

REQUEST FOR PROPOSAL:

Telecommunication, Internet Access, Web Hosting/Email, Basic Maintenance Contracts

E-RATE 2015 -2016

STEWART COUNTY GA. SCHOOL DISTRICT

**Allowable Contract Date
February 23, 2015**

Introduction

1.0 Objective

Stewart County School District (hereafter referred to as “The Customer”) requests proposals for the following:

- *Local and Long Distance Phone Services
- *Cellular Phone Service
- *Internet Access
- *Digital Transmission Circuits
- *Email/Web Hosting
- *Network Support and Maintenance

1.1 Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities defined by the Customer. The Customer will evaluate submissions that are in the best interest of the long-term

district technology plan, not necessarily the lowest price. The evaluation criteria include, but are not limited to, the following:

- 1) Vendor's overall performance record based on available references, reliability, and meeting of the requirements as defined in the Vendor Qualifications List.
- 2) Vendor's performance history based on the length of time installing/maintaining proposed products.
- 3) Vendor's ability to meet the requirements detailed in the RFP.
- 4) Ability of Vendor to provide long term services including:
 - On-site warranty support exclusive of manufactures warranty
 - Integration and the ability to provide high tech solutions
 - Support & Training to End User
- 5) Best overall value and in the best interest of the Stewart County School District.

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

Response Submission

Responses to Form 470 #300490001297771 and # 268210001297838 submitted and delivered to the Stewart County Board of Education by **no later than Friday, February 20, 2015 at 5:00 P.M. Eastern.** The RFP must be submitted to, Stewart County School District, P. O. Box 547, 7168 Green Grove Rd , Lumpkin, GA 31815. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer reserves the right to reject all late arrivals. Envelopes, containing RFP's, shall be marked as containing RFP proposals (Attention: Bill Haney). Oral, telephone, or fax bids shall not be considered, nor will modifications of proposals by such communication be considered. Email proposals **will** be accepted in Word or PDF format. Delivery of the proposals will be considered authorized by The Vendor to make a contract, if awarded.

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Vendors may make a site visit on or before Feb 13, 2015 by appointment with Bill Haney, (haneyb@stewart.k12.ga.us), 229-838-4301 x 204 Please note that Stewart County Schools are on a 4 Day school week (Tuesday-Friday).

2.3 STEWART COUNTY SCHOOL DISTRICT VENDOR QUALIFICATIONS

Vendors who wish to submit an answer to this RFP must meet the following requirements and submit proof with their answer.

Vendor must have references of installations and/or service, preferably with educational institutions. Vendor and all project employees must be insured. Vendor must have a SPIN

number. This number must be listed in the bid response.

2.4 Interpretation and Additional Information and Addenda

Any interpretation, correction, or change of the RFP will be made by ADDENDUM. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and The Vendors shall not rely upon such interpretations, corrections, or changes. Changes or corrections will be issued by the Customer. Addenda will be issued as expeditiously as possible via e-mail and/or posted to the Stewart County District website. (<http://www.stewart.k12.ga.us>) It is the responsibility of The Vendors to determine whether all of the addenda have been received.

2.5 Questions

Should The Vendor have questions or find discrepancies or ambiguities in, or omissions from this request for proposal document, or shall be in doubt as to their meaning; The Vendor shall at once notify (email or in writing) The Customer indicating the occurrence. Questions regarding this RFP must be submitted in writing or email 5 working days prior to the final submission date of the RFP. Answers to questions will not be distributed to the vendors unless any answered questions would result in the need to issue an ADDENDUM.

2.6 Proposal Binding Period

Prices quoted in The Vendor's response for all labor and materials will remain in effect for period of at least (365) days from the issuance date of the vendor's response.

2.7 Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

2.8 Financing

If this project or any part thereof is not funded by ERATE, the Customer reserves the right to change or cancel any project or part thereof. The Customer will notify the winning vendor if projects will require changes or cancellation due to non-funding by SLD. Purchase Orders will be issued for the Customer's portion after a decision from the SLD has been secured.

