



GREAT MEADOWS REGIONAL SCHOOL DISTRICT

MICHAEL MAI

Superintendent of Schools/Director of Special Services

Kathy Ascolese

Confidential Secretary

Superintendent/Special Services

Samantha Westberg

Business Administrator/

Board Secretary

COMPETITIVE CONTRACTING Request for Proposal (RFP)

Proposal Specifications & General Requirements

Technology Management Services

Proposal No: RFP No: 25-05-29

Thursday, May 29th, 2025

Proposal Due Date

11:00 a.m.

Samantha Westberg

School Business Administrator/Board Secretary

REQUEST FOR PROPOSALS (RFP)

The Great Meadows Regional Board of Education solicits proposals from qualified vendors for:

RFP 25-05-29

TECHNOLOGY MANAGEMENT SERVICES

All necessary proposal responses may be secured upon written request to:

Samantha Westberg

School Business Administrator/Board Secretary

Great Meadows Regional Board of Education

273 US Highway 46

Great Meadows, New Jersey 07838

Email: swestberg@gmrtd.com

Proposals must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/ Board Secretary of the Great Meadows Regional Board of Education **on or before** the date and time indicated below.

The envelope is to bear the following information:

Title: Technology Management Services

Proposal Number RFP 25-05-29

Name and Address of Vendor

Attention: Samantha Westberg/School Business Administrator

Great Meadows Regional School District

273 US Highway 46

Great Meadows, New Jersey 07838

Submission of Proposals—US Postal Service/Delivery Service

All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery or other recognized delivery service that provides certification of delivery to the sender.

No proposals shall be received after the time designated in the advertisement.

Samantha Westberg

School Business Administrator/Board Secretary

**ETHICS IN PURCHASING
STATEMENT TO VENDORS
BOARD OF EDUCATION RESPONSIBILITY**

Recommendation of Purchases

The Board of Education desires to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon the quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Board of Education or anyone proposing to do business with the Board.

VENDOR RESPONSIBILITY

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Board of Education shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other things of value of any kind to any official or employee of the Board of Education or any member of the official's or employee's immediate family.

Vendor Influence -- Prohibited

No vendor shall influence or attempt to influence any official or employee of the Board of Education in any manner that might tend to impair said official or employee's objectivity or independence of judgment.

VENDOR CERTIFICATION

Vendors or potential vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor, not an official or employee of the Board of Education.

MAIL

Mail is brought to the Board Offices in mailbags at approximately **10:00 a.m.** each day. It is then sorted within the district system by departments. The Business Office routinely receives its mail at approximately **11:00 a.m.**

UPS / FED EX / AND OTHER EXPRESS DELIVERY SERVICES

Deliveries of this type usually begin at 10:00 a.m. These items are brought only to the receptionist at the main building entrance. The receptionist then calls the various departments with a request to pick up their items. There may be some delay in getting proposals to the Business Office on the top floor because of security clearance.

HAND DELIVER PROPOSALS

Considering the aforementioned in mind, the Board suggests that vendors arrange to hand-deliver their proposal to the Office of the School Business Administrator before the advertised date and time. Please understand that proposals arriving after the advertised proposal date and time for any reason cannot be accepted, opened, or considered.

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL GOODS AND SERVICES

Vendors are reminded that various documents are to be submitted with the proposal package. The Great Meadows Regional Board of Education provides a list of the documents to be submitted.

- ☐ Acknowledgment of Addenda Issued
- ☐ Affirmative Action Certificate of Employee Information Report
- ☐ Assurance of Compliance Statement
- ☐ Proposal Form--Signed
- ☐ Chapter 271 Political Contribution Disclosure Form
- ☐ Contractor/Vendor Questionnaire and Certification
- ☐ Non-Collusion Affidavit
- ☐ Statement of Ownership

Failure to submit the required documents will result in the proposal being disqualified and rejected for non-responsiveness pursuant to N.J.S.A. 18A:18A-2(y).

The BOARD requests that the documents specified below be submitted with the proposal package. However, they **MUST** be submitted prior to award, except the Affirmative Action Certificate of Employee Information Report, which must be submitted prior to the contract's execution following the Notice of Award.

