "District") Department of Technology is soliciting Requests for Proposals ("RFP") from qualified and responsible Proposers to supply network equipment and related services for campus Core Network Switches, and related services, including but not limited to electronics, associated modules, software, applicable licenses, and related technical services. The District hereby invites all interested Proposers to submit a proposal for the requested materials and any other related items required for performance under the RFP. Proposer responses that do not comply with the format, forms, and other criteria indicated may be ruled non-responsive.
- This is an RFP pursuant to California Public Contract Code 20118.1: In accordance with the California Public Contract Code section 20118.1, the District may contract with any one of the three lowest responsible Proposers who, in the District's sole discretion, best meet the needs of the District as set forth in the Proposal Documents.
- Please go to the link below to view and download the proposal package.
- Please look for "RFP NO. SFUSD-PD-FY26_#74 E-Rate Eligible Core Network Upgrade" section under "Current RFPs, RFQs, RFOs & RFIs". All related documents for this Request for Proposal will be posted here: <https://www.sfusd.edu/business-with-sfusd/current-rfps-rfqs-rfos-rfis>
- Competitive proposals for the specified material and/or service must be received by the San Francisco Unified School District ("SFUSD" or "District"), Procurement Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, Proposers are required to respond according to the instructions contained in the RFP. Proposers will respond utilizing the format, forms, and other criteria indicated in the RFP.
- Proposer responses that do not comply with the format, forms, and other criteria indicated will be rejected. The District reserves the right to refuse all proposals.
- Proposals received after the due date and time will be rejected and returned unopened. No exceptions will be granted for late submissions.
- To preserve the integrity of this RFP, the Proposer is requested not to contact any individual within the District, except those designated on the RFP, before the publication of the District's intent to award. Please note that inappropriate contacts by a prospective Proposer may subject the Proposer to disqualification from the contract award process.

- The District reserves the right to refuse any and all proposals and to waive any irregularities or informalities in any proposal or in the proposal process. A late submission is not an irregularity or informality, and will not be waived.
- The District reserves the right to amend this RFP as necessary.
- The District reserves the right to negotiate all terms, conditions, scope of work, and costs before award of contract.
- All materials submitted to the District in response to this RFP shall remain the property of the District.
- The District shall not be responsible for the costs of preparing any proposal in response to the RFP.
- The District may award multiple proposers on the merit of the best value for equipment and/or services. The intent of the award of the proposal will be posted on the District's website. The award resolution will be submitted for approval to the SFUSD Board of Education at the public Board meeting on Tuesday, February 10, 2026

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1.3 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

Milestones	Weekday	Date
RFP Issue Date	Wednesday	November 12, 2025
RFP Document Posting (SFUSD Website)	Wednesday	November 12, 2025
RFP Advertisement No. 1 Run Date	Wednesday	November 12, 2025
RFP Advertisement No. 2 Run Date	Wednesday	November 19, 2025
Pre-Proposal Question Submission Deadline at 5:00 p.m. (PST)	Wednesday	November 26, 2025
Question and Answer Posting (SFUSD Website)	Wednesday	December 3, 2025
RFP Submission Deadline at 5:00 p.m. (PST)	Wednesday	December 10, 2025
Intent to Award Notice at 5:00 p.m. PST (Anticipated)	Friday	January 9, 2026
Protest Period Deadline (Anticipated)	Friday	January 16, 2026
Board of Education Anticipated Approval Date (Anticipated)	Tuesday	February 10, 2026

2.0 Background Information

The San Francisco Unified School District is the sixth-largest school district in California, serving more than 50,000 students who speak more than 44 languages across 132 schools in San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities, and dispositions outlined in SFUSD's Graduate Profile.

The San Francisco Unified School District ("SFUSD" or "District") is seeking services for the purchase and delivery of new network communication equipment for schools to help upgrade existing hardware with newer hardware as described in **Attachment B - E-Rate Core Network Upgrade 2026 Bid Equipment Response Template**. To comply with this RFP and related specifications, the Proposer shall provide the specific equipment for the District as defined below in the Scope of Services section.

The purpose of this Request for Proposal (RFP) is to provide the San Francisco Unified School District ("SFUSD" or "District") with network equipment and related support services for campus Core Network Switches, including but not limited to electronics, associated modules, software, and applicable licenses for SFUSD as described in the **Attachment B - E-Rate Core Network Upgrade 2026 Bid Equipment Response Template**.

