



HOWARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
10901 LITTLE PATUXENT PARKWAY
COLUMBIA, MD 21044

REQUEST FOR PROPOSALS (RFP)
Motorola PON to Tellabs PON Migration
RFP NUMBER 27P-003

All sealed proposals MUST BE RECEIVED via Equity Hub's Bid Locker
at https://bidlocker.us/details/6573_Motorola_Pon_To_Tellabs_Pon_Migration by 11:00 a.m. local time
on November 20th, 2026

IMPORTANT: Your response may be considered Not Responsible or Non-Responsive if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.

Drewry L. Brown Jr., Ph.D.
Director of Procurement

NOTICE: Prospective Offerors who have received this document from a source other than the Issuing Office should immediately go to the Howard Community College procurement website to ensure that they have received all addendums to the Request for Proposals or other communications issued in relation to this RFP. A Prospective Offeror who fails to monitor the Howard Community College website assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

To All Prospective Offerors:

The Board of Trustees of Howard Community College invites proposals from qualified Tellabs-certified or Tellabs-experienced integrators to replace the College's existing Motorola Passive Optical Network (PON) equipment with Tellabs equipment, including a redundant OLT architecture and IEEE 802.1X network access control integration.

Proposals will be accepted via Bid Locker until 11:00 a.m. on November 20th, 2026, at which time the names of the firms submitting proposals will be recorded. A mandatory pre-proposal conference and site walk will be held on October 21st at 2:00 pm. Late submittals will not be considered. It is the responsibility of each firm to ensure that its submittal is delivered to the proper place prior to the scheduled date and time.

Copies of the Request for Proposals (RFP) may be obtained from the Howard Community College solicitation website at: www.howardcc.edu/procurement on the current solicitation page. Firms are encouraged to review that website frequently to learn of any changes that may be made in the RFP.

The Board of Trustees of Howard Community College reserves the right to reject any and all proposals and to waive any formalities, informalities, or technicalities as it deems necessary, appropriate and in the College's best interests. Final award of the contract is subject to the availability of funding for this project.

Sincerely,


Drewry V. Brown Jr. Ph.D.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

TABLE OF CONTENTS

KEY INFORMATION SUMMARY SHEET	4
SPECIFICATIONS/SCOPE OF WORK	5
PROPOSAL SUBMITTAL FORMAT.....	24
EVALUATION AND AWARD	26
GENERAL INFORMATION	27
ATTACHMENT A – PRICE PROPOSAL FORM	34
FIRM INFORMATION FORM AND REQUIRED FORMS	36
TERMS AND CONDITIONS	51

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

KEY INFORMATION SUMMARY SHEET

Issuing Office:	Howard Community College
Request for Proposals Title:	Motorola PON to Tellabs PON Migration
Request for Proposals No:	27P-003
Procurement Officer:	Courtney Kelly
Title:	Assistant Director of Procurement
Phone:	443-518-4444
Email:	ckelly@howardcc.edu
Opening Date:	October 7 th , 2026
Closing Date:	November 20 th 2026, 11:00 a.m. local time
Pre-Proposal Conference and Site Walk:	MANDATORY (In person – Only) October 21st at 2:00 pm
MBE Subcontracting Goal:	Twenty-nine percent not mandatory but strongly encouraged.
Contract Type:	Firm Fixed Price
Contract Duration:	From Notice to Proceed through written final acceptance, followed by a minimum one (1) year workmanship warranty.

SPECIFICATIONS/SCOPE OF WORK

1.1 INTENT

Howard Community College ("College") is requesting proposals from qualified Tellabs-certified or Tellabs-experienced integrators to provide all necessary labor, project management, configuration, integration, testing, documentation, and migration services required to replace the College's existing Motorola Passive Optical Network (PON) equipment with the Tellabs equipment identified in the College-provided Bill of Materials (BOM), including IEEE 802.1X network access control on applicable interfaces.

1.2 BACKGROUND AND EXISTING ENVIRONMENT

The College's current environment consists of a Motorola PON network supporting campus voice, data, and multicast services. This project aims to modernize the campus PON environment by replacing active electronics in campus offices and telecommunications spaces while maintaining and reusing the existing outside plant infrastructure wherever feasible.

The College-provided BOM is intended to replace active Motorola equipment located in offices, classrooms in the Hickory Ridge Building, Kathleen Hetherington Hall, and other interior facilities. Existing outside plant fiber infrastructure and associated pathways are expected to remain in service and be reused wherever feasible.

The College intends to implement a redundant Tellabs Optical Line Terminal (OLT) architecture. To support OLT redundancy and improved resiliency, the College will replace existing 1x32 optical splitters with 2x32 optical splitters. Splitter replacement shall support the redundant OLT design while maintaining service continuity during migration. Existing OLT locations will remain unchanged, and the Tellabs OLTs shall be installed in the same telecommunications spaces currently housing the Motorola OLT equipment.

The College intends to preserve existing network services, VLAN assignments, connectivity requirements, and operational capabilities during migration while minimizing disruption to instructional, administrative, and student-facing services. The replacement Tellabs environment shall support IEEE 802.1X network access control in accordance with college requirements.

1.3 GENERAL REQUIREMENTS

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

The Contractor shall be Tellabs-certified or shall demonstrate substantial experience implementing Tellabs PON solutions and shall have demonstrated experience configuring IEEE 802.1X and integrating network infrastructure with Cisco Identity Services Engine (ISE) and Microsoft Intune. The Contractor shall have all appropriate licenses to perform the work in Howard County and the State of Maryland.

Upon receiving award, the Contractor shall attend a project kickoff meeting with college staff and shall submit, for college approval, an implementation plan, migration strategy, project schedule, service-continuity plan, and rollback procedures. Cutover activities shall only occur during implementation windows approved in advance by the College. Deviation from the approved schedule may only occur with prior approval by the College.

The College's Information Technology department shall approve all work. The College reserves the right of final approval for any work at the time of completion. If the work is not acceptable, the Contractor shall correct all deficiencies without additional cost to the College. Failure of the Contractor to correct deficiencies promptly may result in the College contracting with another firm to correct the deficiencies, which may be at the Contractor's expense. The Contractor shall provide regular status reports to keep the College informed of work progress.

1.4 MANDATORY PRE-PROPOSAL SITE WALK AND EXCEPTION REPORTING

Mandatory Site Walk

The College will conduct a mandatory pre-proposal site walk for all prospective Offerors (see Section 4.2). During the site walk, Offerors shall:

- a. Review existing Motorola PON equipment locations.
- b. Inspect telecommunications rooms, MDFs, IDF, and office installations.
- c. Assess existing fiber termination and connectivity infrastructure.
- d. Validate assumptions associated with the College-provided BOM.
- e. Identify access requirements, staging considerations, implementation constraints, and conditions affecting 802.1X deployment.

Offerors are responsible for independently verifying observable conditions that may affect the solution, schedule, labor, or cost. Failure to attend may result in the proposal being deemed non-responsive.

Exception Reporting Requirement

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th, 2026
Closing Date: November 20th, 2026

Each proposal shall include a written Exception Report identifying any condition requiring additional materials, labor, services, or infrastructure. For each exception, the report shall state the issue, location, recommended corrective action, schedule impact, additional cost (if applicable), and justification. Exceptions may include, but are not limited to:

- a. Damaged or unusable fiber infrastructure.
- b. Insufficient rack space or power capacity.
- c. Environmental deficiencies.
- d. Equipment compatibility concerns.
- e. Missing components required for implementation.
- f. Conditions preventing reuse of the outside plant.
- g. Limitations affecting 802.1X, RADIUS, certificate use, VLAN assignment, or support for non-802.1X endpoints.

Assumption of Responsibility

Any condition reasonably observable during the site walk but not identified in the Offeror's Exception Report shall be presumed included in the proposal and pricing. The College reserves the right to reject later requests for additional compensation associated with such conditions.

1.5 SCOPE OF REPLACEMENT

Included in Scope

- a. Installation of the Tellabs equipment identified in the College-provided BOM (Section 1.16).
- b. Removal and disposal, or return to college inventory, of replaced Motorola office equipment as directed by the College.
- c. Configuration of Tellabs OLTs and Optical Network Terminals (ONTs).
- d. Migration of voice, data, multicast, and applicable network access control services.
- e. Configuration and integration of IEEE 802.1X on applicable Tellabs interfaces.
- f. Validation of voice, data, multicast, 802.1X authentication, and network services.
- g. Project management, cutover support, testing, acceptance, and as-built documentation.
- h. Replacement of existing 1x32 optical splitters with 2x32 optical splitters to support a redundant Tellabs OLT architecture.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- i. All splitter installation, fiber terminations, patching, labeling, and testing required to support the new splitter configuration.
- j. Installation of Tellabs OLT equipment in the same physical locations currently occupied by the Motorola OLT equipment unless otherwise approved by the College.

Not Included in Scope

The following infrastructure is expected to remain in service unless specifically identified by the Offeror in its Exception Report as requiring work:

- a. Existing outside plant fiber.
- b. Existing underground conduit systems and fiber pathways.
- c. Existing building entrance facilities, fiber distribution cabling, and fiber backbone infrastructure.
- d. Existing telecommunications racks, cabinets, and power infrastructure where adequate capacity exists.

