**M E M O R A N D U M**

**TO: Dr. Randy Poe, Superintendent**

**Ms. Karen Byrd, Chairperson**

**Board Members**

**FROM: Linda Schild, Director Finance**

 **Mary Ann Rankin, Director Technology**

 **Jehan Ghouse, Purchasing Administrator**

**DATE: January 24, 2019**

**RE: School Network Wiring Upgrade Needs**

**An internal review of network infrastructure was performed. Seven of our schools have been identified as a high priority to upgrade network cabling over the next several years.  Two schools are recommended to be the first to be upgraded immediately: Stephens Elementary and Yealey Elementary. A recommendation is made to utilize funds designated for the opening of new schools (from PILOT revenues) to pay for these upgrades.**

**Bids were solicited through the e-rate process by posting FCC Form 470 (Description of Services Requested and Certification Form) which opens a competitive bidding process.**

**Bids were received from Getronics and Cincinnati Bell. The bid from Cincinnati Bell was rejected as an incomplete bid. Getronics submitted the following quotes:**

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**We recommend the bid from Getronics be accepted and the designation of funds for financing the projects be approved, as presented.**