



REQUEST FOR PROPOSALS

RFP Number: E-RATE 2016-2017

PREPARED BY

Firstline Schools
300 North Broad Street, Suite 207
NEW ORLEANS, LOUISIANA 70119

BID DATE: January 28, 2016 2:00 PM

FirstLine Schools (FirstLine) invites Request for Proposals for the services set forth above in accordance with the specifications enclosed herewith.

Request for Proposals **MUST** be received at FirstLine Schools Offices by the date and time set as the Request for Proposals Receipt Deadline.

Event Schedule

EVENT SCHEDULE	DATE AND TIME	LOCATION
RELEASE RFP	December 18, 2015	Online and via email, Form 470
MANDATORY PRE-BID MEETING	January 7, 2016 2:00 PM	FirstLine Schools Central Office 300 N. Broad Street, Suite 300 New Orleans, LA 70119
QUESTIONS DUE	January 25, 2016 10:00 AM	Via email to jbarberot@firstlineschools.org or via mail
PROPOSAL DUE	January 28, 2016 2:00 PM	Via mail or drop-off at 300 N. Broad Street, Suite 300 New Orleans, LA 70119
PUBLIC BID OPENING	January 28, 2016 2:00 PM	300 N. Broad Street, Suite 300 New Orleans, LA 70119

INTRODUCTION:

The mission of FirstLine Schools is to create and inspire great open admissions public schools in New Orleans. FirstLine Schools (FirstLine) is a Charter Management Organization (CMO). FirstLine, a nonprofit CMO with an independent board of directors, operates five charter schools which are chartered through the Louisiana Recovery School District (RSD). These public, open-admission schools receive the same per-student public funding as other public schools in Louisiana. Since its inception, FirstLine has been committed to leveraging charter school independence to implement best practices in education and incubate innovative projects that improve school effectiveness.

FirstLine Schools is requesting proposals for Internet Service Providers to provide E-Rate and Non-E-Rate services: 1) a high-speed point-to-multi-point Wide Area Network (WAN) solution with accompanying two-gigabit internet capacity (site interlink speeds will be discussed within), 2) Cable modem or equivalent installations at specific locations (speed will be discussed within), 3) Voice PRI connectivity for FirstLine's call manager, 4) Telephony connectivity via multiple analog connections at each FirstLine location. Proposed solutions must allow for reliable transmissions of voice, data and video.

FirstLine Schools is seeking a managed fiber optic network service that will connect all but one FirstLine location to the District Data Center (Arthur Ashe) via a point-to-multi-point WAN configuration with the ability to have additional locations added into to the fiber network as necessary.

This service will use WAN connectivity to provide bandwidth at a minimum of 250mbits to a maximum of 500mbits (speeds established below) from each existing location (with the exception of the Teacher Professional Development Space) to the District Data Center. The connection between the District Data Center (Arthur Ashe) and each remote site will utilize TCP/IP protocols and full duplex operation (bidirectional connections). Connections via cable modem or equivalent must be a minimum of 100mbit and have static IPs.

1. INSTRUCTIONS FOR VENDORS SUBMITTING A PROPOSAL:

1.1 To ensure consideration of your proposal, all proposal packages MUST be delivered or mailed in an envelope or package clearly marked with the proposal title, proposal opening date, and the proposal number. Companies making a proposal are requested to mail the proposal package. DO NOT FAX OR

EMAIL YOUR PROPOSAL. Proposals are to be mailed to ATTN: Joe Barberot, FirstLine Schools, P.O. Box 791729, New Orleans, LA. 701791 or hand delivered to FirstLine Schools ATTN: Joe Barberot at 300 N. Broad Street, Suite 207, New Orleans, LA 70119. PROPOSALS ARE DUE BY **JANUARY 28, 2015 AT 2:00 PM.**

1.2 One original (paper), two copies and one electronic copy (PDF on USB Drive) of the entire proposal are to be submitted to FirstLine Schools: ATTN: Joe Barberot

1.2 All proposal prices must be typed or written in ink. Any corrections, erasures, or other forms of alteration to prices must be initialed by authorized personnel of the company making the proposal.

