



# Iberia Parish School District

## Request for Proposal

### Internal Connections

E-rate Funding Year 21 (2018-2019)

Contact Information:

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Chief Technology Officer

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337-364-7641

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## 1.0 General Information

### 1.1 Scope

This Request for Proposal (RFP) is being issued by the Iberia Parish School Board (IPSB) to invite qualified E-rate vendors to submit proposals for LAN/WLAN (local area network/wireless local area network) components and/or services, including installation and support, **in up to 10 schools**. Depending on the location, components can include layer 2 and layer 3 switches, wireless access points, wireless controllers, racks, cabling, uninterruptible power supplies, connectors, licenses, software which will support components, and any other equipment as deemed necessary by the proposer to provide a robust wired and wireless learning environment. Vendors must include in their proposals how the solution will meet and exceed the demands for capacity due to the increased use of digital resources, including streaming media, mobile learning, 1:1 initiatives, BYOD, and online assessments.

IPSB would prefer a turn-key solution where all equipment and associated services (installation and configuration of equipment, and any other goods and services necessary to accomplish the scope of the project) can be provided by the proposer. However, IPSB reserves the right to choose one or more vendors to provide the services and hardware listed in the RFP. IPSB further reserves the right to accept vendor proposals in whole or in part, therefore having the flexibility to select equipment and services that best meet the needs of the IPSB. If your proposal does not allow for selection of a subset of line items or minor variations in the quantities required, please clearly indicate these limitations. Vendors may respond to all or part of the RFP. Responses should separate out each part.

A detailed description of eligible internal connections may be found on the School and Libraries Division Website at [https://apps.fcc.gov/edocs\\_public/attachmatch/DA-17-973A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/DA-17-973A1.pdf)

### 1.2 Vendor Qualifications

In order to submit a proposal, the vendor:

- must be registered with the Schools and Libraries Division (SLD), have a Service Provider Identification Number (SPIN), have a current Service Provider Annual Certification Form (SPAC) on file with the SLD, and comply with all SLD service provider requirements.
- must be in good standing with the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD). Vendor must be a “green light” company and agree that should the status change to “red light” at any time during the RFP process or contract period that they immediately notify the IPSB in writing.
- must have highly qualified network engineers and technicians on staff who can diagnose problems quickly and recommend solutions.
- must possess all certifications and licenses from the manufacturer(s) to sell and provide service for all equipment and software included in this RFP.



### 1.3 Background Information

The Iberia Parish School District is a Pre K – 12 public school system located in Iberia Parish, Louisiana. The district is comprised of 27 schools with approximately 13,450 students. Currently, the district owns approximately 10,000 devices; however, that number is growing on a monthly-basis.

Currently, all school Local Area Networks (LANs) are connected to a centralized location with a 10 Gbps fiber connection. Current Internet bandwidth is 1 Gbps. However, IPSB will be upgrading to 5 Gbps in the 2018-2019 school year.

During the 2012-2013 school year, WLANs were installed in 8 schools within the district (Anderson Middle, Center Street Elementary, Iberia Middle, Jeanerette Elementary, North Street Elementary, Park Elementary, Pesson Elementary, and Sugarland Elementary). Due to the availability of e-rate funding for Category 2 services in 2015-2016, WLANs were installed in all remaining schools. This RFP will focus on upgrading the wireless technology in the 8 schools mentioned above, increasing the number of access points in 1 school (New Iberia Senior High), and building a LAN/WLAN infrastructure at Belle Place Elementary (new construction).

Currently, all schools are equipped with Brocade switches (ICX7450 and ICX6450) and Aruba instant access points (IAP-215) with the exception of the 8 schools which have Aruba 3600 Controllers and Aruba 105 Access Points. The Iberia Parish School District has made a substantial investment in the Airwaves Management System. **Therefore, all access points being proposed must be fully manageable within the Airwaves Management System.** Detailed information regarding the needs of each location can be found in Section 10, Equipment List, on page 31.

### 1.4 Category 2 Eligible Locations

LOCATIONS	ADDRESS	APPROXIMATE NUMBER OF STUDENTS
Anderson Middle School	1059 Anderson Street New Iberia, LA 70560	394
Center Street Elementary	1520 Center Street New Iberia, LA 70560	436
Iberia Middle School	613 Weeks Island Road New Iberia, LA 70560	537
Jeanerette Elementary	600 Ira Street Jeanerette, LA 70544	241
New Iberia Senior High School	1301 E. Admiral Doyle Drive New Iberia, LA 70560	1695
North Street Elementary	121 North Street, New Iberia, LA 70560	319
Park Elementary	1609 W. Admiral Doyle Drive New Iberia, LA 70560	304
Pesson Elementary	619 Broussard Street New Iberia, LA 70560	462
Sugarland Elementary	2403 Jefferson Island Road New Iberia, LA 70560	350
Belle Place Elementary *New Construction	411 LeBourgeois Rd. New Iberia, LA 70563	325



## 2.0 Administrative Information

### 2.1 RFP Contact

The RFP is being issued on behalf of the IPSB by:

Dianne LeBlanc  
Chief Technology Officer  
Iberia Parish School Board  
1204 LeMaire Street  
New Iberia, Louisiana 70560  
[dleblanc@iberia.k12.la.us](mailto:dleblanc@iberia.k12.la.us)  
Phone: (337)364-7641  
Fax: (337)367-9611

Note: All prospective vendors should email Dianne LeBlanc stating the vendor's intent to submit a proposal. The words, "INTENT TO SUBMIT INTERNAL CONNECTIONS PROPOSAL" should be typed in the subject.

### 2.2 RFP Availability

This RFP is available in electronic form on the Iberia Parish School Board's website, <http://www.iberia.k12.la.us/Departments/Technology>, in printed form by submitting a written request to the RFP Contact, or at Central Bidding, [www.centralbidding.com](http://www.centralbidding.com).

