

**GREENBURGH-NORTH CASTLE UNION FREE  
SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL**

**FOR TELECOMMUNICATION SERVICES AND**

**INTERNET ACCESS**

**FOR THE E-RATE FUNDING YEAR**

**2011/2012**

Greenburgh-North Castle UFSD  
71 South Broadway  
Dobbs Ferry, N.Y. 10522  
12/30/10

**I. Purpose of the Request for Proposal**

**II. Introduction**

- **Description of the School District**
- **The E-Rate Program**

**III. Telecommunication Services Requested**

**IV. Internet Access Requirements Requested**

**V. General Vendor Considerations**

- **Guidelines**
- **Response**

**VI. Vendor Selection**

**VII. Summary**

## **I. PURPOSE OF THE REQUEST FOR PROPOSAL**

This RFP is being issued to provide interested parties with information to enable them to prepare and submit a bid for one or more of the following services: Telecommunications services and Internet Access Service for the Greenburgh-North Castle UFSD.

The successful bidder will be expected to abide by all requirements of the E-Rate program and District bid process, as appropriate, including the extension of discounts as funded by E-Rate. The signed contract will be dependent upon the District receiving approval from the Universal Service Fund and the District's school board. Nothing in this bid shall obligate the District to compensate any vendor for their efforts.

## **II. INTRODUCTION**

### **Description of the School District**

The Greenburgh-North Castle School District is comprised of the following schools.

The Clark Academy located at 71 South Broadway, Dobbs Ferry, New York is a Junior High/High School program educating boys and girls from 7<sup>th</sup> to 12<sup>th</sup> grade ages 12 to 21 with a student to staff ratio of 6:1:1.

Greenburgh Academy located at Shonnard Place, Yonkers, New York serves approximately 200 day students from the greater New York metropolitan area. All classes have an 8:1:1 student to staff ratio.

Reach Academy located at 1698 Old Orchard Street, Valhalla, New York educates students with disabilities including those on the autism spectrum. Both day and residential programs are available to students ages 12-21. The student to staff ratio is 6:1:2.

The Kaplan School located at 623 Blooming Grove Turnpike, New Windsor, New York is scheduled to open in July 2011.

In total the District currently serves approximately 390 students.

### **The E-Rate Program**

The Telecommunications Act of 1996 established a requirement to provide discounted telecommunication services to K-12 schools and libraries. In a response to the Act, the FCC issued an Order (known as the Universal Service Order) on May 8, 1997 implementing a discount plan for schools and libraries. The FCC discount plan was adopted by the New York State Public Service Commission and allows schools and libraries in New York State to receive discounts between 20 and 90 percent on a wide range of telecommunications and Internet access services. The Greenburgh-North Castle UFSD is eligible to receive the maximum discount 90% offered by the program.

Schools and libraries receive discounts on a wide range of services, including basic telephone service, Internet access, e-Mail, data circuits, high-speed conduit and wireless.

Also eligible for the discount are network servers, wire and wireless connections, routers, switches, hubs, installation and basic maintenance on a break fix basis. Not qualifying for the discount are personnel computers, modems, fax machines, training and telephone instruments.

The Greenburgh-North Castle UFSD anticipates the approval of e-rate funds for the services requested under this RFP.

Sections III and IV below contain the services requested.

### **III. TELECOMMUNICATION SERVICES REQUESTED**

- Cellular phone service for cell phone and/or blackberry type devices for the period between July 1, 2011 and June 30, 2012. Bids for cell phone service should include a monthly minimum calling and data plan so that accurate estimates of the monthly cost can be made by the District.
- Local and Regional telephone service for each location for the period between July 1, 2011 and June 30, 2012. Bids should include any activation fees, special billing fees or minimums. .
- Long distance telephone service for each location for the period between July 1, 2011 and June 30, 2012. Bids should include any activation fees, special billing fees or minimums.

