

TELECOMMUNICATIONS SERVICES CELLULAR PHONE SERVICES



December 29, 2009

**St. John's Northwestern Military Academy
1101 Genesee Street
Delafield, WI 53018**

1. Introduction

- 1.1 St. John's Northwestern Military Academy (SJNMA) is a college preparatory boarding school for boys in grades 7-12. This document is a formal Request for Proposal (RFP) and specifies the pertinent objectives, requirements, terms and conditions for choosing a cellular telephone vendor for SJNMA. This RFP is for E-Rate eligible services.
- 1.2 SJNMA reserves the right to reject any or all proposals received if such action is considered to be in the best interest of SJNMA. This request does not obligate SJNMA to pay any cost incurred by vendors related to submission of proposals in response to this RFP.
- 1.3 All work to be accomplished under any potential procurement is subject to applicable laws and regulations of the government of the United States of America and all applicable state and local laws and regulations. All services and equipment must be E-Rate eligible or stated otherwise.

2. Contact Personnel

- 2.1 All inquiries concerning this proposal should be submitted in writing to the Vice President of Business Affairs listed below:

Steve Celichowski
V.P., Business Affairs
1101 Genesee St.
Delafield, WI 53018
e-mail: scelichowski@sjnma.org
fax: 262-646-7298

- 2.2 For SJNMA to ensure equal treatment of all participating vendors, the contact listed above is the only designated representative for this RFP. Vendors who contact anyone other than the SJNMA designated contact regarding the subject of this RFP are subject to disqualification from this RFP.

3. Proposal Submission

- 3.1 All proposals submitted must be delivered no later than COB on Friday, January 29, 2010 to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

- 3.2 Two (2) copies of the complete proposal must be submitted in a sealed envelope and sent to:

Steve Celichowski
V.P., Business Affairs
1101 Genesee St.
Delafield, WI 53018
e-mail: scelichowski@sjnma.org
fax: 262-646-7298

- 3.3 A copy of the proposed contract should also be submitted.

4. Scope of the Proposal

- 4.1 SJNMA has approximately 120 employees located on its one campus.
- 4.2 SJNMA is seeking proposals for voice and data services for PDAs, hand held and Smart phones. Vendor should provide cost for ten mobile devices for voice service and up to ten Smart phones/PDAs using voice and data services.

5. Guidelines for Proposal Evaluations

- 5.1 Proposals should address all, but not necessarily be limited to, the following considerations:
- All Costs: Installation, non-recurring, recurring and other costs
 - A multi-year agreement is anticipated. Please provide different options with varying duration, each beginning July 1, 2010.
 - Three references (Educational customers preferred)
 - Hours of operation for trouble reporting and repair
 - Any customer requirements
 - Company E-Rate Service Provider Identification Number (SPIN)
 - All vendors are responsible for understanding USAC and FCC E-Rate eligibility rules and are required to identify any cost that doesn't meet the E-Rate eligibility rules. Any cost that doesn't meet the eligibility rules should be classified as ineligible costs.

6. Vendor Selection

- 6.1 Vendor selection shall be determined mainly by cost but will include an evaluation of the total content of the proposal submitted.
- 6.2 SJNMA shall not be obligated to explain the results of the evaluation process to any vendor.

7. Contractual Requirements

- 7.1 This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on SJNMA. SJNMA reserves the right to refuse any offer made at its sole discretion.
- 7.2 The selected vendor's proposal, and any subsequent material submitted in response to request for additional information, will become the basis for contractual agreements with a vendor.

8. Summary of Key Dates

- 8.1 Key dates associated with the RFP are as follows:

December 29, 2009	- RFP posted
January 29, 2010	- RFP submission date
February 5, 2010	- Selection of vendor

9. Terms

- 9.1 Payments to vendors will be submitted and processed under SJNMA's normal payment procedures which generally provide for the issuance of payments approximately 30 days subsequent to the receipt of invoice.
- 9.2 The successful bidder must be able to start voice and data services for SJNMA by July 1, 2010.