



Ypsilanti Public Schools

Gretchen Reist – Director of Technology

2095 Packard Road – Ypsilanti, MI 48197-1846
(734) 714-1045

Request for Proposal Erate Consulting Services

Contract Agreement is to be set for 1 year beginning July 1, 2008 through June 30, 2009. Multi-year contracts will be evaluated if submitted.

Apply for Universal Service Funds (USF) to the Schools and Library Division (SLD) for the Ypsilanti Public School District:

- ◆ **Telephone Service**
 - Local Dial Tone
 - Long Distance
 - Cellular
 - Paging
- ◆ **Internet Access**
 - Internet bandwidth for the district.
 - All e-rate fundable supporting services for the bandwidth received including but not limited to circuit charges, firewall protection, email, etc.
- ◆ **Internal Connections**
 - Determine viability and apply for e-rate fundable equipment/services based on the district's or each building's individual discount rate.

Scope of Work requested:

- ◆ Assist with planning for USF including review of technology plan for the districts.
- ◆ Research SLD/USF regulations prior to applications.
- ◆ Assist with the development of equipment and/or service specifications to accomplish planned and needed services.
 - Gather all relevant data from each building.
- ◆ Complete SLD **Form 470** applications (each product/service for each district).
 - Post applications online.
 - Assist with the Request For Proposal (RFP) drafts as needed.
 - Contact district personnel to discuss RFP specification changes.
 - Modify RFP drafts to reflect district needs.
 - Post RFPs to web site.
 - Solicit bids from vendors if requested by the district.
- ◆ Complete SLD **Form 471** applications.
- ◆ Work with the district to identify vendors for products and services based upon bids submitted.
- ◆ Work with the district to develop contract language/purchase order for SLD approval.
- ◆ Post application online.
 - Answer e-Rate rule related questions from vendors in response to applications and RFPs.
 - Complete SLD **Form 486** applications and complete and collect **Form 479** where necessary.

- Complete SLD **Form 500** applications for services not needed.
- ◆ Solicit all appropriate signatures and mail applications or electronically send to SLD.
- ◆ Respond to SLD's requests for information and problem resolution.
- ◆ Follow up on products and services to ensure quality and specification integrity of funded items.
- ◆ Work with vendors providing the products and services requested for funding to ensure correct billings and reimbursements.
- ◆ Complete SLD **Form 472** (BEAR).
- ◆ Audit all telecom invoices for fundable services as per SLD/USF guidelines.
- ◆ Calculate reimbursable expenses and submit to vendor for approval and vendor signature.
- ◆ Submit completed Form 472 to SLD.
- ◆ Make sure all details are finalized.
 - Track funding to insure that the district has received appropriate rebates from the vendors selected.

Additional Notes:

All detailed appeals, on-site audits, selective reviews, or unusual problems pertaining to e-rate will be handled by the e-rate vendor selected and will be included in the cost of the contract between YPSD and the e-rate vendor.

A copy of all documents created, collected, retained, backed-up, or maintained in any format must be returned to YPSD upon expiration of the contract.

Vendor must show in writing that they do not or will not sell any services that pertain to or are owned by any telecommunications company such as local, long distance and cell phone/pager services as well as Internet bandwidth or circuit service providers.

If the lack of funding is attributable to an error on the part of the e-rate vendor selected, the amount of the error will be refunded by the e-rate vendor back to YPSD or held back if not yet fully paid by YPSD to the e-rate vendor. The e-rate vendor will be held liable for knowingly passing along any and all inappropriate, illegal or misinformation on to YPSD or to the SLD.

The Board of Education reserves the right to accept or reject any or all bids and to award the contract to other than lowest bid offered, if the district determines such actions are in the best interest of the district. This does not commit the Ypsilanti Public School District to any specific course of action.

**Please submit all bids to the Ypsilanti Public Schools Business Office at
1885 Packard Rd., Ypsilanti MI, 48197, in an envelope clearly marked "USF Services Bid".
Deadline for accepting bids is 4:00 pm May 30, 2008.**

Direct any questions relating to this RFP to:

reist@ypsd.org

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