### 2.3 Proposer Inquiries

Requests for copies of the RFP and for questions regarding RFP requirements, vendor qualifications, and/or technical requirements must be submitted to the RFP Contact listed above. **All questions must be submitted in writing.** Email is the preferred method of contact. The words, "Internal Connections RFP Information Request" must appear in the subject.

All questions received and the corresponding answer will be posted on the Iberia Parish School Board's website, <http://www.iberia.k12.la.us/Departments/Technology>. **No verbal responses will be provided.** It is the responsibility of the proposer to check the website for questions and corresponding answers.

Check the Calendar of Events for deadlines regarding questions and answers.

### 2.4 Calendar of Events

Activity	Date
E-rate Form 470 Submitted on SLD Website	Wednesday, February 7, 2018
Deadline for Questions	Thursday, March 1, 2018 at 4:00 PM
<b>Proposal Due</b>	<b>Monday, March 12, 2018 at 12 Noon</b>
Evaluation by District Team	March 12 – 15, 2018
Notification of Selection	By March 19, 2018
Form 471 Submission Deadline	March 22, 2018
Service Begins	Upon receipt of Funding Commitment Decision Letter



**Note:** Upon proper notice, prior to the scheduled date of receipt of RFPs, Iberia Parish School Board reserves the right to amend/change the above schedule of RFP activities.

## **2.5 Definitions**

The words must, shall, or will used throughout this RFP indicate mandatory requirements. The words could, may, or should denote an advisory action and is not mandatory.



## 3.0 Proposal Information

### 3.1 Proposal Submission

Four copies of a completed proposal (one original and 2 hardcopies, and one digital copy on a CD or flash drive) must be received by the RFP Contact by 12 Noon on the due date as specified in the Calendar of Events. Failure to meet the proposal submission deadline will result in rejection of the proposal. The IPSB is not responsible for any delays caused by the vendor's chosen means of proposal delivery.

The proposal should be labeled as follows:

1. Proposal Name: Response to Internal Connections RFP for Iberia Parish School Board
2. Vendor Name:
3. RFP Number: 1074
4. Proposal Submission Date:

It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

Proposal can be delivered to Dianne LeBlanc at the following address:

Iberia Parish Educational Center  
1204 LeMaire Street  
New Iberia, LA 70560  
(337) 364-7641

NOTE: Electronic RFP responses will also be accepted at Central Bidding. Central Bidding can be accessed at [www.centralbidding.com](http://www.centralbidding.com). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

### 3.2 Proposal Format

Proposals submitted for consideration must follow the format and order of presentation described below. Vendors are cautioned that proposals which do not follow the format required by this RFP may be subject to rejection without review. Sections following the title page should be tabbed and clearly labeled.

1. Title Page which includes the following:
  - Proposal Name: Response to Internal Connections RFP for Iberia Parish School Board
  - Vendor Name:
  - RFP Number: 1074
  - Proposal Submission Date:
2. Table of Contents
  - Each proposal must be submitted with a table of contents that clearly identifies and denotes the location of each section and sub-section of the proposal. Each page of the response must be clearly and uniquely numbered. Additionally, the table of contents must clearly identify and denote the location of all enclosures and attachments to the proposal.
3. Cover Letter/Executive Summary (submitted on official business letterhead) which includes the following:



- A summary of the proposal including the vendor’s qualifications (including qualifications outlined in Section 1.2), the ability to deliver the goods and/or services described in the RFP, and the benefits to the IPSB
- A history of your company, number of employees, strengths and stability, including years in business, years provided type of proposed goods and/or service, existing customer satisfaction, number of customers in Louisiana and areas covered in Louisiana
- A statement certifying that the vendor is submitting the lowest corresponding price(LCP) as per E-rate guidelines – “As an authorized representative of <insert company name>, I certify that I am submitting the lowest corresponding price as per E-rate guidelines for the goods and/or services being proposed to the Iberia Parish School Board.”
- The name(s), title(s), address(es), e-mail address(es), and telephone number(s) of the individual(s) who will function as the main contact(s)
- The name, title, email address, and telephone number of the E-Rate knowledgeable individual who will serve as IPSB’s single-point of contact in all matters related to E-Rate
- Signature of person(s) authorized to legally bind the vendor

4. Required Documents which includes the following:

- A copy of the Service Provider Identification Number (SPIN) filed with the Schools and Libraries Division(SLD)
- A copy of the Service Provider Annual Certification (SPAC) (Form 473) filed with the SLD
- A copy of the vendor’s Federal Communications Commission(FCC) Registration Number
- A copy of the vendor’s Louisiana State Contract Number, if applicable
- A copy of the document that states your company has proof of authority to do business in the State of Louisiana (Secretary of State)
- At least five (3) references for which your company provided goods and/or services of a similar nature. A minimum of two (2) references should be from schools/school districts in Louisiana. Provide the company/school district name, contact name, title, email address, and phone number of the individual at each reference site whom we can contact for information. Inform your references that we may be contacting them to discuss your performance.
- A list or organizational chart of the management, sales, and local service support

5. Technical Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 5 of this RFP.
- Provide brochures, product cut sheets and/or specification sheets providing technical specifications as well as specific descriptions of goods and services and systems referenced in this



RFP. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences MUST be explained in detail.

#### 6. Installation Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 6 of this RFP.

#### 7. Maintenance and Support Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 7 of this RFP.

#### 8. Contract Response

- Provide a response regarding how the proposer will meet each requirement in the space provided as outlined in Part 8 of this RFP.
- A copy of a contract that IPSB would be asked to sign must be included in this section.

#### 9. Pricing Response

- Include a thorough description of the goods and/or services being proposed. This information **must be submitted on a per location basis**. Eligible and ineligible services must be clearly noted and presented separately.

#### 10. Innovative Concepts/Supporting Documentation

- Present any “innovative concepts”/supporting documentation, if any, not discussed above for consideration.

