

**DELAWARE VALLEY CHARTER HIGH SCHOOL**  
**5201 OLD YORK ROAD, LOGAN PLAZA SUITE A**  
**PHILADELPHIA, PA 19141**  
BID #: YR150003

**Sealed bids for the services listed herein will be received in the DELAWARE VALLEY CHARTER HIGH SCHOOL (DVCHS) Administration Office, located at 5201 Old York Road, Philadelphia, PA 19141 ATTN: MR. HOLIDAY until 10:00 A.M., January 31ST, 2012 and will be opened at 11:00 A.M. the same day in the Administration Conference Room. Respondents are invited to attend the bid opening however no bid modifications will be permitted. Clarifications regarding an individual respondent's Bid response will be permitted.**

1. **Two (2) hard copies** (signed with original signatures where noted) **and two (2) CDs containing electronic copies** of the signed submitted proposal (in either **Word or .pdf format**) for this bid inquiry are to be returned to **DVCHS** as instructed below.
2. All bid responses shall be returned in sealed envelopes and addressed to **DVCHS** at the address stated above. **Please show the bid number (BID#: YR150003) 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 10:00 A.M. on the date of the Bid Opening stated above. Delivering that Bid document to a **DVCHS** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **DVCHS** 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 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 requirement of the specifications. The decision of said group shall be final, conclusive, and without challenge.
8. **DVCHS** 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 **DVCHS** of e-rate funding. Once notified of funding **DVCHS** will commence with deploying said services.

---

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BID SPECIFICATIONS**  
**FOR**  
**LOCAL & LONG DISTANCE VOICE SERVICES**

DELAWARE VALLEY CHARTER HIGH SCHOOL IS SEEKING A MULTI-YEAR CONTRACT FOR LOCAL AND LONG DISTANCE VOICE SERVICE AND DELIVERY OF SAID SERVICE TO A SINGLE IDENTIFIED SITE. THE SERVICE CONTRACT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1<sup>ST</sup>, 2012 THROUGH JUNE 30<sup>TH</sup>, 2014. DELAWARE VALLEY CHARTER HIGH SCHOOL RESERVES THE RIGHT TO EXTEND THE CONTRACT ON A MTM BASIS IF SO NEEDED OR REDUCE/CANCEL SERVICES AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL COMMENSE SOMETIME AFTER JULY 1<sup>ST</sup>, 2012 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES.

ANY QUESTIONS PERTAINING TO THIS BID PROCESS SHOULD BE DIRECTED TO:

**MS. LORRAINE RENEE LONG**  
**DELAWARE VALLEY CHARTER HIGH SCHOOL**  
**5201 OLD YORK ROAD, LOGAN PLAZA SUITE A**  
**PHILADELPHIA, PA 19141**  
**PHONE: (215) 557-8555**

ANY/ALL TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

[eratesupport2012@intelagentresources.com](mailto:eratesupport2012@intelagentresources.com)

**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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL  
5201 OLD YORK ROAD, LOGAN PLAZA SUITE A  
PHILADELPHIA, PA 19141  
BID #: YR150003**

**ITEM  
NO.**

**ITEM/SERVICE DESCRIPTION**

1. **THE FOLLOWING SERVICE ITEMS ARE/WILL BE REQUIRED: TO SUSTAIN DELAWARE VALLEY CHARTER HIGH SCHOOL'S TELECOMMUNICATION SERVICE NEEDS. VENDOR MUST RETAIN THE EXISTING PHONE NUMBERS AND MUST LEVERAGE EXISTING, ON-PREMISES EQUIPMENT IN ORDER TO FACILITATE SERVICE IMPLEMENTATION AND REDUCE CUSTOMER'S COSTS. A SITE WALK-THROUGH WILL BE SCHEDULED AND POSTED ON THE [WWW.INTELAGENTRESOURCES.COM](http://WWW.INTELAGENTRESOURCES.COM) SITE TO ASSIST RESPONDENT'S IN EVALUATING PREMISE INFRASTRUCTURE, SERVICE DEMARQUE AND ANY CORRESPONDING ACCESS ISSUES. THE CUSTOMER RESERVES THE RIGHT TO INCREASE OR DECREASE SERVICES AS THE NEED ARISES WITHOUT PENALTY. LISTED BELOW ARE THE SERVICES TO BE BID. PLEASE NOTE THAT THE SERVICES LISTED ARE MEANT TO ADDRESS NUMEROUS CURRENT AND POSSIBLE PROJECTED NEEDS AND THERE IS NO GUARENTEE OF LISTED QUANTITIES AND/OR PARTICULAR SERVICES:**

