

## Request for Proposal

On Telecommunications and Internet  
Services for 2011-2012 Funding Year  
(revision history on last page)

### RFP Objectives

Hiawatha Valley Education District is seeking bids for telecommunications and Internet services for the 2011 to 2012 school year (July 1<sup>st</sup> to June 30<sup>th</sup>). We have one site each in Winona, Kellogg, Hokah, and Dover, Minnesota. Bids may be for one or more services at one or more sites; that is, vendors need not bid on all sites nor on all services. However, preference will be given to vendors who can supply telecommunications and Internet services in a package deal versus only telecommunications or only Internet services.

Here is a partial list of points on which we will evaluate bids:

- ➔ Cost of capital expenditures
- ➔ Cost of recurring charges
- ➔ Service reliability
- ➔ Timely and orderly implementation
- ➔ E-Rate experience

### Notes

- ➔ Physical inspections of sites can be arranged by contacting [ahamilton@hved.org](mailto:ahamilton@hved.org).
- ➔ Maintenance of internal connections and servers is done in-house.
- ➔ HVED reserves the right to reject or accept bids contingent on E-Rate funding secured.
- ➔ E-Rate stipulates that vendor selection be based heavily on costs; therefore, please include all costs and fees that are part of the service(s) on which you are bidding.

### How to Respond

Direct questions to [ahamilton@hved.org](mailto:ahamilton@hved.org) or call (507) 452-1200 x128.

Respond via email to [ahamilton@hved.org](mailto:ahamilton@hved.org) or postal mail:

Andy Hamilton  
1410 Bundy Blvd  
Winona, MN 55987

### Deadline for Responses

Responses to this RFP must be received at the HVED office (1410 Bundy Blvd, Winona, MN 55987) no later than 4 p.m. local time on Friday, January 7<sup>th</sup>, 2011.

### Description of Services Needed

A description of the sites we have and the services sought can be found on the following pages.

## Site 1: Main Office, Winona

HVED's main office is located at 1410 Bundy Blvd., Winona, MN 55987.  
The primary phone number is (507) 452-1200.

This facility hosts meetings, houses much of our administration, offers some student services, and is where we have our main servers.

At this location, we host Microsoft Exchange services, web services, and file services, among others. This location's firewall is in a mesh VPN connected to our other locations.

As such, this location has higher bandwidth and telecommunication needs.

For this site, we seek:

- ➔ 6 POTS phone lines for voice, fax, and alarm system
  - 5 lines in one hunt group
  - 1 line (fax and alarm system) independent
  - For long distance calls, we require call accounting
- ➔ Unlimited local and/or long distance calling
- ➔ High-speed Internet service: 5MBPS up and 5MBPS down
- ➔ Static IP addresses: Five
- ➔ Special consideration of Internet services: we host email services, web services and use IPSec VPN's.

Site 2: River Valley Academy, Kellogg

River Valley Academy is located at 51 Red School Lane, Kellogg, MN 55945.  
The primary phone number is (507) 767-3339.

RVA is the site of one of our Alternative Learning centers.

We have students and staff at this building.

For this site, we seek:

- ➔ 4 POTS phone lines for voice, fax, and fire system
  - 2 lines in one hunt group
  - 2 lines (fax and fire system) independent
  - For long distance calls, we require call accounting
- ➔ Unlimited local and/or long distance calling
- ➔ High-speed Internet service: 768KBPS up and 3MBPS down
- ➔ Static IP's: 1

### Site 3: South Cluster Office, Hokah

The South Cluster Office is located at 211 Main Street, Hokah, MN 55941-0335.  
The primary phone number is (507) 894-4525.

We have staff at this location.

For this site, we seek:

- ➔ 3 POTS phone lines for voice and fax
  - 2 lines in one hunt group
  - 1 line (fax) independent
- ➔ Unlimited local and/or long distance calling
- ➔ High-speed Internet service: 768KBPS up and 3MBPS down
- ➔ Static IP's: 1

Site 4: Valley View Learning Center, Dover

Valley View Learning Center is located at 217 W Center St., Dover, MN 55929.  
The primary phone number is (507) 932-4440.

We have students and staff at this building.

For this site, we seek:

- ➔ 4 POTS phone lines for voice, fax, and alarm system
  - 2 lines in one hunt group
  - 2 lines (fax and alarm system) independent
  - For long distance calls, we require call accounting
- ➔ Unlimited local and/or long distance calling
- ➔ High-speed Internet service: 768KBPS up and 3MBPS down
- ➔ Static IP's: 1

## **Other Considerations**

Please comment on the following:

1. Contracts will be signed upon approval. Per E-Rate regulations, services become effective July 1<sup>st</sup>, 2011. Are there any concerns about this date?
2. Are there any hidden costs or surcharges?
3. What is the implementation process and timelines?
4. Do you have any prior experience with HVED? Other schools? Please describe or provide references.
5. How do you handle maintenance issues (e.g., services are down, intermittent, or interrupted)?
6. Have you worked with E-Rate before? If so, please briefly explain.
7. How long have you been in business? How many employees do you have? Business customers? Residential customers?

**Revision History**

2010-12-03 – Added POTS service description for Dover site for Form 470 #248280000870479.

2010-11-12 – Original posting for Form 470 #245530000867236.