



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

April 10, 2014

AGENDA ITEM: 4.1

**TOPIC: AUTHORIZE REQUEST FOR PROPOSAL FOR
TELEPHONE VOICE SYSTEM, DATA SWITCHES, AND
IMPLEMENTATION SERVICES**

BACKGROUND: The school district's telephone system, which is more than 15 years old, has exceeded its expected useful life. System support is no longer available from corporate sources, and parts and supplies are only available from third tier market suppliers such as recyclers and salvage companies.

Administration believes that it is in the best interest of the school district to put out an RFP (request for proposal) to obtain pricing on a fully supported voice system.

PROCESS: The RFP will be advertised in the Forest Lake Times on April 17th and 24th, 2014. Responses will be due May 12th, 2014. The responses will be analyzed and a recommendation of award will be presented to the School Board for consideration at the May 29, 2014 School Board Meeting.

RECOMMENDATION: The Administration recommends that the School Board permit the Administration to request proposals for Telephone Voice System, Data Switches and Implementation Services.