

Chassell Township Schools' USF RFPs can be found at [www.chassellschools.org/usf10](http://www.chassellschools.org/usf10).

RFP closing date February 2, 2010.

Chassell Township Schools  
C/O Copper Country Intermediate School District  
Jason G. Auel  
809 Hecla Street, Hancock MI 49930  
[jauel@copperisd.org](mailto:jauel@copperisd.org)

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### **RFP for Email Service**

Chassell Township Schools is requesting proposals for email service for Chassell Township Schools' staff and students.

### **Proposal Requirements**

Chassell Township Schools is requesting proposals for a minimum of 300 email accounts for staff and students. The email service will be priced per email account. The email service will include price break points to have the accounts managed for them or for an employee of Chassell Township Schools to manage them via a web interface.

The email service must include the following,

- POP3/Secure SMTP access
- Webmail access with spell check, attachment support and address book
- Tiered Permissions, with staff able to manage accounts and review student email, via a web interface
- Minimum of 200MB email space per user
- Email accounts of 45 for staff and 290 for students.
- The email service will priced per email account.

Vendor should proactively notify customer of planned outages, and provide information, updates, and anticipated time to repair when there is network or system downtime.

Bids are due February 2, 2010.

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The Chassell Township Schools reserves the right to reject any or all proposals. We will select the winning proposal based on the quality of the proposal, the vendor's reputation, and the price. The district will award the contracts where in the judgment of the district, such award is in the best interest of the district.

Some of the district's USF RFPs do not contain detailed specifications for the hardware needed to accomplish said purpose. Rather, it contains a description of the general functional requirements of the various buildings and Internet connectivity. It is left to the respondent to evaluate the needs of the District, and propose specific solutions accordingly. Proposals will be partially judged on how well this is done. Each proposal received, whether for all or part of the envisioned system, will be evaluated on its merits. Cost is a significant factor in any such evaluation, but it is the District's goal to develop a quality, as well as cost-effective, system.

### **Inquiries**

All questions regarding an RFP are to be submitted via E-mail and the answers will be posted to the appropriate web page. Questions may be submitted by E-mail to the address listed on the appropriate form 470.

### **Submitting Proposals**

Send final proposals to:  
Chassell Township Schools  
C/O Copper Country Intermediate School District  
Jason G. Auel  
809 Hecla Street, Hancock MI 49930

### **Process for Submitting Proposals**

Proposals shall be organized into the following sections to make it easier for the District to evaluate them.

- Table of contents with page numbers
- Company brief including vendor USF SPIN and FCC RN numbers
- Summary
- Proposed configurations and costs
- Hardware and Software specifications where appropriate
- Installation, if applicable
- List of references/customers
- Addendum, if needed

The proposal shall contain a cover letter made upon the letterhead of the respondent. An original plus one (1) copy of each proposal is required. Sealed proposals are to be delivered to the District on or before the Closing Date and Time. Proposals should be clearly marked - "Proposal for USF RFP for (service)". Proposals received after the closing date and time will be rejected.

### **Selecting Proposals**

1. Proposals will be selected using the following criteria (listed in order of importance) which are subject to review by our staff.
  - Price
  - Conformity to District Standards (see specifications page)
  - Dealer Reputation for quality and service
  - Brand Reputation and Quality
  - Warranty/Service/Support
  - Proximity of Repair Personnel
  - Product Availability and Delivery
  - Vendors adherence to bid specifications.

2. Alternatives, variations and exceptions must be clearly stated.
3. We reserve the right to consider proposals based on their relative merit, risk and value to our school district.
4. We reserve the right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
5. We reserve the right to cancel in part or in full, this RFP if it is in the best interest of our students.
6. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
7. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
8. Product pricing shall be in effect for the period covered by this USF application.
9. The vendor's proposal will indicate the product's availability and a delivery timetable.
10. Vendors must be an authorized re-seller of the products that they propose.
11. Vendors must list the certifications that they possess that are relevant to the products or work they propose.
12. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
13. Vendors may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
14. In submitting a bid, each vendor represents that they have read and understand these requirements.
15. Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.
16. Any USF ineligible components will be broken out by the vendor, with separate costs for each component. If ineligible components cannot be cost allocated and are part of the standard product offering, the vendor will include a signed statement to that effect.
17. Month-to-month services are preferred when possible, to ease USF paperwork and limit long term commitments and termination fees, but the district reserves the right to choose the length of commitment that best serves the district, including multiple year contracts.

### **Rejection of Proposals**

The District reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, or in the event that the Universal

Service Funding, which is required to complete this project fails, or when deemed to be in the best interest of the District.