### 3.3 RFP Addenda

The Iberia Parish School Board reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP no later than 48 hours prior to the scheduled date of receipt of the RFP. Addenda, if any, will be posted at <http://www.iberia.k12.la.us/Departments/Technology>. It is the responsibility of the proposer to check the website for addenda to the RFP. If revisions to the RFP are made and are of such a magnitude to warrant, in Iberia Parish School Board’s opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

### 3.4 Waiver of Informalities

The Iberia Parish School Board may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

### 3.5 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the IPSB to select a vendor and/or reward a contract. The IPSB reserves the right to accept or reject, in whole or part, any or all proposals submitted and/or cancel this RFP if it is determined to be in the IPSB’s best interest. A proposal, which is in any



way incomplete, irregular, or conditional, will not be accepted unless approved in advance by the Iberia Parish School Board. By submitting a proposal, vendors agree that any significant inaccuracy in information given by the vendor to the Iberia Parish School Board will constitute good and sufficient cause for rejection of the proposal or rejection of the service at the time of delivery. Engaging into any formal agreements is contingent upon the appropriation of funds by the IPSB and the Schools and Libraries Division (SLD), and approval by the Iberia Parish School Board.

### **3.6 Withdrawal and Re-submission of Proposal**

Once submitted, a proposal may be modified or withdrawn only by appropriate notice to Iberia Parish School Board. Such notice will be in writing over the signature of the proposer. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it then fully conforms to the general terms and conditions.

### **3.7 Cost of Preparing Proposals**

The IPSB is not liable for any costs incurred by vendors in responding to this RFP. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP remains the responsibility of the proposer.

### **3.8 Ownership of Proposal**

All materials submitted in response to this request become the property of the Iberia Parish School Board. Selection or rejection of a proposal does not affect this right.

### **3.9 Errors and Omissions in Proposal**

The IPSB will not be liable for any errors in proposals. The IPSB reserves the right to make corrections or amendments due to errors identified in proposals by the IPSB or by the vendor. The IPSB, at its option, has the right to request clarification or additional information from the vendor.

### **3.10 RFP Solicitations**

This procurement is a request for proposal (RFP) pursuant to La. R.S. 38:2237.

### **3.11 Confidentiality**

Proposals submitted to the Iberia Parish School Board for consideration will be held in confidence and not made available to other vendors for review or comparison. However, as per the E-rate Modernization Order, the successful proposer's pricing will become public information when IPSB submits the 471 application.

The vendor may designate the portions of the proposal that are proprietary in nature, and Iberia Parish School Board agrees not to disclose those portions except for purpose of evaluating the proposal.



## 4.0 Evaluation and Selection

### 4.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team to be designated by the IPSB. This team will select the proposal that best meets the interest of the IPSB, taking into consideration price and other evaluation factors as set forth in this RFP.

### 4.2 Clarification of Proposals

The IPSB has the right to request clarifications or additional information from the vendor.

### 4.3 Evaluation and Review

Proposals will be objectively evaluated as to compliance by a qualified team. Proposal that do not comply may be subject to disqualification without further consideration. Final scoring will be based on a predefined method and the proposal with the highest score will be selected, pending contract negotiations. Price has the highest point value (per Schools and Libraries Division (SLD) rules for evaluating RFPs for e-rate funding), but will not be the sole criteria when selecting the vendor. Engaging into any formal purchasing agreement is contingent upon the appropriation of funds by the IPSB and the Schools and Libraries Division (SLD), and approval by the Iberia Parish School Board.

### 4.4 Evaluation Rubric

<b>Criteria</b>	<b>Maximum Points Per Criteria</b>
Price for Eligible Services	30
Technical Merit	25
Maintenance & Support	15
Installation	10
IPSB Experience with Vendor/References/General Requirements	10
Cost of Ineligible Services	5
Vendor Proximity to IPSB	5
<b>TOTAL</b>	<b>100</b>

### 4.5 Right to Reject Proposals and Negotiate Contract Terms

IPSB reserves the right to reject any and all proposals submitted in response to this RFP, or to cancel this RFP if it is in the best interest of the IPSB to do so. The IPSB may negotiate the terms of the contract, including the award amount, with the selected proposer. If contract negotiations cannot be concluded successfully with the highest scoring proposer, IPSB may negotiate a contract with the next highest scoring proposer, or terminate the entire acquisition process. (La. R.S. 38:2237(9)).



#### **4.6 Notification of Selection**

The Iberia Parish School Board will notify all vendors in writing when a vendor has been selected. Contract negotiations with the selected vendor will begin immediately after selection.



## 5.0 Technical Information

### 5.1 General Information

IPSB wishes to obtain proposals which are:

- a. reliable and cost effective
- b. aligned with the district's service requirements, educational direction, and aspirations for student achievement
- c. research-based and proven in a K-12 educational setting
- d. easily upgradable/expandable to meet future needs

Vendors are encouraged to learn about the district's current network configuration, requirements, and initiatives. More than one proposal may be submitted offering different network designs and pricing. **Use the table format to respond to the technical requirements outlined in sections 5.3 – 5.6.**

IPSB's goal is to implement a robust wired and wireless network which will meet and exceed the demands for capacity due to increased use of digital resources, including but not limited to, streaming media, mobile learning, 1:1 initiatives, BYOD initiatives, and online testing simultaneously for all users.

### 5.2 Functionally Equivalent Equipment

Any reference to a manufacturer's name and model number in the technical requirements is intended merely to establish a standard. Any hardware being proposed that is functionally equivalent will be considered equally acceptable provided that the equipment, so proposed, is, in the opinion of the IPSB, of equal substance and function. Functional equivalence must be proven through documentation provided by the vendor. Substitute items may be rejected at the discretion of the IPSB. During the evaluation phase, IPSB may seek additional information or require demonstrations of compatibility and/or equivalency from vendors who have functionally equivalent solutions to this RFP.

### 5.3 General Requirements

Provide a response to each question/statement in the space provided.

