



Livingston Parish Public Schools

Excellence in Education!

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: www.lpsb.org

Bill Spear
Superintendent

John Watson
Assistant Superintendent

Thomas Cothorn
Assistant Superintendent

Date: January 24, 2012

To: Vendors

From: Sandra Brewer
Director of Technology
Sandra.Brewer@lpsb.org

Re: Basic Voice Lines (POTS) for District
Description of Services

The LPSB is seeking Month to Month service for POTS in all our 48 schools and Central office. A list of schools and number of lines can be obtained from Sandra.brewer@lpsb.org. State that contract information is desired. We are seeking proposals for vendors on how to best meet our needs. We are interested in proposals that must also include:

- Master Telephone Account which contains all School Accounts
- A monthly "Do Not Pay " bill for each location for service verification
- Online management system similar to BellSouth Management System
- Assigned Account Manger that will know my account and handle Adds, Moves and Changes
- Maintaining current telephone numbers

Vendor Info:

Vendor must be registered as a service provider with the Schools and Libraries Division (SLD) of the Federal Communications Commission, have a Service Provider Identification Number (SPIN), have a current Service Provider Annual Certification Form (SPAC) on file with the SLD and comply with all SLD service provider requirements.

For information concerning current plans and numbers, contact Sandra.brewer@lpsb.org. After the proposals are turned in you may be asked to present your proposal to us demonstrating online management, billing, and account team. We will be glad to meet with vendors to discuss our current status, and perceived needs and wants The payment plan must come under the guidelines of the federal e-rate program.

Evaluation of proposals will be based on the following

Price (Monthly and Install prices)	25
Online Management System as described above	20
Account Team to manage adds moves and changes and puts in order to long distance company	15
Must maintain current telephone numbers	20
One Bill for district and review bills for schools	20

The **LPPS** reserves the right to adjust quantities depending on bid results and the amount budgeted.

The **LPPS** reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the LPSB to do so. Engaging into any formal agreements is contingent upon the appropriation of funds by the LPSB and the Schools and Libraries Division(SLD), and approval by the Livingston Parish School Board.

The **LPSB** reserves the right to amend this RFP by an addendum issued up to five business days prior to the date set for receipt of proposals. Addenda or amendments will be mailed or faxed to all vendors who have procured copies of the RFP. If revisions are of such a magnitude to warrant, in LPSB's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date. It is the vendors' responsibility to notify the contact person of intent to bid so addendums can be distributed

The *proposer* must be registered as a service provider with the *Schools and Libraries Division (SLD)*, have a *Service Provider Identification Number (SPIN)*, and comply with all *SLD service provider requirements*

The LPSB reserves the right to disallow any bid without a SPIN number included in the proposal. If the bidder is on the Louisiana State Contract then the State Contract number must also be provided.

Under the Federal e-rate program covered services begin 07/01/2011.

To discuss plan options before making a proposal and to set up appointment to talk to committee, please contact Sandra Brewer at the following:

Phone: 225-686-7044

Email: Sandra.brewer@lpsb.org

Time line and procedures	
January 13, 2012	470 issued
Feb 23, 2012	Proposals Due Delivered to: LPPS Telecom Proposal Sandra Brewer P O Box 1130 13909 Florida Blvd Livingston, LA 70754
February 24, 2012	February 24
February 28, 2012	Service Agreement signed