1.6 CONTRACTOR RESPONSIBILITIES

Assessment and Design Validation

- a. Review the College-provided BOM and validate compatibility of the specified Tellabs equipment.
- b. Verify installation locations, fiber requirements, connectivity, rack capacity, and power.
- c. Review the current Motorola configuration.
- d. Review college requirements for 802.1X authentication, Cisco ISE integration, Microsoft Intune device compliance integration, endpoint classifications, VLAN assignment, certificates, and approved exceptions.
- e. Develop a migration strategy, implementation documentation, service-continuity plan, and rollback procedures.

Installation Services

- a. Install all Tellabs equipment identified in the BOM.
- b. Mount equipment in designated telecommunications rooms and office locations.
- c. Install required jumpers, patch cables, transceivers, and ancillary components.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- d. Label all installed equipment, cabling, patch panels, ONTs, OLTs, and related components in accordance with naming conventions and labeling standards provided by the College.
- e. Verify all labels are accurate and reflected in final as-built documentation.
- f. Remove existing 1x32 splitters and install new 2x32 splitters as required by the approved design.
- g. Patch and terminate all fibers required to support redundant OLT connectivity.
- h. Install the Tellabs OLTs in the same locations as the existing Motorola OLTs unless otherwise approved by the College.

Configuration Services

- a. Configure Tellabs OLTs, ONTs, management interfaces, VLAN assignments, and uplinks.
- b. Configure voice, data, and multicast services in accordance with college requirements and existing service definitions.
- c. Configure IEEE 802.1X network access control on applicable Tellabs OLT and ONT interfaces, including authentication, authorization, RADIUS communication, policy enforcement, reauthentication, and dynamic VLAN assignments where required.
- d. Integrate the Tellabs environment with the college-designated RADIUS and network access control platform, including Cisco ISE, and with Microsoft Intune to support device compliance validation and policy-based network access decisions, using College-provided policies, credentials, certificates, and security requirements.
- e. Configure college-approved authorization policies, dynamic VLAN assignments, and access-control outcomes based on Cisco ISE authentication and authorization results together with Microsoft Intune device compliance status where required by the College.
- f. Configure college-approved exceptions or alternative authentication methods for devices that do not support 802.1X, including applicable phones, printers, building-control devices, audiovisual equipment, and other specialized endpoints.
- g. Configure College-approved port behavior for failed authentication and loss of RADIUS availability.

Migration Services

- a. Coordinate migration activities with college staff.
- b. Transition Motorola-supported services to the Tellabs environment.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th, 2026
Closing Date: November 20th, 2026

- c. Maintain service availability throughout migration and conduct phased cutovers where appropriate, in accordance with the service availability, outage, recovery, and rollback requirements of Sections 1.7 and 1.8.
- d. Provide on-site support during implementation windows.

1.7 SERVICE AVAILABILITY, OUTAGE, AND RECOVERY REQUIREMENTS

The Contractor shall design and execute all work to minimize impact on instructional, administrative, public safety, and student-facing services.

Service Availability

- a. No unscheduled outages shall be permitted.
- b. All outages shall be coordinated with the College.
- c. Maintenance windows shall be approved by the College prior to implementation.
- d. The Contractor shall provide a detailed cutover plan no less than ten (10) business days prior to each migration activity.
- e. The Contractor shall identify expected service impacts for each migration event.
- f. The Contractor shall provide onsite technical resources throughout all approved outage windows.

Defined Outage

For purposes of this project, an outage shall be defined as any condition that results in:

- a. Loss of voice services.
- b. Loss of data connectivity.
- c. Loss of multicast services.
- d. Loss of 802.1X authentication services.
- e. Loss of Cisco ISE integration.
- f. Loss of Microsoft Intune compliance validation.
- g. Degradation of service that prevents normal operations.
- h. Failure of redundant OLT functionality.

The College reserves the right to determine whether service degradation constitutes an outage.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Planned Downtime Requirements

The Offeror shall include the following in its proposal (Tab D, Section 2.2):

- a. Expected downtime for each migration phase.
- b. Maximum outage duration associated with each cutover.
- c. Dependencies impacting outage duration.
- d. Methods used to reduce outage duration.
- e. Methodology for maintaining service continuity during splitter replacements and OLT migrations.

Target Requirements

- a. Individual office migrations should not exceed agreed maintenance windows.
- b. Core campus services shall be restored prior to the conclusion of each maintenance window.
- c. All migration activities shall be capable of being rolled back within the approved maintenance window if success criteria are not achieved.

Recovery Requirements

The Contractor shall establish and document recovery procedures for:

- a. Failed OLT migration.
- b. Failed splitter migration.
- c. Failed ONT migration.
- d. Failed 802.1X implementation.
- e. Failed Cisco ISE integration.
- f. Failed Microsoft Intune integration.
- g. VLAN migration failures.
- h. Multicast service failures.
- i. Authentication failures affecting production services.

Recovery procedures shall identify:

- a. Trigger conditions.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- b. Decision authority.
- c. Recovery tasks.
- d. Expected recovery duration.
- e. Required testing following recovery.

1.8 ROLLBACK REQUIREMENTS

Rollback Plans

The Contractor shall provide documented rollback plans for every migration phase. Rollback plans shall include:

- a. Motorola configuration recovery procedures.
- b. Tellabs configuration recovery procedures.
- c. Service restoration procedures.
- d. Splitter rollback procedures.
- e. OLT rollback procedures.
- f. Authentication service rollback procedures.
- g. Cisco ISE rollback procedures.
- h. Microsoft Intune integration rollback procedures.

Rollback plans shall be reviewed and approved by the College prior to implementation.

Rollback Validation

Before any production migration:

- a. The Contractor shall demonstrate rollback procedures in a laboratory or pilot environment.
- b. The Contractor shall provide documented rollback testing results.
- c. The Contractor shall identify the estimated rollback duration.
- d. The College reserves the right to require rollback demonstrations before approving production cutovers.

Following each migration:

- a. The Contractor shall validate rollback readiness until acceptance is granted.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

b. Configuration backups shall be verified and recoverable.

1.9 SECURITY HARDENING REQUIREMENTS

The Contractor shall configure and harden all Tellabs components in accordance with current industry best practices and College security requirements. At a minimum, the Contractor shall implement the following:

Administrative Security

- a. Role-based administration.
- b. Individual administrator accounts.
- c. Multi-factor authentication (MFA) where supported.
- d. Centralized authentication where supported.
- e. Administrative session timeout configuration.
- f. Administrative access logging.

Network Security

- a. Disable unused services.
- b. Disable unused ports.
- c. Remove default credentials.
- d. Remove default accounts where possible.
- e. Limit management plane access.
- f. Encrypt management traffic.
- g. Implement secure SNMP configurations.
- h. Restrict management protocols to approved College networks.

Software Security

- a. Install vendor-supported software versions.
- b. Apply current recommended security updates before production deployment.
- c. Identify known software vulnerabilities.
- d. Provide documented remediation recommendations.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Security Documentation

The Contractor shall provide:

- a. Security hardening checklist.
- b. Final hardening configuration report.
- c. Security exceptions documentation.
- d. Administrative access documentation.

1.10 TESTING AND VALIDATION

Connectivity and Service Testing

- a. OLT connectivity and ONT activation testing.
- b. VLAN functionality testing, including VLAN assignment resulting from 802.1X authentication and authorization policies.
- c. Voice, data, uplink, and multicast service testing.
- d. Multicast testing, including IGMP functionality, group membership, and end-to-end delivery.
- e. 802.1X authentication and authorization testing for college-designated endpoint types, including successful and unsuccessful authentication scenarios.
- f. RADIUS communication testing between the Tellabs environment and the college-designated network access control platform, including Cisco ISE, together with validation that Microsoft Intune device compliance status is available to the access-control workflow where required by the College.
- g. Validation of access outcomes for college-designated compliant, non-compliant, and unknown devices, including the assigned VLAN, restricted-access, remediation, guest, or denial state defined by college policy.
- h. Validation that a change in Microsoft Intune compliance status results in the College-approved Cisco ISE authorization outcome after reauthentication or policy reassessment.
- i. Validation of authentication, authorization, accounting, and relevant compliance-event logging so that test evidence is available for college review.
- j. Validation of dynamic VLAN assignment, policy enforcement, reauthentication, and port behavior following authentication failure or loss of RADIUS availability.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

k. Validation of College-approved exception methods for non-802.1X-capable devices.

Performance Testing

- a. End-to-end connectivity, service profile, traffic flow, and applicable failover testing.
- b. Multicast performance verification, including representative stream delivery, packet loss, latency, jitter, and interruption review under normal operating conditions.

Redundancy Testing

- a. Validate connectivity through both primary and secondary OLT paths.
- b. Demonstrate proper operation of redundant OLT connectivity.
- c. Verify service continuity during OLT failover scenarios.
- d. Provide documentation of redundancy testing results.

1.11 ACCEPTANCE CRITERIA

The College will consider the project complete when all of the following conditions have been met:

Installation and Service Migration

- a. All Tellabs equipment in the BOM has been installed, configured, and placed into service.
- b. Voice, data, multicast, and applicable network access control services have been successfully migrated.
- c. User connectivity, VLANs, service profiles, and applicable 802.1X access policies have been restored and validated.
- d. Voice and data services are operational without degradation.
- e. All equipment labeling conforms to College-provided naming conventions and labeling standards.

Multicast

- a. Multicast services are operational and demonstrate functionality equivalent to or better than the existing environment.
- b. IGMP joins, leaves, forwarding, and pruning have been validated.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- c. Representative multicast streams have been delivered end-to-end without excessive packet loss, latency, jitter, or interruption.
- d. The Contractor has conducted a live multicast demonstration using College-designated applications or streams.

