

Glen Rose Independent School District



REQUEST FOR PROPOSALS

*Telecommunications Service
And
Internet Access*

DATE: January 22, 2013
TO: All Interested Vendors
FROM: Glen Rose Independent School District (District)
SUBJECT: Request for Proposal – *Telecommunications Service and Internet Access*

Notice is hereby given that proposals will be received by the Glen Rose Independent School District for

Telecommunications Service and Internet Access

Please submit proposals no later than **Monday, February 19, 2013 by 11:59 A.M. Proposal received later than noon on Friday, Monday, February 19, 2013 will not be considered.**

RFP's may be obtained on line at [Glen Rose ISD RFP Site](#), and through email requests at mcclido@grisd.net.

Telecommunications Service and Internet Access

The district reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the district to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services.

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CONTACT INFORMATION:

Person who is receiving the finished proposal

NAME: Doug McClure
COMPANY: Glen Rose I.S.D.
ADDRESS: 1102 Stadium Dr. PO Box 2129 Glen Rose, TX., 76043
TELEPHONE: (254) 898-3882
EMAIL mcclodo@grisd.net

1. General RFP Information

OBJECTIVE OF THIS RFP

The objective of this RFP is to receive proposals for Telecommunications Service and Internet Access. Vendors may pick and choose which attachments (*see RFP ATTACHEMENTS, PAGE 11*) they will provide bids for.

BACKGROUND

Glen Rose Independent School District is a public, K-12 school district located primarily in Somervell County Texas.

The District currently utilizes a 10 GB+ fiber optic backbone between 7 campuses.

DISTRICT PROVIDED INFORMATION

The District will provide:

- Any campus drawings, with IDF and MDF locations
- Any technical information on current or planned systems
- Interviews with any staff member in the technology department
- If necessary, facility tours
- One point of contact, Doug McClure

REQUESTED BID DELIVERABLES

The following deliverables are to be provided by the vendor. Additional deliverables may be identified during discovery.

- Visio or similar drawings of locations or counts of network equipment, if applicable
- Detailed itemized pricing summary
- Any information regarding warranty must be presented in electronic, searchable format
- Detailed unit technical information, if applicable
- An assessment statement of the feasibility of at least ten years of the equipment being viable to the district, without the need of physical upgrades or replacement, if applicable
- Vendor must be insured and bonded and proof will be required prior to any labor being performed

RFP OFFICIAL CONTACT

NAME: Doug McClure
COMPANY: Glen Rose I.S.D.
ADDRESS: 1102 Stadium Dr. PO Box 2129 Glen Rose, TX., 76043
TELEPHONE: (254) 898-3882
EMAIL mcclodo@grisd.net

RFP PROPOSAL INCLUSIONS

Please provide the following details in a completed proposal.

- Electronic documentation in Word or similar format. Document must be unlocked. PDF maybe submitted as well, but not in place of, Word-like document.
- Spreadsheets may also be included, when helpful.
- Proposed pricing must be included in spreadsheet format, listing per unit pricing. A single, all encompassing price will not be sufficient.
- All units priced must include detailed descriptions of each unit/item proposed in a separate spreadsheet. Links to specific unit specifications on the internet are acceptable.
- All pricing must be valid during the e-rate period. No equipment will be purchased until approval is finalized through e-rate.
- Vendors who propose work on-site must meet state and federal background checks prior to beginning work.
- All vendors must be bonded and insured, including workers compensation, before any on-site work may begin.
- All electronic submissions must be sent to rfp@grisd.net

PROCUREMENT SCHEDULE

Activity Description	Date
Release RFP	January 22, 2013
Receive RFP Responses	February 19, 2013
Bid Openings	February 19, 2013
Bid Evaluation Period	Feb. 19-21, 2013

QUESTIONS REGARDING THE RFP

Vendors who request information or clarifications of the RFP may submit written, electronic questions to the RFP.

PROPOSAL PREPERATION

General Information

Failure to comply with these instructions may results in your proposal being removed from consideration.

Vendors must prepare all proposal information in electronic, editable format, including, but not limited to: general proposal, pricing spreadsheets, warranty information, and unit technical information.

PROPOSAL SUBMISSION

Please submit proposals no later than **Monday, February 19, 2013. Proposals received later than noon on Monday, February 19, 2013 may not be considered.**

All proposals submitted will be the property of the District and will not be returned.

As everything should be submitted electronically, copies are not required. However, where appropriate, 4 paper copies pertaining to the proposals are required. **THIS DOES NOT ELIMINATE THE REQUIRED INSTRUCTION OF UNIT PRICING BEING SUBMITTED IN SPREADSHEET FORMAT.**

EVALUATION PROCESS

Evaluation

All proposals must be received prior to the deadline. The Director of Technology and the committee will read and evaluate each proposal. The evaluators will consider how well the proposed solution meets the needs of the District. It is important that proposals be clear and concise. **The evaluation process is not designed to simply award the contract to the lowest vendor. Rather, it is intended to help the District select the vendor with the best combination of attributes, including price, based on the evaluation factors. FCC Rules require that pricing receive the greatest individual consideration.**

Award Criteria and Vendor Attributes

Total cost of proposal, initial district investment, scope of work, references, feasibility, prior relationship with the District, installation time frame, internal district process changes, and technological changes, will all be used to evaluate the proposals.