5.3.1	Provide an overview of your technical experience, qualifications, and background in providing and maintaining proposed hardware and/or service for similarly sized customers. Indicate the prior experience of your company that you consider relevant to this project. Include sufficient detail to demonstrate the relevance of such experience.
Comments:	
5.3.2	List and describe the certifications and manufacturer authorizations maintained by your company for the goods and/or services being proposed.
Comments:	



5.3.3	IPSB defines a value added partnership as a collaborative relationship based on mutual trust, equal independence, common goals, and benefits for both parties. IPSB is seeking a vendor who meets that definition. Provide specific examples of how your product and your company will add value to our partnership.
Comments:	
5.3.4	<p>All purchased equipment and materials shall be new, non-gray market items. All purchased equipment and materials shall be the latest models and versions of all hardware/software/firmware as approved by IPSB, and shall conform to the highest current applicable industry standards. Defective or damaged equipment and materials shall be replaced or repaired with minimal response time and in a manner which meets the approval of IPSB and at no additional cost to IPSB.</p> <p>Any model upgrades occurring between receipt of vendor proposal and time for purchasing must be included at the same price as what is being proposed. If necessary, vendor will facilitate the service substitution process.</p>
Comments:	
5.3.5	The vendor is responsible to ensure that the equipment being proposed not only meets the performance specifications of the manufacturer but also the technical requirements as outlined in this RFP. Vendor will be responsible for all malfunctions and/or defects in equipment and/or any errors in proposed network design affecting performance.
Comments:	

#### 5.4 Technical Requirements – Network Switches

Proposals must be accompanied by brochures, product cut sheets and/or specification sheets providing technical specifications as well as specific descriptions of goods and services and systems referenced in this RFP. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences MUST be explained in detail.

Note: All schools have single mode fiber connectivity between the MDFs and IDFs.

For each of the requirements below, indicate the level of compliance with:

- “Acknowledge.” – The Vendor has read and understood the information provided; however, no action is required of the Vendor.
- “Comply.” – Vendor meets the specifications.
- “Partially comply.” – Vendor meets part of the specification; always explain how, or the deviation.
- “Comply with clarification.” – Vendor meets the specification; however, the manner in which it is accomplished may be different from that specified by the Iberia Parish School Board. Always provide clarifying information.
- “Exception.” – Vendor does not meet the specification. Please provide an alternative when possible.



Note: Any exception to terms, conditions, or other requirements in any part of this RFP **MUST** be clearly stated in the vendor’s proposal. Otherwise, the IPSB will consider all statements/items offered to be in strict compliance with this RFP, and the successful proposer will be responsible for compliance.

**In addition to stating the level of compliance, include additional information, as necessary, to support your proposal.**

5.4.1 MDF	<b>MDF Layer 3 Switch:</b> Functionally equivalent to a Brocade ICX7450-24port Note: For Belle Place Elementary only.  The purpose of this switch is to aggregate data from the Layer 2 switches and provide routing and connectivity to the Intranet and Internet.
Comments:	
5.4.2 MDF	Must support 10 Gbe speeds on each SFP port. Provide pricing for SFPs and cable connections at both speeds
Comments:	
5.4.3 MDF	Must provide at least 16 ports if proposing a fixed configuration
Comments:	
5.4.4 MDF	Must provide the capability to expand to 16 ports if proposing a modular configuration
Comments:	
5.4.5 MDF	Must operate using 110-volt AC power
Comments:	
5.4.6	Must support a flavor of Spanning Tree Protocol that is compatible with the proposed Layer 2 switches
Comments:	
5.4.7 MDF	Must support IPv4 routing protocols (static, RIPv2, OSPF) that are compatible with those supported by our WAN provider
Comments:	
5.4.8 MDF	Must support inter-VLAN IP Routing
Comments:	
5.4.9 MDF	Must support Internet Group Management Protocol v3 (IGMP) Snooping for IPv4 for multicast forwarding
Comments:	
5.4.10 MDF	Must support IGMP filtering
Comments:	



5.4.11 MDF	Must support telnet and SSH for remote management
Comments:	
5.4.12 MDF	Must support IP Helper or similar (to forward broadcast requests, like DHCP, to remote servers)
Comments:	
5.4.13 MDF	Must support ACLs based on Layer 3 and 4 information
Comments:	
5.4.14 IDF	<b>IDF Layer 2 Ethernet Switch:</b> Quantity will vary, depending on location (see equipment list) Functionally equivalent to Brocade ICX6450-48 port PoE+, 10G  The purpose of this switch is to aggregate data from hosts (both wired and wireless) and to provide a vertical connection to a Layer 3 switch on the LAN.
Comments:	
5.4.15 IDF	Must operate using 110-volt AC power
Comments:	
5.4.16 IDF	Must provide 48 ports capable of auto-negotiating either 100 Mbs or 1 Gbs (10 Gbs is optional)
Comments:	
5.4.17 IDF	Must provide stacking capabilities to tie switches together (see equipment list for the number of switches that need to be stacked at each location)
Comments:	
5.4.18 IDF	Vendor must provide stacking cables and any modules or connectors as needed
Comments:	
5.4.19 IDF	Must support multiple VLANs
Comments:	
5.4.20 IDF	Must support a VLAN configuration protocol (such as VTP)
Comments:	
5.4.21 IDF	Must support POE with a minimum of a 300 watt power supply.
Comments:	



## 5.5 Technical Requirements – Wireless

IPSB’s goal is to provide dense wireless connectivity to mobile devices simultaneously connected in classrooms, libraries, cafeterias, commons areas, and gyms and auditoriums where applicable.

Proposals must be accompanied by brochures, product cut sheets and/or specification sheets providing technical specifications as well as specific descriptions of goods and services and systems referenced in this RFP. If the literature, photographs or drawings differ in any manner from the systems and equipment being proposed, such differences **MUST** be explained in detail.

For each of the requirements below, indicate the level of compliance with:

- “Acknowledge.” – The Vendor has read and understood the information provided; however, no action is required of the Vendor.
- “Comply.” – Vendor meets the specifications.
- “Partially comply.” – Vendor meets part of the specification; always explain how, or the deviation.
- “Comply with clarification.” – Vendor meets the specification; however, the manner in which it is accomplished may be different from that specified by the Iberia Parish School Board. Always provide clarifying information.
- “Exception.” – Vendor does not meet the specification. Please provide an alternative when possible.