802.1X, Cisco ISE, and Microsoft Intune

- a. 802.1X authentication and authorization are operational on all applicable Tellabs interfaces designated by the College.
- b. Integration with the College-designated RADIUS and network access control platform, including Cisco ISE and Microsoft Intune, has been successfully validated and documented.
- c. Dynamic VLAN assignment and College-approved access policies have been validated for representative compliant, non-compliant, and unknown endpoint states based on 802.1X authentication, Cisco ISE authorization, and Microsoft Intune compliance information.
- d. College-approved exception methods for devices that do not support 802.1X have been tested and documented.
- e. Authentication failure behavior, reauthentication, and behavior during loss of RADIUS availability have been tested according to College-approved requirements.
- f. Representative College-managed devices successfully authenticate through 802.1X and receive the appropriate Cisco ISE authorization result, network access privileges, and VLAN assignment.
- g. Microsoft Intune device compliance status is successfully incorporated into the College-approved network access decision workflow for representative endpoint types.
- h. Compliant, non-compliant, and unknown devices receive the appropriate full-access, restricted-access, remediation, guest, or denial state defined by College policy.
- i. Endpoints using valid College-approved credentials, certificates, or authentication methods maintain connectivity as required, and representative user-based and device-based authentication scenarios have been demonstrated.
- j. Reauthentication, device reconnect, policy update, and Microsoft Intune compliance-status change scenarios have been successfully tested.
- k. Expected access behavior during loss of Cisco ISE, RADIUS, or Microsoft Intune connectivity has been validated according to College-approved fail-open, fail-closed, restricted-access, or other continuity requirements.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- l. Authentication, authorization, accounting, and relevant Microsoft Intune compliance events are logged and available for review by College personnel.
- m. The Contractor has provided test procedures, results, screenshots or equivalent configuration evidence, policy mappings, and validation records for Cisco ISE and Microsoft Intune integration.

Redundant OLT Architecture

- a. All existing 1x32 splitters identified for replacement have been replaced with 2x32 splitters.
- b. The redundant Tellabs OLT architecture has been successfully implemented.
- c. Tellabs OLTs have been installed in the same locations as the Motorola OLTs unless otherwise approved by the College.
- d. Redundant fiber paths and splitter configurations have been tested and documented.
- e. OLT failover testing has been completed and approved by the College.
- f. Voice, data, multicast, 802.1X, Cisco ISE integration, and Microsoft Intune compliance services remain operational during and following OLT failover testing.

Operational Readiness, Security, and Support

- a. Recovery procedures have been successfully demonstrated.
- b. Rollback procedures have been tested and validated.
- c. Security hardening checklist has been completed and approved.
- d. Administrative access controls have been validated.
- e. All configuration backups have been tested and verified as recoverable.
- f. Contractor support documentation has been delivered and approved.
- g. Software maintenance and upgrade procedures have been delivered and approved.
- h. College personnel have completed operational knowledge-transfer sessions.
- i. Redundant OLT failover and recovery testing have been successfully completed.

Final Acceptance

- a. All testing results, final configurations, backups, and as-built documentation have been delivered and approved.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

b. The College has completed final acceptance testing and issued written project acceptance.

1.12 DOCUMENTATION REQUIREMENTS

The Contractor shall deliver the following documentation to the College:

- a. Implementation plan, installation reports, and equipment inventory.
- b. Final device configuration backups.
- c. 802.1X design and configuration documentation, including interface settings, RADIUS and Cisco ISE integration, Microsoft Intune device compliance integration, authentication and authorization workflows, compliance-policy mappings, dynamic VLAN assignment, certificate requirements, exception handling, and troubleshooting guidance.
- d. Logical and physical network diagrams.
- e. Testing and validation reports, including multicast, 802.1X, and redundancy test results.
- f. As-built documentation reflecting College naming conventions and labeling standards.
- g. Warranty and manufacturer support information.
- h. Cutover plans, recovery procedures, rollback plans, and rollback testing results (Sections 1.7 and 1.8).
- i. Security hardening checklist, final hardening configuration report, security exceptions documentation, and administrative access documentation (Section 1.9).
- j. Support, software licensing, software maintenance, and end-of-life/end-of-support documentation (Section 1.14).

1.13 WARRANTY AND SUPPORT

- a. Minimum one (1) year workmanship warranty from the date of written final acceptance.
- b. Manufacturer warranty documentation for all installed equipment.
- c. Escalation procedures and post-implementation support contacts, as further described in Section 1.14.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

1.14 SUPPORT AND SOFTWARE MAINTENANCE REQUIREMENTS

Contractor Support Requirements

The Contractor shall provide:

- a. Escalation procedures.
- b. Support contact information.
- c. Severity definitions.
- d. Response-time commitments.
- e. Maintenance procedures.
- f. Software upgrade procedures.

Required Deliverables

The Contractor shall provide:

- a. Manufacturer support entitlement information.
- b. Software licensing documentation.
- c. Software maintenance documentation.
- d. End-of-life/end-of-support information.
- e. Recommended upgrade lifecycle.

Knowledge Transfer

The Contractor shall provide operational training for College personnel covering:

- a. OLT administration.
- b. ONT administration.
- c. Splitter documentation.
- d. 802.1X administration.
- e. Cisco ISE integration.
- f. Microsoft Intune integration.
- g. Security monitoring.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

h. Change management procedures.

i. Recovery procedures.

j. Rollback procedures.

1.15 KEY ASSUMPTIONS AND OFFEROR ACKNOWLEDGEMENTS

By submitting a proposal, the Offeror acknowledges the following:

Item	Requirement or Acknowledgement
BOM Scope	The BOM replaces active Motorola equipment located in offices, telecommunications rooms, and other interior facilities.
Outside Plant	Existing outside plant fiber and associated pathways will be reused wherever feasible.
Naming Convention	Labels must follow College-provided naming conventions and standards.
Services	Voice, data, multicast, and 802.1X network access control services must be configured, migrated, tested, and documented.
802.1X Integration	Applicable Tellabs interfaces must integrate with Cisco Identity Services Engine (ISE) and Microsoft Intune to support College-approved authentication, authorization, device compliance, dynamic VLAN assignment, and policy-based network access decisions.
Redundancy	Existing 1x32 splitters will be replaced with 2x32 splitters to support redundant Tellabs OLTs installed in the existing Motorola OLT locations.
Service Availability	No unscheduled outages are permitted. All outages, maintenance windows, and cutovers require advance College approval, and the outage definition in Section 1.7 applies.
Recovery and Rollback	Every migration phase requires documented recovery procedures and a College-approved rollback plan, validated before production cutover and executable within the approved maintenance window.
Security Hardening	All Tellabs components must be hardened in accordance with Section 1.9 before production deployment.
Support and Maintenance	Support, software maintenance, licensing, lifecycle documentation, and knowledge transfer must be provided in accordance with Section 1.14.
Exceptions	Exceptions must be identified after the mandatory pre-proposal site walk and included in the proposal Exception Report.

1.16 COLLEGE-PROVIDED BILL OF MATERIALS

The following Bill of Materials (Howard Community College BOM for Kathleen Hetherington Hall and Hickory Ridge) identifies the Tellabs equipment to be installed under this RFP.

Item	Part #	Part Description	Qty
OLT Chassis, Power, Optics, and Software Licensing			
1	81.11S-BOLT	BOLT OLT 16 PON	TBD

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th, 2026
Closing Date: November 20th, 2026

Item	Part #	Part Description	Qty
2	81.11P-PW720W	FlexSym 720W POWER SUPPLY, C15 CORD REQUIRED	TBD
3	81.11W-C15TYPB	PWR AC CORD C15 TO TYPE B US 7.5FT	TBD
4	81.11T-SFPGPON	FlexSym SFP+, GPON 2.5G/1.25G, B+, I-TEMP	TBD
5	81.11T-QSFPP40GSR4	QSFP PLUS 40GBASE-SR4 850nm 150m MMF	TBD
6	81.SR330BASEBOLT	OLAN Software Release BOLT Base SR33.0	TBD
7	81.SR330AABOLT	Advanced Availability BOLT SR33.0	TBD
8	81.SR330AOBOLT	Advanced Operations BOLT SR33.0	TBD
9	81.SR330ASBOLT	Advanced Security BOLT SR33.0	TBD
10	81.SR330ANBOLT	Advanced NAC BOLT SR33.0	TBD
ONT140CL (4-Port GE) and Accessories			
11	81.11G-ONT140CL-R6	ONT140CL 4GE	TBD
12	81.11P-PWIL81WM	PWR IN LINE ADPT 54V, 1.5A NO CORD W/MOLEX	TBD
13	81.11W-C5TYPB-R6	PWR AC CORD C5 TO TYPE B US	TBD
14	81.11K-BKONTBBU-R6	BRACKET ONT140C, ONT202 10 PACK	TBD
ONT180C (8-Port GE with PoE) and Accessories			
15	81.11G-ONT180C-R6	ONT180C 8GE W/POE	TBD
16	81.11P-PWIL150W	PWR IN LINE ADPT 54V, 2.8A NO CORD (C13)	TBD
17	81.11W-C13TYPB-3	PWR AC CORD C13 TO TYPE B US 3FT	TBD
18	81.11K-ONT205BK-R6	BRACKET 142R,180C,205 - 10 COUNT	TBD
Optical Splitter (Redundant OLT Architecture)			
19	RTS1UPON2X32SCAPC	OCC KIT: 1RU ENCLOSURE, (1) 2X32 SPLITTER, (3) 12-PORT DUAL SCAPC ADAPTER PLATE, (1) STACKABLE CASSETTE BRACKET	TBD

1.17 PROJECT MANAGEMENT AND PERSONNEL

The Contractor shall assign a project manager who will serve as the College's single point of contact for the project, coordinate migration activities and implementation windows with College staff, and provide regular status reports throughout the project.

The Contractor shall have only properly trained and qualified personnel on site to perform all functions, including personnel experienced with Tellabs OLT/ONT installation and configuration, fiber termination and testing, and 802.1X, Cisco ISE, and Microsoft Intune integration. All Contractor personnel shall be familiar with applicable College policies and shall conduct themselves in a safe, courteous, and professional manner while at the College. The Contractor shall not substitute key personnel identified in its proposal without prior written approval of the College.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

PROPOSAL SUBMITTAL FORMAT

2.1 GENERAL

Proposals shall be submitted in two (2) parts: a Technical Proposal and a separate Price Proposal. No pricing information shall be included anywhere in the Technical Proposal. Proposals should be concise, organized in the order shown below, and clearly labeled with the tab headings indicated.

2.2 TECHNICAL PROPOSAL

- a. Tab A – Transmittal Letter: A letter signed by an individual authorized to bind the Offeror, identifying the RFP number and title, the Offeror’s primary contact, and acknowledging receipt of all addenda.
- b. Tab B – Executive Summary: A summary of the Offeror’s understanding of the project and proposed approach to the Motorola-to-Tellabs PON migration.
- c. Tab C – Qualifications and Experience: A description of the Offeror’s Tellabs implementation and Motorola PON migration experience; evidence of Tellabs certification or Tellabs experience; and demonstrated experience configuring 802.1X and integrating network infrastructure with Cisco ISE and Microsoft Intune, including device compliance enforcement, dynamic VLAN assignment, and policy-based access control.
- d. Tab D – Implementation Methodology: The Offeror’s proposed implementation methodology, including the approach for the redundant OLT architecture and splitter replacement, migration and phased cutover strategy, service continuity and rollback procedures, and the proposed approach for configuring and validating 802.1X, Cisco ISE integration, Microsoft Intune device compliance integration, and policy-based access control. Tab D shall also include: the planned downtime information required by Section 1.7; the Offeror’s proposed recovery procedures and rollback approach, including its rollback validation methodology (Sections 1.7 and 1.8); its proposed security hardening approach (Section 1.9); and its proposed support, software maintenance, and knowledge-transfer approach (Section 1.14).
- e. Tab E – Project Schedule and Staffing Plan: A proposed project schedule from Notice to Proceed through final acceptance, a staffing plan, an organizational chart, and resumes of key personnel, including the project manager and lead engineer(s).

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- f. Tab F – Risk Mitigation Strategy: Identification of key project risks and the Offeror’s plan to mitigate each, including risks to voice, data, multicast, and 802.1X services during migration, and risks associated with failed cutovers, recovery, rollback, and security hardening.
- g. Tab G – Site Walk Confirmation and Exception Report: Confirmation of attendance at the mandatory pre-proposal site walk; the completed Exception Report described in Section 1.4; and acknowledgement that existing outside plant fiber will be retained and reused unless identified as an exception.
- h. Tab H – References: The completed References form.
- i. Tab I – Required Forms: Firm Information Form, Sworn Statement of Accuracy Form, Acknowledgement of Addenda, Minority Participation Form, Conflict of Interest Statement, Ethics Statement, and all other forms included in this RFP.

2.3 PRICE PROPOSAL

The Price Proposal shall be submitted as a separate file using Attachment A – Price Proposal Form. Offerors shall provide separate pricing for professional services; installation labor; configuration and 802.1X integration services; project management and training; optional support services; and any equipment not included in the College-provided BOM. Any additional cost identified in the Offeror’s Exception Report must be itemized on the Price Proposal Form.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

EVALUATION AND AWARD

3.1 EVALUATION PROCESS

Proposals will be reviewed by an evaluation committee appointed by the College. Proposals will first be reviewed for responsiveness to the mandatory requirements of this RFP, including attendance at the mandatory pre-proposal site walk. Responsive proposals will then be evaluated and scored in accordance with the criteria below. The College may request clarifications, conduct oral presentations or interviews with one or more Offerors, check references, and request best and final offers from Offerors determined to be reasonably susceptible of being selected for award.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Points
Qualifications and Experience – Tellabs implementation and Motorola PON migration experience; 802.1X, Cisco ISE, and Microsoft Intune integration experience; references (Tabs C and H)	30
Technical Approach and Implementation Methodology – redundant OLT and splitter approach, migration and service continuity, planned downtime, recovery and rollback approach, security hardening, 802.1X/ISE/Intune configuration and validation approach, and support and software maintenance approach (Tab D)	25
Project Schedule, Staffing Plan, and Risk Mitigation (Tabs E and F)	10
Exception Report – completeness and quality of the site walk findings (Tab G)	5
Price (Attachment A)	30
TOTAL	100

3.3 BASIS OF AWARD

The contract will be awarded to the responsible Offeror whose proposal is determined to be the most advantageous to the College, considering the evaluation criteria set forth above. The College is not obligated to award the contract to the Offeror proposing the lowest price.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

GENERAL INFORMATION

4.1 PROPOSAL DUE DATE

All responses to this Request for Proposals will be accepted via Equity Hub's Bid Locker at https://bidlocker.us/details/6573_Motorola_Pon_To_Tellabs_Pon_Migration until 11:00 a.m. local time on November 20th,2026 , at which time the names of the firms submitting proposals will be recorded. Firms do not need to be present at the recording. Proposal prices will not be read aloud. Late submittals will not be considered. It is the responsibility of each firm to ensure its proposal is submitted prior to the scheduled date and time.

Oral, mailed, faxed, or emailed proposals are invalid and will not be given consideration. Proposals will not be accepted electronically through eMMA. In the event that the College is closed on the proposal due date due to emergency or inclement weather, proposals will be due at the stated time on the next open business day, unless Offerors are notified otherwise.

4.2 MANDATORY PRE-PROPOSAL CONFERENCE AND SITE WALK

A mandatory pre-proposal conference and site walk will be held on campus on October 21st at 2:00 pm EST , Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044.

Attendance is mandatory. Failure to attend may result in the Offeror's proposal being deemed non-responsive. To RSVP, all interested parties must email Courtney Kelly at ckelly@howardcc.edu by October 16th, 2026 .

The site walk will include existing Motorola PON equipment locations, telecommunications rooms, MDFs, IDF's, and office installations as described in Section 1.4.

Any substantive questions that may arise during the pre-proposal conference must be emailed to Courtney Kelly at ckelly@howardcc.edu for an official response via Addendum. Verbal responses communicated during the pre-proposal conference are not binding unless submitted in writing.

Names of attendees will be recorded to aid in the creation of the proposal addendum that follows the conference, which will memorialize the topics covered during the pre-proposal conference and any questions received during the conference. A list of registered attendees will be shared via an Addendum.

4.3 CONTACT INFORMATION

The sole point of contact for Howard Community College for this RFP is Courtney Kelly, Assistant Director of Procurement. She may be reached via email at ckelly@howardcc.edu. Firms must carefully examine the RFP and related documents. Should any firm find discrepancies or omissions in this RFP or be in doubt as to the content or meaning of any aspect of this document, the firm should direct inquiries or requests for clarification of the documents, specifications, or the process in writing to this contact person. All questions must be received on October 30th 2026 . Firms are advised that the College reserves the right to use its best judgment in choosing to respond or not respond to any questions received after the above cut-off date for questions.

Clarifications of the RFP, in the form of addenda, shall be issued in writing by the College as it deems appropriate and necessary to do so through the Howard Community College procurement webpage. The College reserves the right to waive any and all proposal technicalities, formalities, or informalities at any time prior to or after the date of receipt of Proposals as it deems appropriate and, in the College's, best interest. The submission of a proposal will indicate that the firm thoroughly understands the terms of the RFP.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Under no circumstances are firms, including third party firms or their staffs, to contact other College staff, faculty or any related constituency for purposes associated with the RFP, including but not limited to, obtaining, or providing information unless specifically noted in the Scope of the Project. Firms failing to comply with this requirement may be disqualified.

The College may designate one or more of its employees as liaison to interested firms at its discretion. This designation may be made after the proposal submission deadline. Communication between the firm and the College would then be made through the designated liaison after that point, as determined by the College.

4.4 SUBMISSION OF PROPOSALS

Offerors must submit three (3) separate PDF files to respond to this RFP:

One (1) Password-Protected PDF file for the unredacted Technical Proposal.
One (1) Password-Protected PDF file for the redacted Technical Proposal.
One (1) Password-Protected PDF file for the Price Proposal (Attachment A – Price Proposal Form).
Pricing information shall not appear anywhere in the Technical Proposal.

The redacted PDF files must be in accordance with Section 4.23 Claims of Confidentiality.

Each file must be protected with a unique password. The passwords must be provided to the Procurement Officer within 48 hours upon request. Failure to respond to the Procurement Officer's request may result in your firm's proposal being rejected. If your firm chooses to waive password protection, an email must still be sent to the Procurement Officer advising that password protection has been waived.

Proposal submissions must be organized as described in Section 2, Proposal Submittal Format, and must include all required information and forms. All files submitted in response to this RFP must be labeled as follows: <Firm Name>_27P-003 Tellabs PON Migration_Technical Proposal Redacted, Technical Proposal Unredacted, or Price Proposal, whichever is applicable to the file. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker at https://bidlocker.us/details/6573_Motorola_Pon_To_Tellabs_Pon_Migration. Please note that Offerors must register on the Bid Locker website prior to submitting documents, so please plan the upload of the proposal package accordingly.

Oral, mailed, faxed, or emailed proposals are invalid and will not be given consideration. Proposals will not be accepted electronically through eMMA. Failure to follow the submission instructions in this section will result in the rejection of your firm's proposal.

All costs incurred by responding firms associated with the preparation, submission, presentation or proposals and attendance at meetings, including but not limited to, costs related to transportation, meals, lodging, bonding and other related expenses, if applicable, will be the sole responsibility of the respondent and will not under any circumstances be reimbursed by the College.

4.5 EVALUATION OF PROPOSALS

Proposals will be evaluated by an evaluation committee in accordance with Section 3, Evaluation and Award. The College may make any investigations deemed necessary to determine the ability of the firm to provide the work as specified herein. If it is in the best interest of the College, Offerors may be required to cure or clarify deficiencies in the proposal, participate in oral presentations or interviews, or submit a best and final offer.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

4.6 EVIDENCE OF RESPONSIBILITY AND RESPONSIVENESS

Offeror's submitting a response to this RFP must provide evidence of the following:

Offeror is responsible – offeror demonstrates ability to provide products and services that can meet or exceed requirements. The following criteria will be used to determine responsibility:

The offeror has the equipment, ability, and experience to perform the work as stated in the specifications listed in the proposal.

Offeror is financially stable.

Offeror is responsive – Offeror follows proposal submission instructions and provides all requested materials. The following criteria will be used to determine responsiveness:

The offeror has favorable references that can confirm its ability to provide the products and services as stated in the specifications listed in this proposal.

Offeror has provided all documentation and samples requested in the Specifications/Scope of work. Additionally, the quality of performance of previous contracts or services shall be considered in determining the most advantageous responsive and responsible Offeror. Quality of performance may be determined by contracts or services provided to the College or to other entities. Quality of performance to other entities will be determined from reference checks when references are required. The determination of quality performance includes the Contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction and the Contractor's businesslike concern for the interests of the customer. The College reserves the right to reject any proposal deemed not responsible or non-responsive.

4.7 AWARD

The contract will be awarded to the responsible Offeror whose proposal is determined to be the most advantageous to the College, considering the evaluation criteria set forth in Section 3, subject to the availability of funding and provided that it is in the best interest of Howard Community College to award the contract. The Offeror's proposal, the specifications, terms and exhibits of this RFP, and any other applicable documentation relating to this RFP will be incorporated into the contract.

The award may be in whole or in part, whichever is in the best interest of the College. The Board of Trustees reserves the right to waive any informalities in the selection and award process relating to this proposal.

In the College's sole discretion, the College may defer the award of the contract for a period of up to one hundred and twenty (120) calendar days after opening of proposals. If no award or other disposition is made, the expiration of the one hundred and twenty (120) calendar days will constitute rejection of all offers without further action by the College.

4.8 PRICING

The prices offered on Attachment A – Price Proposal Form must include all charges and costs (including shipping, travel, and disposal) incurred in the delivery of this procurement. No allowance will be made later for additional charges due to the Offeror's omission, including any condition reasonably observable during the mandatory site walk but not identified in the Offeror's Exception Report.

In addition, all Offerors must hold their proposal prices for one hundred twenty (120) days after proposal opening date, but prior to contract award date. If the awarded Offeror is unable to fulfill the contract, the College reserves the right to re-solicit the contract or to award the contract to the next most advantageous Offeror.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

4.9 REJECTION

The College reserves the right to reject any or all offers received because of this solicitation and readvertise for other proposals. Offers may also be rejected for any of the following reasons:

Failure to meet the mandatory specifications and requirements.

Failure to attend the mandatory pre-proposal conference and site walk.

Failure to respond in a timely fashion to a request for additional information or data.

Failure to supply appropriate and favorable client references.

Financial instability of firm submitting the proposal.

Failure of the firm to successfully negotiate a contract, if applicable.

Submitting an incomplete Price Proposal Form.

Submitting a proposal that is not signed; or

Failure to demonstrate that the Offeror is qualified to carry out the obligations of the contract and to implement and support the work specified herein.

4.10 SUBCONTRACTS/MAJOR SUPPLIERS

Offerors must submit the names, addresses, and division of work for all subcontractors and major material suppliers to be retained for this project. The College reserves the right to reject.

4.11 CHANGES TO THE CONTRACT

The College may make any alterations, deviations, additions, or omissions from the Request for Proposals documents which it deems to be in the best interest of the college without affecting the obligations of the Firm or making the contract void. Any alterations, deviations, additions, or omissions shall be processed as a change order.

4.12 CHANGES IN WORK

The College may make any alterations, deviations, additions, or omissions from the RFP documents which it deems to be in the best interest of the College without affecting the obligations of the Contractor or making void the contract. Any alterations, deviations, additions, or omissions shall be processed as a Change Order. Promptly after being notified of a change, Contractor shall submit an itemized estimate of any cost or time increases or savings Contractor foresees as a result of the change. Detailed back-up documentation for any subcontractor costs shall also be included with the estimate. In giving instructions, the College shall have the authority to make minor changes to the work, not involving extra cost, and consistent with the purposes of the work. But otherwise, except in an emergency endangering life or property, no addition or changes to the Work shall be made except upon the written order of the College, and the College shall not be liable to the Contractor for any increased compensation without such written order. No officer, employee or agent of the College is authorized to direct any extra or changed work orally.

If a requested change results in an increase to the Contract Amount, the amount of the increase shall be limited to the Contractor's reasonable direct labor and material costs and reasonable actual equipment costs because of the change (including allowance for labor burden costs) plus a maximum ten percent (10%) markup for all overhead and profit. In the event such change Work is performed by a Subcontractor, a maximum ten percent (10%) markup for all overhead and profit for Subcontractors' and sub-subcontractors' direct labor and material costs and actual equipment costs shall be permitted, with a maximum five percent (5%) markup thereon by the Contractor for all its overhead and profit, for a total maximum markup of fifteen percent (15%). All compensation due

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Contractor and any Subcontractor or sub-subcontractor for field and home office overhead is included in the markups noted above.

A Change Order shall be issued and executed promptly after an agreement is reached between Contractor and the College concerning the requested changes. The contractor shall promptly perform changes authorized by duly executed Change Orders. The Contract Amount and Contract Time shall be adjusted in the Change Order in the manner as the College and Contractor shall mutually agree. The College shall have the right to conduct an audit of the Contractor's books and records to verify the accuracy of the Contractor's claim with respect to the Contractor's costs associated with any Change Order.

4.13 DELIVERY

The successful Offeror shall deliver all of the required submittals within ten (10) days of the Notice to Award and commence Work according to the approved project schedule unless otherwise ordered in writing by the College.

4.14 INSURANCE REQUIREMENTS

The Firm shall always maintain in force during the term of the contract, such insurance that will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Firms' operations under the contract, or by anyone directly or indirectly employed by the Firm. The Firm's insurance will be with an insurance carrier licensed to do business in the State of Maryland acceptable to the College, with the following minimum insurance coverage:

Comprehensive General Liability Insurance – Liability Limits of One Million Dollars (\$1,000,000.00) each occurrence and Three Million Dollars (\$3,000,000) aggregate.

Comprehensive Business Automobile Liability Insurance – Liability Limit of Five Hundred Thousand Dollars (\$500,000) for any one accident.

Worker's Compensation Insurance: Statutory coverage, including employer's liability coverage with a limit of at least One Hundred Thousand Dollars (\$100,000.00).

At the time this contract is made, the Firm shall provide the College with evidence of payment fully of the above insurance coverage throughout the entire term of this contract. Any request for an extension of time for this contract shall also include evidence of payment fully of the above insurance coverage through the entire term of the extension of term for this contract.

The Firm shall furnish the College with a certificate of insurance as evidence of the required coverage. Such insurance should specifically identify the materials and/or equipment and shall name Howard Community College and Howard County, Maryland as an additional insured.

If the Firm's insurance is terminated, the Firm shall immediately obtain other coverage; any lack of insurance shall be ground for immediate termination of the contract.

4.15 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information which are designated confidential by the College and not otherwise subject to disclosure, and made available to the Firm in order to carry out this Contract, or which become available to the Firm in carrying out this Contract, shall be protected by the Firm using the same level of care in preventing unauthorized disclosure or

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

use of the confidential information that the Firm takes to protect its own information of a similar nature, but in no event, less than reasonable care. The Firm shall not be required under the provision of this clause to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Firm's possession, is independently developed by the Firm outside the scope of this Contract or is rightfully obtained from third parties.

4.16 COOPERATIVE PURCHASE

The College reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this Request for Proposals to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities. This is conditioned upon the mutual agreement of all parties pursuant to specific requirements, which may be appended thereto. The College assumes no authority, liability, or obligation, on behalf of any other public entity that may use any contract resulting from this RFP. All purchases and payment transactions will be made directly between the Firm and the requesting entity. Any exceptions to this requirement must be specifically noted in the proposal response.

4.17 SUBCONTRACTORS

Offerors must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to refuse.

4.18 MINORITY PARTICIPATION

It is the policy of Howard Community College to strongly encourage minority business enterprises (MBE) to provide goods and services for the performance of college functions. Within the evaluation, Offerors can achieve higher consideration if they are a minority business enterprise or demonstrate an effort to achieve a minimum of 29% of the subcontractors or vendors anticipated to be retained by the Offeror for the College's project. Minority businesses include non-profit entities organized to promote the interests of handicapped persons, and firms that are 51% owned and controlled by a member of socially or economically disadvantaged minority groups, which include: African Americans, Hispanics, American Indians, Alaska natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

4.19 Procurement regulations

This Request for Proposals and any resulting contract shall be governed by §§16-311 through 16-314 of the Education Article of the Annotated Code of Maryland.

4.20 MISSION, VISION, AND VALUES

HCC believes that a key characteristic of performance excellence is a solid foundation and understanding of an organization's mission, vision, and value statements. The College expects all Firms to support the College's mission, vision, and values by fostering these concepts in their work on campus.

Mission: providing pathways to success

Vision: a place to discover greatness in yourself and others

Values: INSPIRED-Innovation, Nurturing, Service and sustainability, Partnerships, Integrity, Respect, Excellence, Diversity equity and inclusion

4.21 SMOKE AND TOBACCO-FREE

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Howard Community College is a tobacco free environment. Use of tobacco products is prohibited in all colleges owned, leased, and controlled properties including parking lots and garages, and at all college-sponsored activities. Smoking is prohibited in vehicles. This prohibition extends to Firms, employees, agents, subcontractors, and vendors.

4.22 EMPLOYMENT OF CHILD SEX OFFENDERS

Howard Community College provides a number of programs throughout the main campus that involve minor children, including Kids on Campus. The State of Maryland requires certain child sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. If a child sex offender, as determined by the definitions contained in the Criminal Law Article of the Annotated Code of Maryland, is employed by the awarded Offeror, the awarded Offeror is prohibited from assigning that employee to perform any type of service on the main campus. Violation of this provision may result in Termination for Cause of the contract.

4.23 CLAIM OF CONFIDENTIALITY

Any information which is claimed to be confidential and/or proprietary information should be identified by page and section number and placed after the Title Page and before the Table of Contents in the Proposal. An explanation for each claim of confidentiality shall be included. The entire Proposal cannot be given a blanket confidentiality designation - any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal and an explanation for each claim shall be included.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th, 2026
Closing Date: November 20th, 2026

ATTACHMENT A – PRICE PROPOSAL FORM

To: Howard Community College
Re: 27P-003: Motorola PON to Tellabs PON Migration

From: _____
(Company's Name)

The undersigned ("Contractor") proposes to provide all of the necessary labor, materials, equipment, and services, as specified in the attached RFP documents. It is understood that the College will be the sole judge as to the acceptance of proposals and award of the contract. All work shall be completed in accordance with the accompanying Specifications for the amounts listed below in accordance with the terms of the RFP documents.

By submitting this proposal, Contractor agrees to be bound by the College's General Terms and Conditions and comply with all insurance mandates.

Offerors are required to submit pricing for every item contained within Section A of this form. Offerors that do not respond to every item in Section A shall be deemed non-responsive. Having examined all matters referred to in the RFP documents, including Addenda No. ____, ____, ____, and ____, the Offeror's prices are as follows:

A. Base Proposal (Firm Fixed Price):

Item	Description	Firm Fixed Price
1	Professional Services – assessment and design validation, review of Motorola configuration, migration strategy, service-continuity, cutover, recovery, and rollback planning and rollback validation, security hardening, testing and validation, and as-built documentation (Sections 1.6 through 1.12)	\$
2	Installation Labor – installation of all Tellabs equipment in the BOM, replacement of 1x32 splitters with 2x32 splitters, fiber terminations, patching, labeling, and removal of Motorola equipment (Sections 1.5, 1.6)	\$
3	Configuration and 802.1X Integration Services – OLT/ONT configuration; voice, data, and multicast services; 802.1X, Cisco ISE, and Microsoft Intune integration; migration and cutover (Section 1.6)	\$
4	Project Management, Training, and Knowledge Transfer (Sections 1.14 and 1.17)	\$
	TOTAL BASE PROPOSAL (Items 1 – 4)	\$

Total Base Proposal (written): _____

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

B. Equipment and Materials Not Included in the College-Provided BOM:

List any equipment, materials, or services not included in the BOM that are required to complete the project, including all items identified in the Exception Report. Attach additional sheets if necessary.

Part # / Item	Description	Exception Report Ref.	Qty	Unit Price	Extended Price
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
	SUBTOTAL – SECTION B				\$

C. Optional Support Services (NOT included in Total Base Proposal):

Item	Description of Optional Support Service	Term	Price
C1	Post-implementation support (describe coverage, severity definitions, response times, and escalation; see Section 1.14)	1 Year	\$
C2	Extended post-implementation support (describe)	1 Year	\$
C3	Other optional services (describe)		\$

D. Hourly Rates for Additional Work:

Offerors are required to provide hourly rates for additional work that may be required outside of the scope specified in this solicitation and authorized in writing by the College through a Change Order (see Section 4.12).

Labor Category / Item	Rate
Project Manager (hourly)	\$
Network / PON Engineer (hourly)	\$
802.1X / Cisco ISE / Microsoft Intune Engineer (hourly)	\$
Fiber / Installation Technician (hourly)	\$
Material markup for additional work	%

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

FIRM INFORMATION FORM

The undersigned agrees to furnish and deliver the above goods and services in accordance with the specifications issued, and subject to all terms, conditions, and requirements in the solicitation, and in the various proposal documents.

(Printed name of Company)

Provide the name and title of the person with legal authority to sign on behalf of the Firm. If the title of the individual is not "President" or "Vice President," provide verification of the signature authority with your submittal.

Name of Company Signatory (Printed): _____

Title of Company Signatory (Printed): _____

Please list any exceptions taken to any terms and conditions listed in the proposal. Please note any exceptions taken that may affect the award of a contract or purchase order:

Please provide the following information:

Company Name: _____	Corporation (y/n): _____
Federal Tax Id: _____	Years in Business: _____
Street Address: _____	City: _____
_____	State, Zip _____

Office phone number: _____	Fax number: _____
Cell phone number: _____	Email address: _____
Contact Person: _____	Title: _____

Minority Firm: ____ (yes) ____ (no)

If yes, please specify minority classification _____

Company name

Name

Title

Authorized signature and date.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

SWORN statement OF ACCURACY FORM

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contacts of this Proposal are true and correct.

Name of Company

Representative/Title
(Signature)

Address

Representative/Title
(Print/Type)

Telephone number

Date

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

ACKNOWLEDGEMENT OF ADDENDA

We, _____ acknowledge receipt of the following
addenda:

No. _____, Dated _____

No. _____, Dated _____

No. _____, Dated _____

No. _____, Dated _____

PLEASE SIGN BELOW TO ACKNOWLEDGE RECEIPT OF ADDENDUM AND RETURN
WITH PROPOSAL.

Company name

Name

Date

Authorized signature.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

REFERENCES

The Offeror shall list at least three projects of similar scope, preferably including Tellabs PON implementations, Motorola PON migrations, and/or 802.1X network access control integrations with Cisco ISE and Microsoft Intune. The referenced work shall have been completed within the last five years. Provide a brief description of the scope of the work. Please make sure references and contact people are current. Use separate sheets if necessary and include with submission. These will become part of the contract.

Reference 1

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Project Dates	

Reference 2

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Project Dates	

Reference 3

Company name	
Street Address	
City, State, Zip	
Contact Person	
Title	
Telephone #	
Project Dates	

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Please note: References listed must be able to confirm the Offeror's ability to provide the services requested in this proposal document.

References submitted by: _____
Company name

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

MINORITY PARTICIPATION FORM

PROPOSERS SHALL COMPLETE THE FOLLOWING:

I HEREBY REPRESENT THAT OUR/MY FIRM IS _____
IS NOT _____

A MINORITY BUSINESS FIRM AS INDICATED BELOW (check all that apply):

African American _____ Hispanic _____ Asian/Pacific Islander _____
American Indian/Alaska native _____ Disabled _____ Female _____

I HEREBY REPRESENT THAT OUR/MY FIRM: IS ____ IS NOT ____ COMMITTED TO
DEMONSTRATING AN EFFORT TO ACHIEVE A MINIMUM MBE PARTICIPATION LEVEL
OF 29%.

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

Firm Name

Signed Date

Type or Print Name

Title

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of my knowledge, no trustee, employee, spouse, parent, child, brother or sister of the trustee or employee, own assets in this business, and of this date are also employed by Howard Community College.

Company: _____

Authorized signature:

Printed name:

Title:

Date:

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

ETHICS STATEMENT

In compliance with the Public Ethics Law contained in the Annotated Code of Maryland, Title 5 of the General Provisions Article, I hereby affirm that no employee of or representative for our company assisted the College in the drafting of specifications, requirements, statements of work, requests for proposals or other solicitations for this procurement, nor did any individual or company who assisted in such drafting assist or represent this company, directly or indirectly, in submitting a proposal or proposal for this procurement.

Firm:

Authorized signature:

Printed name:

Title:

Date:

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

PROPOSAL/PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned Offeror hereby certifies and agrees that the following information is correct: In preparing its proposal on this project, the Offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the proposal submitted by the Offeror on this project, and terminate any contract awarded based on the proposal. As part of its proposal or proposal, the Offeror herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the Offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Offeror agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

_____.

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification, or destruction of records or receiving stolen property.

(2) Been convicted of any criminal violation of a state or federal antitrust statute.

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of proposals or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland.

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above.

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of proposals or proposals for a public or private contract.

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established, and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying proposal or offer that is being submitted.
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the proposal price or price proposal of the Offeror or Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying proposal or offer is submitted.

I. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements.

with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL-FREE WORKPLACE

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its proposal or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract.
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions.
 - (c) Prohibit its employees from working under the influence of drugs or alcohol.
 - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol, and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program.
 - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred.
 - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace.
 - (ii) The business' policy of maintaining a drug and alcohol-free workplace.
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace.
 - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above.
 - (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction.
 - (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

- (j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
- (i) Take appropriate personnel action against an employee, up to and including termination; or
 - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
- (k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of §K(2)(a)—(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- (4) I acknowledge and agree that:
- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification.
 - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be caused to suspend payments under or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
 - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

- (1) The business named above is a (domestic ____) (foreign ____) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is: Name:

Address:

(If not applicable, so state).

- (2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee, or any other consideration contingent on the making of the Contract.

N. Repealed.

O. ACKNOWLEDGEMENT

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this proposal or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ by: _____
(Authorized Representative and Affiant)

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

NO PROPOSAL RESPONSE FORM

Please be advised that our company does not wish to submit a proposal in response to the above-captioned Request for Proposals for the following reasons:

_____ Too busy at this time

_____ Not engaged in this type of work.

_____ Project too large/small

_____ Cannot meet mandatory specifications (Please specify below)

_____ Other (Please specify)

COMPANY NAME

PRINTED NAME

TITLE

SIGNATURE

DATE

ADDRESS

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

TERMS AND CONDITIONS

ADDENDA The College reserves the right to amend or add to this proposal at any time prior to the proposal's due date. If it becomes necessary to change or add to any part of this proposal, the Procurement Officer will furnish an addendum to all prospective Offerors by posting the addendum on the solicitation web page at: www.howardcc.edu/procurement on the current solicitation page. All addenda will be identified as such and will be posted whenever possible at least 48 hours prior to the proposal opening. It is the sole responsibility of any prospective Offeror to monitor the web page to ensure receipt of all addenda.

ADDITIONAL ORDERS Unless it is specifically stated to the contrary in the proposal response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

APPLICABLE LAW The contract shall be construed and interpreted according to Maryland law, with venue and jurisdiction in Howard County, Maryland.

ASSURANCE OF NON-CONVICTION OF BRIBERY The Offeror hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

The AUDIT Offeror shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of Offeror and any subcontractor involving transactions related to this agreement during the term of this agreement and for a period of three (3) years after final payment under this agreement.

AWARD CONSIDERATIONS Award will be made to the responsible Offeror whose proposal is determined to be the most advantageous to the College in accordance with Section 3 with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of Offeror and its ability to perform satisfactorily with consideration to any previous performance for Howard Community College. A proposal may be awarded at the sole discretion of the College, in whole or in part, whichever is in the best interest of the College. Prompt payment discounts will not be considered in proposal evaluation. All discounts other than prompt payment are to be included in the proposal price.

BID AND PERFORMANCE SECURITY If bid security is required, a bid bond or cashier's check in the amount indicated on the proposal cover must accompany each proposal and be made payable to Howard Community College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the proposal, it shall be deemed unresponsive, unless the Director of Purchasing deems the failure to be non-substantial. Such bid bonds or checks will be returned, upon request, to all except the three (3) lowest Offerors within five (5) days after the opening of proposals, and the remaining checks or bid bonds will be returned, upon request, to all but successful Offeror(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful Offeror must submit an acceptable performance bond in the designated

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

amount of the proposal award, prior to award of contract. All bid bonds will be returned, upon request, to the successful Offeror(s) within forty-eight (48) hours after receipt of the performance bond.

BIDDING INSTRUMENTS Bidding instruments include the proposal, addenda, terms and conditions, contract terms, and specifications. Proposals should be prepared simply and economically, and should provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the proposal. Emphasis should be on completeness and clarity of content. The Offeror will bear any, and all costs incurred in the preparation and submission of proposals.

BILLING AND PAYMENT Each invoice shall reference Howard Community College's purchase order number, as well as proposal number for this solicitation. All invoices will be paid within (30) days unless otherwise specified in the RFP document or unless any item thereon is questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim.

BRAND NAMES Brand name materials used in these specifications are known and acceptable. Proposals including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the Offeror and proof must be provided to the College's satisfaction.

CARE OF PREMISES Precautions taken for safety and protection shall be in accordance with the mandatory requirements of the safety codes prevailing within the jurisdiction in which the work is to be performed. During the performance of the contract, the FIRM shall take the necessary precautions to protect all areas upon which or adjacent to which work is performed as a part of this contract. Any damage caused as a result of the Firm's neglect, directly or indirectly, shall be repaired to the College's satisfaction at the Firm's expense.

CANCELLATION Howard Community College reserves the right to cancel this proposal solicitation or to reject all proposals received, if the College's Director of Procurement, in accordance with procedures approved by the College's Board of Trustees, determines that it is fiscally advantageous or in the best interest of the College to cancel the proposal.

COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 The Offeror warrants that both the Offeror and/or any subcontractor of the Offeror do not and shall not hire, recruit or refer for a fee, for employment under this Agreement or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. The Offeror agrees to indemnify and save the College, its trustees, and/or employees harmless from any loss, costs, damages, or other expenses suffered or incurred by the College, its trustees, and/or employees by reason of the Offeror's or any subcontractor of the Offeror's noncompliance with "IRCA." The Offeror agrees to defend the College, its trustees and/or employees in any proceeding, action or suit brought against the College, including but not limited to administrative and judicial proceedings, arising out of, or alleging noncompliance of the Offeror with "IRCA". The Offeror recognizes that it is the Offeror's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

COMPLIANCE WITH LAWS Offeror agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, regional and local laws, ordinances, rules and regulations in effect as of the date of this agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

COMPLIANCE WITH HOWARD COMMUNITY COLLEGE POLICIES While on the College's campus, Offeror agrees to comply with all applicable Howard Community College policies and procedures in effect as of the date of this agreement and as they may be amended from time to time during the term of this contract.

CONTINGENT FEES Offeror hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Offeror, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

CONTRACT AMENDMENTS The College, without invalidating the contract documents, may submit a written request to order extra work or to make changes to the agreement by altering, adding to, or deducting from the work, and the contract sum shall reflect such changes. Price adjustments must be accepted, in writing, by Howard Community College before the supplier performs additional work on the project. The Firm cannot accept purchase requests for products or services that are not covered in this contract or make changes to the scope of work unless a price for those products or services has been negotiated with the College, and the Firm has received a signed contract amendment from the Finance Office.

CONTRACT DEADLINES The Firm is contractually obligated to meet all agreed upon deadlines. Failure of the Firm to meet any deadline is grounds for termination by default. If the Firm defaults, the College reserves the right to assess liquidated damages and/or make an open market purchase.

CONTRACT DOCUMENTS The general conditions of this proposal, the Firm's proposal, and Howard Community College General Agreement form the contract. If any discrepancies exist between the documents, the following order of precedence shall apply: Agreement, Request for Proposals, then Firm proposal response.

CONTRACT TERMINATION The contract may be terminated for any of the following reasons: failure of the Firm to meet the mandatory requirements as described in this RFP; failure of the Firm to meet required deadlines; failure of the Firm to resolve problems in a timely manner; or lack of college funding.

FIRMS This proposal invitation is extended to individuals or companies as primary Firms, and the Firm will execute the work specified with bona fide employees. Subcontractors cannot assume the primary award of this contract on behalf of the primary Firm, nor can the awarded Firm be relieved of its obligation or responsibility to this contract. The College reserves the right to reject any subcontractor.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

DELIVERY AND PACKING All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the proposal price for packaging, or for deposits or containers unless specified in the proposal. No charge will be allowed for the cartage unless by prior written agreement. Complete deliveries must be made by the successful Offeror to the designated location as indicated on the Howard Community College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. **DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.**

DELIVERY OF PROPOSALS Sealed proposals must be submitted through Bid Locker and received by the Procurement Office by the date and time specified in the proposal in order to be considered. **NO LATE PROPOSALS OR PROPOSALS WILL BE ACCEPTED.**

ERRORS IN PROPOSAL Offerors are assumed to be informed regarding conditions, requirements, and specifications prior to submitting proposals. Failure to do so will be at the Offeror's risk. Proposals already submitted may be withdrawn without penalty prior to proposal opening. Errors discovered after proposal opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the Offeror must be evident on the face of the proposal.

FINANCIAL DISCLOSURE The Firm shall comply with the provisions of §13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

HAZARDOUS AND TOXIC SUBSTANCES Offeror must comply with all applicable Federal, State, and County laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Offeror shall provide the College with a "Material Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances, and regulations.

INDEMNIFICATION The Firm shall be responsible for any loss, personal injury, expense, death, and any other damage which may occur by reason of Firm's acts, negligence, willfulness, or failure to perform any of its obligations under this agreement. Any acts, negligence, willfulness, or failure to perform any of the Firm's obligations under this agreement, on the part of any agent, director, partner, servant, or employee of Firm are deemed to be the Firm's act. Firm agrees to indemnify and hold harmless the College and its trustees, employees, agents and students from any claim, damage, liability, injury, expense, and loss, including defense costs and attorney's fees, arising directly or indirectly out of Firm's performance under this agreement. Accordingly, the College shall notify Firm promptly in writing of any claim or action brought against the College in connection with this agreement. Upon such notification, the Firm shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in any such claim or action at its

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

own expense. As provided under Title 23 of the Howard County Code, the College will not indemnify the Firm. This indemnification provision shall survive the termination or completion of this agreement.

