

# REQUEST FOR PROPOSALS (RFP)

## 2016 RUSD Session Initiated Protocol (SIP) Trunks Voice Services for

### Rescue Union Elementary School District – Entity Number 144577

#### E-rate period 7/1/2016 – 6/30/2017

Rescue Union School District, here after referred to as “District”, is seeking responses from qualified providers for **2 SIP Trunks for VOIP services** in accordance with the Schools and Library Division (SLD) and E-rate funding process.

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

The District is looking for a Service Provider to provide **two SIP Trunks** for the District’s Mitel Voice Over IP (VOIP) services that meet E-rate rules and guidelines for the District and seven school sites. Maintenance of any necessary Service Provider equipment shall be a part of the Service Provider’s responsibility. If there is a one-time connection or installation fee, list this fee separately. If there are functions, features, or services that are ineligible for E-rate funding that are offered as additional options, please provide a description of these features and services and the associated pricing separate from the eligible services. **ALL services will be eligible for E-rate funding unless we are advised differently by the Service Provider.**

Bidders are expected to submit a proposal that considers and is responsive to the terms, conditions, specifications, etc., as well as the evaluation criteria set out in this document.

The specifications of the services requested in this RFP must be compatible with a Mitel virtualized controller and are defined as follows:

- Two SIP trunks total to be located at:
  1. 2390 Bass Lake Rd, Rescue, CA 95672
  2. 1901 Francisco Dr, El Dorado Hills, CA 95762
- Each trunk needs to support 23 concurrent calls for a total of 46 concurrent calls
- Include future growth pricing for an additional 23 concurrent calls
- Include costs for all E-rate eligible services
- Include costs for porting 640 DID’s over from PRI’s to SIP trunks
- Include all monthly costs for DID’s
- Include all monthly costs for usage to include local, local lata, and local long distance costs
  - Estimated local voice calls and local lata voice calls have usage of 3700 minutes per month
  - Estimated local long distance calls have usage of 4700 minutes per month
- List all one-time connection or installation fees and ineligible services separately

The District is looking for two SIP Trunks for Voice services to replace two PRI’s. Preference is to have load balancing or fail over between the two circuits. The SIP trunks will terminate into existing equipment which consists of two HP 5406 switches. In addition, all existing phone numbers and DID’s will need to be able to port into the new service from our existing PRI lines.

Note: During the life of the contract, Rescue Union School District reserves the right to reduce or increase the number of lines per contract price schedule and to purchase additional services not eligible for E-Rate discount.

#### **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. Initial funding approval by the SLD.

2. Continued funding of SIP Trunk services annually by the SLD through the E-rate program.
3. Approved funded amount equal to the funding amount as requested on the Form 471.
4. 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.
5. 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, 2016 and may not extend past June 30, 2017.

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.

**Proposal Submission:**

All prospective bidders wishing to provide a proposal for this project must submit (hand deliver, mail, fax or email) their bid to the **Rescue Union School District** no later than **April 18, 2015 at 03:00 PM Pacific Time**. The deadline for all questions regarding this RFP will be **03:00 PM on April 15, 2015**.

**Delivery Preferences:**

1. Email:  
Sheila Simmons [ssimmons@rescueusd.org](mailto:ssimmons@rescueusd.org)
2. Mail or Hand Deliver:  
Rescue Union School District  
2390 Bass Lake Road  
Rescue, CA 95672  
Attn: Sheila Simmons
3. Fax:  
(530) 677-0719

All bid packages, hard or electronic copy, will bear the bidder name, SPIN and the words "E-rate Submission" on the cover or "subject" line.

**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/Departments/Technology--Media/E-Rate/E-Rate-2016-2017/index.html>
4. The deadline for all questions regarding this RFP will be **03:00 PM, on April 15, 2015**.

**Bid Requirements**

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 when applicable.
- 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 the 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, school district references preferred. 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 bidders ability to provide the services as requested in this RFP.
- 6) **Public Works Project** – Bidder must be registered with the State of California Public Works as defined by Labor Code section 1722.1.
- 7) **Implementation Plan** – Bidder will provide an implementation plan, if applicable, that details; the process for service provider, system cut over (including a schedule), 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**

It is the District's intent to enter into an agreement with the successful vendor in April 2016 for delivery of all fully configured service between in the 2016-17 Fiscal Year. The District may elect to purchase additional services for a period of up to five (5) years. The date of service as well as the term of the contract is subject to change at the District's sole discretion. However, all parties submitting proposals must be prepared to provide the required services under the terms and conditions set forth herein. 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. 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** – 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, and the quality of the respondent's List of References.
- 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**