

## **Administrator Report October 14, 2013**

**Count Day – 233** – we won't know our final monthly deposit until October 20

**New phone system requirement** – Mary Minnema and her team at the KISD have given us preliminary estimates, but we will not know total until all bids have been received and reviewed. Our RFP is below – please see attached pdf docs for cost estimates. We currently pay a total of \$284.00 per month for service [\$3,408 per year] and currently nothing for leasing equipment. We receive a reimbursement through the ERate program, but like Special Ed – we need to 'front' the money for the first year. As you can see – this will impact our budget significantly. Please see Mary's email below.

*Hi, Erin.*

*Joe and I finally put together some information for you. I have attached 3 forms for you to review. The RFP for the Form 470 bidding process and 2 spec sheets from AT&T.*

*Remember you have old phones that need to be replaced and you might need a new server to meet the needs to reach the e911 compliance. We went to AT&T for specs so that we would know what you would need to bid out your phones. This is not a quote to sell you their services. They will need to submit a bid once I post the Form 470.*

*I need you to review the RFP to make sure we are asking for the right number of phones and service. I based the number of phones using your building maps. The price may come down if you need less phones and if the winning company is able to work with your current server.*

*You will have sticker shock over the specs from AT&T. Remember this is just a spec sheet so you can go to the board with a dollar amount. One spec sheet is for hardware/software so that you can have a VoIP (Voice over Internet Protocol). The other spec sheet would be your monthly billing. Please make sure your board panel understands the this is just a spec sheet and at this time AT&T is not the winning service provider.*

*For 2013 you reached 80% Free/Reduced on your E-Rate. But you would have to be able to cover the monthly bills until you received the refund at the end of the year. Within the next 2 weeks we will know if E-Rate is willing to cover hardware under Priority 1. Keep your fingers crossed.*

*Outcome for the year per AT&T's billing specs:*

*11,244.72      Yearly Cost*

*8,995.78      80% Refund*

*2,248.94      Actual Cost for GRCD*

*Hope this helps. I will need you to email me with the go ahead to post for bidding as soon as possible. I do not for see that your cost will be that high, but we don't want any surprises. Call me if you have any questions.*

*Mary Minnema*

### **2014 RFP Telephone/Internet Service**

#### **District Requesting Services:**

Grand Rapids Child Discovery  
409 Lafayette Ave. SE  
Grand Rapids, MI 49503

#### **Submit bids & Questions to:**

Mary Minnema  
Kent Intermediate School District  
2930 Knapp St. NE

Grand Rapids, MI 49525  
(616) 365-2306 [maryminnema@kentisd.org](mailto:maryminnema@kentisd.org)

**\*\*All bids must have a cover letter with the information below to be accepted\*\***

470 Application Number  
School District Name  
School District Entity Number

Service Provider Information:  
Company Name  
Company Address  
Contact Name, Phone and E-Mail  
Service Provider Number

**Form 470 - Application Number:**

Both contracts services start: July 1, 2014

Point A (Terminated in box):  
Grand Rapids Child Discovery Center  
409 Lafayette Ave. SE  
Grand Rapids, MI 49503

**Requesting prices for Internet service on these options:**

Business DSL/Cable Service  
5mg – 3 year Contract  
10mg – 3 year Contract  
15mg – 3 year Contract

3 year contract with the ability to upgrade/change services at any time.

**Requesting prices for Telephone services/Hardware on these options:**

E911 Compliant	1 - PoE Switch
VoIP Telephony	20 - Single or 2 Line Phones
Local/Long Distance Service	5 - Multi Line/Reception Phones

3 year contract with the ability to upgrade/make changes to services at any time.

Options: Cloud based or VoIP Services managed off site  
VoIP Gateway if needed

**New Copiers** – Will be installed this month – we also have training scheduled for all staff on October 24<sup>th</sup>. We had to do this abruptly due to the obsolescence of our current machines – they are breaking down, and parts are becoming scarce. Kraft has worked with us on a solution – our current payment is \$899.00 per month - the new payment will be \$649.00 for 60 months.

**Before and After School Care** – Going very well. License application still in process. YMCA food program very well received.