

ALLEN PARISH SCHOOL BOARD

RFP: E-Rate 2019-2020

INFORMATION

TECHNOLOGY EQUIPMENT,
INSTALLATION, SOFTWARE AND
CABLING

Allen Parish School Board

Lighting The Way™



1111 West 7th Ave
Oberlin, LA 70655
(337) 639-4311

Schedule of Events

Event	Date & Time
Post 470 to USAC website	December 16, 2018
Deadline for receiving proposer written inquiries	January 10, 2019
Deadline to issue responses and answer proposer written inquiries	January 14, 2019
Deadline for submitting proposals	January 23, 2019 2:00 PM
Public Bid Opening	January 23, 2019 2:05 PM

Issuance of this RFP in no way constitutes a commitment by Allen Parish School Board to select a Proposer and/or award a contract. The APSB reserves the right to accept or reject any or all proposals submitted.

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PURPOSE

1.1 OVERVIEW

ALLEN PARISH SCHOOL BOARD (APSB) is seeking unit pricing proposals to continue wireless upgrades at schools with remaining Category 2 funding. In 2015-2016, APSB, released an RFP to upgrade the wireless, however, over the past 4-years, schools have added more devices. Unit pricing proposals are being requested because there is limited Category 2 funding remaining; therefore, quantities and products needed will be determined by the school District technical staff. The District desires a turn key solution to include installation and equipment. However, bids for drop shipped equipment will be considered.

1.2 INVITATION

This Request for Proposal (RFP) is issued to invite Proposers to submit information and/or proposal(s). Issuance of this RFP in no way constitutes a commitment by APSB to select a Proposer and/or award a contract. The APSB reserves the right to accept or reject any or all proposals submitted. The Deadline for submitting a bid is January 23, 2019 2:00 PM (CST).

1.3 CAPACITY

The District has found that heat maps often do not assure the goal of wireless saturation is achieved. The District's IT Department has identified "dead zones" and plans to add equipment to eliminate the "dead zones" but the District must consider the budgets restraints. Some schools do not have any Category 2 funding remaining.

1.4 OBJECTIVES

The objective is to add capacity to the current wireless networks and to utilize the remaining Category 2 funding to accomplish the objective.

2. PROPOSERS INQUIRY PERIODS

An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the RFP documents and to submit any written questions. *Without exception*, all

questions MUST be in writing and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Inquiries shall not be entertained thereafter (See Event Schedule Page 2).

3. PERIOD OF AGREEMENT

The initial period of any contract resulting from this RFP will be 24 months, unless a Louisiana State Master contract is selected. Terms of the Louisiana State Master Contract will be followed, if selected. At the option of the APSB and acceptance by the contractor, the contract may be extended for two (3) additional twelve (12) month periods at the same price or the lowest comparison price if the current price is higher. The same terms and conditions of the original contract will remain the same. Total contract time may not exceed 60 months (5-years).

4. EVALUATION TEAM

All responses received as a result of this RFP are subject to evaluation by the APSB Evaluation Committee(s). The Team is assembled for the purpose of selecting the Proposer(s) with whom the APSB shall contract.

To evaluate all proposals fairly, a committee whose members have expertise in various areas will be selected. The evaluation of proposals will be accomplished by an evaluation team(s), to be designated by the APSB. The Team will determine the proposal(s) most advantageous to the district. If required, written or oral discussions may be conducted with any or all the Proposers to make this determination.

The committee may reject any or all proposals if none are considered in the best interest of the APSB.

5. EVALUATION CRITERIA

All Proposals will be evaluated and scored on the following criteria with total potential points of 100. APSB reserves the right to conduct a round 1 and round 2 evaluation based on the top scoring respondents. The same scoring rubric will be used in both rounds.

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee. Such factors may include but are not limited to:

SCORING CRITERIA	POINTS
Cost	30
Company Background and Experience	10
Professional qualifications	
Authorized Reseller	
Authorized to participate in the E-Rate Program	
Experience and Awards of Category 2 E-Rate Funding	
Confidence in Approach & Methodology	30
Quality and Clarity of proposal including E-Rate ineligible	
Proposal addresses design guidelines and specifications	
Integrates with current infrastructure	
Conformance with proposal response format	
Quality of design and perceived value	
Offers a turn-key solution for the purchase of equipment and installation	
References & Performance on Similar Jobs	10
Quality of references	
Reputation and reliability of Supplier	
Evaluation of Solution	20
Reputation and reliability of manufacturer	
Integrates with current network design	
Allows for future growth and expansion	
Quality and warranty offered on the equipment	
Total Possible Points	100

6. NOTICE OF INTENT TO AWARD

Upon review and approval, a Notice of Intent to Award letter will be issued by the APSB. The Notice of Intent to Award letter will be sent to the highest scorer; however, if the winner declines the offer, is found in breach of contract or unable to perform to the contract and RFP

specifications, APSB may make the award to the next highest scoring Proposer.