3.0 Scope of Services

3.1 Equipment Specifications

- The Proposer shall provide network equipment, modules, components, warranties, and applicable licenses as described on **Attachment B - E-Rate Core Network Upgrade 2026 Bid Equipment Response Template**. The District seeks Core Network Switches.
- The Proposer shall complete **Attachment B - E-Rate Core Network Upgrade 2026 Bid Equipment Response Template**, and indicate the percentage for which the line item is E-Rate eligible and/or ineligible.
- Refurbished equipment will not be accepted.
- The equipment list provided in this RFP is subject to change. Purchases may be made in part or in full at the discretion of the District.

3.2 Delivery and Invoicing Requirements

- The Proposer shall deliver all hardware to the San Francisco Unified School District Department of Technology located at the District's Central Offices: 555 Franklin Street, San Francisco, CA 94102
- The Proposer shall coordinate delivery with the District's Department of Technology Project Manager or other District-designated representative
- The District intends to use the BEAR process (Form 472)
- The Proposer shall not invoice the District until all hardware has been delivered to the District
- The Proposer shall invoice the District's Department of Technology separately by school site as indicated in **Attachment B – E-Rate Core Network Upgrade 2026 Bid Equipment Response Template**.

4.0 Proposal Format, Content, and Submission

Proposers shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Proposals that fail to meet these requirements and procedures. Any material that a Proposer considers as confidential but does not meet the disclosure exemption requirements of applicable public disclosure laws, including but not limited to the California Public Records Act, should not be included in the Proposer's response, as it may be subject to disclosure and made available to the public. By submitting materials in response to this RFP, Proposers are (1) consenting to the release of such materials by the District if requested under any applicable public disclosure laws without further notice to them and (2) agreeing to indemnify and hold the District harmless for such release of the materials.

4.1 Proposal Format

- Proposers shall use only the prescribed forms contained in the attachments to this RFP. Proposers may copy the forms for use in their proposal submission, but substituted forms or formats are unacceptable.
- Proposals must be consecutively numbered on each page. Different sections of the proposal must be properly delineated with a section heading. Include a table of contents with page numbers of the material contained in the Proposal.

4.2 Proposal Content

The proposal response package must be submitted in its entirety to include the following items:

- Proposal Identification Statement - Cover Letter.
- The proposer should provide the organization's name, mailing address, and primary contact information.

- The response must contain all responses to the requirements in this RFP with the organization in the same format and order as presented in this RFP.
- Signed copy of **Attachment A** – E-Rate Supplemental Terms and Conditions.
- **Attachment B – E-Rate Core Network Upgrade 2026 Bid Equipment Response Template.**
 - **Note to proposers: please do not modify or change contents in Columns A-D. Any modification will not be considered.**
- **Attachment C - Purchase Agreement**

4.3 Proposal Submission

Proposals must be submitted as Portable Document Format (PDF) attachments to an email addressed to ValmoresH@sfusd.edu. The Cost Proposal must be submitted as a separate attachment. Thus, each email submission must have a minimum of two attachments, a narrative proposal, and a cost proposal. The email must be a direct email to the address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **Core Network Upgrade F470 No. 260003070 by Wednesday, December 10, 2025, at 2:00 p.m. (PST)**. Proposals received other than through email or after the due date and time shall not be accepted.

5.0 District’s Evaluation / Selection Process

5.1 Overall Evaluation Process

This section describes the District’s criteria for analyzing and evaluating the Proposals. It is the District’s intent to award a contract to the Proposer that will provide the best overall service package. This RFP does not, in any way, limit the District’s right to solicit contracts for similar or identical services if, in the District’s sole and absolute discretion, it determines the Proposer is not fully capable of satisfying its needs.

5.2 Evaluation Panel

The District intends to evaluate the Submittals generally in accordance with the criteria detailed below. The District will convene a panel whose membership will include people with knowledge of the services requested through this RFP to evaluate and score the Submittals. The panelists will review the written proposals.

