

REQUEST FOR PROPOSAL (RFP)
E-RATE SERVICES

BROOKLYN LABORATORY CHARTER SCHOOL
BROOKLYN, NY 11217

1/16/2015

1. SUMMARY AND BACKGROUND

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab will have 400 total users for the E-Rate services

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Brooklyn Laboratory Charter School wishes to go.

2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process. Proposals will be accepted until **5pm EST February 16, 2015**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT SCOPE AND DESCRIPTION

This RFP is inclusive of all E-RATE services however a firm may submit a proposal for only one (1) service or more services. A responder may submit for all services or a selection of the services. Each service will be evaluated on a cost per service basis. Brooklyn Laboratory Charter School is seeking to work with a firm to fulfill the following tasks:

| Service | Quantity and/or Capacity |
|-----------------------------------|--------------------------|
| Telephone Service | 100 users |
| Monthly Broadband Internet Access | 1000mbps |
| Email Service | 400 accounts |
| VOIP | 10mbps |

| | |
|--------------------------------------|------------------------|
| Monthly Internet Broadband Access | 400 users |
| Wireless Phone Services | 150 users |
| Video Conferencing | 100 users |
| Wireless Services | 400 users |
| Broadcast for PA | \$2000 |
| Webhosting | 41200/yr |
| Internal Connections | |
| Upgrade Switch | Capacity for 400 users |
| Upgrade Access Points | Capacity for 400 users |
| Telephone Service Components | \$5000 |
| Upgrade circuits | Capacity for 400 users |
| Installation for network upgrade | \$6000 |
| Firewall | Capacity for 400 users |
| Software to support firewall | Capacity for 400 users |
| Software to support student security | Capacity for 400 users |
| Basic Maintenance | |
| Wire and cable maintenance | Capacity for 400 users |
| Configuration changes | Capacity for 400 users |
| Basic technical support | Capacity for 400 users |
| Repair and upkeep of hardware | Capacity for 400 users |
| Software upgrades and patches | Capacity for 400 |

4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm EST February 16, 2015.

Evaluation of proposals will be conducted from February 16, 2015 until February 27, 2015. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than March 6, 2015.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by May 30, 2015.

Notifications to bidders who were not selected will be completed by March 28, 2015.

Project Timeline:

Project initiation phase must be completed by July 30, 2015.

5. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Costs are the definitive factor in our selection of the successful bidder.

NOTE: All costs and fees must be clearly described in each proposal.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience of key telecommunication services and capacities
- List of how many full time, part time, and contractor staff in your organization
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- Anticipated human capital resources you will assign to this project (total number, role, title, experience)
- Full budget including equipment
- A full scope of work and deliverables
- Timeframe for completion of the project

7. PROPOSAL EVALUATION CRITERIA

Brooklyn Lab will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit a copy of their proposal in a pdf document to erateinquiries@bklynlab.org by 5pm EST on February 16, 2015.