| ITEM # | QUANTITY  | SERVICES                             | COST         |
|--------|---|--------------------------------------|--------------|
| 1.     | 3 EACH  | ISDN CSD SERVICE/S                   |              |
|        |   | COST/LINE/MO.                        | \$ _____     |
|        |   | INSTALLATION COST:                   | \$ _____     |
|        |   | PER MINUTE B CHANNEL USAGE COST:     | \$ _____     |
| 2.     | 60+ EACH  | VOICE-MAIL SERVICE (ONE PER PHONE #) |              |
|        |   | COST/LINE/MO.                        | \$ _____     |
| 3.     | 1 EACH  | PRI DIALTONE SERVICE                 | COST/LINE/MO |
|        |   |                                      | \$ _____     |
| 4.     | 1 EACH  | T-1 DIALTONE SERVICE                 | COST/LINE/MO |
|        |   |                                      | \$ _____     |
| 5.     | 1 EACH  | DS-3 DIALTONE SERVICE                | COST/LINE/MO |
|        |   |                                      | \$ _____     |
| 6.     | PRICE PER MINUTE FOR LONG DISTANCE (INTERSTATE) SERVICE |                                      |              |
|        |   | PRICE PER MINUTE                     | \$ _____     |

-----  
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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL**  
**5201 OLD YORK ROAD, LOGAN PLAZA SUITE A**  
**PHILADELPHIA, PA 19141**  
**BID #: YR150003**

|     |   |      |   |                  |          |
|-----|---|------|---|------------------|----------|
| 7.  | PRICE PER MINUTE FOR LOCAL TOLL<br>(INTRASTATE) SERVICE OUTSIDE THE SCHOOL'S AREA CODES |      |   | PRICE PER MINUTE | \$ _____ |
| 8.  | SURCHARGE FOR DIRECTORY ASSISTANCE  |      |   | PRICE PER CALL   | \$ _____ |
| 9.  | 1   | EACH | VOIP SERVICE FOR ADDRESSING<br>DISTRIBUTION OF OUTSIDE SERVICES TO THE<br>SCHOOL.   | COST/MO.         | \$ _____ |
| 10. | 1   | EACH | VENDOR RECOMMENDED SOLUTION WHICH<br>PROVIDE THE MOST COST-EFFECTIVE<br>SOLUTION THAT WILL PROVIDE FOR THE<br>SCHOOL'S CURRENT AND PROJECTED NEEDS<br>AND TRANSITION WITH EXISTING BUILDING<br>VOICE EQUIPMENT/INFRASTRUCTURE<br>(PLEASE PROVIDE DETAILS AND ASSOCIATED<br>COSTS) | COST/MO.         | \$ _____ |

-----

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL**  
**5201 OLD YORK ROAD, LOGAN PLAZA SUITE A**  
**PHILADELPHIA, PA 19141**  
BID #: YR150003

**ADDITIONAL BID CONDITIONS:**

1. BID CONTRACT ITEMS/CONDITIONS:
  - A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT'S DOCUMENT TO BE SIGNED AND EXECUTED BY DELAWARE VALLEY CHARTER HIGH SCHOOL UPON AWARD OF THIS BID THEN **FOUR (4) COPIES OF SAID DOCUMENT, WITH ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID DOCUMENT AND CORRESPONDING RESPONDENT PROPOSAL. PLEASE NOTE THAT THIS SIGNED AND DATED BID CONTRACT DOCUMENT WHEN ACCOMPANIED BY THE SCHOOL'S SIGNED ACCEPTANCE LETTER WILL BE THE CONTRACT OF RECORD FOR THE IDENTIFIED SERVICES. NO OTHER DOCUMENTS AND/OR ADDED LANGUAGE WILL SUPERCEDE THIS CONTRACT DOCUMENT PROCESS.**
  - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S 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 ADDITIONAL DOCUMENT/S 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 RESPONDENT'S ADDITIONAL DOCUMENT/S 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 DELAWARE VALLEY CHARTER HIGH SCHOOL FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.

