

REQUEST FOR PROPOSALS (RFP)

Telecommunications Services – High Speed Data Service

for

Rescue Union Elementary School District – Entity Number 144577

Form 470 Application # 144520001150569

E-rate period 7/1/2014 – 6/30/2015

Rescue Union School District, here after referred to as “District”, is seeking responses from qualified providers for **Telecommunications Services – High Speed Data Services** in accordance with the Schools and Library Division (SLD) and E-rate funding process.

It is mandatory that all prospective bidders wishing to provide a proposal for this project must submit (hand deliver, mail, fax or email) their bid to:

- **Hand Deliver or Mail:** Rescue Union School District, 2390 Bass Lake Road, Rescue, CA 95672
- **Fax:** (530) 677-0719
- **E-mail:** ssimmons@rescueusd.org

To be received no later than **January 21, 2014** at **05:00 pm Pacific Time**.

All bid packages, hard or electronic copy, will bear the name of the bidder and the District name on the cover or “subject” line.

All inquiries regarding this RFP will be directed to **Sheila Simmons** at ssimmons@rescueusd.org. The deadline for all questions regarding this RFP will be **03:00 p.m.**, on **January 15, 2014**.

Solicitation and Service Description

The District is looking for a Service Provider to provide High Speed Data Services that meets E-rate rules and guidelines for the following eight locations:

1. **District Office and Green Valley Elementary School (shared network)**
2390 and 2380 Bass Lake Road
Rescue, CA 95672
2. **Jackson Elementary School**
2561 Francisco Drive
El Dorado Hills, CA 95762
3. **Lakeview Elementary School**
3371 Brittany Way
El Dorado Hills, CA 95762
4. **Lake Forest Elementary School**
2240 Salsbury Drive
El Dorado Hills, CA 95762
5. **Marina Village Middle School**
1901 Francisco Drive
El Dorado Hills, CA 95762
6. **Pleasant Grove Middle School**
2540 Green Valley Road
Rescue, CA 95672

7. **Rescue Elementary School**
3880 Green Valley Road
Rescue, CA 95672
8. **El Dorado County Office of Education (EDCOE)**
6767 Green Valley Road
Placerville, California 95667

The District currently receives access to the World Wide Web. Six schools within the District connect to the District Office, to each other and to the El Dorado County Office of Education (EDCOE) utilizing a web topology. All potential bidders for this proposal must continue to provide this type of interconnectivity. Green Valley Elementary is on the same network as the District Office and shares the high speed data connection. Internet access is connected through EDCOE. All staff and students within the District must be able to access this service. All proposed applicable topology maps, protocols, media and connection type, and service types are to be clearly identified. The Service Provider must include in their proposal any/all electronic equipment needed to accomplish access to the Internet and monitoring of the circuit during normal business hours. Maintenance of all Service Provider equipment shall be a part of the Service Provider's responsibility. Customer service and priority technical support will be available 24 hours a day, 7 days a week. Contact information for customer service and priority technical support will be provided and updated as needed throughout the contract.

Services must be configured and ready to commence on July 1, 2014.

RFP response **will** include any/all costs associated with switching services from our present supplier. Bidder's presentation of a bid response is an acknowledgment of this requirement. If there is a one-time connection fee, please list this fee separately.

Additional Services List

If listed below, the bidder will also provide the following new and/or additional services/equipment as a part of their bid package:

1. Pricing for the following speeds at all locations: 1 full gigabyte (GB) of bandwidth
2. Fees for incremental growth for additional speeds/bandwidth

E-rate Requirements

The services requested in this RFP are dependent on funding from the E-rate program. The District expects each prospective bidder to make themselves thoroughly familiar with all applicable rules and regulations regarding the E-rate program. For further information regarding the E-rate Program please reference the Universal Service Administrative Company's (USAC) Schools and Library Division (SLD) website:

<http://www.universalservice.org/sl/>

All contracts entered into as a result of this Request for Proposal and the associated Form 470 will be contingent upon:

3. Funding approval by the SLD.
4. Continued funding of Web Hosting Services annually by the SLD through the E-rate program.
5. Approved funded amount equal to the funding amount as requested on the Form 471.
6. The Vendor providing, at the time of bid, and maintaining a valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP.
7. A certified Form 486 filed by the District and a written "Notice to Proceed" from the District to the winning Bidder to initiate service.

Per the requirement of the E-rate Program no billing and/or service may begin for this contract until July 1, 2014 and may not extend past June 30, 2015.

The District's percentage rate, as determined on the Form 471, will be the maximum that the District is liable for. The Service Provider will be responsible to invoice USAC for the balance, using the Service Provider Invoicing method (SPI Form 474). Prior to invoicing USAC for services rendered on this project, Contractor agrees to provide the District a copy of their USAC invoice to verify that the material has been delivered and accepted by the District before Contractor bills USAC.

