

Request for Proposal
Pettus Independent School District
ERate 2015-2016

Local Phone Service, Long Distance Phone Service,
PRI Service, Digital Transmission Service, Internet Access

Due: March 23, 2015, 2:00 PM

Superintendent: Theresa Keel

Pettus Independent School District 2015-2016 ERate Request for Proposal

General Information:

The Pettus Independent School District is soliciting ERate Proposals for local and long distance phone service, digital transmission service, and internet access service for the school district. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which the Pettus ISD intends to govern the relationship between it and the selected Vendor.

It is the intention of the Pettus ISD to award the contract to the company or companies that appears most advantageous to the District.

- Contact Person: Steve Sugarek, Technology Coordinator,

Proposals will be received **NO LATER THAN 2:00 pm, March 23, 2015**

Hand Delivered or Shipping Service Proposals

Pettus Independent School District
500 N. May
Pettus, Texas 78146

Mailed Proposals

Pettus Independent School District
P.O. Box D
Pettus, Texas 78146

Faxed or Email Proposals will not be accepted.

The envelope must be clearly identified on the outside as follows:

ERate 2015
Name of Bidder:
Address of Bidder:
Due Date: March 23, 2015

Submitting providers shall submit two copies of their Proposals (one original and one copy) with minimum 12pt font along with an electronic copy.

Communications:

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. All inquiries, must be submitted by email to ssugarek@pettusisd.esc2.net no later than **12:00 PM March 20, 2015**. All questions and answers will be accessible at (<http://tinyurl.com/q8stxgr>). The Pettus Independent School District will not be bound by oral responses to inquiries.

Award of Proposal:

Pettus ISD reserves the right to award this proposal on an item-by item basis or a group of items. Pettus ISD reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Evaluation and award of the proposal will comply with the Federal Communications Commission ERate guidelines which states that price will be the most heavily weighted item. Should Pettus ISD determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

Confidentiality:

The information contained in proposals submitted for Pettus ISD consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Pettus ISD will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.

Costs of Preparation:

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

Debarment:

Submission of a signed proposal in response to this solicitation is certification that the bidder (or any sub-vendor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any City, State or Federal department or agency. Submission is also agreement that Pettus ISD will be notified of any change in this status.

Proposal Understanding:

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

Proposal Validity:

Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.

Errors:

Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Payment:

Payment will be made upon receipt of correct invoice for goods that have been delivered, installed and accepted. A vendor may submit an invoice for partial installation. All materials must be installed, inspected and approved by Pettus ISD prior to final payment. If materials are damaged during installation vendor must replace product with like product prior to final payment.

Cancellation:

Pettus ISD reserves the right to cancel this contract without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this contract upon written notice of the intent. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, Pettus ISD reserves the right to cancel upon thirty days written notification of the intent.

Confidential Information:

Bidders for this RFP are advised that materials contained in their proposals are subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

Smoking, Drugs, Alcohol, Appropriate Language, Noise and Dress

Pettus ISD is a drug, alcohol and tobacco Free facility.

- Use of use tobacco products on district property is not allowed.
- Use or possession of drugs of any kind on district property is strictly forbidden.
- To keep class room disruptions to a minimum during school hours:
 - The playing of any radios or music will not allowed.
 - Shouting and yelling during should be avoided.
- Acceptable language is essential. Swearing, foul language, and racial, ethnic or sexual slurs or comments are strictly forbidden.
- Appropriate dress must be maintained while on district property.
- What is written and/or pictured on clothing must comply with the acceptable language guideline listed above.

Violation of any of the above will result in immediate automatic dismissal.

District Obligations:

Pettus ISD accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. Pettus ISD reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of Pettus ISD's official files. Retention of these proposals does not obligate Pettus ISD to any action. Pettus ISD reserves the right to reject any and all proposals received.

References:

The vendor must provide a list of three references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.

Default Conditions:

If the contracted service provider breaches any provision, becomes insolvent, enters voluntary or involuntary bankruptcy or receivership proceedings, or makes an assignment for the benefit of creditors, Pettus ISD will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five days written notice to the service provider.

Pettus ISD will then be relieved of all obligations, except to pay the value of the service provider's prior performance (at not exceeding the contract rate). The service provider will be liable to Pettus ISD for all cost exceeding the contract price that Pettus ISD incurs in completing or procuring the service as described in this document. Pettus ISD's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance or course of dealing.

ERate Contract Terms:

The contract may be subject to Pettus ISD receiving ERate funding in the form of a funding commitment decision letter in the amount requested. Prices must be held firm for the duration of the ERate 2015 fiscal year ending September 30, 2016 or until all work associated with the project(s) are complete (including any SLD approved extensions). The work shall be subject to the following conditions:

1. Only applicants holding a valid Service Provider Identification Number (SPIN) are eligible to respond to this RFP. Entities holding "Red-Light Status" with the FCC or are under any state of debarment as stated in the "Debarment" section listed above are not eligible to respond to this RFP and no proposals submitted by such entities will be considered.
2. Pettus ISD expects the proposer / Service Provider to make themselves thoroughly familiar with any rules and regulations regarding the ERate program.
3. All contracts entered into as a result of this RFP may be contingent upon the specific funding of the FRN at the percentage rate submitted for.
4. In the event of questions during the ERate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal(s).
5. The Service Provider will be required to send copies of all forms and invoices that will be submitted to SLD prior to invoicing the SLD to Pettus ISD for our records.
6. Pettus ISD reserves the right to deny any or all proposals associated with this RFP, even after ERate funding approval.
7. Pettus ISD reserves the right to fund, or partially fund (proceed with project or purchase) regardless of ERate approval.

Scope of Services:**1. Local Phone Service**

The district is seeking bids for local phone service. The district currently has 11 existing lines. (see physical address on Page 2) (The District will consider Cloud Hosted Voice Service.)

2. Long Distance Phone Service

The district is seeking bids for long distance phone service. The district currently has 11 existing lines. (see physical address on Page 2)

3. PRI Service

The district is seeking bids for PRI Service to possibly replace some of the existing telephone lines. The district currently has 11 existing POTS lines. (see physical address on Page 2)

4. Internet Access

The district is seeking bids for Internet Access for all students and staff of Pettus Independent School District. The District wants to increase their service to at least 50 Mbps and will not consider any bids lower than their current connection of 9 Mbps. The bidder should submit proposals at 9, 20, 30 & 50 Mbps. The district will also consider cost effective options greater than 50 Mbps.

5. Digital Transport Service (DTS)

The District is seeking bids for (DTS) from the district to its selected ISP if the most cost effective solution is to select different providers for digital transport service and internet service. The District wants to increase their DTS to accommodate at least a 50 Mbps connection to their selected ISP with growth to 500 Mbps and will not consider any bids for connections lower than their current connection of 9 Mbps.