---

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL  
5201 OLD YORK ROAD, LOGAN PLAZA SUITE A  
PHILADELPHIA, PA 19141  
BID #: YR150003**

6

**ADDITIONAL BID CONDITIONS: (CONTINUED)**

- 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.
  - C. IN THE EVENT THAT DELAWARE VALLEY CHARTER HIGH SCHOOL MUST DISCONTINUE INTERNET ACCESS SERVICE DUE TO BUDGET ISSUES AND/OR E-RATE CHANGES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON DELAWARE VALLEY CHARTER HIGH SCHOOL SO LONG AS DELAWARE VALLEY CHARTER HIGH SCHOOL DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR COMPETITIVE SERVICE/S.
  - D. DELAWARE VALLEY CHARTER HIGH SCHOOL RESERVES THE RIGHT TO CANCEL SERVICES AT ANY TIME WITH A 30-DAY WRITTEN NOTICE FOR INSUFFICIENT, INCONSISTENT OR OTHERWISE DEEMED SERVICES AND/OR SUPPORT. ALL ATTEMPTS TO RESOLVE ANY ISSUES (SERVICE, SUPPORT, INVOICING, ETC.) WILL BE MADE BEFORE EXERCISING THIS RIGHT.
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. DELAWARE VALLEY CHARTER HIGH SCHOOL 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 DELAWARE VALLEY CHARTER HIGH SCHOOL 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).

---

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL  
5201 OLD YORK ROAD, LOGAN PLAZA SUITE A  
PHILADELPHIA, PA 19141  
BID #: YR150003**

**ADDITIONAL BID CONDITIONS: (CONTINUED)**

- 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 #: \_\_\_\_\_

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

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS OR SELECTIVE REVIEW LIST?

**YES** or **NO**

(Please indicate either "YES" or "NO")

- D. THE SUCCESSFUL VENDOR MUST IDENTIFY TO DELAWARE VALLEY CHARTER HIGH SCHOOL IN WRITING, E-MAIL AND VIA VOICE WHEN/IF THEY SHOULD HAPPEN TO BECOME ENGAGED IN ANY SLD INVESTIGATIONS WHICH MAY RESULT IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS.
- E. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED BY THE FCC OR BECOME ENGAGED IN OTHER SLD INVESTIGATIONS RESULTING IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS DELAWARE VALLEY CHARTER HIGH SCHOOL 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 IN THE EVENT THAT COMMERCIAL LEASE RATES/TARIFFS FOR SIMILAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.

---

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DELAWARE VALLEY CHARTER HIGH SCHOOL**  
**5201 OLD YORK ROAD, LOGAN PLAZA SUITE A**  
**PHILADELPHIA, PA 19141**  
BID #: YR150003

**ADDITIONAL BID CONDITIONS: (CONTINUED)**

6. BIDS WILL NOT BE CONSIDERED FROM “RESELLERS” OF VOICE NETWORK SERVICE PROVIDERS 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 SCHOOL.
  
7. THE LOCATION OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING SITE/S:
  - A. DELAWARE VALLEY CHARTER HIGH SCHOOL  
5201 OLD YORK ROAD, LOGAN PLAZA SUITE A  
PHILADELPHIA, PA 19141
  
8. IT IS THE VENDOR’S RESPONSIBILITY TO NOTIFY THE SCHOOL DIRECTLY VIA E-MAIL AND PHONE CALL OF ANY ANTICIPATED AND/OR IDENTIFIED EXTENDED SERVICE OUTAGES. VENDOR WILL BE HELD RESPONSIBLE FOR ANY COSTS INHERITED BY THE SCHOOL DUE TO EXTENDED SERVICE OUTAGE AND/OR LACK OF NOTIFICATION.
  
9. **FINAL BID CONDITION** - SERVICE PROVIDER MUST SIGN AND RETURN (TWO HARD COPIES) OF THE ATTACHED “CONTRACT LETTER”. CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY DVCHS AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT’S SIGNED BID PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES.

---

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: \_\_\_\_\_ E-mail: \_\_\_\_\_

DELAWARE VALLEY CHARTER HIGH SCHOOL  
5201 OLD YORK ROAD, LOGAN PLAZA SUITE A  
PHILADELPHIA, PA 19141  
BID #: YR150003

**CONTRACT AGREEMENT**

**RESPONDENT:** \_\_\_\_\_ **SPIN:** \_\_\_\_\_

**CONTRACT #:** YR15 **BID CONTRACT#:** YR150003 **CONTRACT AWARD DATE:** \_\_\_\_\_

**RE: DVCHS VOICE/LOCAL&LONG DISTANCE SERVICES CONTRACT**

**BID #: YR150003, 2 Year Term (July 1, 2012 through June 30, 2014)**

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1<sup>st</sup>, of 2012 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Your support in abiding by these SLD (E-Rate) and school imposed restrictions and procedures are required and greatly appreciated. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract.

In acceptance of these terms and conditions, please sign below:

**Authorized vendor representative confirmation:**

*[Signature]:* \_\_\_\_\_ *[Name & Title]:* \_\_\_\_\_

**Authorized School representative:**

*[Signature]:* \_\_\_\_\_ *[Name & Title]:* \_\_\_\_\_

-----  
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: \_\_\_\_\_ E-mail: \_\_\_\_\_