7. RIGHT OF NEGOTIATION

The APSB reserves the right to negotiate with the successful Proposer on final terms, conditions, and requirements, including cost.

8. CONTRACT AWARD, FORMATION AND EXECUTION

The APSB reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. The APSB reserves the right to contract with one Proposer or multiple Proposers for separate equipment and or services offered in the proposal. For example, the District may select one vendor to drop ship equipment and another vendor to install the equipment. However, the preference for the District is a turn-key solution.

The APSB may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the RFP or Contract; provided that the APSB shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the APSB may, at its option, place the Contractor in default, and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the APSB to comply with the terms and conditions of this contract; provided that the Contractor shall give the APSB written notice specifying the APSB's failure and a reasonable opportunity for the APSB to cure the defect.

9. REMEDIES FOR DEFAULT

The provisions of LSA - R.S. 39:1524 through 1526, shall resolve any claim or controversy arising out of this Contract.

10. ASSIGNMENT OF CONTRACT

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the APSB. This provision shall not be construed to prohibit

Contractor from assigning its bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the APSB.

11. FISCAL FUNDING

The execution and continuation of this Contract is contingent upon the appropriation of funds by the APSB and the E-Rate program. If the APSB or the E-Rate program fails to appropriate enough money to provide for the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. APSB must authorize ALL work, equipment shipments and services in advance. The District will issue a purchase order for the “non-discount” share of the total amount of eligible products and services. A separate purchase order will be issued for any ineligible costs approved by the District.

12. SCOPE OF THE PROJECT

12.1 Proposers are required to submit a proposal detailing their project plan based on the specifications, and information addressed in this RFP.

12.2 Proposers are *NOT* required to make *site visits or attend a pre-bid meeting*. The district has been upgrading its wireless infrastructure in phases and E-Rate funding will be used to continue purchasing the equipment and installation necessary to move closer to the goal of having saturated wireless available in all schools.

12.3 APSB is seeking bids to obtain the most reliable, cost effective solution possible which meets or exceeds the district’s goals and service requirements.

13. PROJECT DESIGN AND PRICING STRUCTURE

More than one proposal using different deployment designs may be submitted. Proposers must submit separate unit costing information for installation services. Please use the sample pricing guide on Page 21. The sample may be altered to add line items. Proposers should try not to deviate from the sample pricing form because the evaluation Team will use this form to compare pricing fairly.

In 2015-2016 the E-Rate program funded the following products and services:

Description	Manufacture	Model
Switch	Cisco Systems	SG550-48MP-K9-NA
Switch	Cisco Systems	SG550-24MP-K9-NA
Stacking Cable	Cisco Systems	SFP-H10GB-CU1M
Stacking Cable	Cisco Systems	SFP-H10GB-CU3M
Transceiver	Cisco Systems	MGBSX1
Access Point	Cisco Systems	AIR-AP2802I-A-K9
Cabling Cat 6		

The District will accept **UNIT Pricing bids** with or without installation for the equipment listed above, or an equivalent make and model. If a newer model with equivalent functionality is available, please offer options. It is important for Vendors bidding on equipment items to include in their proposal’s specifications of equivalent items. Vendors should not quote end-of-life equipment and should offer the replacement models or an equivalent.

The district will accept bids for equipment only, cabling only and/or installation only. All bids must clearly state the products and services being quoted. All eligible licenses and or support bundled warranties should be priced separately. It is the vendors responsibility to contact the manufacture to determine the eligibility of products and services quoted. Any ineligible products quoted must be included on a separate pricing form and clearly labeled as ineligible products or services.