5.3 Evaluation Scoring

Proposers will be evaluated based on the criteria in the table below:

Criteria	Maximum Points
E-Rate Eligible Costs	50
E-Rate Ineligible Costs	15
Compatibility with Existing Systems	35
Total	100

5.3.1 Compatibility with Existing Systems

The proposed switches are intended to replace our Layer 3 existing EIGRP Routing SFP+ MultiGigabit switch or add to our Layer 2 Access Switch Stacks. The requirements for the proposed switches are as follows:

- For the 24-port switch model, the switch must be a 24-port SFP+ Layer 3 EIGRP Routing capable
- For the 48-port switch model, the switch must be a 48-port MultiGigabit Copper UPOE or UPOE+ capable
- Support both CDP and LLDP protocols
- Stackable with our existing Cisco 9300 Platform Switches
- Ease of interoperability to support Cisco StackPower to interoperate with our existing Cisco 9300 switches

5.3.2 Cost Scoring

The District will use the **Ratio Method** for scoring each cost category of the RFP response. With this method, the proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their relationship to the lowest. This will be determined by the following formula:
(Lowest Cost/Cost Being Evaluated) x Maximum Points Available = Awarded Points

6.0 Contract Award

The District intends to award at its discretion. The District will select the top-ranked responsive and responsible Proposer with whom to commence contract negotiations.

The selection of any proposal shall not imply acceptance by the District of all terms of the proposal, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the District, in its sole discretion, may terminate negotiations with the highest-ranked proposer and begin contract negotiations with the next highest-ranked proposer.

The Purchase Agreement For Materials, Equipment, And Supplies ("Agreement") is the document the selected firm will be expected to execute, regardless of the scope or volume of work awarded. The General Terms and Conditions and all Attachments and/or Exhibits that are a part of the Purchase Agreement are not negotiable. In the event you have any clarifying questions about the Purchase Agreement, please submit them in written form before the deadline for submission of written questions, and the District will respond accordingly.

If selected, your firm must agree to the terms and conditions stated in the Purchase Agreement ("Agreement"), which will incorporate by reference all aspects of the RFP and your submitted Proposal. The selected proposer will be required to enter into a contract substantially in the form of the Organization/Professional Services Agreement, attached hereto as Attachment C "Purchase Agreement." Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds, or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFP shall have an initial term of **three (3) years**. In addition, the District shall have two options exercisable at its sole discretion to extend the term of the contract for a period or periods of up to two years each. The maximum contract period shall not be more than **five (5) years**.

7.0 Terms for Receipt of Proposals

7.1 Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the District in writing if they discover any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be sent by email to ValmoresH@sfusd.edu promptly after discovery, but in no event later than **5:00 P.M. (PST) on Wednesday, November 26, 2025**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR Core Network Upgrade F470 No. 260003070**. Modifications and clarifications will be made by addenda as provided below.

7.2 Questions and Objections Regarding the RFP

Any questions and/or objections concerning the substance of this RFP, including the Scope of Work, requirements, and evaluation criteria, must be submitted, in writing, via email to ValmoreshH@sfusd.edu by **5:00 P.M. (PST) on Wednesday, November 26, 2025**. Any questions concerning the RFP process shall be submitted no later than 48 hours prior to the proposal due date to the same email address. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **QUESTIONS FOR Core Network Upgrade F470 No. 260003070**. Proposers who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a "Questions and Answers" document will be developed from all submitted questions and posted on the District's contracts opportunities portal: [Current RFPs, RFQs, RFOs & RFIs | SFUSD](#). It is the responsibility of the Proposer to check the portal for the Questions and Answers document and any addenda.

7.3 Change Notices

The District may modify the RFP, prior to the proposal due date, by issuing an addendum, which will be posted on the District's contracts opportunities portal: [Current RFPs, RFQs, RFOs & RFIs | SFUSD](#). Proposers shall be responsible for ensuring that their proposals reflect any and all RFP addenda issued by the District prior to the proposal due date, regardless of when their proposal is submitted. Therefore, the District recommends that Proposers visit the portal frequently, particularly during the run-up to the proposal due date, to determine if they have downloaded any and all addendum/addenda and documents.

7.4 Terms of Proposal

Submission of a proposal signifies that the proposed services and fees/costs are valid for **150 calendar days** from the proposal due date or after the Board of Education approval date, whichever is later. The quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

7.5 Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date. In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the District may require a proposer to provide oral or written clarification of its proposal. The District reserves the right to make an award without further clarification of proposals received.