Note: Any exception to terms, conditions, or other requirements in any part of this RFP **MUST** be clearly stated in the vendor’s proposal. Otherwise, the IPSB will consider all statements/items offered to be in strict compliance with this RFP, and the successful proposer will be responsible for compliance.

**In addition to stating the level of compliance, include additional information, as necessary, to support your proposal.**

5.5.1	Access point must be able to provide connectivity for up to 35 devices (35:1 ratio) simultaneously. Devices are expected to be able to simultaneously view 2-5 minute online videos in HD.
Comments:	
5.5.2	Access points must be based on 802.11ac radio technology and support a minimum of 3x3 MIMO with three spatial streams. Access points must also be backwards compatible to support 802.11 a/b/g/n.
Comments:	
5.5.3	Access points must include radios for both 2.4 GHz and 5 GHz
Comments:	
5.5.4	Must support 40MHz-wide channels in 5GHz for 802.11n and 80MHz-wide channels for 802.11ac.
Comments:	
5.5.5	The centralized controller-based architecture must not require all AP client data traffic to be



	tunneled between the AP and the controller.
Comments:	
5.5.6	The controlled-based architecture must support high availability allowing a second controller to take over duties with minimal disruption if a primary controller fails.
Comments:	
5.5.7	The controller-based architecture must support client connectivity in the event that a WAN outage disrupts communications between the access point and the controller.
Comments:	
5.5.8	Solution must support the CAPWAP protocol for centralize wireless architectures
Comments:	
5.5.9	AP's must support hardware-based spectrum analysis capability to combat performance problems due to wireless interference.
Comments:	
5.5.10	Solution must offer indoor and outdoor/mesh AP options.
Comments:	
5.5.11	The solution must offer the ability to manage all AP's as one wireless network via a single management platform. <b>Note: The Iberia Parish School District has made a substantial investment in the Airwaves Management System. Therefore, all access points being proposed must be fully manageable within the Airwaves Management System.</b>
Comments:	
5.5.12	Solution must support robust QoS capabilities.
Comments:	
5.5.13	Solution must support radio resource management (RRM) technology to automatically configuring RF settings such as dynamic channel assignment and transmit power.
Comments:	
5.5.14	The solution must support technology that optimizes overall network capacity in mixed-client environments by helping ensure that 802.11a/g/n and 802.11ac clients operate at the best possible rates, especially when they are near cell boundaries. Ideally we would like this technology to offer optimizations in both the upstream and downstream direction
Comments:	
5.5.15	Solution must support technology to steer dual-band-capable clients from 2.4 GHz to 5 GHz
Comments:	
5.5.16	Solution must support technology that optimizes multicast video over a wireless network
Comments:	



5.5.17	Indoor APs must be UL-2043 plenum-rated for above ceiling installation or for suspending from drop ceilings
Comments:	
5.5.18	Solution must support Management Frame Protection
Comments:	
5.5.19	Solution must support the ability to serve clients and monitor the RF environment concurrently.
Comments:	
5.5.20	Access Points must support Hardware-based DTLS encryption on CAPWAP Standard
Comments:	
5.5.21	Access Points must support a distributed encryption/decryption model
Comments:	
5.5.22	Must support 16 WLANs per AP for SSID deployment flexibility
Comments:	
5.5.23	Controllers must provide the capability of a user moving from one AP to another without noticeable loss of connectivity.
Comments:	
5.5.24	Controllers must support rogue access point detection.
Comments:	
5.5.25	Controllers must support the ability to scale up the number of AP's should the school district wish to expand the network in the future.
Comments:	
5.5.26	Controllers must provide authentication through Active Directory.
Comments:	
5.5.27	Controllers must provide a guest portal to allow unauthenticated user access to the Internet, yet still utilize the district's web filter.
Comments:	
5.5.28	Access points must be able to be mounted to either drop tile ceilings or to masonry walls
Comments:	



## 5.6 Technical Requirements – Wiring

5.6.1	Vendor (or proposed subcontractor) must have all applicable state licensing and be able to provide any additional statutory requirements (such as bonds or permits) as applicable for installing wired telecommunication services. Provide the name and license number of the company providing the wiring.
Comments:	
5.6.2	The contractor must be certified to install and terminate both copper and fiber.
Comments:	
5.6.3	<p>Wireless access cables shall be Category 6A compliant with ANSI/TIA/EIA-568-C.2-1, 100 ohms, four-pair, 24 gauge copper, unshielded twisted pair cables. The outer jacket of the cable shall be yellow or blue in color. See equipment list for plenum and non-plenum requirements per location.</p> <p>Wireless access cables shall be terminated at the patch panel with a Cat6A black data jack, and wired T568B. Cat6A jack shall be adorned with a <b>YELLOW</b> icon. IPSB currently uses Panduit. (Part Numbers: Cat6A Black Jack – CJ6X88TGBl and Yellow Icon – CIDYL-C). Include a 10' service loop in the ceiling near the rack.</p> <p>Wireless access cables shall be terminated at the device end with a Cat6A Ivory data jack, and wired T568B. Cat6A jack shall be adorned with a <b>YELLOW</b> icon. Cat6A jack shall be mounted within a 1 Port surface biscuit and placed above ceiling with 10ft service loop.</p>
Comments:	
5.6.4	Cabling for the access points should be pulled to the closest data rack.
Comments:	
5.6.5	<p>All data drops must be tested and certified. Testing shall conform to the ANSI/TIA/EIA-568-B.2-1 standard. Testing shall be accomplished using Level III or higher field testers.</p> <p>Perform testing of copper cables with tester meeting ANSI/TIA/EIA-568-B.2-1 requirements.</p>
Comments:	
5.6.6	All penetrated firewalls shall be fire-caulked in order to maintain the established enclosure rating.
Comments:	



## 6.0 Installation

Provide a response regarding how the proposer will meet each requirement in the space provided. For each of the requirements below, indicate the level of compliance with:

- “Acknowledge.” – The Vendor has read and understood the information provided; however, no action is required of the Vendor.
- “Comply.” – Vendor meets the specifications.
- “Partially comply.” – Vendor meets part of the specification; always explain how, or the deviation.
- “Comply with clarification.” – Vendor meets the specification; however, the manner in which it is accomplished may be different from that specified by the Iberia Parish School Board. Always provide clarifying information.
- “Exception.” – Vendor does not meet the specification. Please provide an alternative when possible.

