



702.482.7751  
[www.sagecollegiate.org](http://www.sagecollegiate.org)

# Sage Collegiate

## Request for Proposals

Sage Collegiate is asking vendors to provide a proposal for Information Technology Services for the 2022-2023 school year. Services will be distributed among one (1) school campus.

**Due:** MONDAY, JUNE 20, 2022 by 2 p.m.  
**Contact:** Jenni Woodard at [jwoodard@sagecollegiate.org](mailto:jwoodard@sagecollegiate.org)

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**SAGE COLLEGIATE: Proving the Possible.**

**Our Mission:** Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

Sage Collegiate seeks proposals to acquire Information Technology Services at their new campus.

### **Project Description**

Sage Collegiate asks vendors to present a cost effective solution for Information Technology Services. The goals for this project are as follows:

1. On-site user support
2. IT management consulting services
3. PC procurement/resale support
4. Inventory management of all hardware, software, and licenses
5. PC installation and imaging services if applicable
6. Application package support
7. Computer training if applicable
8. Internet and intranet management services
9. Cabling services (facility is wired by contractor)
10. Off-site backup and server storage services
11. School security

Vendors are asked to examine the requirements found in the Request for Proposal (RFP) and formulate a response that meets the minimum requirements set for in the RFP. As the campus is an active construction site, vendors may not request tours at this time. Once minimum requirements have been met, vendors are allowed to provide additional options for increasing functionality or reducing costs, without sacrificing reliability.

Proposals must include all required supporting documentation, assurances, specifications, etc. Incomplete proposals or late proposals will not be accepted.

Sage Collegiate has the right to accept or reject any or all proposals and will make its decision based on the selection criteria outlined in the RFP. Sage Collegiate reserves the right to negotiate the final contract with the selected vendor. It is Sage Collegiate's intention to enter into a mutually beneficial contract that supports this RFP, and any other subsequent contracts that are required by the vendor must meet or exceed the terms and the conditions of this RFP.

### **RFP Items to Submit:**

1. All original forms contained within this RFP.
2. Any additional contracts as necessary to execute this RFP.



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**PROPOSALS RECEIVED AFTER THE TIME SPECIFIED ON THE REQUEST FOR PROPOSAL WILL NOT BE CONSIDERED OR ACCEPTED.**

**Submit proposals via email to:**

Jenni Woodard, Operations Manager, [jwoodard@sagecollegiate.org](mailto:jwoodard@sagecollegiate.org) and Sandra Kinne, Executive Director, [skinne@sagecollegiate.org](mailto:skinne@sagecollegiate.org).

Submit questions to: [jwoodard@sagecollegiate.org](mailto:jwoodard@sagecollegiate.org) or 702.530.3042.

**Sage Collegiate Background**

Sage Collegiate is authorized by the State Public Charter School Authority. Sage Collegiate is a K-8 school opening with Kindergarten through 5<sup>th</sup> grade in August 2022. The school has a modified slow growth model and is opening with 244 students, growing to no more than 796 at capacity.

**Mission Statement**

Driven by excellence for all in a supportive, rigorous, and ambitious school community, Sage Collegiate Public Charter School educates K-8 students for academic achievement, college success, and a life of opportunity.

**Selection Criteria**

Sage Collegiate will receive and review all proposals. The ED will then present the recommended vendors for consideration before the Sage Collegiate Board of Directors. The Board of Directors will make the final decision on which vendor will be awarded the final contract.

Areas used to determine viability of information include the following:

1. Strength and capability of the Vendor's Company (Depth of services, Installations in similar educational facilities, Equipment engineering, etc.)
2. Price
3. Implementation Plan and Training Schedule (Viability, Timelines, Staff Availability, etc.)
4. Reliable Service Structure, Equipment Maintenance, Training Services, Average Response Times, Delivery
5. Ease of use by multiple users
6. Company References (provide at least 3 from similar type institutions of size and needs)

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### Request for Proposal Components

Address each of the following:

1. **Vendor Experience.** Please describe the company's experience in working with educational entities of similar size and the types of projects completed. Include references as described in selection criteria and any other company background / qualifications that apply.
2. **Vendor Contact Information.** Please include company's web address.
3. **Pricing.** Complete Pricing Worksheet
4. **Maintenance Agreement**
5. **Substitutions and Exceptions.** Please list the company's ability to be creative with any options that may be in the best interest of Sage Collegiate as it relates to this plan in the areas of pricing and configuration options. Provide details regarding the options available to the base plan that you would like to include. Be sure to include details for cost of any respective substitutions or exceptions.
6. **Invoicing.** Please detail how your invoicing is processed and list any requirement by the company for payment on Net 30 terms. Provide a sample invoice.
7. **Implementation Plan.** Provide a timeline for implementation including the services provided by the vendor and any costs associated with the implementation.

### Service / Maintenance Agreement

1. Describe the Maintenance Agreement offered by the company. Be sure to include all items that may impact overall maintenance costs.
2. Describe the procedures for a school to report any issues.
3. Describe the process used to escalate and solve any issues.
4. Include average response times to help desk calls and tickets.

### Minimum Standards List

- On-site user support availability
- State / Federal testing support: MAP, ACT, WIDA, SBAC
- Warranty care / hardware replacement
- Network administration
- Wifi management
- Network security / content filtering
- Inventory management of hardware, software, and licensing
- Backups / disaster recovery
- Printer / copier support
- Phone system support

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### **Terms of Contract**

Sage Collegiate requests an equipment purchase not a lease agreement on all applicable equipment. All equipment prices will remain fixed for term of contract. Contract must allow for additions of equipment and services as requested without resetting terms or beginning new terms. Invoices should be processed for each individual campus. Exceptions will be considered upon approval by Sage Collegiate of the vendor's standard invoicing process.

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**Vendor Authorized Contact Information**

Company Name	
Mailing Address	
Phone Number	
Remittance Address (if different from above)	
Main Point of Contact Sales (include phone & email)	
Main Point of Contact Service (include phone & email)	
Main Point of Contact Billing (include phone & email)	

**RFP Authorized by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_