Award Points

Evaluation of proposals will use the following point system to help Glen Rose ISD to determine the best proposals

- Total cost of proposal - up to 40 points
- Initial District investment - up to 10 points
- Least internal District process changes - up to 10 points
- Least technological changes - up to 10 points
- Comprehensive scope of work - up to 10 points
- Positive References - up to 10 points
- Most feasible proposal - up to 5 points
- Shortest installation time frame - up to 5 points

Telecommunications Service

Attachment: Local Phone Service

Description\Quantity\Capacity: 25 POTS lines or more as needed

Request: Glen Rose ISD is seeking requests for proposals for 25 POTS lines or more as needed. The locations for the installations will be as follows:

- Glen Rose ISD Technology, 707 SW Big Bend Trail, Glen Rose, TX 76043
- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose Junior High, 805 College Street, Glen Rose, TX., 76043
- Glen Rose Intermediate School, 201 Allen Dr., Glen Rose, TX., 76043
- Glen Rose Elementary School, 601 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose ISD Administration Building, 1102 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose ISD Tiger Arena, 1001 Stadium Dr., Glen Rose, TX., 76043

Telecommunications Service

Attachment: Long Distance Phone Service

Description\Quantity\Capacity: 25 POTS lines or more as needed

Request: Glen Rose ISD is seeking requests for proposals for 25 POTS lines long distance service or more as needed. The locations of the POTS lines are at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose Junior High, 805 College Street, Glen Rose, TX., 76043
- Glen Rose Intermediate School, 201 Allen Dr., Glen Rose, TX., 76043
- Glen Rose Elementary School, 601 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose ISD Administration Building, 1102 Stadium Dr., Glen Rose, TX., 76043
- Glen Rose ISD Tiger Arena, 1001 Stadium Dr., Glen Rose, TX., 76043

Telecommunications Service

Attachment: Long Distance Phone Service

Description\Quantity\Capacity: Monthly ISDN/PRI

Request: Glen Rose ISD is seeking requests for proposals for long distance service for Monthly ISDN/PRI. The locations of the PRI lines are at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Telecommunications Service

Attachment: 2 DTS – ISDN/PRI

Description\Quantity\Capacity: Monthly ISDN/PRI

Request: Glen Rose ISD is seeking requests for proposals for 2 DTS – ISDN/PRI lines for VoIP dial tone. The locations of the PRI lines are at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Telecommunications Service

Attachment: Cellular Phone Voice Service

Description\Quantity\Capacity: 56 or more services

Request: Glen Rose ISD is seeking requests for proposals for Cellular Phone Service for MiFi devices. The purpose of the devices is to supply internet services to wireless clients.

Telecommunications Service

Attachment: Broadband Data Transport

Description\Quantity\Capacity: 2, 100mb circuits or more as needed

Request: Glen Rose ISD is seeking requests for proposals for non redundant, 100mb circuits for data transport. The locations of the circuits are at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Telecommunications Service

Attachment: Broadband Data Transport

Description\Quantity\Capacity: 5mb circuit or more as needed

Request: Glen Rose ISD is seeking requests for proposals for a single 5mb circuit for data transport. The location of the circuit is at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Internet Access

Attachment: Internet Access

Description\Quantity\Capacity: 2, 100mb circuits or more as needed

Request: Glen Rose ISD is seeking requests for proposals for internet access for 2, 100mb circuits. The locations of the circuits are at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Internet Access

Attachment: Internet Access

Description\Quantity\Capacity: 5mb circuit or more as needed

Request: Glen Rose ISD is seeking requests for proposals for internet access for a single 5mb circuit. The location of the circuit is at the following:

- Glen Rose High School, 900 Stadium Dr., Glen Rose, TX., 76043

Internet Access

Attachment: Video Conferencing/Distance Learning

Description\Quantity\Capacity: 3 separate sites

Request: Glen Rose ISD is seeking requests for proposals for h.323 encapsulated Video and Video Service for 3 separate h.323 services. All sites are located within the Glen Rose ISD LAN environment.

Internet Access

Attachment: Cellular Phone Service (Data)

Description\Quantity\Capacity: Service for 56 devices or more as needed.

Request: Glen Rose ISD is seeking requests for proposals for data service for 56 devices or more as needed. The purpose is to provide internet connectivity for MiFi devices.

Internet Access

Attachment: Webhosting

Description\Quantity\Capacity: District Wide

Request: Glen Rose ISD is seeking requests for proposals for district wide webhosting and service.

REQUIRED PROPOSAL RESPONSE SECTIONS

- a. General Vendor Information**
- b. Proposal Summary**
- c. Proposal Details**
- d. Project Schedule**
- e. Vendor References**
- f. District Requirements for Project Implementation**