Note: Any exception to terms, conditions, or other requirements in any part of this RFP **MUST** be clearly stated in the vendor’s proposal. Otherwise, the IPSB will consider all statements/items offered to be in strict compliance with this RFP, and the successful proposer will be responsible for compliance.

**In addition to stating the level of compliance, include additional information, as necessary, to support your proposal.**

<b>6.1</b>	<b>Installation Plan:</b> Describe how your company manages the installation and testing process, including the roles of key project personnel. Provide your standard installation time frames.
Comments:	
<b>6.2</b>	<b>Installation Staff:</b> Identify the make-up of the technical staff who will be assigned to install the goods and/or services being proposed. Outline their experience/certifications with the proposed goods and/or services.
Comments:	
<b>6.3</b>	<p><b>Subcontractors:</b> Vendors may enter into subcontractor arrangements; however, they should acknowledge in the proposal total responsibility for the entire project. The use of any subcontractor(s) will not relieve the vendor from total responsibility for design, engineering, order, delivery, installation, cutover, maintenance and support services of all hardware, software, equipment and materials proposed. Any subcontractor performing work on the project or services on behalf of the vendor shall be bound by the conditions and provisions of the contract/agreement. Nothing contained in any vendor/IPSB contract/agreement shall create any contractual or liability between the subcontractor and the IPSB.</p> <p>If the vendor intends to subcontract for portions of the work, the vendor must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. For each proposed subcontractor, include company name and address, license numbers, management contact person, subcontractor's qualifications to perform such work, a written statement from the subcontractor verifying their capability and commitment to perform the services indicated, and a minimum of three (3) customer references (with contact names, email addresses, and telephone numbers) from past subcontractor projects with a similar scope</p>



	work.  Vendor shall provide IPSB notice and a copy of any agreement for which vendor subcontracts all or part of the services to be provided herein.
Comments:	
6.4	<p><b>Project Management:</b> Vendor must guarantee that all work will be managed by a qualified and designated project manager, who shall: 1) attend all scheduled project status meetings (including responsibility for generating and distributing meeting minutes), 2) be available to IPSB at all reasonable times, 3) be responsive to IPSB's questions, problems and/or concerns, 4) be on-site at scheduled times to inspect work progress, and 5) be on-site during critical phases of work, including network systems testing, cutover and first day in service.</p> <p>The designated project manager whose name and phone numbers shall be provided to IPSB prior to initiation of any on-site work under any contractual agreement, shall: 1) be the vendor's single point of contact with IPSB, 2) have overall responsibility for all work until final project acceptance, and 3) have the authority to make necessary decisions and enlist necessary resources to ensure successful completion of all work in the required timeframes.</p> <p>IPSB reserves the right to accept or not accept the vendor's proposed project manager. Any change in the vendor's selected and approved project team members must be approved in advance, in writing, by IPSB. This is to assure that persons with vital experience and skill are not arbitrarily removed from the project by the vendor. Personnel changes not approved by IPSB may be cause for IPSB to terminate the contract.</p> <p>Vendor project manager will be responsible for knowledge-transfer prior to and during cut-over. Project manager will also be responsible for turning over all necessary documentation on the installation. This documentation includes but is not limited to product materials, configurations, and network diagrams.</p>
Comments:	
6.5	<p><b>Work Performance and Standards:</b> Vendor warrants and represents to the IPSB that the installation of all contracted services and systems shall be completed in a professional manner and in accordance with the highest standards of the industry.</p>
Comments:	
6.6	<p><b>Liaison and Coordination:</b> Vendor must provide a liaison to coordinate functions and activities, in a timely and professional manner with any other involved contractors, subcontractors, and vendors on behalf of the IPSB during the entire implementation period.</p>
Comments:	
6.7	<p><b>Safety:</b> Vendor shall be solely and completely responsible for the public safety and convenience of all persons and property where work related to this RFP is being performed, during all phases of the work. This requirement shall apply continuously during the term of the contract period and shall not be limited to normal working hours.</p>
Comments:	
6.8	<p><b>Work Area:</b> Throughout the progress of the work, vendor shall keep the working areas free from debris. Vendor must remove from the premises, in a manner reasonably acceptable to IPSB, all refuse resulting from any work being done. At the completion of the project, vendor</p>



	shall leave the premises in a clean and finished condition to the satisfaction of the IPSB.
Comments:	
<b>6.9</b>	<b>Building Damages:</b> Vendor shall take precautions to protect IPSB property. Vendor shall be liable and responsible for building damages caused by reasons of its work. Repairs of any kind required will be made and charged to the vendor. No cutting, drilling, or altering of any kind shall be done to IPSB property without first obtaining written permission from IPSB.
Comments:	
<b>6.10</b>	<b>Inspections:</b> IPSB and/or its representative shall have the right to inspect work at any time. In the event of questionable work, IPSB's reasonable decisions with respect to necessary corrective action shall be final. A joint inspection shall be made of the systems or service by IPSB and vendor representatives before acceptance. The inspection shall be of such character and extent as to disclose any unsatisfactory condition of apparatus, equipment, or service. Upon discovery and validation of the existence of any unacceptable conditions, vendor shall act to rectify such conditions as quickly as possible so as not to negatively impact the project implementation schedule. IPSB shall be notified in writing of the correction of all unacceptable conditions as soon as they are completed. IPSB reserves the right to re-inspect corrected work.
Comments:	
<b>6.11</b>	<b>Liability:</b> Vendor shall be fully liable for the actions of its employees, partners, etc and shall fully indemnify and hold harmless the IPSB from suits, actions, damages, and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by the vendor, its employees, partners, etc. during the installation process.  Each proposer must submit the following with the proposal:  <b>a.</b> Certificate of Insurance showing Workman's Compensation <b>b.</b> Certificate of Insurance for Liability
Comments:	
<b>6.12</b>	<b>Equipment Installation:</b> All equipment must be installed with the latest software/firmware releases unless IPSB determines that it is not in its best interest to do so.
Comments:	
<b>6.13</b>	<b>Facility Coordination:</b> The vendor must be responsible for coordinating facility installations with IPSB Technology Department Staff. The vendor and its representatives must follow all applicable school district regulations while on Iberia Parish School Board property, including policies addressing no smoking, no weapons, and drug-free zone. No work shall interfere with school activities or environment unless permission is given by the appropriate authority. All vendor personnel must be identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. Personnel are not permitted to interact in any way with students at any time.
Comments:	
<b>6.14</b>	<b>Inventory:</b> Upon project completion, vendor will submit to the district a complete inventory of all installed equipment. District will provide a spreadsheet.
Comments:	



