

REQUEST FOR PROPOSAL
RFP 18-201 *Information Technology Maintenance Services*
Date: May 29, 2018
Issued by: Franklin County School District

INTRODUCTION AND BACKGROUND

Franklin County School District is in need of IT maintenance services and is accepting proposals in response to this Request for Proposal in order to find a qualified source to provide the services.

Services include but are not limited to the following:

1. Network services in the form of design, security and maintenance of FCSD's network wired and wireless infrastructure; the planning of network disaster recovery; maintenance and setup of FCSD's network and any hardware or software to deliver instructional programs
2. Technology research for new or existing systems, including quotes, for systems, software selection, deployment and computability testing for integration of new products for FCSD
3. Maintenance and installation of new or existing products that FCSD has purchased or acquired ranging from, but not limited to: routers, servers, software, switches, firewall, web filters, computers, access points, printers, scanners and copiers
4. Provide school software support including but not limited to maintaining the user database for all software/programs, set-up and/or provide training, and maintain the Google Admin Console
5. Support services by utilizing a remote access program to gain control of end users workstations when not on site
6. Maintain the user database for all educational software/programs. Work with MIS to create integrations between software programs and student information systems (SIS)
7. Work with software/hardware vendors to set-up and/or provide initial and "as needed" training sessions for teachers and applicable support staff.
8. Maintain the Google Admin Console.

Submission Guidelines and Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal. References should be provided.
2. A price proposal must be provided indicating the overall fixed price for the project
3. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
4. Proposals must be signed by a representative that is authorized to commit company.
5. **Proposals must be received prior to close of business on June 20, 2018.**
6. Proposals must remain valid for a period of 90 days.

Proposals should be submitted in a sealed envelope clearly marked RFP 18-201 – Information Technology Maintenance Services by June 20, 2018 to:

Franklin County Schools, ATTN: Karen Peddie
85 School Rd, Eastpoint, FL 32328 Fax: 850-670-8579 or Email: kpeddie@franklin.k12.fl.us