

Contact and Contract Manager for this RFP is:

Monica Ross
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Quality Education Schools
5012-D Lansing Drive
Winston-Salem, NC 27105
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(336) 744-1538
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Activity	Date
1. Posting of RFP	January 17, 2012
2. Deadline for RFP Submission	February 17, 2012 at 5:00 pm

Schedule of Events:

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses. The Customer will provide a final schedule prior to contracting with the awarded Vendor.

RFP Categories:

Telecommunication Services Function:

- Digital Transmission Services
- Telephone Service
- Distance Learning
- Voice/Video Over IP
- Wireless Telephone Services
- Interactive Television
- Wide Area Network

Quantity/Capacity: Telecommunication Services

- Fiber Optics
- 30 local phone service lines and long distance line
- 1 line for data distribution
- ITV for digital transmission services
- 3 WAN connections

Internet Access Services Function:

- Email Service
- Web Hosting
- Domain Name Registration
- Domain Name Service

- 2 Firewalls
- Dynamic Host Configuration Protocol

Quantity/Capacity: Internet Access Services

- 150 accounts for email users
- 1 for hosting school's website
- 3 listings: for complete registration process
- 2 hardware and software sources for data protection
- 1 for Internet Access server

Internal Connections Video Components

- CODEC
- Master Control Unit
- Multipoint Control Unit
- PVBX
- Video Amplifier
- Unified Communication System

Data Protection

- 10 Tape Backups
- 4 UPS Backup Battery

Basic Maintenance of Internal Connections Function:

- Maintenance and Technical Support Configuration

Quantity/Capacity:

- 1 service repair, wire/cable maintenance technical support and services

Costs must be itemized for each category response, function, and quantity/capacity. These total costs should be reflected in the attached RFP Response Form.

Basis of Award:

This RFP will be awarded, pursuant to the USAC guidelines, to the most cost effective and cost efficient Vendor Provider. While price will be the primary factor, it will not necessarily be the sole determining factor in evaluating the RFPs. Quality Education Schools will evaluate proposed solutions based on features, functionality, and implementation difficulties as well as cost and is not obligated to select the lowest price bidder. The Bid Evaluation Matrix is cited below:

Factor	Weight
1. Cost/Price	40%
2. Qualifications/Experience, References, and Resources	25%
3. Process Management Capability	15%
4. Comprehensive Services Provision	15%
5. Flexibility of Terms, Schedule and Arrangements	5%
TOTAL	100%

Response Submission:

Responses to this RFP must be submitted in sealed packages and delivered to the ATTENTION of: Monica Ross, Quality Education Schools, 5012-D Lansing Drive, Winston-Salem, NC 27105 no later than 5:00pm on February 17, 2012, so that this RFP is in compliance with the Federal Communication Commission’s competitive RFP requirement for Universal Service Fund services and support. It is the sole responsibility of the respondents to ensure that their submissions arrive in a timely manner. The Customer will reject all late arrivals and consider them as non-responsive. The Vendor must submit two (2) copies of the response together with any required supporting documentation. ***“E-RATE RFP VENDOR RESPONSE” should be clearly marked on the face of the envelope followed by the RFP number.*** Failure to comply with this element may cause the RFP to be misdirected and therefore not placed for consideration. No substitutions or partial RFP’s will be allowed. Verbal, telephone, faxed or other facsimile RFP’s shall not be considered, nor will modifications of RFP’s by such communication be considered. The completed RFP shall be without erasures, white outs or alterations. Signatures on the RFP shall be in longhand and executed by a duly authorized individual to make the contract. RFPs must be type-written and notarized.

Questions:

Questions must be submitted in writing (email, fax, or mail) and must arrive at least five (5) business days prior to the RFP Submission.

Costs Associated with Preparation of Vendor’s Response

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

Interpretation and Changes:

The intent of this RFP is to communicate the Customer’s requirements to any qualified and interested Vendor. The Customer may make changes or corrections to the RFP via written addendum. All efforts will be made by the Customer to mail any addendum to all

parties who have requested and received the RFP, and by fax, if necessary, followed by original documents. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the Vendor shall not rely upon such interpretations, corrections, or changes.

Proposal Binding Period

Prices quoted in the Vendor's response/submission for services will remain in effect for a period of at least 90 business days from the receipt of the Vendor's response by Customer. However, any taxes, whether local, state, or federal, imposed on services herein provided instituted after the date of RFP response may be passed on to the Customer by the Vendor. The Vendor must understand that the Customer may use E-Rate discounts for these services, in which case, within applicable filing window for submitting the response to the RFP the Customer will submit SLD for 471 for funds based upon the pricing submitted by the Vendor. The SLD funding cycle may take as long as 12-18 months. In the event funding is not available, the RFP will become void.

Omissions:

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

Vendor Registration and Compliance

The Vendor must provide proof of registration with the Schools and Libraries Division (SLD) a division of the Federal Communications Commission (FCC), for reimbursement under E-Rate guidelines. If the Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number (SPIN) or fails to remain in good standing with the FCC, Quality Education Schools is not responsible for the discounted portion of the Vendor's bill. The Vendor must generate an invoice for the E-Rate portion of the bill in accordance with SLD regulations. The Vendor is responsible for supplying SLD SPIN number with the RFP.

Vendor Required Documentation for Schools and Librarians Division (SLD) Form 471

The Vendor must provide Line 21 Attachment documentation ready filing for Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) form 471.

Price Quotations:

Price quotations are to include the furnishings of all materials, equipment, maintenance and training manual, tools, and the provision of all labor and services necessary or proper for the completion of the work.

References:

The Customer may request references of similar school systems that are using the requested service(s). If requested the Vendor must apply Customer a list of references within two (2) working days.

Equal Employment Opportunity:

The Customer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. **NOTE:** In the event E-Rate funding is not approved by the SLD, any/all contracts or agreements shall be null and void.

Having carefully examined the invitation to RFP documents prepared by Quality Education Schools, RFP Form Identifier QEACConnect2012, and together with such addendum if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal, this Response Form, being part of the licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to said Vendor in the delivery of products. In submitting this proposal it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of ninety (90) days from the opening thereof.

The undersigned declares that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of this Invitation to RFP, the undersigned proposes to furnish all items for a total sum of \$_____.

Authorized Vendor Signature: _____

Title: _____

Date: _____