<b>6.15</b>	<b>Asset Tagging:</b> Vendor will be required to asset tag all equipment, including inventory number (sticker to be provided by the district) and E-rate required labeling (Funding Request Number and Funding Year).
Comments:	
<b>6.16</b>	<b>Overtime:</b> It is anticipated that a majority of the work contemplated by this RFP will occur during normal business hours. However, vendor shall be responsible for any required premium time and/or overtime work at no charge beyond the price provided in vendor proposal if such work is required to complete any phase of this project per the contract or agreed upon schedule that results from this RFP.
Comments:	
<b>6.17</b>	<b>Delivery and Risk of Loss:</b> Vendor and its insurers, shall bear responsibility for all risk of loss or damage to Customer Premise Equipment (CPE) systems and all ancillary equipment until such systems are accepted, except to the extent such damage or loss is directly caused by IPSB.
Comments:	



## 7.0 Maintenance and Support

Provide a response regarding how the proposer will meet each requirement in the space provided.

<b>7.1</b>	<p><b>Warranty:</b> As per E-rate rules, “a manufacturer’s multi-year warranty for a period up to three years that is provided as an integral part of an eligible component, without a separately identifiable cost, may be included in the cost of the component.” All E-rate eligible components purchased by the IPSB must include a three year warranty. Discuss the terms and conditions of the three year warranty.</p> <p>Note: During the warranty period, IPSB requires that all replacements of defective equipment/components must be replaced with new equipment/components having equal to or greater performance characteristics, engineering/design levels, and appearance.</p>
Comments:	
<b>7.2</b>	<p><b>Service:</b> Discuss your diagnostic and repair capabilities, focusing on your ability to quickly and accurately identify and resolve reported problems. Include a description of your process from the initial reporting of a problem to problem resolution.</p>
Comments:	
<b>7.3</b>	<p><b>Support:</b> Describe both short term and long term support offered by your company and the associated cost. Identify the make-up of the technical staff who will be assigned to support the IPSB, citing their experience/certifications with the proposed goods and/or services.</p>
Comments:	
<b>7.4</b>	<p><b>Availability of Technical Support:</b> Provide information regarding availability of technical support (on- site and remote). Include the physical address of the technical support team which will be assigned to IPSB.</p>
Comments:	
<b>7.5</b>	<p><b>Training:</b> IPSB would like face-to-face, hands-on, instructor led industry based certification training on all installed equipment and software. Describe your company’s training program and the credentials of your training staff.</p>
Comments:	



## 8.0 Contract

### 8.1 Contract Negotiations

Preliminary vendor shall be selected on the basis of the vendor receiving the highest score according to the matrix established in Section 4.4, Evaluation Rubric. Upon preliminary vendor selection, contract negotiations shall commence. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If the vendor fails to provide the necessary information for negotiations in a timely manner, does not negotiate in good faith, or cannot perform the contract for the project, IPSB may elect to terminate negotiations, negotiate with the next highest scoring vendor, or terminate the entire acquisition process.

The IPSB reserves the right to determine, formulate, and include additional terms and conditions during final contract negotiations with the selected vendor. These terms and conditions shall be within the general scope of the RFP.

### 8.2 Contract Terms

The IPSB may enter into a one-year contract with up to four (4) voluntary one-year extensions.

### 8.3 Contract Requirements

Provide a response regarding how the proposer will meet each requirement in the space provided.

8.3.1	Any formal agreement/contract entered into as a result of this proposal must contain an annual appropriation dependent upon a diligent good faith effort of the IPSB to appropriate funds annually for the same. Failure upon such to occur shall result in a termination of the contract at the end of the last year in which said appropriation took place (La. R. S. 38:2237(3)).
Comments:	
8.3.2	All RFP requirements outlined in this document as well as the selected winning vendor’s proposal will become contractual obligations if a contract ensues. This includes, but not limited to, all specifications, drawings, addendums/amendments, brochures, and presentations submitted by either party. Failure of the successful proposer to accept these obligations will result in the rejection of the proposal.  In the event that there is a variance between the language in the vendor’s contract/purchase agreement/statement of work, and the requirements and commitments stated in this RFP and vendor’s response, the requirements and commitments in the RFP and vendor’s response would take precedence over the vendor’s contract/purchase agreement/statements of work.
Comments:	
8.3.4	Contracts should include voluntary extensions. However, the entire contract term (original contract and any voluntary extensions) will not exceed 5 total years. The IPSB and the vendor will state in writing the willingness to enter into a contract extension agreement.
Comments:	