- ☐ Business Registration Certificate
- ☐ Iran; Disclosure of Investment Activities
- ☐ Russia or Belarus; Certification Prohibited Activities

VENDOR'S RESPONSIBILITY FOR PROPOSAL SUBMITTAL

It is the vendor's responsibility to ensure that their proposal is presented to the Business Office and officially received before the advertised date and time of the proposal. It is understood and agreed upon that any person on the Board of Education will be absolved from responsibility for the premature opening of any improperly labeled and sealed proposal.

1. Introduction

Great Meadows Regional School District is seeking proposals from qualified vendors to provide comprehensive technology management services as outlined in Exhibit A. This RFP aims to identify a reliable and experienced partner to manage our technology infrastructure, support our staff and students, and ensure the seamless integration of technology into our educational environment.

2. Scope of Services

The selected vendor will provide the following services:

- **Information Technology Director Services:**

- Management of a team of engineers and technicians.
- Management of one full-time onsite Technology Support Specialist
- Technology planning and project management.
- Technology purchasing and E-rate advisement.
- Participation in school/district administration planning efforts.
- Thought leadership and strategic technology guidance.
- Engineering support escalation (Tier 2 and Tier 3).

- **Technology Programs Manager Services:**

- Management of 1:1 deployment programs.
- Device inventory, management, and repair.
- Device parts inventory and management.
- Device application management.
- Google Management Console services (account creation, app management).

- **Network Operations Engineer Services:**

- Network equipment monitoring and repair.
- Implementation of network best practices for performance and security.
- Configuration and installation of network equipment.
- Server maintenance, configuration, and installation.

- **Onsite Technology Resource Services:**

- Troubleshooting and repair of classroom technology.
- Troubleshooting and repair of staff and student computing devices.
- On-site support for EduTech engineers and technicians.

- **Chromebook Management:**

- Repair of non-warranty Chromebook damage.
- Management of Chromebook warranty issues.
- Inventory and management of Chromebook replacement parts and devices.

- **Integration Support:**

- Assistance with integrating existing programs/platforms with SIS (rostering, API, SFTP).

- **Software and Tools:**

- Provision of Freshdesk Helpdesk ticketing system (1 technician license, unlimited user licenses).
- Provision of Altera License for network management and monitoring.
- Provision of Demotz License for network and server discovery.

3. Vendor Qualifications

Respondents must demonstrate the following qualifications:

- Experience providing comprehensive technology management services to educational institutions preferred.
- Expertise in managing Google Workspace for Education environments.
- Strong network engineering and server administration skills.
- Experience with 1:1 device deployment and management.
- Ability to provide timely and effective on-site and remote support.
- Knowledge of E-rate regulations and procurement processes.
- Excellent communication and customer service skills.

- Demonstrated ability to meet all deadlines.

4. Proposal Requirements

Proposals must include the following:

- Company overview and relevant experience.
- Detailed description of the proposed service delivery model.
- Resumes of key personnel who will be assigned to the account.
- Description of the tools and technologies used to manage the school's infrastructure.
- Detailed plan for transitioning services from any current providers.
- References from similar educational institutions.
- Pricing proposal that aligns with the specific services outlined in Section 2 above.
- Proof of adequate insurance.
- Proof of compliance with all applicable state and federal laws.

5. Payment Schedule

The payment schedule is to allow quarterly payments during each 12-month contract period.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria, not necessarily prioritized in the following order:

- Vendor qualifications and experience.
- Service delivery model and technical expertise.
- Pricing and value.
- References and past performance.
- Compliance with proposal requirements.

7. Timeline

- Proposal Submission Deadline: May 29th, 2025
- Contract Award: June 12th, 2025
- Service Commencement: July 1, 2025

8. Submission Instructions

Proposals must be submitted electronically to Samantha Westberg via hard copy (mail or in person) to 273 US Highway 46, Great Meadows New Jersey, 07838 by the proposal submission deadline.

9. Contact Information

For questions regarding this RFP, please contact:

Samantha Westberg

Business Administrator

Great Meadows Regional School District

swestberg@gmrtd.com

908-637-8672

10. Disclaimer

Great Meadows Regional School district reserves the right to reject any or all proposals and to negotiate with any vendor. This RFP does not constitute a commitment to award a contract.