

SPECIFICATIONS

This contract shall include the following services as required:

1. The contractor shall be able to provide sufficient technical on-site personnel to install, configure, document, diagnose, repair, maintain, all district-wide equipment including each of the district's remote sites. Transportation is to be included in quoted rates.
2. The contractor shall furnish all diagnostic equipment, tools, transportation, insurance, and workers compensation insurance.
3. Work shall also include system installation and reconfiguration as needed due to network growth. Knowledge of Apple Macintosh integration in an Microsoft enterprise environment is also requested.
4. The district will furnish all replacement parts or equipment for on-site technicians to perform the installation, configuration, and maintenance of the districts servers which consist of two parts:

Part I

- a. Microsoft Exchange
- b. BackUp System
- c. Archive System
- d. Cluster Server Environments
- e. Virtual Server Environments
- f. Active Directory and Group Policy Configurations
- g. Other school network related equipment

Part II

The successful bidder shall also provide the following services:

- a. Furnish weekly written progress reports on all active projects.
 - b. Provide adequate documentation regarding the services provided on the district's network structure that will assist other technicians to perform necessary services on the network.
5. The contractor is required to provide appropriately certified technicians for *Microsoft* products. This technician will participate in the district goals and work closely with district employees on IT projects. This person will also assist the district in training district employees.

6. The contract may be required to work with vendors or other contractors to help secure pricing or deploy upgrades or newly purchased systems or applications.
7. The contractor is required to be able to have high-speed remote access to the district's system for emergency purposes. In the event of a major network failure, the contractor shall be able to provide emergency response.
8. It is anticipated that the district will require these services for approximately (8-10) hour period per day; however, the district reserves the right to modify the time required.
9. Due to the complexity of the network, the bidder will be required to have several technicians available that will be familiar with the district's overall network design and operation. The district reserves the right to award multiple contracts depending upon the contractor's response of services.
10. The bidder is to provide a per-hour rate for a less experienced technician to assist with special projects.
11. The bidder is welcome to state any qualifications or special services that they believe will enhance their bid.
12. The vendor is to quote a rate that includes transportation.
13. There is no expressed warranty as to the amount of hours that will be required by the district.
14. The district reserves the right to award multiple contracts depending upon the contractor's response of services.
15. The contract period is for a (12) month period beginning at execution of contract with (3) one year renewal options.
16. Contractor shall, during the course of the project, comply with any regulations or guidelines prescribed by Owner. Contractor warrants that it will comply with all public laws, ordinances, rules and regulations applicable to the services to be performed under the Contract, including without limitation, those relating to the terms and conditions of any person by Contractor in connection with the work to be performed under the Contract.

17. Access to any MISD facility for the purpose of repair must have prior approval from the Technical Services Department with times and date information. While on Owner's property, all Contractor's employees and subcontractors shall confine themselves to areas designated by the Owner and will be subject to Owner's badge and pass requirements, if any, in effect at the site of the contracted work.
18. Contractor shall take all responsible steps and legally required measures at the site to comply with applicable safety regulations and standards and to adequately protect the contracted work, stored materials, and temporary structures located on the premises, and to prevent unauthorized persons from entering upon the site. Contractor shall safeguard at all times Owner's property and employees from injury or loss in connection with the performance of the Contract. Contractor shall at all times safeguard and protect its own partially or completely finished contracted work and that of the adjacent property and all adjacent construction work with boarding and other safeguards so as to keep the premises free from dampness, dirt, dust, or other damage and shall remove all such temporary protection upon completion of the contracted work.
19. At all times relevant to the Contract, Contractor shall provide access to the contracted work to the Owner and its designees without formality or other procedure.
20. The Owner's decisions in matters relating to contracted work will be final.
21. All special tools and equipment must be furnished by the contractor.
22. Any damage done to MISD property or its customer's property is the sole responsibility of the contractor.
23. All repairs must be coordinated through Network Operations Supervisor, at (972) 882-5474.
24. If subcontractors are involved, all purchase orders and work will be handled by the awarded vendor and all subcontractors must meet MISD's insurance requirements (general liability, workers' compensation, etc.) for this bid.
25. In performing work under this contract, the relationship between Owner and Contractor is that of Independent Contractor, and the execution of this Contract does not change the independent status of Contractor. Contractor shall exercise independent judgment in performing its duties under this Contract and is solely responsible for setting working hours, scheduling or prioritizing the Contract workflow and determining how all Contract work is to be performed. No term or provision of this Contract or act of Contractor in the performance of this Contract shall be construed as making Contractor the agent, servant or employee of Owner, or making Contractor or any of its employees eligible for the fringe benefits, such as retirement, insurance and worker's compensation, which Owner provides its employees.

26. Price increases for additional year will be negotiated not to exceed the CPI in the Dallas/Fort Worth area at the time of renewal. Price negotiations may be negotiated to prices below the current pricing.
27. Negotiations for additional years and price restructuring must be completed forty-five (days) before date of renewal.