

The West Carroll School District is soliciting proposals VoIP equipment, services and infrastructure upgrades for E-Rate Funding Year 2017. This project will include facilitating service and equipment for 28 trunks and 163 extensions across 3 buildings. Funding for this project is contingent on the acceptance of West Carroll School District submission for E-Rate funding from the SLD.

West Carroll School District will be submitting one or more Funding Requests to the SLD based on this RFP. Submissions will be completed before the SLD 471 filing deadline estimated to be late March, 2017.

To facilitate funding approval by the SLD, all proposals shall provide detailed part numbers, descriptions and unit pricing as requested in the pricing sheets. Respondents shall clearly identify any goods or services not considered "eligible items" under current E-Rate guidelines.

Respondents must agree to conform to all E-Rate guidelines for the billing of discounts to the SLD.

One or more contracts will be awarded to the respondent(s) who submit the best overall proposal in accordance with the specifications and requirements. Failure to provide any information asked for in this RFP will result in disqualification. All proposals will be reviewed and graded by West Carroll School District personnel and its consultant.

Winning respondent(s) shall work with the West Carroll School District to develop and sign a preliminary contract that satisfies E-Rate requirements.

All respondents shall provide two copies of their proposals. Respondents shall complete Attachments A & B as part of their response.

The E-Rate program requires that price be the major factor, but not the only factor in awarding this proposal. The following criteria will be used:

- 40% Total Price and Cost Effectiveness of Solution
- 25% Meets Overall Requirements
- 15% Vendor's Experience and Demonstrated Support Expertise
- 15% Vendor's Demonstrated Ability to work with E-Rate
- 5% Attendance at Pre-Bid Conference

Respondents may submit pricing for equipment and installation, pricing only, or installation only. Equipment pricing shall include shipping. Installation pricing shall include all services to make the equipment operational within West Carroll School District facilities. Items must be able to be purchased in quantities other than specified.

A pre-bid conference will be held at West Carroll District Office, 642 S. East Street, Mt. Carroll, IL on Monday, November 21<sup>th</sup> at 10:00 a.m.

Bids are due no later than 2:00 p.m. on 12/30/16.

Questions regarding information in this request for proposal shall be submitted in writing via e-mail to West Carroll at [ejames@wc314.org](mailto:ejames@wc314.org) no later than close of business on 12/22/16.

A copy of this RFP is available at <http://wc314.org/domain/19> or contact Evan James or Joe Michels at 815-734-3374.

Responses to all questions shall be published and available on 12/29/16 at the West Carroll website <http://wc314.org/domain/19> or contact Evan James or Joe Michels who will make the RFP available.

The West Carroll Board of Education reserves the right to reject any or all bids, to award each item to different bidders or all items to a single bidder unless otherwise noted on the bid request, and to waive any information or irregularity in any of the bids received whenever such rejection or waiver is in the best interest of the district.

Respondents must have SPIN and current Service Provider Annual Certification (SPAC). Respondents shall include SPIN on all Attachments.

Bids for installation/labor must include a Scope of Work.

A performance bond may be required.



## Attachment A-Equipment

Item Description/Part Number	Quantity	Purchase Cost	Installation Cost	Extension
POE Data Switch	6	800	100	
Cat 6 Cabling & Installation	165			

## Attachment B-Basic Maintenance of Internal Connections

Item Description/Part Number	Quantity	Purchase Cost	Installation Cost	Extension
Hosted PBX	1	150		
VOIP Trunks	28	25		