1.3 The proposal is to be manually signed in blue ink.

1.4 By signing below and on each proposal form, your company certifies compliance with all instructions, the standard terms and conditions, special terms and conditions, if any, and specifications, and further certifies that this proposal is made without collusion or fraud.

1.5 By signing below, your company certifies that all suspension and/or debarment criteria as described has been satisfied.

Signature of Authorized Company Representative:
(Must be signed and dated)

Name of Vendor:
(Typed or printed)

Mailing Address

Name (Typed or Printed)

Payment Terms: _____

Telephone No: _____

Email Address: _____

Fax No: _____

2. STANDARD TERMS AND CONDITIONS

2.1 RFP Form.

All written proposals, unless otherwise provided for, must be submitted on, and in accordance with, the RFP package and RFP forms provided, properly signed. RFP submitted in the following manner **will not** be accepted:

- A. RFP instructions and RFP forms contain no signature;
- B. RFP filled out in pencil;
- C. RFP not submitted on FirstLine's standard RFP package and RFP format.
- D. RFP submitted by email or fax.

2.2 Proposal Response Format.

2.2.1 Executive Summary

The one- or two-page executive summary is to briefly describe the Vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Vendor. The reader should be able to determine the essence of the proposal by reading the executive summary. All pages must be numbered consecutively.

2.2.2 Detailed Proposal.

- A. This section should constitute the major portion of the proposal and must contain the following:
 - B. Proposal must include a complete narrative of the Vendor's assessment of the work to be performed, the Vendor's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.

C. Vendor must respond to each specification. Proposals lacking responses may be rejected. For ease in evaluation, your response must immediately follow each item/specification (paragraph, sub-paragraph, etc.).

D. Accept and comply - Follow this response with a brief/concise explanation that adequately details your ability to meet the specified requirement unless the specification/requirement is clearly (unequivocally) a “yes/no”, “can do/can’t do”, “will or will not comply” type of specification in which case “Accept and comply”, without an accompanying explanation, will suffice.

E. Accept and comply with exception - You must clearly state the difference between the specification and your ability to meet the requirement(s) of the specification.

F. Cannot comply - Follow this response with sufficient detail that explains why the specification cannot be met.

G. Exceptions and additions to the Standard Terms and Conditions must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered. Vendor must submit a redline document identifying the proposed exceptions to the RFP terms and conditions with the proposal submission for review and evaluation purposes. Vendor must provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations of the terms and conditions in the proposal response.

2.3 Proposal Copies.

One original and two duplicate copies of each proposal, plus one separate electronic copy in PDF format must be included in the proposal package. Electronic copies may be submitted on a USB drive.

2.4 Receipt of Proposals.

Entire RFP must be received at the address specified in this Invitation on **January 28, 2015 at 2:00 p.m.**, Central Standard Time, in order to be considered. Any RFP received after proposal opening time will be returned unopened.

2.5 Standards of Quality.

Any product or services proposal shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trademark, brand name or catalog number used in the specifications is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Vendors making a proposal must specify the brand and model number of the product offered in their proposals. Proposals not specifying brand and model number shall be considered as offering the exact products specified in the solicitation. Objections to the specifications or RFP conditions must be filed in writing and received by the Purchasing Department at least five (5) days prior to the date of the RFP opening.

2.6 Descriptive Information.

Vendors making a proposal that offer an equivalent brand or model should submit, with the RFP information, such illustrations, descriptive literature, technical data, etc. sufficient for the School Board's Purchasing Department to evaluate quality, suitability, and compliance with the specifications in the Invitation. Failure to submit descriptive information may cause RFP to be rejected. Any change made to manufacturer's public specifications submitted for a product shall be verifiable by the manufacturer. If item(s) offered do not fully comply with specifications (including brand and/or product number), Vendors making a proposal must state in what respect item(s) deviate. Failure to note exceptions on the RFP form will not relieve the successful Vendor(s) from supplying the actual products requested.

2.7 Withdrawal of RFPs.

A Vendor making a proposal may only withdraw their RFP within forty-eight (48) hours after the RFP opening, excluding Saturdays, Sundays and legal holidays, for good cause as provided in La. R.S. 38:2214 C for patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material or services made directly in the compilation of the RFP.

2.8 Awards.

FirstLine Schools reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all RFPs and waive any informalities. The purchase order and/or contract mailed or delivered to the successful Vendor is the official authorization to deliver the materials, supplies, services or equipment.

2.9 Prices.

Unless otherwise specified by FIRSTLINE SCHOOLS in the Invitation, RFP prices must be complete, including transportation prepaid by Vendor making the offer to destination and firm for acceptance for a minimum of 45 days. If accepted, prices must be firm for the contractual period.

2.10 Taxes.

Vendor is responsible for including all applicable fees and taxes in the proposal price. FIRSTLINE SCHOOLS is exempt from all state and local sales and use taxes.

2.11 Contract Renewals.

Upon agreement of the FIRSTLINE SCHOOLS and the contractor, a term contract may be extended for two additional twelve month periods at the same prices, terms and conditions. In such cases, the total contract cannot exceed sixty (60) months.

2.12 Contract Cancellation.

FIRSTLINE SCHOOLS has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following:

- (1) Failure to deliver within the time specified in the contract;
- (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition;
- (3) Misrepresentation by the contractor;
- (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with FIRSTLINE SCHOOLS;
- (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law;
- (6) Any other breach of contract.

2.13 Compliance with Laws and Regulations.

Contractor Compliance with Governmental Authority. Contractor and Contractor's workers are required to comply with all Federal laws and the laws of Louisiana.

Contractor agrees to abide by the requirements of the following, as applicable:

- ❖ Title VI and VII of the *Civil Rights Act of 1964*, as amended by the *Equal Opportunity Act of 1972*.
- ❖ *Federal Executive Order 11246*.
- ❖ *Federal Rehabilitation Act of 1973*, as amended.
- ❖ *Vietnam Era Veteran's Readjustment Assistance Act of 1974*.
- ❖ *Title IX of the Educational Amendments of 1972*.
- ❖ *Age Act of 1975*.
- ❖ *Americans with Disabilities Act of 1990*.

Contractor further agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, marital status, national origin, veteran status, political affiliation, or disabilities.

2.14 Insurance.

Insurance Coverage and Limits. The Contractor will provide these insurance coverage types and these minimum limits with an “A-” or above rated insurance carrier licensed in Louisiana:

1. Workers Compensation-\$1,000,000 or per state requirements if higher
2. Automobile/Bus Liability-\$1,000,000 combined single limit
3. Comprehensive General Liability-\$5,000,000 combined single limit
4. \$5,000 per person medical payment coverage
- 5.

The Contractor will designate FirstLine as an Additional Insured. The Contractor will annually-before policy expiration date-provide the Customer with insurance certificates evidencing such coverage. Insurance policy will provide that no coverage can be cancelled except with a minimum of thirty (30) days written notice to Contractor and Additional Insured, specifically FirstLine.

2.15 Indemnification.

Contractor shall hold FirstLine, its governing board, officers, and employees harmless and does hereby indemnify FirstLine, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default, or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of FirstLine, its agents or employees. The Contractor also agrees to indemnify and save FirstLine harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor’s acts in providing services.

FirstLine shall be held harmless against any or all loss, cost, damage, claim expense or liability whatsoever, because of accident or injury to persons or property of others occurring in the performance of this contract.

2.16 Applicable Law.

It is the intention of the parties to this contract that all legal provisions of law required to be inserted in this Agreement shall be and are inserted in it. However, if by mistake or otherwise, some such provision is not inserted in the Agreement, or is not inserted in proper form, then on the application of either party the contract shall be amended so as to strictly comply with the law without prejudice to the rights of either party under the Agreement. This Agreement shall be governed and interpreted by the laws of the State of Louisiana.