INSPECTION OF PREMISES If a site visit is recommended or required, each Offeror is responsible for visiting the sites prior to submitting a proposal in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the areas involved. No allowance will be made to the successful Offeror at a later date for additional work required because of failure to visit the site or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

INSURANCE If a contract results from this proposal, the Firm shall maintain such insurance as specified in the proposal documents and as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Firm's operations under this contract, or by anyone directly or indirectly employed by the Firm.

MARYLAND PUBLIC INFORMATION ACT Offeror recognizes that the College is subject to the Maryland Public Information Act, Title 4, of the General Provisions Article of the Annotated Code of Maryland. Offeror agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act. Offerors are advised that, upon request for this information from a third party, the College will be required to make an independent determination whether the information will be disclosed.

MINORITY PARTICIPATION It is the policy of Howard Community College to strongly encourage minority businesses to provide goods and services for the performance of college projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

The NON-ASSIGNMENT AND SUBCONTRACTING Offeror shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by Offeror with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between Offeror and its personnel.

NON-COLLUSION Offeror certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the proposal or offer being submitted herewith; Offeror also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the proposal price of the Offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the proposal is submitted.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

NON-DISCRIMINATION The Firm agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry or disability of a qualified individual with a disability; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

NON-HIRING OF EMPLOYEES No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as employees include matters relating to or affecting the subject matter of this proposal shall, during the pendency and term of this contract and while an employee, become or be an employee of the Firm or any entity that is a subcontractor on this contract.

NOTICE TO CURE The College reserves the right to cancel the contract if the Firm's performance is unsatisfactory to the College. It is understood, however, that if at any time during the term of the contract, performance is deemed to be unsatisfactory, the College shall so notify the Firm in writing, and the Firm shall correct such unsatisfactory conditions within thirty (30) calendar days from receipt of such notification. If such corrections are not made within the specified period, the College may terminate the contract.

PATENTS Offeror guarantees that the sale and use of the goods offered will not infringe upon any U.S. or foreign patent. Offeror will at Offeror's own expense, indemnify, protect, and save harmless the College, its trustees, employees, agents, and students with respect to any claim, action, cost, or judgment for patent infringement, arising out of the purchase or use of these goods.

PREPARATION OF PROPOSAL Proposals submitted must be hand signed by an authorized agent of the company submitting the proposal. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A Offeror may attach a letter of explanation to the proposal for clarification. Offerors will be required, if requested by Howard Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any Offeror's place of business prior to award of contract to determine Offeror responsibility.

POLITICAL CONTRIBUTION DISCLOSURE The Firm shall comply with §§14-101-14-108, of the Election Law Article of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

PRODUCT TESTING DURING TERM OF CONTRACT Goods delivered under any contract resulting from this Request for Proposals may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the Firm.

PUBLICITY The Firm shall not in any way or in any form publicize or advertise in any manner the fact that it is providing services to the College without the express written approval of the College's Public Relations & Marketing Office obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Firm from listing the College on its routine client list for matters of references.

RECORD RETENTION If awarded a contract, Firm shall maintain books and records relating to the subject matter of this agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this agreement.

REFERENCES Offeror must provide at least three references from former or current clients who can confirm the Offeror's experience with projects that are similar in size or scope. All reference information must include the company's name and address and the contact's name and telephone number. The references provided must be able to confirm, without reservation, the Offeror's ability to provide the level of services requested in this solicitation. References from other higher education institutions or government agencies are preferred but not required.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to §7-202 et. seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. A copy of the registration or application for registration may be requested by the College.

REJECTIONS AND CANCELLATIONS Howard Community College reserves the right to accept or reject any or all proposals in whole or in part for any reason, including the availability of funding for the project. The College reserves the right to waive any informality and to make awards in the best interest of the College. The College also reserves the right to reject the proposal of any Offeror who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this proposal. The College may cancel this solicitation in whole or in part, at its sole discretion.

RIGHT TO STOP WORK If the College determines, either directly or indirectly, that the Firm's performance is not within the specifications, terms, or conditions of this proposal or that the quality of the job is unacceptable, the College has the right to stop the work. The stoppage of work shall continue until the default has been corrected and/or corrective steps have been taken to the satisfaction of the College. The College also reserves the right to rebid this contract if it is decided that performance is not within the specifications as set out.

SAMPLES AND CATALOG CUTS If samples are required, Offeror shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Proposal No. ____" and each sample shall be tagged or marked and bear the name of the Offeror. Failure of the Offeror to clearly identify samples as indicated may result in rejection of proposal. The College reserves the right to test any materials, equipment or supplies delivered to

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

determine if the specifications have been met. The Sample shall be identical to the item the Offeror proposes to furnish should it be awarded a contract and shall be packaged in the same manner as they will be packaged during the contract term. Samples will not be returned.

SIGNATURE Each proposal must show the full business address and telephone number of the Offeror and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the proposal and contract will be mailed or delivered to the address shown on the proposal. **NO PROPOSAL WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.**

SPECIFICATIONS AND SCOPE OF WORK The specifications listed herein may or may not specify all technical requirements which are needed to achieve the end result. When accepting the award, the Firm assumes the responsibility of accomplishing the task requested in this document. Any omission of parts, products, processes, etc. in the specifications are the responsibility of the Firm and the College will not bear the responsibility for their omission. If omissions in the specifications are discovered and these omissions will impact on the contract price then it is the responsibility of the Offeror to note these omissions, in writing, prior to accepting the award. If these omissions are not noted prior to award, then the Firm's silence is deemed as full and complete acceptance, and any additional costs will be borne by the Firm.

SUBCONTRACTORS Offerors must submit the names and addresses of all subcontractors to be retained for this project. The College reserves the right to reject. Subcontractors shall conform in all respects to the applicable provisions specified for the prime Firm and shall be subject to approval by the College. If a subcontractor is determined to be unacceptable by the College, the firm shall substitute an acceptable subcontractor with no change in any Contract unit prices or overall Contract sum. If a firm fails, within a timely manner, to propose another subcontractor to whom the College has no objection, the College reserves the right to reject the proposal. The firm will use only those subcontractors approved by the College. All subcontractors shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontractor and shall include all terms and conditions set forth herein which apply with equal force to the subcontractor, as if they were the Firm referred to herein. The Firm is responsible for the Contract performance, whether or not subcontractors are used.

TAXES The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. The Offeror shall be responsible for the payment of any and all applicable taxes resulting from any award and any activities hereunder, including but not limited to any applicable amusement or sales taxes. For construction projects: in accordance with COMAR 03.06.01.22c(2)(b), the tax exemption certificate of otherwise exempt governmental entities may not be used for the purchase of materials to be incorporated into the real property on college construction projects.

TERMINATION BASED ON LACK OF FUNDING Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Howard Community College. Insufficient funds shall be grounds for immediate termination of the contract.

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

TERMINATION OF CONTRACT The College reserves the right to cancel the Contract awarded to the Firm if, in the College's judgment, performance under the Contract is unsatisfactory. It is understood, however, that if at any time during the term of the Contract, performance there under is deemed to be unsatisfactory, the College shall so notify the Firm in writing, and the Firm shall correct such unsatisfactory conditions within fifteen (15) calendar days from the receipt of such notification. If such corrections are not made within the specified period, the College may terminate the Contract at that time.

TERMINATION FOR DEFAULT If an award results from this proposal, and the Firm has not performed or has unsatisfactorily fulfilled the contract, payment shall be withheld at the discretion of the College. Failure on the part of the Firm to fulfill contractual obligations shall be considered just cause for termination of the contract and the Firm is not entitled to recover any costs incurred by the Firm up to the date of termination.

TERMINATION FOR THE CONVENIENCE OF THE COLLEGE The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Howard Community College shall deem that termination is in the best interest of the College. Such determination shall be at the sole discretion of the President or her designee. In such an event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. The Firm shall not be reimbursed for anticipatory profits. Termination hereunder shall become effective by delivery to Firm of written notice of termination upon which date the termination shall become effective.

USE OF CONTRACT BY OTHER PUBLIC ENTITIES While this proposal is prepared on behalf of Howard Community College, it is intended to apply to other Maryland educational institutions and public agencies in the State of Maryland, including Howard County Government and Howard County Public Schools. Unless the Offeror takes an exception, the resulting awarded items, terms, and conditions will be available to other State and local public entities. Should a price adjustment be necessary to include any other public entity, the Offeror must so note on the Firm Information Form. Purchase requests and funding from other agencies will be the responsibility of those agencies.

WARRANTY Offeror expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such a warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The Offeror further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at Offeror's sole expense.

WITHDRAWAL OF PROPOSALS A proposal shall be withdrawn by written or fax request, confirmed immediately in writing, provided that such requests are received prior to the time of opening proposals. The College shall not be held responsible for the timely receipt of any requests for withdrawal, and the Offeror is cautioned to transmit any such request in ample time for delivery

Howard Community College
RFP Number: 27P-003
RFP Title: Motorola PON to Tellabs PON Migration
Opening Date: October 7th , 2026
Closing Date: November 20th ,2026

before the proposal opening hour and date. No proposal received can be withdrawn by any Offeror after the opening, as no claim for release due to mistakes or omissions in the proposal shall be considered. Each Offeror shall be held strictly responsible for its proposal.