

MINUTES OF THE SPECIAL MEETING FOR THE PURPOSE OF TAKING ACTION ON WIDE AREA NETWORK (WAN) SERVICE AND A BID AWARD FOR CAT 1 INTERNET SERVICES

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
BOARD OF TRUSTEES**

**Superintendent's Office at the Education Service Center
Tuesday, March 24, 2015
9:00 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Jim Facer, Assistant Treasurer
Jackie Cranor, Vice Chair	Paul Vitale, Member
Dave Mattson, Clerk	Mary M. Vagner, Superintendent

OTHERS PRESENT:

Bart Reed, Director of Business Operations
Carl Smart, Director of Employee Services
Jeff Jolley, Technology Coordinator
Mike Vance, ENA Representative
Rena Johnson, Board Secretary

Welcome, Call to Order and Statement of Purpose

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 9:00 a.m. and said the purpose of the meeting was to authorize a sole source provide for Wide Area Network (WAN) Services for the Pocatello/Chubbuck School District No. 25 from February 11, 2015 through June 30, 2015 and to award a bid for Cat 1 internet services for 2015-16.

Authorize Sole Source Provider for Wide Area Network (WAN) Services for the Pocatello/Chubbuck School District No. 25 from February 11, 2015 through June 30, 2015

Ms. Vagner said the District published the advertisement for a sole source provider for Wide Area Network (WAN) services and no one responded or challenged it. She said the administration recommended the Board authorize ENA as the sole source provider for Wide Area Network (WAN) services for the Pocatello/Chubbuck School District No. 25 from February 11, 2015 through June 30, 2015 as presented.

A motion was made by Mr. Vitale and seconded by Mr. Facer to authorize ENA as the sole source provider for Wide Area Network (WAN) services for the Pocatello/Chubbuck School District No. 25 from February 11, 2015 through June 30, 2015 as presented. The voting was unanimous in the affirmative.

Award Bid for Cat 1 Internet Services for 2015-16

Mr. Jolley said the District opened RFPs for both Wide Area Network (WAN) and Cat 1 broadband internet services for 2015-16. He said the District still had four months before it had to make any decisions. Ms. Vagner said included in the packet was the tabulation of the responses to the RFP. Mr. Reed said the bids closed at 9:00 a.m. on March 24, 2015 and four vendors participated. He said the vendors included Tek-hut, Syringa Wireless, Ednetics and ENA. He said the contract offers varied from a one year proposal to a five year proposal. He said the District requested a one year contract and was advised by legal counsel to remain at a one year contract. He said the proposals broke out the services by WAN and broadband. He said Tek-hut provided a bid for both services for a total of \$451,800 for one year, Syringa Wireless provided a bid for broadband only at \$28,188 for one year, Ednetics provided a bid for both services at \$405,180 for one year, and ENA provided a bid for both services at \$277,140 for one year. He said ENA was the lowest responsible bid. He said the District had been provided services through ENA for the last few years and the administration was satisfied with the level of service ENA had provided to the District. He said the administration recommended that the Board enter into an Agreement with ENA for Wide Area Network (WAN) services and Cat 1 broadband internet services for one year as

presented. Ms. Cranor asked about the reimbursement from the legislature for broadband. Ms. Vagner said the legislature allocated a certain amount for reimbursement across the state. She said the legislature anticipated that \$2 million would be utilized by Districts which left \$1.6 million and would be used to cover any remaining shortfall for WAN services from February through June. She said the administration was hopeful that the District would receive some of the carryover to cover the cost of WAN services. She said the intent of the legislature was to recoup the funds that were lost as a result of the state's contract. She said Senator Guthrie carried the issue forward. Ms. Cranor asked if the administration was certain that the District would qualify for e-rate reimbursement next year if the Board went with the proposal. Ms. Vagner said yes, the District would be eligible, which was one of the reasons the Board had such a short timeline to hold the Special Meeting that day. She said the e-rate paperwork had to be filed by a certain deadline. Ms. Gebhardt asked what had to be filed. Mr. Jolley said there was an initial filing when a District opened RFPs and selected a vendor and then had another filing when an amount was agreed upon and invoices were received. Mr. Smart said the District would have to go through this process again in one year because the Contract for services was for one year only. Ms. Gebhardt said a lot of people believed that the state would not be able to pull together a statewide contract in time for next year. Ms. Vagner said the District was more than happy to secure services on its own. Mr. Facer asked if ENA would continue to complete the e-rate filing in the future and keep the reimbursement. Mr. Reed said yes, that would continue to be the case. He said ENA kept the reimbursement because the price they charged the District was the "after e-rate reimbursement" price. He said the administration preferred that ENA do the work to file the e-rate paperwork in order to eliminate some of the burden on District personnel.

A motion was made by Ms. Cranor and seconded by Mr. Vitale to enter into an Agreement with ENA for Wide Area Network (WAN) services and Cat 1 broadband internet services for one year as presented. The voting was unanimous in the affirmative.

Adjourn

A motion was made by Mr. Facer and seconded by Ms. Cranor to adjourn. The voting was unanimous in the affirmative. The Board adjourned the Special Meeting at 9:14 a.m.

APPROVED ON:

21 April 2015

BY:

Janie Gebhardt
Chair

ATTESTED BY:

[Signature]
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees