

INDEPENDENT SCHOOL DISTRICT 195

29110 DAVISSON AVENUE
RANDOLPH, MINNESOTA 55065

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Donald Pressnall, Superintendent
Michael Kelley, High School Principal
Matt Rutledge, Elementary Principal
Regina Wernimont, Business Manager

RFP for E-Rate, Year 2007-2008 Proposal is due December 20, 2006,
2:00 PM Central Standard Time

- I. General Specifications and Instructions to Bidders
- II. Description of Desired Services
- III. Submitting a Completed RFP and Evaluation Factors

I. General Specifications and Instructions to Bidders

a. General Information

Vendors bidding on this RFP must be a SLC (Schools and Libraries Corporation) approved vendor for E-Rate Discounts. The vendor must have applied for and received a Service Provider Identification Number (SPIN) number from the SLC, and this SPIN number must be included with the proposal. Vendors may choose to bid on any or all portions of the RFP.

Because the District's application to the SLC is subject to review by SLC before funds are available, Randolph Public Schools will enter into signing a RFP contract with vendors with the stipulation that the RFP contract will be valid **only if** Randolph Public Schools is the recipient of the E-Rate Discount as applied for by the District in the Form 470 and 471. In the event of a denial of funding or a level of funding below **our request from the SLC, any or all RFP contracts for requested services will be void.** Nothing in this proposal shall obligate the Randolph Public School District to compensate any vendor for their efforts.

b. Purpose of RFP

The Randolph Public School District is seeking proposals for maintenance services that are eligible under the federal E-Rate program and the successful bidder will be expected to abide by the requirements of the E-Rate Program and District bid process, as appropriate, including extending the discounts as appropriate.

c. RFP Submission requirements:

Two copies of the full RFP are to be submitted by **2:00 PM Central Standard Time on December 20, 2006** to the following address:

Regina Wernimont
Randolph Public Schools
29110 Davisson Ave.
Randolph, MN 55065

**You must state on the outside of the envelope "RFP for E-Rate - Year 2007-2008".*

d. Authorization:

An individual authorized to legally bind the entity submitting the proposal must sign submitted RFP in ink.

e. Rules/Conditions:

Election process: All RFP's submitted by due date will be reviewed.

Proposals that meet the proposal instructions and requirements will be given a thorough and objective review.

Proposals that are late, do not comply with proposal instructions, or ignore mandatory requirements will be eliminated without further consideration.

II. Description of Desired Services

Network Maintenance Needs/Technical Support

District requires network technical support on call, from off site. District requires one (1) hour response time on critical devices and two (2) hour response on other urgent network related problems. The vendor must respond to RPS by phone or email within the specified time frame stated above upon notification of problems. Items to support include but are not limited to:

- 8 Asante FriendlyNet 24 port 10/100 Fast Ethernet Switches
Model #FS4124R
- 3 Asante IntraCore 3524 24 port auto uplink switches 10/100 Link-Duplex
- 2 Asante Netstacker III Stackable Dual Speed Hub
Model #NS2024
- 1 Asante Netstacker Base Hub Model #AH2072H24-RJ45B
- 1 Cisco 1751 Series Router
- Tape Backup System for eligible servers and UPS's on eligible servers.
- Repair services for the LAN wire and cable maintenance. Services will include replacing broken wiring and termination devices.
- Maintenance services including software updates, configuration changes, and repair and upkeep of eligible hardware
- Vendor must have experience and resources to provide both on-site and remote services

Maintenance and Technical support has been estimated at 10 hours per month of onsite maintenance and 10 hours per month of phone or remote support. If applicable, include per trip charge and/or per diem, per day.

**Maintenance Services will be done and charged on an "as needed basis".*

Any unused portion of the total amount will not be charged to either the Randolph School District or the Schools and Libraries Division of the e-Rate Program.

III. Submitting a Completed RFP and Evaluation Factors

1. Requirements for vendor proposal

Vendor proposal in response to this RFP will be incorporated into the final agreement between RPS and the selected vendor. The submitted proposal at a minimum should include the following sections:

- Services Rendered and Scope of Work
- Itemized Pricing
- Exclusions
- RPS and Vendor Responsibilities
- Fees and Payments
- Legal Terms and Conditions

2. Evaluation Factors for Award

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost and management requirements. Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price quoted for all the items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor:

- a. Successful bid will be based upon quality of products, service, and cost. Costs will not be the only consideration.
- b. The extent to which the vendor's proposed solution fulfills RPS' stated requirements as set out in this RFP.
- d. The vendor's stability, experiences and record of past performance in delivering such services.
- e. Availability of sufficient high quality vendor personnel with the required skills and experience for the specific approach.
- f. Vendor must have SPIN numbers issued by SLD.
- g. Vendor must be prepared to follow standard invoicing procedure.