2.17 Use of Personally Identifiable Information of Students

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The Contractor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Contractor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requestor of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, Contractor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to FirstLine Schools or any individual identified with the data or information in Contractor's custody.

Contractor agrees that any and all FirstLine Schools personally identifiable student data will be stored, processed and maintained solely on designated servers and that no FirstLine Schools data at any time will be processed on or transferred to any portable or laptop computing device or any portably storage medium, unless that storage medium is in use as part of the Contractor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a FirstLine Schools employee with signature authority.

Contractor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed, shared across other application, environments, or business units of Contractor. As required by Federal and State law, Contractor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other Contractors or interested parties.

Contractor agrees that, as required by applicable state and federal law, auditors from state, federal, FirstLine Schools, or any other agencies so designated by FirstLine Schools, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and FirstLine Schools during normal working hours for this purpose.

Contractor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the Contractor's security obligations or other event requiring notification under applicable law, Contractor agrees to notify FirstLine Schools immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend FirstLine Schools and its employees from and against any claims, damages, or other harm related to Notification Event.

The Contractor agrees that upon termination of this Agreement it shall return all data to FirstLine Schools in a usable electronic form, and erase, destroy, and render unreadable all FirstLine Schools data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of FirstLine Schools, whichever shall come first.

Contractor and FirstLine Schools acknowledge that unauthorized disclosure or use of the protected information may irreparably damage FirstLine Schools in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give FirstLine Schools the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Contractor hereby waives the posting of a bond with respect to any action for injunctive relief. Contractor further grants FirstLine Schools the right, but not the obligation, to enforce these provisions in Contractor's name against any of Contractor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Contractor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

A Contractor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Contractor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants, and auditors on a need to know basis only, provided that all such subcontracts, agents, consultants and auditors have written confidentiality obligations to Contractor and _____.

3. PROPOSALS MUST INCLUDE

3.1 Company Information.

All proposals must include a company profile with the following elements:

- Company history
- Client list of ALL ***public school districts*** the company is currently providing Fiber WAN services
- Contact information of a least one school or district employee at each site listed with knowledge of the service level being provided (WAN only)
- Number of Company technical employees working directly with WAN services
- References (minimum of four current clients currently receiving WAN Services)

3.1 Vendor Qualifications.

All proposals must include responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

	Yes/No
1. Can the vendor be able to guarantee network availability at least 99.5% of the time in a calendar month, and packet delivery of 99.5% or greater, except for outages caused by the customer's equipment, fiber or copper cuts by third parties, acts of God, or other Force Majeure events?	
Please elaborate:	
2. Does your company monitor all telecommunication and/or Internet services 24 hours per day, seven days per week, and 365 days per year?	
Please elaborate:	
3. Can your company ensure the District 99.95% for all telecommunication and/or Internet service availability during each week of service provided with telecommunication and/or Internet service latency across your company's network, facilities and services not to exceed 30 milliseconds maximum?	
Please elaborate:	
4. Is your company able to provide immediate notification to the FirstLine network department representative of any and all telecommunication and/or Internet service outages or anomalies which affect the use of the facilities, circuits, or network within FirstLine? What method do you propose for outage contact?	
Please elaborate:	
5. Please provide the process for FirstLine to report any problems with the facilities, circuits, network or telecommunication and/or Internet services including the minimum response time.	
6. Does your company consider credit allowance for service interruptions?	
Please elaborate, if YES	

4. SCOPE OF WORK:

FIRSTLINE SCHOOLS would like to receive information and/or proposals for:

All locations utilizing fiber connectivity over metro-e or equivalent circuits should connect all sites with a point-to-point backbone of pre-determinate speeds as specified below. All sites must terminate fiber connectivity via either Fiber SFP or Ethernet SFP and all cable modems or equivalent should terminate with Ethernet.