14. SPECIFICATIONS

APSB is requesting information and/or proposals for equipment that meets the following specifications:

14.1 Classroom access points must be a minimum of or **equivalent** to AIR-CAP2702I-A-K9 or a newer model

- Built-in antennas are optimized for horizontal ceiling mounted orientation of the AP

- 10/100/1000BASE-T Ethernet network interface (RJ-45)
- Auto-sensing link speed and MDI/MDX
- 802.3af PoE powered
- Must support 802.11 a/g/n/ac clients.
- Access points shall support rogue access point and RF interference detection
- The solution shall support load balancing wireless clients across multiple radios

14.2 CAFETERIA, GYM, AUDITORIUM MUST BE HIGH DENSITY AREAS ACCESS POINTS

- Access Points located in common areas must be enclosed IF warranted (gym, athletic)
- Access Points for outdoor athletic areas must be capable of streaming video from the field (e.g. When Huddle software is available to coaches, live streaming capabilities are required)
- All access points shall support dual-band, multi-radio operation such that 2.4 GHz and 5 GHz operations are supported concurrently.
- 3x3 MIMO with three spatial streams and up to 1.3Gbps wireless data rate
- Access points shall have a minimum three transmitters, three receivers, and three 802.11 ac spatial streams (3x3:3 MIMO).
- Six integrated down-tilt omnidirectional antennas for 3x3 MIMO with maximum antenna gain of 5.0 dBi in 2.4GHz and 5.0 dBi in 5GHz.
- Built-in antennas are optimized for horizontal ceiling mounted orientation of the AP
- 10/100/1000BASE-T Ethernet network interface (RJ-45)
- Auto-sensing link speed and MDI/MDX
- 802.3af PoE powered
- Must support 802.11 a/g/n/ac clients.
- Access points shall support rogue access point and RF interference detection
- Must meet the minimum requirements of the **equipment** listed in Section 13. Equivalent to the specifications below are required. A Lifetime warranty is preferred.

14.3 24-48 PORT SWITCHES 24-48 PORT 1GB POE+

- **Switches must meet minimum requirements as listed by the manufacturer. Refer to section 13 for the equipment list and lifetime warranty. Refer to manufacturer web**

site for specifications if proposing a different manufacturer. Please list where their equipment does not meet requirements.

14.4 CABLING

The district will need to upgrade cabling to meet the needs of any new wireless equipment to be installed. All cabling must be Category 6. Proposals must include the name of the company licensed by the Louisiana Contractor’s Board that will perform any cabling that may be needed. All cabling from the IDFs to MDFs should be 10 GIG single mode fiber with LC connectors. In some cases, the vendor may have to remove old cabling. This district understands this cost will be the responsibility of the APSB. However, the vendor shall not perform any work that is not previously authorized by the district.

14.5 Cabling

Cabling must be quoted as a minimum of Category 6 and can be quoted in UNIT pricing based on length with and without conduit. This District will not know the exact quantities needed until all proposals are reviewed and pricing is determined. The District will be using its remaining Category 2 funding for this project.

14.6 OTHER

Any connectors, software or other E-Rate eligible network components needed to accomplish the goal of the project may be included in the bid, but unit pricing must be used (e.g. racks, antennas, connectors)

15. PROPOSAL RESPONSE FORMAT

Proposal shall include enough information to satisfy evaluations that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. All proposals must not exceed 75 pages. Vendors may be disqualified if proposals lack key components such as pricing information.

Proposal must include responses to all areas as listed below.

Proposer should respond to all areas requested. Proposals shall be submitted in letter-size (8-1/2" x 11") format. Proposals shall follow the format and order of presentation described below:

15.1 COVER PAGE

The following information should be included under the title **"E-Rate FY 2019-2020 – Information Technology Equipment, Installation and Cabling**

- Name of the firm
- Firm address
- Firm telephone number
- Firm federal tax identification number
- Name, title, address, telephone number (cell and office), fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm
- Point of Contact information including all direct telephone numbers

15.2. PROPOSAL

1. Introduction (Cover Letter)

A cover letter should be submitted on the proposer's official business letterhead explaining the intent of the proposer. The proposals must include:

- A brief statement regarding the vendor's understanding of the scope of the work to be performed.
- Brief description of the company's previous experiences in projects of similar size and scope.
- List of the category of items or services the company has included in the bid (e.g. Equipment, Installation, Cabling).

2. Table of Contents

The proposal should be organized in the order contained herein. **ALL PAGES MUST BE NUMBERED CONSECUTIVELY WITH FOOTER WITH THE COMPANY'S NAME. NO EXCEPTIONS.**

3. Executive Summary

Provide an executive summary of the Proposer's proposed plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of APSB as stated in the scope of work.

This section should serve to introduce the purpose and the scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number as well as a stipulation that the proposal is valid for a time period of one (1) year from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet the APSB overall requirements.

It shall include a positive statement of compliance with E-Rate Compliance, and the contract terms. If the proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The proposer may submit whatever exceptions or exact modifications that their firm may seek to address. Exceptions must be noted referencing Section and Line Items in this RFP. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

We encourage Proposers to submit any supporting documentation such as maps, timeline charts and manufacturer cut sheets to compare specifications. However, all Proposals must be limited to 75 pages or less.

