

**SOUTH BALTIMORE LEARNING CENTER
E-RATE YEAR 2012
REQUEST FOR PROPOSALS (PAGE 1 OF 2)**

Release Date 12/20/2011

The mission of the South Baltimore Learning Center (SBLC) is to improve the self-sufficiency of educationally disadvantaged adults. SBLC is a community based nonprofit organization providing functional literacy and life skills training, in addition to career preparation services, to residents in the Baltimore area. Programs include: One on one tutoring for low literacy levels, Adult Basic Education, Pre GED and GED preparation classes, the External Diploma Program (an alternative method for earning a Maryland High School Diploma, and Basic Computer Literacy Classes. In addition, SBLC provides the following support services for learners: academic support counseling, career/employability counseling, drop in tutoring, and open computer lab time. Since 1990, SBLC has enrolled over 10,000 adult learners for services, and currently maintains an annual enrollment of over 1000 adults between the ages of 16 – 80. Services are conducted on site and at off-site partner locations.

PROCEDURES/CRITERIA FOR COMPETITIVE BIDDING

- ❖ The RFP outlining needed services and vendor guidelines is posted on SBLC's website at the time of filing the 470. The link to this information is included in the posted Form 470.
- ❖ SBLC considers all bids received from vendors who submit them in response to SBLC's posted Form 470 and, After evaluating bids and ranking them SBLC will only communicate with eligible vendors to discuss bids for posted services and non-recurring purchases.
- ❖ Quotes must be included in all bids for goods & services to be delivered. Whenever possible, a minimum of three competitive bids is obtained for each product or service under review. Quotes are rated according to price, suitability, vendor relationship, ability to meet needs and ability to perform to the satisfaction of SBLC. Bids without quotes will not be considered.
- ❖ All submitted quotes are retained by SBLC for a period of 3 years from the date submitted.
- ❖ Products and services are evaluated for comparability as well as compatibility with SBLC needs. Products and services under consideration for purchase are presented to the SBLC Technology Committee or its representatives for evaluation and recommendation prior to purchase or to contract signing.
- ❖ When possible, long term contracts or retainers for better pricing opportunities are pursued with the vendor. Inquiries as to the availability of a local vendor office for smoother operations and problem solving are made as a matter of course. Past performance/service of SBLC vendors will also be taken into consideration.
- ❖ Client references are requested and pursued prior to the signing of any contract or retainer agreement.

PRODUCTS/ SERVICES OPEN FOR BIDS
VENDOR MAY BID ON SINGLE OR MULTIPLE ITEMS AND SERVICES

SOUTH BALTIMORE LEARNING CENTER
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REQUEST FOR PROPOSALS (PAGE 2 OF 2)
TELEPHONE

15 CO lines
10 with long distance
4 fax lines
Submit bid to JDMoore@southbaltimorelearns.org

SOUTH BALTIMORE LEARNING CENTER
E-RATE YEAR 2012
REQUEST FOR PROPOSALS
INTERNET ACCESS

- ❖ Full T-1 (x3) broadband or fiber optic broadband 3mb or higher
- ❖ Discounted billing only
- ❖ Submit bid to JDMoore@southbaltimorelearns.org

SOUTH BALTIMORE LEARNING CENTER
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REQUEST FOR PROPOSALS
MONTHLY NETWORK MAINTENANCE AND SERVICE

- ❖ 6-8 hours per week billed quarterly
- ❖ Quote on-site, remote and telephone support
- ❖ Maintain/ repair/Update Windows 2003/2008 file server and mail server/ virtual server/domain server
- ❖ 60—100 attached PC's
- ❖ 50—100 mail accounts
- ❖ 65 network printers
- ❖ Complete installation of new server and rack needed accessories
- ❖ Network configuration and software install
- ❖ Discounted billing only
- ❖ Submit bid to JDMoore@southbaltimorelearns.org

SOUTH BALTIMORE LEARNING CENTER
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REQUEST FOR PROPOSALS
SERVER UPGRADE, SETUP AND INSTALLATION

- ❖ Provide new and efficient server with cloud options for mail, web, terminal, etc...
- ❖ Provide quote for installation and purchase of server and software
- ❖ Provide complete setup of mail accounts and transfer old data and user setting to new server
- ❖ Submit bid to JDMoore@southbaltimorelearns.org