



Nova Academy Prichard  
Request for Proposal (RFP) for Internet Service  
(Internet and VOIP - Phone Service)

**Campus Name:** Nova Academy Prichard

**District Name:** Southeast

**District Number:** 057827102

**Physical Address:**

2800 Prichard Lane

Dallas, Texas 75227

**Request for Proposal for Internet Service**

May 20, 2019

**Technology Department Contact**

**Loretta Freeman**

[techbids@novaacademy.org](mailto:techbids@novaacademy.org)

## 1.0. Purpose and Background

### 1.1 Purpose of this Request for Proposals (RFP)

**Nova Academy - Prichard** desires to procure and execute an agreement for **Internet Services**. **Nova Academy - Prichard** seeks responses from appropriately qualified and experienced vendors. The purpose of this Request for Proposals (RFP) is to solicit proposals and establish a contract through fair and competitive negotiations

This document does not commit **Nova Academy - Prichard** to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to make any agreement in relation to the services and/or goods described in this RFP. **Nova Academy - Prichard** reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

### 1.2 General Background

**Nova Academy - Prichard** is located in Pleasant Grove, an urban community in the southeast sector of Dallas, Texas. Nova Academy provides a safe, stimulating environment with a rigorous and challenging academic curriculum. The smaller pupil-teacher ratio (20:1) in grades K-8 provides vast opportunities for individualized instruction for all students.

Nova Prichard opened fall of 2011; it educates grades 1-8th. Nova Prichard is an 82,000 sq. ft., 13M dollar educational facility that includes 50 classrooms, a state of the art computer lab, science lab, library, performing arts theater room, and many more educational activities to prepare our students for academic excellence in the 21st century. Visit our website at [www.novaacademy.org](http://www.novaacademy.org)

## 2.0 Current Environment and Statement of Work

### 2.0 Current Environment:

Nova Academy - Prichard has **100MB** of *High Speed Fiber* and **15 Sip Trunks** and **40 DID Numbers**.

### 2.1 Statement of Work:

**Nova Academy-Prichard is requesting:**

1. **250 MB** of *High Speed Fiber*
2. **24 Sip Trunks**
3. **60 DID Numbers**
4. Vendor will provide all necessary equipment, connections, routers, etc.
5. Vendors will be responsible for all service and maintenance of Internet connections
6. We are requesting **pricing** for:

**(A) (1) year contract** - please make sure these documents are clear

Example: 1 year contract for ***"Internet Services"***

Example: 1 year contract for ***"Voice Over IP - Phones"***

**(B) (2) year Contract** - please make sure these documents are clear

Example: 2 year contract for ***"Internet Services"***

Example: 2 year contract for ***"Voice Over IP - Phones"***

We would like to compare the cost then decide if we want a (1) year contract or a (2) year contract.

**Delivery Time: June 30, 2019**

### **3.0 Schedule of Events and Procedures**

#### **3.0 Schedule of Events:**

**Issue Date:** 5/20/2019

**Bid Opening Date:** 5/21/2019

**RFP Close Date:** June 3, 2019 at 5:00 PM

**Award Date:** Week of June 11, 2019  
(Dates subject to change without notice)

#### **3.1 RFP Submission Procedure**

All Proposals must be submitted via e-mail to [techbids@novaacademy.org](mailto:techbids@novaacademy.org)

- All proposals must include pricing based on the stated requirements in the RFP
- All questions must be sent to [techbids@novaacademy.org](mailto:techbids@novaacademy.org) in a timely manner

By Responding to this RFP, the Vendor/ Service Provider agrees to have a full understanding of the requirements, along with all other details of this RFP, it is the Vendor/Service Provider's responsibility to ask questions in order to gain a full understanding of this RFP.

#### **3.2 Right of Rejection**

Nova Academy Prichard reserves the right to accept or reject any or all responses to this RFP, If there is a failure to meet all requirements and or does not display a clear understanding of the RFP. The right to disqualify a vendor extends beyond the award date afore mentioned and Nova Academy will not be at fault, cost or liability.

#### **4.0 Good Faith Statement**

The information in its entirety, this is contained in the RFP, provided by Nova Academy Prichard, is offered in good faith, all items are subject to change at any time based on internal and external circumstances. Nova Academy Prichard does not offer any guarantees that the Information provided is without error. Nova Academy Prichard will not be held responsible or liable for any use of this information or any claims asserted therefrom.

## 5.0 Evaluation Criteria

### 5.0 Evaluation Criteria

Nova Academy Prichard will be evaluating and weighing the following criteria when considering various Internet Proposals.

Evaluation Criteria	Weight
Price of Eligible Service/ Product	75
Reputation	15
Service/Product meets the schools needs	10
<b>Total:</b>	<b>100 %</b>

### 6.0 Terms

**A. Compliance with Law:** The respondent will be responsible for compliance with all applicable local, state, and federal laws.

**B.** If product and/or service provider is not satisfactory to Nova Academy, agreement can be terminated at any time upon a 30-day written notice.

**C.** It is understood and agreed that Nova Academy reserves the right to make minor modifications to this request for proposal due to unforeseen circumstances.