

# Lake Michigan Catholic Elementary School

## Request for Proposal

Allowable Contract Date: February 19<sup>th</sup>, 2009

Lake Michigan Catholic Elementary School

3165 Washington Avenue

St. Joseph, MI 49085

Phone: (269) 983-2511

Fax: (269) 983-0883

E-Mail contact preferred:

Pam Barden (PBarden@lmclakers.org)

### 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 February 19, 2009 through March 20<sup>th</sup>, 2009. Purchase and installation of products and services must be between Jul 1, 2009 and Jun 30, 2010.

Please mail, email, or fax all quotations to the above address/fax clearly marked "To the Attention of Pam Barden."

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. (Note: It is the vendor's responsibility to check for updates and corrections prior to submitting bids/quotations.)

The school reserves the right to accept quotes for services from either a single vendor or a combination of vendors as the school deems to be its best interest.

**The school reserves the right to accept or reject any or all quotations and waive any irregularities.**

## Telephone Service

Local Dial Tone Service for **Lake Michigan Catholic Elementary School** (3165 Washington Avenue, St. Joseph, MI 49085)

# of Buildings = 1

# of Lines = 4-5 Centranet lines (4 existing)

Long Distance Service for **Lake Michigan Catholic Elementary School** (3165 Washington Avenue, St. Joseph, MI 49085)

# of Buildings = 1

# of Lines = 4-5 Centranet lines (4 existing)

Cellular Service for **Lake Michigan Catholic Elementary School** (3165 Washington Avenue, St. Joseph, MI 49085)

# of Cell Phones = 1-2 (1 existing)

# of pooled minutes = unlimited

Caller ID

Voicemail

Data

99.9% uptime guarantee

DSL Service for **Lake Michigan Catholic Elementary School** (3165 Washington Avenue, St. Joseph, MI 49085)

# of DSL circuits = 1 existing

Bandwidth = minimum 1.5 mbps download/.75 mbps upload

99.9% uptime guarantee

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

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

**Alternate 2:** Telephone/cellular/DSL 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 Pam Barden (PBarden@lmclakers.org) for details.

## Internet Access

### Web Hosting for **Lake Michigan Catholic Elementary School**

- Appropriate amount of data storage
- Appropriate amount of transfer per month
- Web interface for sub-domains
- Web interface to add users and security
- Post Homework
- Email Announcements
- Post Grades
- Attendance
- Lunch Program
- Tuition
- Scheduling
- Discipline
- Lesson Planning
- Curriculum Mapping
- Create Report Cards
- Create Transcripts

Bids **must** itemize services separately (e.g. web hosting, licensing, training, etc.)

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 school 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 Please contact Pam Barden (PBarden@lmclakers.org) 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 school 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 school's long range technology plan

- Compatibility with school hardware/software standards as set forth within school'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

- Satisfactory references from area schools of similar nature and services