

**Fayetteville Public Schools  
Request for Proposals (RFP)**

**Title:** Internet Services (High Speed)  
**Department:** Technology  
**Issue Date:** December 22, 2011  
**Due Date:** 4:00 PM, February 1, 2012  
**Issuing Agency:** Fayetteville Public Schools  
Susan Norton – Contract Authority  
susan.norton@fayar.net

Sealed Proposals subject to the conditions made a part hereof will be accepted until 4:00 PM, February 1, 2012 for furnishing services described herein.

**IMPORTANT NOTE:** Proposal's must be in paper format. Please enclose in an envelope and indicate vendor name on the front. Electronically submitted (email/fax) proposals will not be accepted.

Direct all inquiries concerning this RFP to: Mr. Jamie Wilson  
Fayetteville Public Schools  
PO BOX 849  
1000 W. Stone St.  
Fayetteville, AR 72702  
Phone: 479.444.3000 Fax: 479.444.3004  
Email: jamie.wilson@fayar.net

**NOTE: Questions concerning the RFP requirements must be submitted in writing.** They may be mailed, faxed, or emailed (no phone calls) to Mr. Jamie Wilson, Fayetteville Public Schools, PO BOX 849 Fayetteville, AR 72702, 479.444.3004 Fax, email address jamie.wilson@fayar.net

Questions must be submitted no later than 4:00 PM on January 22<sup>th</sup>, 2012. All questions submitted in writing will be answered in the form of an addendum to this Request for Proposals.

## **Description of Service:**

Internet services for Fayetteville Public Schools (FPS) district computer network. Vendor will install, maintain, and support the internet service for the duration of the service agreement.

### **1. Specifications/Requirements:**

Connect the District WAN to 100MB of downstream bandwidth. This can be split into two 50MB connections.

Provide ongoing support and maintenance, to include a service level agreement with an incident response time of 4 hours or less if incident occurs during regular business hours (8 a.m. to 5 p.m. Central Standard Time, Monday through Friday), or 12 hours or less if incident occurs outside of normal business hours.

### **2. Contract Period and Terms:**

Any contract resulting for this proposal shall be effective for at least twelve (12) months and up to thirty-six(36) months after the date of the contract signing, with the option of the School System to continue services under the same terms and conditions set forth herein subsequent years. The Fayetteville Public School District reserves the right to specify terms based on technology changes and district needs.

### **3. Vendor History and Past Performance**

Four (4) Arkansas-based customer references required; School District may use these and others obtained on its own.

### **4. Pricing**

Provide bid and detailed explanation of rates which shall not be subject to increases during Term. Also include any Installation and Cutover costs associated with this bid.

### **5. Criteria for Evaluation**

All proposals will be evaluated according to, but not necessarily limited to, the following:

- Pricing 65%
- Vendor history and past performance 35%

### **6. Oral Presentations**

During the evaluation process, Fayetteville Public Schools may, at its discretion, request any one or all vendors to make oral presentations for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the district is not required to request clarification; therefore, all proposals should be completed and reflect the most favorable terms available from the vendor. Not all vendors may be asked to make such oral presentations.

**Note: The right is reserved to accept the response that Fayetteville Public Schools determines to be in the best interest of the school system and its employees. Fayetteville Public Schools reserves the right to reject any and/or all proposals.**

Vendor Name: \_\_\_\_\_

## References

Proposals must list four (4) references for whom similar work has been performed during the past three (3) years.

- (1) Client Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street \_\_\_\_\_  
  
City, State, Zip \_\_\_\_\_  
  
Contact Name \_\_\_\_\_  
  
Telephone/Email \_\_\_\_\_
  
- (2) Client Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street \_\_\_\_\_  
  
City, State, Zip \_\_\_\_\_  
  
Contact Name \_\_\_\_\_  
  
Telephone/Email \_\_\_\_\_
  
- (3) Client Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street \_\_\_\_\_  
  
City, State, Zip \_\_\_\_\_  
  
Contact Name \_\_\_\_\_  
  
Telephone/Email \_\_\_\_\_
  
- (4) Client Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
Street \_\_\_\_\_  
  
City, State, Zip \_\_\_\_\_  
  
Contact Name \_\_\_\_\_  
  
Telephone/Email \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.**

## Execution of Proposal

Date: \_\_\_\_\_

The potential vendor certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ That this proposal was signed by an authorized representative of the vendor.
- \_\_\_\_\_ That the potential vendor has determined the cost and availability of all items associated with performing the services outlined herein are included within the Sealed Proposal delivered to Fayetteville Public Schools.
- \_\_\_\_\_ That the potential vendor agrees to the conditions as set forth in this **Request for Proposal** with no exceptions.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Vendor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

(Signature)

\_\_\_\_\_

\_\_\_\_\_

Type or Printed Name

\_\_\_\_\_

Federal Identification Number

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.**

## **General Procurement Instructions**

1. All proposals must be received by the issuing agency no later than the date and time listed on the over sheet of this proposal. Clearly mark the Vendor name on the outside of the envelope. Three (3) copies of the proposal must be received from each vendor (1 original, 2 copies). Each proposal must be signed and dated by an official authorized to bind the vendor. Late proposals will not be considered for award. Electronic proposals (fax, email, etc.) will not be considered.
2. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the vendor and its staff. The award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the School System.
3. Vendors are cautioned that this is a request for offers, not a request for contract and the Fayetteville Public Schools reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the school system.
4. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. In an effort to support the sustainability efforts of Fayetteville Public Schools we solicit your cooperation in this effort.
5. Any costs incurred by the vendor in preparing or submitting offers are the vendor's sole responsibility; Fayetteville Public Schools will not reimburse and vendors for any costs incurred prior to award.
6. Proposals must be submitted in accordance with the requirements for the RFP. Failure to include any required information may cause rejection of the proposal.