

SUPERINTENDENT

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Children Come
First!”

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ADVERTISEMENT FOR QUOTES

MESA VISTA CONSOLIDATED SCHOOLS, Ojo Caliente, NM, will receive written quotes until 3:00 pm Mountain Standard Time on Thursday, July 12, 2018 for Information Technology (IT) Support & Services.

All quotes must be submitted to Elaine Romero either via email or hard copy mail by the deadline. A list of qualifications and specifications can be obtained by email request (Mesa Vista Consolidated Schools, c/o Elaine Romero, Superintendent, Elaine.Romero@mesavista.org) or by visiting Mesa Vista Consolidated Schools' website at: www.mesavista.org

MESA VISTA CONSOLIDATED SCHOOLS reserves the express right to accept or reject any or all written quotes.

Elaine Romero
Superintendent
Mesa Vista Consolidated Schools

I. PURPOSE OF THE REQUEST FOR QUOTES

The purposes of this request for written quotes is to establish a contract for the procurement of Information Technology (IT) Support & Services for Mesa Vista Consolidated Schools (MVCS).

II. BACKGROUND INFORMATION

Mesa Vista Consolidated Schools (MVCS) is a school district operating in the State of New Mexico.

III. SCOPE OF WORK

MVCS is seeking Information Technology (IT) Support & Services. This includes but is not limited to the following:

- Monthly Information Technology Support.
- Network system design, installation, documentation and configuration.
- Setup of printers, scanners, internet connectivity accounts, email setup, and general applications.
- Setup of the ShoreTel phone system.
- Routine hardware checks, software updates, OS updates and file-structure related services.
- On-site installation of hardware and application software.
- RAM updates, hard-drives, add-in cards, peripherals install.
- Isolate the cause of problems in the computing environment.
- Support regarding hardware or software purchases to accomplish specific tasks or business goals.
- Installation of hardware into an existing computing environment.
- Installation of hardware and/or software to provide reasonable network security and virus protection.
- Develop and implement a backup and disaster recovery plan.
- Isolate the cause of any problems in the Video Surveillance environment and provide technical assistance to assure images are timely and accurate.
- Provide technical oversight and adjustments to the MVCS website to assure publications and calendar events are available to the public on a regular basis.