



*Created for Greatness*

*Positioned for Success*

Belton Preparatory Academy 3201 US Highway 29 North Belton, SC 29627

## **Request for Proposals (RFP)**

### **Managed Information Technology Services**

#### **Belton Preparatory Academy**

3201 US Highway 29 North  
Belton, SC 29627

#### **Issue Date**

June 17, 2026

#### **Proposal Due Date**

July 8, 2026

### **1. Introduction**

Belton Preparatory Academy (BPA), a public charter school serving students in grades K5–8, is seeking proposals from qualified Information Technology (IT) service providers to deliver comprehensive managed IT services for the school. BPA currently operates approximately 50 staff computers and 550 student Chromebooks and requires ongoing support to maintain a secure, reliable, and efficient technology environment.

### **2. Purpose**

The purpose of this RFP is to identify a qualified vendor capable of providing proactive technology management, cybersecurity services, network support, strategic technology planning, and onsite technical assistance.

### **3. Scope of Services**

The selected vendor shall provide, at a minimum, the following services:

#### **A. Managed IT Services**

- Network monitoring and alerting
- Preventative maintenance of servers and network equipment
- Operating system updates and patch management



*Created for Greatness*

*Positioned for Success*

*Belton Preparatory Academy 3201 US Highway 29 North Belton, SC 29627*

- Hardware and software troubleshooting
- Remote help desk support
- Technology asset management
- Monthly system reporting
- Strategic IT consulting and planning
- Technology budgeting assistance
- Vendor management and coordination

#### **B. Cybersecurity Services**

- Antivirus and endpoint protection management
- Monitoring of antivirus software status
- Security patch deployment
- Threat detection and response recommendations
- User security awareness support

#### **C. Backup and Disaster Recovery**

- Data backup management
- Backup verification and monitoring
- Disaster recovery planning and recommendations
- Restoration support when necessary

#### **D. Chromebook Management**

- Support for approximately 550 Chromebooks
- Google Workspace for Education administration
- Chromebook device management
- Student internet filtering and monitoring recommendations

#### **E. Network Infrastructure Support**



*Created for Greatness*

*Positioned for Success*

*Belton Preparatory Academy 3201 US Highway 29 North Belton, SC 29627*

- Wireless network management
- Switch and firewall support
- Internet connectivity troubleshooting
- Network performance optimization

#### **F. Onsite Support**

- Minimum of one regularly scheduled onsite service day per week
- Additional onsite support as needed
- Emergency response services

#### **4. Vendor Qualifications**

Vendors should demonstrate:

- Experience supporting K–12 schools or educational institutions
- Experience managing Google Workspace for Education
- Experience supporting Chromebook environments
- Knowledge of cybersecurity best practices
- Ability to provide both remote and onsite support
- Adequate staffing and technical certifications

#### **5. Proposal Requirements**

Proposals should include:

##### **Company Information**

- Company overview
- Years in business
- Organizational structure
- Primary contact information

##### **Experience and References**



*Created for Greatness*

*Positioned for Success*

*Belton Preparatory Academy 3201 US Highway 29 North Belton, SC 29627*

- At least three references from K–12 schools
- Description of similar projects completed

### **Service Delivery Plan**

- Description of services offered
- Support hours and response times
- Escalation procedures
- Onsite support availability

### **Pricing**

Provide detailed pricing including:

- Monthly managed services fee
- Hourly rates for services outside the contract scope
- Cybersecurity services
- Backup services
- Onsite support costs
- Emergency service rates
- Any implementation or transition fees

### **Insurance**

Proof of:

- General Liability Insurance
- Professional Liability (Errors & Omissions)
- Cyber Liability Insurance
- Workers Compensation Coverage

### **6. Contract Term**

BPA anticipates awarding an initial one-year agreement with options for annual renewal based upon satisfactory performance.



*Created for Greatness*

*Positioned for Success*

Belton Preparatory Academy 3201 US Highway 29 North Belton, SC 29627

## **7. Right to Reject**

Belton Preparatory Academy reserves the right to reject any or all proposals, waive informalities, request additional information, and negotiate with vendors in the best interest of the school.

## **8. Submission Instructions**

Submit proposals electronically to:

Rachel Sibilio

Board Chair

Belton Preparatory Academy

Email: [Rachelsibilio@gmail.com](mailto:Rachelsibilio@gmail.com)

Subject Line: Managed IT Services Proposal

Proposals must be received no later than [Insert Due Date].

## **9. Questions**

Questions regarding this RFP should be submitted in writing to the contact listed above by July 1, 2026.