2.9 Warranty

The Vendor shall provide a manufacturer's warranty with all proposals under this RFP to cover against defects in material and workmanship. A written warranty should be included in the RFP Proposal with the method to receive warranty services. The vendor will also be expected to provide on-site services for Network Electronics, Network File Servers and Network Operating Systems in addition to the manufacture warranty, so please list this service in detail.

Should any defects in workmanship or material, excepting ordinary wear and tear, appear during the warranty period, the manufacturer and his representative shall repair or replace such items immediately upon receipt of a written notice from the Customer.

2.10 Price Quotations

Price quotations are to include the all labor, travel, and services necessary or proper for the completion of the work except as may be otherwise expressly provided in the Contract Documents. The Customer will not be liable for any costs beyond those proposed herein and awarded. The Vendor shall include all applicable sales, consumer, use, and other similar taxes in the price quotation.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

2.11 Evaluation of Responses

The Customer may at its discretion and at no fee to The Customer, invite any Vendor to appear/video/voice for questioning during response evaluation for the purpose of clarifying statements in the response.

2.12 Right to Reject

The Customer reserves the right to accept or reject all proposals or sections thereof and when the rejection is in the best interest of the Stewart County School District. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor can propose. The Customer reserves the right to reject the proposal of a Vendor whom in the opinion of the Customer is not in a position to adequately perform the contract.

Local and Long Distance Phone Service

Local and Long Distance Phone Services for approximately 30 lines at five Erate eligible entity locations.

Cellular Phone Service

Cellular Phone Service for approx 15 users with unlimited data service.

Telecommunication & Internet Access

(2) Digital transmission service, up to 100MB, between Stewart County Elementary School (15582 GA Hwy 27) and District Office (7168 Green Grove Rd), approximately 7 miles by road (3+ miles wireless).

T-1 leased line between Stewart County Elementary School (15582 GA Hwy 27) and District Office (7168 Green Grove Rd).

Up to 100Mb internet access to Stewart County Elementary School (15582 GA Hwy 27). Up to 100Mb internet access to Stewart County District Office (7168 Green Grove Rd).

DSL internet service to the Surles Street (Bus Shop) location.

Web Hosting/Email Contract

Email: 200 users

Web hosting for up to 4 sites (3 schools, 1 district office)

Basic Maintenance Contracts (4)

Contract 1:

1-Year Maintenance Contract for Erate eligible DHCP and DNS Servers.

Maintenance is regarded as a labor only contract and is to cover only E-RATE eligible equipment and services. Provide 1-Year support to include on-site engineering, configuration, repair, or replacement of DHCP and DNS servers. (Currently, Apple servers). The maximum labor for this contract is up to **50 hours**.

Contract 2:

1-Year Maintenance Contract for Erate eligible Switches, Routers, Hubs, Fiber, and Network infrastructure. Maintenance is regarded as a labor only contract and is to cover only E-RATE eligible equipment and services. Provide 1-Year support to include on-site engineering, configuration, repair, or replacement for all switches, hubs, routers, fiber or cable termination points. (Currently, Cisco equipment). The maximum

labor for this contract is **100 hours**.

Contract 3:

1-Year Maintenance Contract for Erate eligible Wireless Controller & Access Points, Firewalls, and Phone systems. Maintenance is regarded as a labor only contract and is to cover only E-RATE eligible equipment and services. Provide 1-Year support to include on-site engineering, configuration, repair, or replacement for internal wireless networks and access points, firewall, and phone systems. The maximum labor for this contract is **100 hours**.

Contract 4:

1-Year Maintenance Contract for Erate eligible Digital Transmission. Maintenance is regarded as a labor only contract and is to cover only E-RATE eligible equipment and services. Provide 1-Year support to include on-site engineering, configuration, repair, or replacement of digital transmission service. The maximum labor for this contract is **100 hours**.