7.6 Errors and Omissions in Proposal

Failure by the District to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

7.7 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any proposer in responding to this RFP. Submissions of the RFP will become the property of the District and may be used by the District in any way deemed appropriate.

7.8 Reservation of Rights by the District

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure.
- Reject any or all proposals.
- Reissue a Request for Proposals.
- Before the submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the proposals.
- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.

7.9 No Waiver

No waiver by the District of any provision of this RFP shall be implied from any failure by the District to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

8.0 Protest Procedures

8.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the District's issuance of a notice of non-responsiveness, any Proposer who believes that the District has incorrectly determined that its Proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the District on or before the fifth working day following the District's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

Within five (5) working days of the District's issuance of a notice of intent to award the contract, the next highest-ranked Proposer may submit a written notice of protest if it believes that the District has incorrectly selected another proposer for award. Such notice of protest must be received by the District on or before the fifth working day after the District's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure, or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.3 Delivery of Protests

The notice of protest must be received by the District at or before **5:00 p.m. (PST) on the fifth (5th) business day** after the Notice of Intent to Award. Protests must be delivered via email to ValmoresH@sfusd.edu. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **PROTEST FOR Core Network Upgrade F470 No. 260003070**. Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

9.0 Erate Supplemental Terms and Conditions (Attachment A)

Please download at <https://www.sfusd.edu/business-with-sfusd/current-invitations-bids> > CORE NETWORK UPGRADE > Attachment A

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with proposal and/or bid response (“Proposal”) in response to this Solicitation (“RFP/RFB/RFQ”).

The Telecommunications Act of 1996 established a fund by which Schools and Libraries (“District” or “Districts”) across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services, and maintenance is determined by the Federal Communications Commission (“FCC”). Funding is made available upon application approval by the Universal Service Administrative Company (“USAC”), which was established by the Act. The amount of the discount is based on the number of students eligible to receive free and reduced-price meals.

1) E-RATE CONTINGENCY

The project herein [is/may be] contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after an award of Agreement(s) and/or E-rate funding approval is approved, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

2) PROPOSER REQUIREMENTS

The District expects Proposers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

a. Proposers are required to be in full compliance with all current rules and requirements and future rules and requirements issued by the FCC and USAC throughout the agreement period of any Agreement entered into as a result of this RFP/RFB/RFQ.

b. Proposers are responsible for providing a valid Proposer Identification Number (“SPIN”). More information about obtaining a SPIN may be found at this website:
<https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>

c. Proposers are responsible for providing a valid Federal Communications Commission Registration Number (“FRN”) at the time the Proposal is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>

d. Proposers are responsible for providing evidence of FCC Green Light Status at the time the proposal is submitted. Any potential Proposer found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Proposer's sustained Red Light Status may be grounds for termination of the Agreement, as it could prohibit the Proposer from providing E-rate discounts in a timely manner, which would cause harm to the

District. More information about FCC Red and Green Light Status may be found at this website:

http://www.fcc.gov/debt_collection/welcome.html

- e. Products and services must be delivered before billing and E-rate discounting can commence. At no time may the Proposer invoice before July 1, 2026.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any Agreement and USAC-approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible." Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per USAC guidelines.
- h. For Category 2 equipment or services, within one (1) week of notification of award, the awarded Proposer must provide the District a bill of materials using a completed and most current and appropriate version of USACs "Bulk Upload Template" (formerly known as the Item 21 attachment) located at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>. Subsequent schedules of values and invoices must match the Bulk Upload Template and approved Funding Request Line Items or subsequent approved service substitutions. If the Proposer's proposal consisted of pricing per eligible location, a summary sheet and summary Bulk Upload Template must be provided to describe the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review, and/or audit inquiry, the awarded Proposer is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Proposer is required to send copies of all forms and invoices to the District prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the District placing the proposer on an "Invoice Check" with the USAC:
<https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/>
- k. Proposers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website:
<https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>
- l. Proposers must not propose any equipment or services produced or provided by companies, their parents, affiliates, and subsidiaries, found to pose a national security threat to the integrity of communications networks or the communications supply chain as required by FCC rules. See <https://www.usac.org/about/reports-orders/supply-chain/>. Any proposed solution, including Covered Equipment or Services as defined by the FCC, will be disqualified. If, after award of the project, it is found that Covered Equipment or Services are included, the award and/or Agreement will be considered to be null and void. See <https://www.fcc.gov/supplychain>.
- m. SPAM and/or robotic responses will not be considered valid Proposals and will be disqualified from consideration.
- n. Any Proposer proposals identifying contingency fees, such as allocations for change orders, tariffs, or other speculative fees not specifically called out for in the scope and/or terms of the RFP/RFB/RFQ will

