

E-Rate Year 17 (2013/2014) RFP

Basic Maintenance Services

For

Lodge Grass Public Schools

February 26th, 2014

The Lodge Grass School District is seeking bids for Basic Maintenance of Internal Connections based upon response services for eligible components.

The Successful bidder(s) will be responsible for participating in the federal E-rate program.

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2014.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted. The Applicant reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The DISTRICT reserves the right to accept the pricing proposal solely dependent upon SLD approval.
- Depending on the date the Funding Commitment Decision Letter (FCDL) is issued by the SLD, it may be necessary for the DISTRICT to order critical services prior to the receipt of the FCDL. Even in the event of a late FCDL, the vendor is responsible for invoicing the E-rate funded amount via the Form 474 and then issuing a credit memo to the DISTRICT for any costs incurred by the DISTRICT prior to issuance of the FCDL.

****Prospective Service Providers will be required to submit three references, with the proposal describing experience with comparable projects in the Technology customer market and their SPIN number. Failure to supply these documents may be considered grounds for disqualification***

Scope of work:

Seeking services for following:

- Network hardware and software repair and configuration
- File server maintenance
- Cabling (cat6) as needed from classroom to switch closet
- Maintenance Reporting
- Maintenance, repair and training Shortel Phone system

Please quote an hourly response rate for eligible portions of the infrastructure and a recommended "bank" of funds for use in this manner.

Service or Function	Sites / Qty (Capacity)
Maintenance for E-Rate eligible network components	District Wide
Maintenance of network cabling infrastructure	District Wide

Proposals must be received no later than Wednesday, March 26th at 2pm MDT
Proposals must be submitted via email to: ybadbear@lodgegrass.k12.mt.us