

# REQUEST FOR PROPOSALS (RFP)

## Telecommunication / Data Services

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 **Telecommunication / 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](mailto:ssimmons@rescueusd.org)

Tall bids are to be received no later than **January 17, 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](mailto:ssimmons@rescueusd.org). The deadline for all questions regarding this RFP will be **03:00 p.m.**, on **January 10, 2014**.

#### **Solicitation and Service Description**

The District is looking for a Service Provider to provide local Telecommunication and Data circuits, usage, services that meets E-rate rules and guidelines. Bidder shall use the Current Services List as shown below, (includes each of the District’s current BTN’s/WTN’s and Circuits) to determine the quantity and scope of the services requested.

<b>Breakdown of Current Services</b>		
<b>PRI Services:</b>	<b>Qty</b>	<b>Unit Type</b>
Circuits	2	lines
<b>Voice Services:</b>		
Business Access Lines (1MB)	43	lines
Federal Subscriber Line Charge	43	surcharge
Primary Rate ISDN	2	line
PBX Combo Trunk for PRI	2	line
Federal Subscriber Line Charge (PRI)	2	line
Digital Line Port Charge (PRI)	2	line
Enhanced Alternate Route	1	line
Block of 100 DID stations (ND8)	6	line
Block of 100 DID stations (ND1)	1	line
e911 Services	1	feature

<b>Breakdown of Additional Services Desired</b>
There are currently 14 BTN's for Voice Services. Bidder will consolidate all Voice Services under one BTN to be billed to the District location at 2390 Bass Lake Road Rescue, CA 95672
There are currently 2 BTN's for PRI Services. Bidder will consolidate all PRI Services under one BTN to be billed to the District location.
The District desires to relocate one PRI from 2561 Francisco Drive in El Dorado Hills, CA 95762 to 1901 Francisco Drive in El Dorado Hills, CA 95762. Respondents will include all costs as appropriate.
Respondents will include cost for growth on all current services.

The successful bidder will include in their bid price, at a minimum, the following:

1. The cost to provide the same quantity, speeds, function and services as the District's existing Service.
2. The cost to retain and/or port all of the District's existing telephone numbers and data circuits.
3. The cost of all one-time connection and/or installation fees as necessary by the bidder to provide their proposed service.
4. The cost for any services, features or addition items required to provide the services listed.

The District will accept a CALNET 3 contract and CALNET 3 terms and conditions if offered.

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.

**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:

Not Applicable to this RFP.

**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:

1. Funding approval by the SLD.
2. Approved funded amount equal to the funding amount as requested on the Form 471.
3. 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.
4. 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](mailto: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 10, 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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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**