

## **REQUEST FOR PROPOSAL**

Lapwai School District  
271 'B' Street  
Lapwai, ID 83540-1247  
Contact: Tim Jones E-Mail: tech@lapwai.us  
Phone: 208-843-2622 Ext. 204  
Fax: 208-843-7746

### **General Information**

Proposal Deadline: January 9, 2010

### **Background**

Lapwai School District lies in the central area of Nez Perce County. Our educational facilities are located within the city limits of our community and serve a total of 532 students. One elementary school has K-5 enrollment of 276 students. One middle school / high school with an enrollment of 256 students educates our 6-12<sup>th</sup> grade population.

Technology is an integral part of our K-12 academic program. Our campuses use technology in a variety of ways including, lab instruction, classroom presentation, and resource acquisition in our media centers and student management in administrative offices.

### **Vendors may bid on one or more of the following items:**

- Item:
1. Basic Phone Maintenance  
(2) PBX telephone systems
  2. Basic Network Maintenance for Cisco Networking Components  
Lan hardware and wiring
  3. Basic Server Maintenance  
Central data distribution and data protection
  4. Tariffed Services
  5. Two 10 mg data lines

### **Current Environment**

We presently have seven (7) separate locations.

### **Qualifier:**

1. Lapwai School District (LSD) will be offering basic phone maintenance for all eligible sites for the 2010-2011 school year. (Beginning July 1, 2010 to June 30, 2011.)

2. Lapwai School District (LSD) will be offering basic network maintenance for Cisco Networking Components for all eligible sites for the 2010-2011 school year. (Beginning July 1, 2010 to June 30, 2011.)
3. Lapwai School District (LSD) will be offering basic server maintenance for all eligible sites for the 2010-2011 school year. (Beginning July 1, 2010 to June 30, 2011.)
4. Lapwai School District (LSD) will be offering tariffed services for all eligible sites for the 2010-2011 school year. (Beginning July 1, 2010 to June 30, 2011.)
5. Lapwai School District (LSD) will be offering the addition of two 10 mg data lines.

### **Contractual Agreement:**

All contracts will be subject to eligibility of discount rates under authority of the Federal Telecommunications Commission Act 1996. If district needs change and/or services or goods don't qualify for discounted rates, Lapwai School District is not bound to initiate or honor said contracts. Additionally, the vendor agrees to bill the Universal Service Fund for the discounted portion of the changes for eligible services, and to bill Lapwai School District for the remaining portion of the charges. The combined amount of the billing will not exceed the amount quoted in the contract.

### **Executive Summary**

The proposing vendor must include an Executive Summary highlighting the vendor's offer and outlining the benefits to Lapwai School District.

### **Special Conditions**

Bidding process must conform to Idaho State Bidding Procedures.

### **Objectives/Scope of Work**

Lapwai School District is interested in continuing the present level of support including fiber telecom service to each building.

### **Liability and Reserved Rights**

This RFP does not commit Lapwai School District to pay any cost incurred in preparation or submission of any proposal or to procure or contract for any services. Lapwai School District will, at its discretion, award the contract to the responsible vendor submitting the best proposal that complies with the RFP. Lapwai School District may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

### **Price Guarantee**

Vendors are asked to guarantee their prices for a period not to exceed 60 days from the date of submission of the response to this RFP.

### **Vendor Site Visits**

The complete proposal must include the proposal document with a point-by-point response to the RFP and all other materials requested in the RFP. Vendors may include any additional materials they feel could assist in the evaluation of the proposed system. However, each question must be responded to completely. References to other documents will not be accepted.

Please send your proposal either by e-mail, fax or mail delivery to Tim Jones at the above address.

### **RFP Review Criteria**

1. Cost of service
2. Completeness of proposal
3. Understanding of needs
4. Financial stability/Prior Experience
5. References