Site based specifications are below (site addresses are at the end of this document):

Arthur Ashe Charter School:

E-Rate Service

Service Type	Capacity/Speed	Count
Internet Connection	2 Gigabit w/ Static IP Block	1x
WAN Link	Inbound from other sites	
PRI		
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

Phillis Wheatley Community School:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

Langston Hughes Academy:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

Joseph S. Clark Preparatory High School:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

Samuel J. Green Charter School:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

The NET Charter High School:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	250 Megabits	1x
Telephony	Analog Lines	5x

FirstLine Schools Central Office:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	250 Megabits	1x
Telephony	Analog Lines	2x

FirstLine Schools Teacher Professional Development Space:

E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x
Telephony	Analog Lines	2x

Additional UNDISCLOSED Location 1:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem&	100 Megabits	1x

Additional UNDISCLOSED Location 2:

E-Rate Service

Service Type	Capacity/Speed	Count
WAN Link	500 Megabits	1x
Telephony	Analog Lines	5x

Non E-Rate Service

Service Type	Capacity/Speed	Count
Cable Modem*	100 Megabits	1x

*Cable modem or equivalent device running at speed of 100mbits that doesn't require an intrusive network build-out at the location.

4.1 Additional required services:

- Voice PRI must have the functional to allow for local and long distance calling.
- Voice PRI must have an external control system before FirstLine's call manager that will enable FirstLine to re-direct phone numbers due to emergencies, power outages, etc. at specific locations.
- Telephony analog connectivity required local and long distance calling.

5.0 Evaluation of RFP:**5.1 Evaluation Team**

5.1.2 All responses received as a result of this RFP are subject to evaluation by FIRSTLINE SCHOOLS Evaluation Committee for the purpose of selecting a Vendor to provide services and products as described in this RFP.

5.1.3 A committee whose members have expertise in various areas will evaluate proposals that meet the qualifications as described in this RFP. If required, written or oral discussions may be conducted with any or all of the Vendors to make a determination of the most cost effective solution.

5.2 Discussions/Presentations

Written or oral discussions may be conducted with Vendors determined to be qualified for selection of the award. Written or oral discussions/presentations for clarifications may be conducted to enhance the FIRSTLINE SCHOOLS understanding of any or all components of the proposal submitted.

5.3 Evaluation Criteria

Proposals that pass the preliminary screening and mandatory requirements will be evaluated on information provided in the proposal. The evaluation of each response will be based on its competence, compliance, format and organization as it related to the evaluation criteria below:

	Criteria	Maximum Score
1	Prices/Charges	30
2	Understanding of Needs	25
3	Prior Experience	15
4	References	10
5	Local Vendor (Orleans Parish, Louisiana)	10
6	Disadvantages Business Enterprise	10
	Total	100

5.4 Because of the diversity of possible solutions, FIRSTLINE SCHOOLS is asking for detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.

5.5 FIRSTLINE SCHOOLS is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, warranties and technical support and represent complete installation and integration with the existing network where necessary.

6. On-Site Requirements:

- 6.1 All Vendors shall sign-in at the main office of the site prior to beginning activities. Site credentials may be issued and may be required to be displayed at all times.
- 6.2 All sites must be completely cleaned each day and placed back in original order. Work area shall remain clean at all times.
- 6.3 Shipping boxes and other trash shall be removed from the site each day and disposed of off-site.
- 6.4 Dumpsters belonging to the site or located in the surrounding area shall not be used.
- 6.5 Interaction with Students ***** ANY INTERACTION WITH STUDENTS BY THE VENDOR AND/OR ANY REPRESENTATIVE IS STRICTLY PROHIBITED.**
- 6.6 The Vendor is expected to supervise and exercise control over any employee or subcontractor employed, and shall be held responsible for the actions and activities of both employees and subcontractors.
- 6.7 The Vendor, its employees and subcontractors must refrain from engaging in conversation and interaction with personnel.
- 6.8 The Vendor, its personnel and subcontractor staff must wear identification badges at all times when working on any FIRSTLINE SCHOOLS property.