automatically be included in the Proposal price and subject to evaluation unless otherwise specified in the RFP/RFB/RFQ. Contingency fees not pre-approved by the District will not be allowed.

3) PROPOSER ACKNOWLEDGEMENTS

- a. The Proposer acknowledges that no change in the products and/or services specified in its proposal will be allowed without prior written approval from the District and a USAC service substitution approval with the exception of a Global Service Substitution. See <https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/>.
- b. The Proposer acknowledges that all pricing and technology infrastructure information in its Proposal shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Proposer acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Proposers found not to be providing Lowest Corresponding Price (LCP) may be required to repay any identified overcharges to USAC. The Proposer acknowledges that LCP is solely the Proposer's responsibility and it will not hold the District liable, or seek reimbursement from any District, for any appeals, commitment adjustments or funding recoveries.
- d. The Proposer attests that its offer does not violate the FCC's Supply Chain certifications included in the FCC Form 473. Supply Chain requirements and certifications can be viewed at USAC's Website: <https://www.usac.org/about/reports-orders/supply-chain/>.
- e. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the District from paying its proportionate non-discounted share of costs. The Proposer agrees to provide substantiating documentation to support this assertion should the District, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION

Category 1 Services

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the Agreement's "effective date," E-rate eligible goods and/or services requested in this RFP/RFB/RFQ shall be delivered no earlier than the start of the 2026 funding year (July 1, 2026). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the Proposer, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a Proposer can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of the Proposer infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

Early Funding Conditions

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the Proposer pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365, released December 6, 2002). This FCC decision only applies to Priority/ Category 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:

<https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/>

Category 2

There are two conditions that allow USAC to provide support in a funding year for Category 2 Internal Connections (equipment and services) incurred before that funding year.

- *Districts may seek support for Category 2 eligible services purchased on or after April 1, three months before the start of the funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*
- *No invoices can be submitted to USAC for reimbursement before July 1 of the funding year.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#), released July 23, 2014).

It is important to note that NO FCC FORM 474 INVOICING can take place before the Funding Commitment Decision Letter is issued, the FCC Form 486 is approved, and/or before July 1 of the funding year.

5) INVOICING

a. The Proposer agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the FCC Form 474 Proposer Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (FCC Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Funding Request Number ("FRN") and associated FRN Line Items and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from USAC and submission, certification and USAC approval of FCC Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file an FCC Form 472, the District will inform the Proposer of its intent.

b. The Proposer agrees that it will not invoice USAC for equipment or services that have not been delivered to and accepted by the District and installed. If equipment is being drop-shipped to the District and the District is responsible for installing the equipment, the Proposer may not invoice USAC until equipment is received and accepted by the District.

c. All Proposer invoicing to USAC must be completed within 120 days from the last day of service. Should the Proposer fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.

6) FCC/USAC AUDITS

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. The Proposer hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP/RFB/RFQ for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserve the right to perform or have performed an audit of the records of the Proposer and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES AND AGREEMENT TERM

During the term of any Agreement resulting from this RFP/RFB/RFQ, the District may elect to procure additional or like goods and/or services offered by the Proposer. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance, and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Proposers must state in their proposal that they acknowledge, accept, and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Proposer Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Proposer Name: _____

Proposer FCC Registration Number: _____

Proposer Identification Number: _____

10.0 E-Rate Core Network Upgrade 2026 Bid Equipment Response Template (Attachment B)

Please download at <https://www.sfusd.edu/business-with-sfusd/current-invitations-bids> > CORE NETWORK
UPGRADE > Attachment B

11.0 Purchase Agreement (Attachment C)

Please download at <https://www.sfusd.edu/business-with-sfusd/current-invitations-bids> > CORE NETWORK
UPGRADE > Attachment C