The District reserves the right to terminate any contract and/or agreement even with SLD funding approval. The District reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Questions, Possible Addendums and Withdrawal of Proposals:

1. The individual identified below will be the sole contact for inquiries or information relating to this RFP.
Sheila Simmons ssimmons@rescueusd.org
2. Failure to adhere to this policy may result in disqualification of the Proposer.
3. The District will respond in writing to all questions and post them on our webpage at:
<http://www.rescueusd.org/erate2014>
4. The deadline for all questions regarding this RFP will be **03:00 p.m.**, on **January 15, 2014.**

Bid Package Requirements

It is mandatory that all prospective bidders wishing to provide a proposal for this project must submit (hand deliver, mail, fax or email) their bid to:

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All inquiries regarding this RFP will be directed to **Sheila Simmons** at ssimmons@rescueusd.org. The deadline for all questions regarding this RFP will be **03:00 p.m.**, on **January 15, 2014.**

To receive the highest consideration by the District, it is desired that each bidder will provide, at a minimum, the following information in their RFP response:

1. **Itemized Bid Price Sheet** – All bid prices provided by the bidder will be itemized, per the requirement of the E-rate Program. Bidder will provide itemized cost for a minimum of the following; eligible services/equipment, ineligible services/equipment, one-time costs, installation costs, any fixed costs, and utilization costs (such as cost per call and cost per minute/increment). Bidder will include in their bid response all monthly unit pricing for each component of this system and an annual estimate of the California Teleconnect Fund discount
2. **Service Agreement** – Along with the Vendor's bid, it is **required** that the Vendor include a copy of their multi-year Service Agreement. Vendor will provide two (2) copies of their agreement signed and dated in their bid response. Once all proposals have been received, and evaluated, the District will sign, date, and return the successful bidder's agreement.
3. **Vendor Information** – Bidder will provide in their bid package documentation that details; firm name, business address and phone/fax numbers of the office and corporation facilities, a brief overview of the bidder's organization, a brief history of your firm, the primary contact person to support this contract(s), and the bidder's Service Provider Identification Number (SPIN).
4. **List of References** – Bidder will include a minimum of 3 client references. References will include contact name, organization, name, telephone and email information for contact.
5. **Vendor Qualifications** – Bidder will provide in their bid package sufficient documentation that demonstrates the bidder's ability to provide the services as requested in this RFP.
6. **Implementation Plan** – Bidder will provide an implementation plan, if applicable, that details; the process for service provider, system cut over (including a schedule) for services to commence July 1, 2014, and contact information for the Service and/or Installation Managers that will be responsible for this project. Provide any specific or required dialing codes that would be necessary with your solution.

No bid will be accepted from or contract awarded to a bidder:

- 1) Who is not licensed in accordance with the law
- 2) Who does not hold a license qualifying them to perform work under this contract in the state of California
- 3) Who does not hold a valid Service Provider Identification Number (SPIN) and is in good standing with the FCC/USAC
- 4) Who has not successfully performed on projects of similar character and scope to the proposed work

Contract Requirements

The District intends to use the Service Provider's supplied Service Agreement to formalize any contractual relationship that results from this Request for Proposal. However, the Service Provider supplied agreement must include all the provisions mentioned in this RFP for the Service Provider's proposal to be considered responsive.

Terms and Conditions

The District would like to receive proposals that are based upon a five year contract term with two possible one-year extensions. The initial five (5) year contract term shall start: July 1, 2014, and end: June 30, 2019. The District reserves the option to extend this contract for a period of two (2) additional years at a time through June 30, 2021, not to exceed a total of seven (7) contract years. An extension option must be mutually acceptable to both parties. Any request for and acceptance of an extension shall be in written form, and shall include any requests and justifications for adjustment in compensation. If vendors can provide "better" rates by extending the length of contract, please provide this option as part of your RFP.

Service "Growth Clause"

Growth Services may or may not be requested by the District during the contract term. The service provider shall include a "growth clause" with maximum charges per month for incremental increases. The "growth clause" shall not require a change in contract terms. The "growth clause" shall include a price for all existing service types plus any additional services of the same type/speeds/bandwidth or higher.

Bid Evaluation Criteria

The District will evaluate and select the winning bid based on the following criteria:

- 1) **Price** – The price of eligible goods and services will be the highest weighted factor. The District will be evaluating price based on the eligible monthly and eligible "one-time" costs.
- 2) **Other Cost Factors** – The District will evaluate the other cost factors based on, but not limited to, the cost of service for "ineligible" goods and services, the cost of early termination for existing contract(s), any additional costs incurred by the District for the start of the requested service.
- 3) **Accuracy of Bid Response** – The District will evaluate the prospective bidder's bid response for, but not limited to, completeness of bid package, terms and conditions of Service Agreement, amendments and/or exceptions to the requested Service.
- 4) **Experience and Customer Service**– The District will evaluate prospective bidder's experience based on, but not limited to, the bidder's ability to successfully provide the requested service, prior history with the District, the quality of the respondent's List of References, and the respondent's history of customer service.
- 5) **Qualifications** – The District will evaluate the prospective bidder's qualifications based on, but not limited to, technical expertise, the number of projects successfully completed by the bidder providing the same type and scope of the requested services.

Vendor Selection/Contract Award

The District reserves the right to make the award to the bidder who submits the proposal, which meets the requirements, set forth herein and best meets the needs of the District after taking into consideration all of the aforementioned factors. The District also reserves the right to select portions of a proposal, or to reject any and all proposals.

Right to Reject Any and All Quotes

The governing board of the District reserves the right to accept or reject any or all RFP's in whole or in part/or waive any irregularity in any proposal received. The District shall be the sole judge of the competency and responsibility of the Contractors. The submission of a bid by the Vendor is an acknowledgement of this right.

END OF RFP