

**Canyon State Academy  
Sycamore Canyon Academy**



**Request for Proposal**

**August 17, 2017**

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## **1. Summary**

Proposals are being accepted for (2016-2017):

Canyon State Academy  
36895 South Mt. Lemmon Road  
Oracle, Arizona 85623

The purpose of this RFP is to provide a fair evaluation for all candidates desiring to submit proposals on the listed service and to provide the candidates with the evaluation criteria against which they will be judged.

## **2. Proposal Guidelines and Requirements**

This is an open and competitive bidding process.

Proposals will be accepted for a minimum of 28 days from the posting date. Any proposals received after that time may not be considered.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The price quoted should be inclusive of all items/fees expected to complete the project, providing a turn-key solution. It will be the responsibility of the vendor to identify and include in their proposal all items needed for project completion, including but not limited to electrical needs, grounding, equipment, cabling, etc. If proposal excludes certain fees or charges, a detailed list of excluded fees must be included with a complete explanation of the nature of those fees. Service Provider must accept responsibility for any unforeseen items.

### **3. Contract Terms**

Contract terms shall be clearly defined within the proposal and are to be subject to school board review and successful grant funding commitment. The project will be awarded upon signing of an agreement or contract, which should outline terms, scope, budget and other necessary items.

### **4. Timeline**

Service Provider selection will be decided no later than the last day of the 2017-2018 rate 470 window.

### **5. Specific Requests**

**Canyon State Academy – BEN # 231200 –  
Sycamore Canyon Academy BEN 16045435**

**Internet Service:**

Sycamore Canyon Academy is currently running on a 3 mbps internet circuit and these speeds are not adequate to effectively run the school. Sycamore Canyon Academy is requesting a vendor that can deliver 100 mbps internet speeds or better to the school.

## 6. Evaluation Criteria

The following criteria will form the basis upon which Canyon State Academy will evaluate proposals. The mandatory criteria must be met and include all costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

CSA  
[clayton.rosenberg@rop.com](mailto:clayton.rosenberg@rop.com)

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the proposal
  - 90pts – proposed solution meets the needs and criteria set forth in the RFP
- Proposal Pricing – *greatest weight will be given to the Service Provider with the least cost, each successive proposal will receive a reduction of 10 points in this category*
  - 100 pts – most cost effective provider
  - 90 pts – 2<sup>nd</sup> most cost effective provider
  - 80 pts – 3<sup>rd</sup> most cost effective provider
  - Etc...
- Prior Experience with Service Provider
  - 75 pts – Previous satisfactory experience with Service Provider
  - (-75) pts – Previous unsatisfactory experience with Service Provider
- Site Visit
  - 90 pts – Performed site visit prior to proposal submission