

Farwell Area Schools

Request for Proposal

Allowable Contract Date: November 19, 2007

Farwell Area Schools

371 Main St.

Farwell, MI 48622

Phone: (989) 588-9917

Fax: (989) 588-6041

- **E-Mail contact preferred:**
 - kkickbush@cgresd.net
 - cseiter@farwellschools.net

Important Notes:

- This RFP is for products and services for existing networks/systems.
- All quotes must be submitted with the understanding that implementation may be dependent upon:
 - E-rate funding approval by the SLD
 - Student enrollments
 - Existing budgetary requirements.
- The intent is that *contingent* contracts will be let between November 19, 2007 and December 19, 2007. Purchase and installation of products and services must be between Jul 1, 2008 and Jun 30, 2009.
- Please mail, email, or fax all quotations to the above address/fax clearly marked "To the Attention of USF-RFP."
- Hardware must allow for distribution of voice, video, or data signal to other buildings within the district as necessary. Capacity must allow for all users.
- The following specifications are to be used as *guidelines* in quoting a solution. Although specification changes are permitted, *the quality of the product/service requested must be based upon industry standards at time of delivery.*
- The items requested within this RFP may or may not be USF eligible. All non-eligible products and services must be itemized. Please use the 2008 [USF Eligible Services List](#) for guidance.

The district reserves the right to accept or reject any or all quotations.



Telephone Service

- Local Dial Tone Service
 - # of Buildings = 5
 - # of POTS lines = 10-15
 - # of PRI lines = 9-15
 - # of Extensions = 90-120
- Long Distance Service
 - # of Buildings = 5
 - # of POTS lines = 10-15
 - # of PRI lines = 9-15
 - # of Extensions = 90-120
- PRI
 - 23-25 Channels
- Cellular Service
 - # of Cell Phones = 10-17
 - # of Pooled Minutes = 7,000-9,000
 - Wireless Internet access for 5-8 cell phones
 - BDA Antennas or similar devices for cellular service

Telecommunications add-alternates for a multi-year contract may be considered for each of the telecommunication services described above.

- **Alternate 1:** Telephone and/or cellular service as described above with 2-year contract.
- **Alternate 2:** Telephone and/or cellular service as described above with 3-year contract.

Telephone service includes, but is not limited to, those items/components that are USF eligible. Any additional telephone service not covered by USF eligibility, must be itemized and quoted separately. Please contact Kevin Kickbush (kkickbush@cgresd.net) or Carl Seiter (cseiter@farwellschools.net) for details.



Internet Access

- Portable wireless Internet access for 5-8 cell phones

Internet access includes, but is not limited to, those items/components that are USF eligible. Any additional service not covered by USF eligibility must be itemized and quoted separately. Please refer to the 2008 Eligible Services List [USF Eligible Services List](#). It is the intent of the district to obtain the highest value at the most reasonable price.

Add-alternates for a multi-year contract may be considered.

- **Alternate 1:** Internet access as described above with 2-year contract.
- **Alternate 2:** Internet access as described above with 3-year contract.

Please contact Kevin Kickbush (kkickbush@cgresd.net) or Carl Seiter (cseiter@farwellschools.net) for details.

Bid Evaluation

Although the cost of the product/service is of primary concern, the ability to accommodate growth and change and the total cost of operation (TCO) within the district are, in many ways, more important. **Do not assume the lowest bid will be awarded the project.**

To achieve this goal, bids will be evaluated on several factors.

- Prices/charges
- Prior experience
- Understanding of needs
- Financial stability
- Personnel qualifications
- Comply with the spirit of the district's long range technology plan
- Compatibility with district hardware/software standards as set forth within district's long range technology plan
- Provide lower long-term cost of ownership
- Ability to upgrade and adapt to technological advances
- Completeness of response and adherence to bid specifications
- Summary of project implementation plan

- Capability of the bidder to successfully complete the installation within the required timeframe.