

**SOUTH BALTIMORE LEARNING CENTER  
E-RATE YEAR 2010  
REQUEST FOR PROPOSALS**

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The South Baltimore Learning Center (S.B.L.C.) is a private non-profit 501(c)(3) community based adult literacy, General Education Development (GED) preparation, and employment development program which has served the adult residents of its low income, urban community since 1990. In that time, S.B.L.C. has worked with over 3,500 adult students in their quest to raise their basic academic skill level, acquire their high school degree, and improve their employment potential. S.B.L.C. enrolls over 800 learners annually into small group classes and individual, volunteer tutoring.

**PROCEDURES/CRITERIA FOR COMPETITIVE BIDDING**

- Prior to filing of Form 470, an RFP outlining needed services and vendor guidelines is posted on SBLC's website. 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, where possible, meets with vendors to discuss bids for posted services and non-recurring purchases.
- Quotes are obtained from all bidders 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 vs. suitability of product or service.
- All submitted quotes are retained by SBLC for a period of five 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.
- 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.**

**TELEPHONE**

- 15 CO lines
- 10 with long distance
- Discounted billing only
- Submit bid to [JDMoore@southbaltimorelearns.org](mailto:JDMoore@southbaltimorelearns.org)

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INTERNET ACCESS**

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- Full T-1 (x2) broadband or fiber optic broadband
- Discounted billing only
- Submit bid to [JDMoore@southbaltimorelearns.org](mailto:JDMoore@southbaltimorelearns.org)

**MONTHLY NETWORK MAINTENANCE AND SERVICE**

- 8 hours per week billed quarterly
- Quote on-site, remote, and telephone support
- Maintain/ repair Windows 2003/2008 file server and mail server
- 55—60 attached PC's
- 35—40 mail accounts
- 20 network printers
- Discounted billing only
- Submit bid to [JDMoore@southbaltimorelearns.org](mailto:JDMoore@southbaltimorelearns.org)