8.3.5	The contract should provide flexible conditions which allow the IPSB to negotiate changes in contract structure or pricing in response to significant market changes or technological changes. Vendor shall not raise cost of any goods and/or services for the life of the contract, including any extensions thereof. If price of the originally selected goods and/or services should fall during the life of the contract, the vendor will not charge the district more than Lowest Corresponding Price.
Comments:	
8.3.6	IPSB will reserve the right to terminate any contract signed without penalty at any time during the contract period including extensions, due to non-compliance of any products and or goods and services listed in the contract, of which this request for proposal and the response to the RFP have become a part. While IPSB will provide a 30-day written notice for contract termination, IPSB reserves the right to grant the vendor a grace period of 30 days to resolve noncompliance issues. Application of this and additional grace periods will be granted at the discretion of IPSB. IPSB will not waive its future rights of contract termination should they decide to waive their rights due to any non-compliance issue.
Comments:	
8.3.7	IPSB will reserve the right to cancel the contract with the vendor for non-performance at any time during the contract period including extensions. Non-performance includes, but is not limited to, failure to provide quality service, poor installation performance, poor customer service, and failure to maintain a “green light” status as an eligible E-rate provider.
Comments:	
8.3.8	Vendor acknowledges that the total yearly appropriation by the IPSB for the funding of this contract is dependent upon the amount of E-rate funding received on behalf of the IPSB. The winning vendor must agree that the IPSB can terminate a contract regardless of the contract term if E-rate funding is discontinued or reduced.
Comments:	



## 9.0 Pricing

### 9.1 Pricing Information

Pricing must include all elements of the proposed service. Address hardware, software, hardware and software installation, licensing, configuration, cabling, training, maintenance, labor, permits, documentation, and any other product and/or services must be included in this cost to be considered by the IPSB. “Hidden charges,” charges stated by the vendor in any other section of this proposal, will not be considered as part of the proposal.

Vendors can submit multiple proposals outlining different options for consideration.

A best and final offer may be requested from some or all vendors.

**Vendors cannot charge E-Rate applicants a price above the Lowest Corresponding Price(LCP) for E-Rate program services** (47 CFR Section 54.511(b)). LCP is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. Proposers are urged to review the details of the LCP requirement at <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>.

### 9.2 Invoicing

The vendor is expected to comply with all Universal Service rules and bill the SLD and the school board separately (SPI Method) for the proper proportions on each invoice when the service begins.

### 9.3 Clarity of Proposal

It is the responsibility of the vendor to list all goods and services required for the successful implementation of this project. Any additional services and/or equipment necessary for installation and operation of the proposed service not included herein, but afterwards deemed necessary, will be at the expense of the vendor. Furthermore, claims for compensation for extra work resulting from the lack of knowledge of any existing condition on the part of the vendor will not be allowed.

### 9.4 Description of Goods and/or Services

Vendors must present all pricing of goods and/or services in a descriptive manner such that there will be no doubt as to the intent and scope of the proposal. Vendors are responsible for including appropriate manufacturer’s cost allocations for non e-rate items embedded within e-rate eligible equipment or services.

### 9.5 Form 471 Item 21 Attachments

Upon notification of award, the vendor(s) will complete and submit to IPSB, in a timely manner, Item 21 Attachments (per location). This information will be uploaded by IPSB into the Form 471 Application. More information on USAC’s “Item 21 Attachment” process can be found at <http://www.usac.org/sl/tools/forms/471-templates.aspx>.



## 9.6 Equipment Trade-Ins

As per E-rate rules, “equipment purchased with Schools and Libraries Program discounts can be traded in (<http://www.usac.org/sl/applicants/before-youre-done/equipment-disposal.aspx>.)” IPSB anticipates offering Aruba equipment for trade-in. Vendors, who can offer a trade-in value, should provide that information separately. Discount should not be deducted from any goods and/or services being proposed.

<b>Hardware to Trade-In</b>	<b>Quantity</b>
Aruba 3400 Controller	5
Aruba 3200 Controller	1
Aruba 3600 Controller	2
Aruba 105 Access Points	389



## 10.0 Equipment List

Note: IPSB reserves the right to adjust quantities. All access points being proposed must be manageable from within the Airwaves Management System.

LOCATIONS	EQUIPMENT NEEDED
<b>Anderson Middle School</b> 1059 Anderson Street New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 65 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>Center Street Elementary</b> 1520 Center Street New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 34 access points (see section 5.5)</li> <li>• Up to 4 data runs, plenum rated cabling, from access point to switch – approximately 320 total feet (see section 5.6)</li> <li>• No switches needed</li> </ul>
<b>Iberia Middle School</b> 613 Weeks Island Road New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 75 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>Jeanerette Elementary</b> 600 Ira Street Jeanerette, LA 70544	<ul style="list-style-type: none"> <li>• Up to 44 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>New Iberia Senior High School</b> 1301 E. Admiral Doyle Drive New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 31 access points (see section 5.5)</li> <li>• Up to 31 data runs, plenum rated cabling, from access point to switch – approximately 4,200 total feet</li> <li>• No switches needed</li> </ul>
<b>North Street Elementary</b> 121 North Street, New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 47 access points (see section 5.5)</li> <li>• Up to 5 data runs, plenum rated cabling, from access point to switch – approximately 440 total feet</li> <li>• No switches needed</li> </ul>
<b>Park Elementary</b> 1609 W. Admiral Doyle Drive New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 40 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>Pesson Elementary</b> 619 Broussard Street New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 46 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>Sugarland Elementary</b> 2403 Jefferson Island Road New Iberia, LA 70560	<ul style="list-style-type: none"> <li>• Up to 42 access points (see section 5.5)</li> <li>• No wiring required</li> <li>• No switches needed</li> </ul>
<b>Belle Place Elementary</b> 411 LeBourgeois Rd. New Iberia, LA 70563 *New Construction	<ul style="list-style-type: none"> <li>• Up to 45 access points (see section 5.5)</li> <li>• Qty. 1 Layer 3 Switch and related components (see section 5.4.1 – 5.4.13)</li> <li>• Handoff to school WAN</li> <li>• Qty. 9 Layer 2 Switches and related components (see section 5.4.14 – 5.4.20)</li> <li>• Up to 3 APC Smart-UPS (SMT1500RM2U) 1440VA/1000W (or functionally equivalent)</li> <li>• No wiring required</li> </ul>