15.3 EXPERIENCE / PAST PERFORMANCE

The proposer should give a brief description of their company, including a brief history, corporate structure and organization, number of years in business, and the company's experience in the E-Rate Program. A description of the company's E-Rate processing and compliance team's qualifications should be included. The Service Provider Identification Number (SPIN) should be included in this section. The District will search the SPIN to determine Number of Category 2 awards since 2015, Service Provider Annual Certifications filed, and length of time in the E-Rate program.

This section should provide a detailed discussion of the proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. It is important to describe if asset ledgers, equipment tagging, and other services are provided.

Proposers should describe their experience in Louisiana K-12 schools of comparable size and diversity. Please provide a minimum of 5 references to include to contact person's name, address, telephone number and other contact information.

Proposers must meet and follow all APSB policies.

15.4 PROPOSED PROJECT STAFF

The proposer should provide detailed information about the experience and qualifications of the proposer's assigned personnel considered key to the success of the project.

This information should include an overview of education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities, and any applicable certifications. Resumes may be included. This should also specifically include the role and responsibilities of each person on this project, his/her planned level of effort, his/her anticipated duration of involvement, and his/her on-site availability. Customer references (name, title, company name, address and telephone number as well as length of service) should be provided for the cited projects in the individual resumes. Please include how staff and sales team members are trained in E-Rate Program Compliance and include any trainings attended.

15.5 APPROACH AND METHODOLOGY

Proposers must provide proposals to include **unit pricing and proposed Quantities needed** for those products and services being bid. (equipment, installation of equipment or configuration and cabling).

Cabling should be priced by the foot for fiber and should include offers for Category 6 and Category 6 E. If conduit is being proposed the proposal must clearly explain the cost.

Installation, project management, and other “fees for services” must be clearly described in the proposal.

Proposals for purchase of equipment: Proposers bidding on drop-shipments of equipment must provide a complete description of this process to include estimated lead times for delivery. Proposers may bid on equipment that is equivalent with the same functionality. If applicable, Proposers must provide a letter of authorization from the manufacturer to resell equipment proposed. No used or gray market equipment will be accepted.

- a. Proposals for installation of equipment: Proposers bidding on installation only must provide a general description of methodologies for installation of equipment as listed in the **Specifications Section** of this RFP. The district is requesting installation of each piece of equipment listed. The district will determine the quantities needed based on the proposed equipment solutions and price. The District can opt for a turn-key solution or equipment installation or cabling only. Therefore, it is important to bid a unit price per piece of equipment installed and not an hourly rate.
- b. Provision and installation of equipment: Proposers must provide a complete description of this process to include estimated lead times for delivery as well as methodologies for delivery, tagging and installation of such equipment. See **Specifications Section** for list of equipment.
- c. Provision for Cabling Only: Proposers must provide a complete description of the process, a copy of any required state licenses. The district is seeking unit pricing for Category 6 or Category 6 E green cabling and 10 GIG single mode fiber with LC connectors. It is the Proposer’s responsibility to clearly describe the pricing

of cable runs and any additional cost. APSB may opt for a turn-key solution or separate installation of cabling.

15.6 PROPOSED PLAN

- a. Proposals should include any resources for project implementation or deployment.
- b. The plan presented should offer a creative solution and innovative concepts to meet the needs of the district for consideration.
- c. APSB will not provide specific quantities for this project. It is the responsibility of the proposer to offer the best solution for saturated wireless access to all faculty and students in all LPSD schools. Proposers may offer several options for any products or services, including the 10 GIG firewall solution. **PROPOSERS MUST PROVIDE AN E-RATE COST ALLOCATION OF ANY E-RATE INELIGIBLE PRODUCTS OR SERVICES.**

15.7 PROJECT SCHEDULE

Delivery is a critical factor with this project. A project timeline must be submitted reflecting milestones and durations for each task to be completed to successfully implement the proposed solution. A final schedule of these tasks will be mutually agreed upon after a Proposer is selected. It is anticipated that this project will be completed by September 30, 2020.

15.8 PROPOSED FEES

Pricing of equipment must be a separate line item from installation on all proposals. Proposers may provide solutions for all requested items or separate items such as the provision of equipment, installation of equipment or provision and installation of equipment. Proposers may bid on equipment that is equivalent with the same functionality as described in this RFP. Please price items such as “enclosures” for wireless access point equipment and installation separately.

