

**LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL
1414 EAST CEDAR STREET
ALLENTOWN, PA 18109
BID # YR130001**

Sheet Number: 1 of 9

Sealed bids for the services listed herein will be received in the LINCOLN LEADERSHIP Administration Office, located at 1414 EAST CEDAR STREET, ALLENTOWN, PA 18109 ATTN: MS. SUSAN OLIVER until 9:00 A.M., January 11, 2010 and will be opened at the same hour at the LINCOLN LEADERSHIP Administration Office.

1. **Two (2) hard copies and two (2) CDs containing electronic copies (in either Word or .pdf format)** of the submitted proposal for this bid inquiry is to be filled out, signed with original signatures where noted and returned to LINCOLN LEADERSHIP
2. All bids shall be returned in sealed envelopes and addressed to LINCOLN LEADERSHIP at the address stated above. **Please show the bid number (BID#: YR130001) on the outside of the envelope.**
3. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via registered mail or carrier service** prior to 9:00 A.M. on the date of the Bid Opening stated above. Delivering that Bid document to a LINCOLN LEADERSHIP's employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. LINCOLN LEADERSHIP is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
4. Bids shall be submitted on this Bid form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
5. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges.
6. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be typed in on the back side of this document and be accompanied with a valid signature from the submitting vendor.
7. The Technology Support Staff /Resources group shall have full power and authority to reject any and all bids furnished which in their opinion, are not in strict compliance and conformity with the requirements of the specifications. The decision of said group shall be final, conclusive, and without challenge.
8. LINCOLN LEADERSHIP reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.
9. Upon identification of the lowest bid for identified services and installations (if warranted) the successful bidder will be notified in writing. It should be noted that awarding of this bid will commit the respondent to their quoted pricing for the entire period of time required for the SLD to notify LINCOLN LEADERSHIP of e-rate funding. Once notified of funding LINCOLN LEADERSHIP will immediately commence with deploying said services.

IMPORTANT: IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____

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**BID SPECIFICATIONS
FOR
HIGH-SPEED INTERNET ACCESS**

LINCOLN LEADERSHIP IS SEEKING A MULTI-YEAR CONTRACT FOR INTERNET ACCESS SERVICE AND LOCAL & LONG DISTANCE VOICE SERVICES AND TO DELIVER SAID SERVICES TO THE SITE AS SPECIFIED. THE SERVICES WITHIN THIS BID CONTRACT MAY BE AWARDED IN PART OR AS A WHOLE AND WILL EXTEND FROM A PERIOD RANGING FROM 3 OR 5 YEARS DEPENDING ON THE IDENTIFICATION AND ACCEPTANCE OF VALID BID PROPOSALS. THE SERVICES WILL COMMENSE SOMETIME ON OR AFTER JULY 1ST, 2010 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES.

ANY QUESTIONS PERTAINING TO PROCEDURES OR CLARIFICATIONS REGARDING THIS BID SHOULD BE DIRECTED TO:

**SUSAN OLIVER
LINCOLN LEADERSHIP
1414 EAST CEDAR STREET
ALLENTOWN, PA 18109
soliver@llacslv.com**

ANY TECHNICAL QUESTIONS OR CLARIFICATIONS SHOULD BE E-MAILED TO:

remy@intelagentresources.com

NOTE: PLEASE REFERENCE "LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL – BID# YR130001" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.

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COMMENTS: _____

- 2. LOCAL & LONG DISTANCE VOICE SERVICES:** PROVIDER MUST RETAIN THE EXISTING PHONE NUMBERS BEING USED BY THE SCHOOL. THE SERVICE LISTING BELOW IS NOT MEANT TO GUARANTEE ANY NUMBER OF PHONES AND/OR SERVICE LINES BEING UTILIZED BY LINCOLN LEADERSHIP. SUCCESSFUL BIDDER(S) MUST LEVERAGE EXISTING ON-PREMISES EQUIPMENT IN ORDER TO FACILITATE SERVICE IMPLEMENTATION AND REDUCE CUSTOMER'S COSTS. ALL REQUIRED EQUIPMENT MUST BE PROVIDED BY THE SERVICE PROVIDER TO PROVIDE THE CONNECTIVITY PATH BETWEEN SERVICE AND SCHOOL-OWNED EQUIPMENT. THE CUSTOMER RESERVES THE RIGHT TO INCREASE OR DECREASE SERVICES AS THE NEED ARISES WITHOUT PENALTY. LISTED BELOW ARE THE SERVICES TO BE BID:

A.) PRI 1/T1 VOICE SERVICE/S W/VOICE MAIL

MONTHLY COST/LINE @3-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

MONTHLY COST/LINE @5-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

B.) ISDN CSV SERVICE/S W/VOICE MAIL

MONTHLY COST/LINE @3-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

MONTHLY COST/LINE @5-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

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C.) ISDN CSD SERVICE/S

MONTHLY COST/LINE @3-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

MONTHLY COST/LINE @5-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

D.) POTTS LINE

MONTHLY COST/LINE @3-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL _____ LONG DIST: _____