7. Proposal Process and Site Visits:

- 7.1 FIRSTLINE SCHOOLS understands the challenge of this request and will try to provide as much information as possible.
- 7.2 Proposers will be giving an opportunity to visit sites, if needed, to provide a basis for calculating cost.
- 7.3 Proposers will be allowed to submit questions after the site visits and prior to submitting their response.
- 7.4 The submitted quotes must include all items outlined in the Proposal Price Format Requirement listed below.
- 7.5 Each quote shall include equipment and installation options, as selected by FIRSTLINE SCHOOLS that best meets the needs of the District on a site-by-site basis.
- 7.6 FIRSTLINE SCHOOLS shall have the right to approve a quote or ask for refinement as needed prior to the start of any installation.

8. TERMS:

8.1 Option 1: Contract terms of three (3) years with two (2) one (1) year options to renew; not to exceed 5-years.

8.2 Option 2: Contract term of (5) years

8.3 In the event the winning vendor has a Louisiana State Master contract in place at the time of renewal or advertises lesser rates, FIRSTLINE SCHOOLS reserves the right to select the lower pricing. Additionally, all Vendors will agree to comply with the Lowest Corresponding Price (LCP) though out the contract period.

8.4 FIRSTLINE SCHOOLS reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes but is not limited to failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an eligible E-Rate vendor.

9. Preparation for Submission of RFP

9.1 One original (paper), two copies and one electronic copy of the entire proposal must be received by 2:00 PM on January 28, 2014 PM and will be labeled: Response to Category 1. Proposer is solely responsible for the timely delivery of its proposal. **Failure to meet the proposal submission deadline will result in rejection of the proposal.** FIRSTLINE SCHOOLS is not responsible for any delays caused by the proposer's chosen means of proposal delivery. All proposals are due by **January 28, 2014, at 2:00 PM**. One original (paper), two copies and one electronic copy (PDF on USB Drive) of the entire proposal are to be sent via US Postal mail or hand delivered to:

FIRSTLINE SCHOOLS

ATTN: Joe Barberot, FirstLine Schools, 300 N. Broad Street, Suite 207, New Orleans, LA 70119

or hand delivered to:

FirstLine Schools ATTN: Joe Barberot at 300 N. Broad Street, Suite 207, New Orleans, LA 70119

If further information is needed, please email: jbarberot@firstlineschools.org

*Note: All correspondence must be in writing due to USAC selective review requirements.

16. Please e-mail all questions to: jbarberot@firstlineschools.org

10. EVENT SCHEDULE:

EVENT SCHEDULE	DATE AND TIME	LOCATION
RELEASE RFP	December 18, 2015	Online and via email, Form 470
MANDATORY PRE-BID MEETING	January 7, 2016 2:00 PM	FirstLine Schools Central Office 300 N. Broad Street, Suite 300 New Orleans, LA 70119
QUESTIONS DUE	January 25, 2016 10:00 AM	Via email to jbarberot@firstlineschools.org or via mail
PROPOSAL DUE	January 28, 2016 2:00 PM	Via mail or drop-off at 300 N. Broad Street, Suite 300 New Orleans, LA 70119
PUBLIC BID OPENING	January 28, 2016 2:00 PM	300 N. Broad Street, Suite 300 New Orleans, LA 70119

11. SITE LOCATIONS:

Site	Address
Arthur Ashe Charter School	1456 Gardena Drive New Orleans, LA 70122
Phillis Wheatley Community School	2300 Dumaine Street New Orleans, LA 70119
Samual J. Green Charter School	2319 Valence Street New Orleans, LA 70115
Langston Hughes Academy	3519 Trafalgar Street New Orleans, LA 70119
Joseph S. Clark Preparatory High School	1301 N. Derbigny Street New Orleans, LA 70116
The NET Charter High School	1614 Oretha Castle Haley Blvd. New Orleans, LA 70113
FirstLine Schools Central Office	300 N. Broad Street, Suite 207 New Orleans, LA 70119
FirstLine Schools Teacher Prep Space	2067 Caton St. New Orleans, LA 70122