If there are any **E-Rate ineligible items or services contained in the equipment list**, Proposers must provide a detailed itemized list of the ineligible cost and clearly

distinguishable from the E-Rate eligible part of the bid. For a list of eligible services, see https://apps.fcc.gov/edocs_public/attachmatch/DA-14-1556A1.pdf. Vendor bid submissions that do not clearly describe a fair and reasonable cost allocation where it is apparent that ineligible elements exist will not be accepted for review. **Proposers bidding on installation only do not have to provide a cost allocation report. Vendors should use the sample pricing form and the products and services must be clearly labeled as ineligible.**

Any additional material or equipment necessary for installation and operation of the service not specified or described the vendor's proposal will be deemed to be part of the service at no additional charge to the LPSD. Furthermore, claims for compensation will not be allowed for extra work resulting from the lack of knowledge of any existing condition on the part of the service provider.

16. FINANCIAL QUALIFICATIONS (MINIMUM)

When a contract(s) is awarded, the winning Proposer(s) may have to provide a performance bond in an amount equal to 100% of the total annual contract amount before work begins.

17. REFERENCES

Proposers must provide a minimum of five (5) K-12 school district references where previous work of a similar size has been performed. The District reserves the right to contact references concerning similar cooperative program participants who can attest to the respondent's ability to meet or exceed the District's requirements. Customer references (name, title, company name, address and telephone number as well as length of service) must be provided with the RFP response.

18. PROPOSAL SUBMITTAL

This RFP is available in electronic form at the ALLEN PARISH SCHOOL BOARD website and the USAC website.

The RFP is available in PDF format or in printed form by submitting a written request to the RFP contact. All proposals shall be received by the later than the date and time shown in the

Event Calendar.

SUBMISSION ADDRESS AND DETAILS

Important – Proposers MUST clearly mark the outside of the envelope, box or package with the following information and format:

**RFP Name: E-Rate FY 2019-2020 –INFORMATION TECHNOLOGY EQUIPMENT,
INSTALLATION AND CABLING**

Proposers must submit (1) original proposal and 5 copies and one electronic copy on a CD/DVD or portable external drive. The Deadline for submitting a bid is **January 23, 2019 2:00 PM (CST).** Proposals may be mailed through the U.S. Postal Service, delivered by hand or courier to our physical address:

U.S. Postal mail or Hand Delivered To:

Tammi Ritchie, Purchasing Department

Allen Parish School Board

1117 West 7th Avenue

Oberlin, La. 70655

If further information is needed, please email:

David Hooper, IT Director at David.Hooper@allen.k12.la.us (Technical Questions)

Teri Lawrence, E-Rate Consultant at TeriL@eratesupport.org (E-Rate Questions Only)

Tammy Richie, Purchasing Director Tammi.Ritchie@allen.k12.la.us

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

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

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The District is not responsible for any delays caused by the proposer's chosen

means of proposal delivery.

Proposer is solely responsible for timely delivery of its proposals. Failure to meet the proposals opening date and time shall result in rejection of the proposals.

STANDARD PRICING FORM

		Equipment		Installation and Configuration
		Quantity	Unit Price	Unit Price
Hardware	MAKE AND MODEL			
	Switches			
	Access Points			
	Controller			
	RACK			
	UPS			
	OTHER			
	CABLING			
	Wiring (Catagory 6) Per foot- No conduit)			
	Wiring (Catagory 6) Per foot- in conduit)			
	Software			
	License for at 36-Months or more (one license or a bundle)			
	Training if proposed (hour)			
	Other Cost (Unit Pricing)			
	Ineligible Cost			

Products can be quoted as a bundle. Proposers may explain pricing in the proposal, but no pricing can appear anywhere other than the pricing sheet.

ELIGIBLE ENTITIES

Site Name	School/Annex or Non-Instructional Facility (NIF)	Address	
Elizabeth High School	School	440 Live Oak Street	Elizabeth, LA 70638
Fairview High School	School	4239 Hwy 377	Grant, LA 70644
Kinder Elementary	School	412 North 12 th Street	Kinder, La. 70648
Kinder Middle School	School	414 N 12th St	Kinder, LA 70648
Oakdale Elementary	School	1515 Highway 1153	Oakdale, LA 71463
Oakdale High School	School	101 North 13th Street	Oakdale, LA 71463
Oakdale Middle School	School	123 South 13 th Street	Oakdale, La. 71463
Oberlin Elementary	School	110 South 4th St.	Oberlin, LA 70655
Reeves High School	School	13770 La. HWY 113	Reeves, LA 70658
Kinder High School	School	145 Louisiana 383	Kinder, LA 70648
District Data Center	Data Center	417 West Court Street	Oberlin, La. 70655

***Oberlin High School has -0- Category 2 funding but is an eligible to receive services or products from the resulting contract.**