MONTHLY COST/LINE @5-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

E.) VOIP VOICE SERVICE/S W/VOICE MAIL (ETHERNET RJ45 HANDOFF)

MONTHLY COST/LINE @3-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

MONTHLY COST/LINE @5-YEAR CONTRACTED PRICING: _____
INSTALLATION COST: _____
PER MINUTE USAGE COST: LOCAL: _____ LONG DIST: _____

COMMENTS: _____

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Signature: _____

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ADDITIONAL BID CONDITIONS:

1. BID CONTRACT ITEMS/CONDITIONS:
 - A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT'S CONTRACT DOCUMENT TO BE SIGNED AND EXECUTED BY LINCOLN LEADERSHIP UPON AWARD OF THIS BID THEN **TWO COPIES OF SAID CONTRACT, WITH ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID DOCUMENT AND CORRESPONDING RESPONDENT PROPOSAL.**
 - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT'S CONTRACT DOCUMENT THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT.
 - C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S CONTRACT DOCUMENT THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM'S ELIGIBILITY REQUIREMENTS AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).
 - D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE FORMAL CONTRACT DOCUMENT THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID CONTRACT DOCUMENT.

2. LIABILITY FOR TERMINATION OF SERVICES:
 - A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST LINCOLN LEADERSHIP FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.
 - B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE AT ANY ACTIVE EDUCATIONAL FACILITY OTHER THAN A MINIMAL CHARGE FOR RE-ENGINEERING AND EQUIPMENT DIFFERENTIAL.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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ADDITIONAL BID CONDITIONS: (CONTINUED)

- C. IN THE EVENT THAT LINCOLN LEADERSHIP MUST DISCONTINUE INTERNET ACCESS SERVICE OR LEASED WAN SERVICES DUE TO BUDGET ISSUES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON LINCOLN LEADERSHIP SO LONG AS LINCOLN LEADERSHIP DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR COMPETITIVE SERVICE/S.

- 3. ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. LINCOLN LEADERSHIP WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.

- 4. THE LEVEL OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:
 - A. PROVIDE DISCOUNTED BILLING...WHEREAS LINCOLN LEADERSHIP WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (To be determined on a yearly basis).

 - B. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW. **FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S PROPOSAL.**

SPIN #: _____

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ADDITIONAL BID CONDITIONS: (CONTINUED)

- C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST. **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S PROPOSAL.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS LIST? YES or NO
(Please indicate either "YES" or "NO")

- D. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED BY THE FCC, LINCOLN LEADERSHIP SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS

5. CONTRACT REDUCTION/MODIFICATION:

- A. THE AWARDED RESPONDENT MUST COMMIT TO A REDUCTION IN THE COST OF THE PER-SITE LEASED SERVICES AND/OR INTERNET ACCESS SERVICES IN THE EVENT THAT COMMERCIAL LEASE RATES FOR SIMILAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.
- B. IF, DURING THE COURSE OF THE CONTRACT, IMPROVEMENTS IN TECHNOLOGY PROVIDE FOR HIGHER BANDWIDTH AT REDUCED COSTS LINCOLN LEADERSHIP RESERVES THE RIGHT TO FORGO REDUCED BILLING (AS STATED IN 5. A.) AND ACCEPT THE FASTER SERVICE AT A RATE EQUAL TO THE SERVICE RATES BEING PAID VIA THE CONTRACT FOR THE ORIGINAL SERVICE LEVELS.

6. BIDS WILL NOT BE CONSIDERED FROM "RESELLERS" OF DATA NETWORK ACCESS OR INTERNET ACCESS THAT DO NOT OWN AND/OR OPERATE AND MANAGE THE PHYSICAL CONNECTIONS FOR EACH SITE (CURRENT AND FUTURE) WITH THE ABILITY FOR REAL-TIME MONITORING AND 24X7X365 MAINTENANCE OF THE BIDDER'S NETWORK AND CORRESPONDING SERVICES TO THE DISTRICT.

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ADDITIONAL BID CONDITIONS: (CONTINUED)

7. LINCOLN LEADERSHIP WILL CONSIDER HYBRID NETWORKS OR ALTERNATE TECHNOLOGIES AS A VIABLE MIGRATION PATH TO OBTAIN THE IDENTIFIED END CONNECTIVITY AND SERVICES AS LONG AS THE SERVICE COST IS EQUAL TO OR LESS THAN THE QUOTED FINAL PRICING AND THE VENDOR SUPPLIES ALL REQUIRED INTERACTIVE EQUIPMENT AT NO ADDITIONAL COSTS TO LINCOLN LEADERSHIP. SERVICE HANDOFF MUST BE VIA AN RJ45 ETHERNET PORT.

8. DELIVERY OF SERVICE FROM THE RESPONDENT MAY/WILL INCLUDE THE FOLLOWING SITE/S:
 - A. LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL
1414 EAST CEDAR STREET
ALLENTOWN, PA 18109

 - B. * ANY FUTURE LINCOLN LEADERSHIP SITE...TBD

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