

E-Rate RFP Info (RFP ID: WASERATE2014) 2014-2015  
Contact Jerry Thompson Westchester Area School  
456 Webster Ave, New Rochelle, NY, 10801

NOTE: THIS RFP COVERS ALL 2014-2015 PROJECTS

I. Overview Westchester Area School is seeking proposals for E-rate Year 15, which begins July 1, 2014.

The selected vendor shall guarantee that the costs quotes are all inclusive. The vendor shall agree that if reduced rates for selected services become available during the life of the contract, new rates may be negotiated under the contract in force.

The School reserves the right to reject any and all proposals and to make any and all purchases to the best interest and advantage of the School; however, price will be the greatest determining factor in vendor selection.

From the time of receipt of this Request For Proposal (RFP) until the announcement of contract award(s), vendors are strongly cautioned to limit any communications with the School to the person(s) identified as the School contact(s). Any attempt to circumvent the bidding process by contacting other personnel at the School may result in the disqualification of the vendor.

Any questions concerning this proposal should be addressed, in writing, or by phone to the contacts listed above.

In the event Westchester Area School experiences budget restraints, or the E-rate program is cancelled, Westchester Area School reserves the right to re-negotiate costs with the selected vendors. This may also include canceling services and /or scaling back on services, equipment, or bandwidth. Westchester Area School reserves that the billable services approved for funding shall not begin until July 1, 2014.

In the event that matching funds will not be available after the 2012 budgets have been completed, an FRN may not be requested for one or more of the services requested in this RFP.

II. The following locations are eligible to receive the E-rate services that are included in this RFP. All vendors are asked to refrain from contacting or visiting these locations directly unless invited. All contacts should be made to contacts listed below.

A. Jerry Thompson 456 Webster Ave, New Rochelle, NY, 10801 914-357-4009 Cell  
914-235-5799 Office

III. Westchester Area School encourages participation in this process by businesses classified as Historically Underutilized (HUB) IV. Vendors making proposals under this RFP shall be prepared to provide all equipment, materials, labor, and services, not specifically mentioned or shown, which may be necessary to complete or perfect all parts of any installation contract awarded. They shall insure that they are in compliance with requirements stated or reasonably inferred by the contract documents and by rules provided by the Universal Service Administrative Company (USAC). To this end, all vendors who present a proposal must meet the following guidelines:

A. All bidders must have a Service Provider Identification Number (SPIN). This number must be supplied by the bid deadline. Information on obtaining a SPIN is available at

<http://www.universalservice.org/sl>

- B. Any vendor submitting a bid must agree to comply with rules and regulations of the Universal Service Administrative Company. Vendors must be familiar with billing methods and timelines associated with the program, and bid submission of a bid constitutes agreement to all USAC terms. Westchester Area School prefers to receive discounted bills.
- C. Bids resulting from this advertisement will be subject to all USAC, FCC, State of New York, and Westchester Area School specifications and requirements.
- D. All bids and awards related to this RFP are subject to Westchester Area School receiving approval for funding through the E-rate process. In the event projects are not funded, Westchester Area School reserves the right to modify the scope of the project or cancel the project.
- E. All bids must be broken down by site and project, listing eligible and ineligible services for each.
- F. Written contracts including a detailed scope of work and project schedule will be required.
- G. Dependent upon E-rate funding, contracts shall be awarded to persons or entities submitting the best overall proposals as determined by Westchester Area School. Factors to be considered in awarding the contracts are determined by Westchester Area School with pricing/cost being the most weighted determining factor.
- H. Implementation of E-rate eligible product(s) and services must be completed over a 12-month period beginning July 1, 2014 and ending June 30, 2015, unless the Schools and Libraries Division (SLD), as administered by the Universal Services Administrative Company (USAC), extends the completion date for non-recurring services either directly or by request of the School.
- V. A pre-bid walk through is REQUIRED for anyone wishing to submit a proposal for Internal Connections projects. Detailed information on requirements/quantities will be provided at the time of said walk through. The final date and time of this walkthrough will be communicated to vendors upon contacting the School.
- VI. Projected Timeline: Pre-Bid Walk Through by January 25, 2014 Proposal Due by February 3, 2014 Bid Award after February 6, 2014 Submission of Proposal - Due by EOB on February 3, 2014 470 Application Number:  
Telecommunications Services Cellular Service  
Approximately 25 lines. The service provider should be able to provide the following services to each handset. Not all functionality will be used on all handsets: • 98% coverage through primary state-maintained roads within the School, 90% through secondary state maintained roads within the School, and 85% coverage through all other areas of the School. • Allows for shared pooling of minutes • Smartphone/Data plans • Voicemail • Caller ID • Text messaging • Per unit feature blocking Local Telephone Service All school and central services locations – existing service or better. Long distance service All school and central services locations – existing service or better. Flat-rate services preferred. Call blocking services All locations POTS Telephone lines Approximately 100 lines, used for phone service, fax and alarm systems. PRI Lines Migration at 2 locations Custom calling services The vendor should provide a list of eligible custom calling services that individual sites may elect to use. Mobile Internet Service 5 lines, enabling for creation of portable Wifi hotspots, VPN tunneling, and bandwidth limitations. Internet Access Web Hosting Web hosting service for teachers and student web

pages Website content available to School upon severance of contract Percentage of vendor eligibility is available with contract submission Wide Area Network Services Voice, video, and data services between all location with a minimum of 50Mbps scalable up to 250Mbps or more based on site. Contract should also allow for scalability during the contract term as needs change.