



**Urban Academy Charter School**  
133 East 7th Street St. Paul, MN 55101  
(651) 215-9419 Voice  
(651) 523-2589 Fax  
[www.urbanacademymn.org](http://www.urbanacademymn.org)

## **REQUEST FOR PROPOSAL Priority 1**

[www.designlearn.net/erate10/Urban32594.pdf](http://www.designlearn.net/erate10/Urban32594.pdf)

*E-Rate Funding Year 2010-2011*  
*RFP Submitted: January 12, 2010*  
*Deadline for Proposals: February 8 2010*  
*E-Rate Form 471 Submission Deadline: February 11, 2010*

### **I. School Background**

Urban Academy's mission is to work in partnership with urban parents to provide an opportunity for every child to meet or exceed their individual potential in basic academic and life skills by utilizing research proven methods in a safe, structured and respectful community.

Urban Academy believes strongly in the use of technology to reinforce and support its overall mission.

- Urban Academy, Charter School District #4088, was established in 2003 and serves grades K-6.
- Urban Academy currently serves approximately **275** students.
- Urban Academy is a 501(c)(3) non-profit corporation (Federal Tax ID #41-197-7516) and is registered with the state of Minnesota pursuant to Minnesota Statutes Chapter 309, the Charitable Solicitations Act (MN Tax ID #5863364).
- Urban Academy's E-Rate Entity Number is **16020076**.
- Urban Academy's FCC Registration Number is **0011974532**, and was obtained on 10/29/04.
- This RFP corresponds to FCC Form 470 # 325940000810062.

### **II. Current Technology**

Urban Academy currently has 10 standard analog phone lines provided by TDS Metrocom under a multi-year contract, scheduled to expire in 2013. The phone lines are connected to a Samsung Prostar PBX system, which provides phone access and voicemail to class areas, in addition to administrative staff.

Urban Academy also utilizes 5 cellular phones from Nextel.

Urban Academy Internet access is a bonded T1 line provided by TDS Metrocom for students and staff. This provides "guaranteed" up/download speeds of **6.0 Mbps**. We also pay a monthly fee to host our e-mail service and Web site.

Urban Academy currently has a wired 100BaseTX Ethernet network throughout the three floors that we occupy, with a combination of approximately 70 desktop and laptop computers

running Windows XP Professional. The building is wired to provide wireless connectivity into the LAN network. We have a dedicated file server running Microsoft Windows Server 2003, which also facilitates network logins and group policies (via Active Directory) and anti-virus software distribution and updating (via eTrust Anti-Virus).

### III. Desired Services and Products

Based on E-rate guidelines, we are seeking new services and/or products in the following four areas for the 2010-2011 funding year, with services beginning no earlier than July 1, 2010:

Priority one:

1. Telecommunications Services (i.e. Telephone and Cellular)
2. Internet Access
3. Web site hosting

Each of these areas is described in this document; vendors can submit proposals on any or all sections. All proposals should conform to the rules of the E-rate program, as found at:

<http://www.sl.universalservice.org>

Urban Academy prefers that vendors have prior experience with the E-rate program and with small school environments. Qualified vendors must have approved FCC Registration Number, USAC SPIN and be bonded. Vendors providing monthly or recurring invoices should deduct the E-rate discounted portion from each invoice and bill SLD directly, rather than requiring the school to file a BEAR Form 472 at the end of the year. All proposals should include labor and installation and provide training and support options, including printed documentation. Urban Academy will establish and apply criteria for choosing the winning bidders.

#### Telecommunications Services (i.e. Telephone and Cellular)

Urban Academy seeks a multi-year contract to provide up to 10 analog phone lines with economical long distance rates. We prefer that these lines be part of a dynamically balanced bonded T1 line that also provides internet access.

Urban Academy would also like to continue its utilization of **cellular walkie-talkie phone service**, which enables staff to have "one-touch" walkie-talkie-like functionality anywhere in the local cellular coverage area. Urban Academy seeks up to 10 lines of such service. Of these lines, 3 phones will support regular cell phone use and features including options for voicemail, internet access, email/data transfer and ability to back up data stored for calling purposes (contact information, etc.). The rest of the phones will function only as walkie-talkie phones (blocked from making regular or long distance cell phone calls) plus access to 911 emergency services. Included should be unlimited minutes between Urban Academy phones, free national long-distance, and at least **500** anytime cellular minutes per month per phone for non-internal calls. Per E-rate program rules, the cost of cellular phone equipment is not eligible for discount. Therefore, Urban Academy seeks proposals that include free options for cellular phone equipment.

#### Internet Access

Urban Academy seeks a multi-year contract for effective Internet connectivity. This service

must be a T-1 service providing **6.0 Mbps** equivalent upload and download "guaranteed" speeds, and dynamically adjust bandwidth to accommodate phone line use. We require at least **eight dedicated, static IP addresses** and the contract language should allow for our own internal hosting of web, e-mail, database, application, DNS, and other potential servers that we have or might elect to place on the network in the future. It is also desired, but not strictly required, that the Internet Access service provides a Service Level Agreement with a 99% or higher uptime guarantee, and 24x7 live technical support. The bid should include all necessary equipment and wiring. If a set up fee is required, this should be a one-time fee and stated in the proposal.

Urban Academy seeks a multi-year contract for an Internet Service Provider to host our **Web site and e-mail system**. The ISP should offer at least **500 MB** of Web site storage space and enough e-mail accounts for each staff member at Urban Academy. The e-mail system should support the standard POP3, IMAP, and SMTP protocols, as well as offering a **Web-based** e-mail access mechanism. Each e-mail account should be permitted to store at least **100 MB** of e-mail messages on the ISP's e-mail server. Website hosting service should include the following:

- Internal, school-student and school-parents communications features;
- Various templates and webpage features.
- Training and design services available (eligible and ineligible)

## **V. Proposals**

Bids and proposals will be accepted until 4:00 PM on February 9, 2010. Our preferred method of media is Adobe Acrobat (PDF), but Microsoft Word and Microsoft Excel documents are also acceptable formats. Please e-mail bids and proposals as attachments to our E-Rate consultant, Stephen Bosacker, at Designs for Learning, at the following e-mail address:

[sbosacker@designlearn.net](mailto:sbosacker@designlearn.net)

If you prefer to send paper proposals (or any additional supporting materials), please mail to Stephen Bosacker, Designs for Learning, 2233 University Ave. W., Suite 450, St. Paul, MN 55114 or send via fax to 651-645-0240. Questions regarding this RFP should be directed to the e-mail address listed above.

Thank you for your interest in our school.