

# **Rockford Public Schools**

January 20, 2023

**To:** All Interested Parties

**From:** Rockford Public Schools, Project Owner

**Cc:** Communications by Design, Project Technology Consultants

**Re:** Request for Quotation

Rockford Public Schools is requesting proposals regarding the implementation of a single Internet Service Provider to service the entire school district. The following provides additional information regarding details of this project. Rockford Public Schools invites all interested parties to submit their response to this Request for Quotation (RFQ).

This RFQ is being sought for the purposes of gaining knowledge of services available with corresponding costs, and should not be construed as intent, commitment or promise to acquire equipment, services, supplies or solutions offered. Upon completion of the RFQ process, Rockford Public Schools may, or may not, elect to proceed expeditiously with the purchase of a solution based on proposals submitted.

Information provided in response to this RFQ will become the property of the Rockford Public Schools.

Rockford Public Schools will not be responsible in any way for payment for information herein requested, nor shall the District become liable for any cost incurred by the vendor in their voluntary response to this request or subsequent clarification activities.

**RFQ responses must be submitted via email before 5:00 PM on  
February 22, 2023 to:**

**Communications by Design, Inc.  
Attention: Rebecca Szilagy  
[rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)**

We appreciate and look forward to your response to this request.

# **Rockford Public Schools**

## **1.01 DESCRIPTION OF PROJECT**

- A. Rockford Public Schools (Owner) is requesting quotations regarding the implementation of a single Internet Service Provider to service the entire school district.
  - 1. Connection shall be made to the Owner's existing network head end in the Rockford Freshman Center located at 4500 Kroes Street, Rockford, MI 49341.
  - 2. Coordination with Owner's Operational Technology staff and existing service provider during all cut over activities shall be the sole responsibility of the selected contractor.
  - 3. Bandwidth required by Owner shall be evaluated and may, or may not, be adjusted at six (6) month intervals of the contract period to Owner designated rates per the table in Section 1.04. Contractor shall provide for bandwidth change, based on monthly recurring rates provided as response to this request within 60 days of notice by Owner. Initial one-time fee will only apply to the initial contract build out for the first rate elected. No one time fess will be applicable for the Owner designated rate changes for the circuit.

## **1.02 PROJECT REQUIRMENTS**

- A. Contractor responding to the RFQ must have a minimum of two (2) years of experience with current quoted solution.
- B. Assigned Contractor Representative must have at least 3 years of project experience with similar scope of work.

## **1.03 SCOPE OF WORK**

- A. Any cost for construction necessary to make full and final connection to Owner's network infrastructure shall be the sole responsibility of Contractor. Contractor shall carefully coordinate any such construction activity with Owner's designated Construction Manager personnel.
- B. The contractor shall present a quotation that includes detailed information about the implementation and cut over testing tasks, milestones and conversation steps.

### **C. IMPLEMENTATION APPROACH**

- 1. The selected Contractor will work with Owner/Designer on a regular basis, in person or by phone, to plan, prioritize, design and implement the system.
- 2. As part of this RFQ, the Contractor shall submit a project plan that includes:
  - a. The estimated timeline to deliver the solution include performance milestones.

- b. The names and roles of professional staff that will be assigned to the project.
- c. Any specific requirements the selected Contractor has of Owner resources.
- d. Explain in detail post-implementation support.

#### 1.04 PROPOSED PRICING

- A. Provide pricing in the matrix form listed below in submission to Owner for consideration and final determination by Owner's review team.
- B. Pricing shall include a 3-year contract. All monthly recurring prices must be fixed for 36 months.

	3G Circuit	4G Circuit	5G Circuit	6G Circuit	10G Circuit
<b>Initial one-time fee:</b>	\$	\$	\$	\$	\$
<b>Monthly Recurring Cost including all fees and taxes:</b>	\$	\$	\$	\$	\$

#### 1.05 QUESTIONS AND CLARIFICATION

- A. At the Owner's direction, all questions and requests for clarification shall be via email to Rebecca Szilagy ([rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)).
- B. All requests will be consolidated into a single QA document and published for all interested parties at least four business days prior to the bid opening.
- C. Questions and requests for clarification received after January 24, 2023 will not be addressed or responded to in any way. All requests for additional information and/or clarification must be received no later than January 24, 2023.