#### **Description of Existing Telecommunications Environment:**

##### **Clark Academy:**

###### **Telecommunications:**

3 Outside lines  
55 Extensions  
8 Wireless phones (6 Blackberry, 2 Cellular)

##### **Greenburgh Academy:**

###### **Telecommunications:**

11 Outside lines  
24 Extensions  
5 Wireless phones (3 Blackberry, 2 Cellular)

##### **Reach Academy:**

###### **Telecommunications:**

6 Outside lines  
3 Extensions  
1 Wireless (Blackberry)

**The Kaplan School:**

**Telecommunications:**

Main School Building:

4 Outside lines

55 Extensions

10 Wireless Phones

Administrative Building:

5 Outside lines

20 Extensions

**IV. DEDICATED INTERNET ACCESS REQUESTED**

- Internet access provided by a dedicated circuit at each location commensurate to bandwidth needs and the number of computers capable of Internet access.
- Technical support for troubleshooting problems with the circuit
- Minimum of 4 hour resolution time for defective equipment
- On-site equipment replacement if necessary
- Block of 16 IP addresses
- Domain name hosting

**V. GENERAL VENDOR CONSIDERATIONS:**

**Guidelines**

Greenburgh-North Castle UFSD reserves the right to waive any formality and/or irregularity, to reject any or all bids, or to require new bids as serves the best interests of the District. Greenburgh-North Castle UFSD is not obligated to accept a low proposal if it is non-compliant or does not serve the best interest of the District.

To provide the quality of service the Greenburgh-North Castle UFSD requires bidders to be located within a 60 mile radius of the Greenburgh-North Castle UFSD facility for which they are bidding services.

Vendors must provide a minimum of three references, preferably with other K-12 schools.

Prices must be inclusive of all charges. Bids for multi-year contracts and/or voluntary extensions will be accepted.

Vendors must affirm in writing that all prices will be held for the duration of the contract period.

By signing the bids, a vendor affirms there has been no gift, nor any intent to give at any time any economic opportunity, promise of future employment, gift, loan, gratuity, special discount, trip, favor or service to an employee of the Greenburgh-North Castle UFSD in connection with the proposal submitted.

The quality of the bid(s) submitted by a vendor will be viewed as a basic indication of the vendor's capability and technical competence.

Quality is interpreted as:

- Completeness
- Accuracy
- Compliance with proposal instructions
- Organization and conciseness of descriptive material

Proposals, which do not comply with instructions, may be eliminated from further consideration.

Any questions regarding this RFP can be submitted in writing via email or faxed to Dr. Ed Placke, Superintendent of Schools at [eplacke@sc1881.org](mailto:eplacke@sc1881.org) , fax number 914-693-8030.

## **Response**

**All bids must be in writing and 3 copies must be provided in a sealed envelope. Vendors must return completed proposals to: Dr. Edward W. Placke, Superintendent of Schools, Greenburgh-North Castle UFSD, 71 South Broadway, Dobbs Ferry, NY 10522 by 12:00 p.m., Monday, February 28, 2011. No bids received after the date and hour specified will be considered. Bids will not be accepted via email or facsimile unless also submitted and received by mail. Any bids submitted solely via facsimile or email will be automatically disqualified.**

- Bids must include the full name and address of the vendor. Failure to sign the bid will be cause for disqualification. The authorized signature should show the title of the person signing the bid.
- Vendors must have a Service Provider Identification Number (SPIN) from the Universal Service Administrative Company Schools and Libraries Division and be approved by the SLD to provide these services.

**VI. VENDOR SELECTION**

Greenburgh-North Castle UFSD will select a maximum of three vendor bids from those submitted in response to this RFP from which the successful vendor will be chosen.

The criteria for selecting the vendor bids are as follows:

Price	30%
Understanding of Needs	10%
Prior Experience	20%
Personnel Qualifications	20%
Financial Stability	<u>20%</u>
Total	100%

The contract(s) between the selected vendor and Greenburgh-North Castle UFSD must be finalized and signed by all parties involved. All contracts are subject to the commitment of E-Rate funding.

**VII. SUMMARY**

Each bid/contract presented should be contingent upon full E-rate funding. If the District does not receive the total anticipated funding from the E-rate program for this bid, the District may choose to void all or part of the bid. The approval of E-Rate funding does not obligate the Greenburgh-North Castle Union Free School District to execute the contract.