

# REQUEST FOR PROPOSAL

## Telecommunications

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### E-RATE FUNDING YEAR

2017-2018

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### BIDS MUST BE SUBMITTED TO:

Westside Consolidated School District  
ATTN: Mary Carr, Director of Technology  
1630 Highway 91 West  
Jonesboro, AR 72404

#### Contact information:

Mary Carr

e-mail: [mcarr@westsideschools.org](mailto:mcarr@westsideschools.org)

(e-mail is the preferred method of contact)

Phone: cell: 870-974-3518

office: 870-935-7501 ext. \*8057

#### Schedule of Events:

Release RFP: April 11, 2017

Vendor Questions: Submitted through email

Answers to Vendor Questions: At least 2 days after questions are submitted

Bids received at Westside Consolidated School District no later than:

3:30 p.m. – May 9, 2017

**Westside Consolidated School District #5  
Erate Request for Proposal**

**WCS-ERATE FY2017**

The Westside Consolidated School District is now accepting proposals to provide a solution to the achievement of the objective stated in the RFP. The solution is subject to all terms, conditions, and specifications in this RFP.

**General Terms and Conditions:**

1. The Board of Directors reserves the right to accept or reject any or all proposals.
2. Proposals which fail to comply fully with all terms and conditions of the RFP may be considered invalid and may not receive consideration.
3. Proposals shall be submitted to Mary Carr, Director of Technology.
4. Proposals must be signed by an individual authorized to bind the bidder.
5. It is the responsibility of the bidder to deliver his bid at the proper time to the proper place.
6. Bidders should clearly mark on the outside of the sealed bid envelope, or place in the subject line of the email: "WCS-ERATE FY2017"
7. Proposals must be emailed to [mcarr@westsideschools.org](mailto:mcarr@westsideschools.org), or delivered to the Superintendent's office at the following address, before 3:31 p.m. on May 9, 2017:

Westside Consolidated School District  
ATTN: Mary Carr, Director of Technology  
1630 Highway 91 West  
Jonesboro, AR 72404

8. RFPs will be evaluated according to the following criteria.
  - a. 40 Pts. Cost Effectiveness
  - b. 30 Pts. The most appropriate solution for achieving the objective(s) of the RFP.
  - c. 25 Pts. The ability to provide service, as well as past performance of the vendor.
  - d. 5 Pts. Project Management Expertise.

**Special Terms and Conditions:**

1. The vendor must meet and/or exceed any specifications listed.
2. All proposals and bids must remain in effect for at least 90 days after notification by Schools and Libraries of acceptance or rejection of E-Rate funding.
3. Warranty repair requests will be honored within 72 hours of notification.
4. Vendors will submit, with proposals, sites where vendor's equipment and/or services have been previously installed or utilized.
5. The awarding of any bids and any ensuing contracts are contingent upon receiving approval for the E-Rate discount, and the availability of specifically budgeted district technology funds. The bidder agrees to honor any proposal and costs submitted through the E-Rate Funding Year of July 1, 2017 – June 30, 2018.

## **RFP: Telecommunication Services / Internet Access**

Objective:

To provide wireless telecommunication services to the district in order to deliver effective, timely communication between campuses and between school and community.

Vendors/Bidders are to submit bids which will meet the objective listed above

### **WIRELESS TELEPHONE SERVICE**

#### **Request #5: Telecommunications Service (District):**

Wireless telephone services for 25 lines. The bid should include the following:

Cost per line per month

Cost per minute per call outside rate plan

Additional Features: detailed billing, Caller ID, call waiting, call forwarding, voicemail, national long distance. text messaging.

#### **Request #6 Telecommunications Service / Internet Access (District):**

Wireless Services for 17 of the above 25 lines as listed below. These services are not Erate eligible. The cost for these services must be listed separately from the wireless voice services. The bid should include the following:

Monthly fee per line for Text Messaging (pay-per-use)

Monthly fee per line for Text Messaging (quantity messaging plan)

Monthly fee per line for Unlimited Internet Access (PDA)

Monthly fee per line for Block of time (2gb, 3gb) (PDA)