

## REQUEST FOR PROPOSAL (RFP) - SUMMARY PAGE

ENTITY #	200244
SCHOOL NAME	SOUTHWEST TECHNOLOGY CENTER
ADDRESS	711 W TAMARACK
CITY, STATE, ZIP	ATLUS, OK 73521

Please submit bids/proposals to the school by email or mail.

CONTACT	MATT SWITZER		
EMAIL	<a href="mailto:mswiper@swtech.edu">mswiper@swtech.edu</a>		
PHONE	(580) 480-4738	ext	

CONSULTANT	MACHELLE MCKAY		
	COLLECT-ED LLC		
EMAIL	<a href="mailto:collect-ed@hotmail.com">collect-ed@hotmail.com</a>		
PHONE	(405) 830-2200		

**FUNDING YEAR 2017-2018 (July 1, 2017 - June 30, 2018)**

SERVICES REQUESTED (As checked)   **470 FILED**   **SITE VISIT**   **BIDS DUE BY:**

<b>CAT1</b>	<b>VOICE SERVICES (Phase Down Discount)</b>	<b>X</b>	11/4/2016	N/A	<b>12/8/2016</b>
	<b>INTERNET ACCESS</b>				
	<b>TELECOMMUNICATIONS SERVICES (Data transmission)</b>				

<b>CAT2</b>	<b>INTERNAL CONNECTIONS (Hardware)</b>				
	<b>BASIC MAINTENANCE SERVICES</b>				
	<b>MANAGED INTERNAL BROADBAND SVCS</b>				

# REQUEST FOR PROPOSAL (RFP)

## Category One

### VOICE

**30%** = Estimated discount

**PROPOSALS MUST INCLUDE**

**MONTHLY COSTS**

(including taxes / surcharges)      **INSTALLATION** (or other charges)      **NOT ELIGIBLE SERVICES, if any**

QTY	DESCRIPTION	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any
50	LONG DISTANCE SERVICES (with account codes for approx 50 users) Estimated minutes 1500-2000 minutes per month	711 West Tamarack Altus, OK			
8	CELLULAR VOICE SERVICE -Qty 8 lines proposal of 400-600 minutes shared with unlimited text and data -Proposed services - must include voice, data and text - cost allocate not eligible data costs. Cellular services must be available with good reception / signal (uptime) within the district area.	711 West Tamarack Altus, OK			

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

### INTERNET ACCESS

**0%** = Estimated discount

**PROPOSALS MUST INCLUDE**

**MONTHLY COSTS**

(including taxes / surcharges)      **INSTALLATION** (or other charges)      **NOT ELIGIBLE SERVICES, if any**

QTY	DESCRIPTION	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

\*\*Internet Access bids must include increment prices. School district may opt to increase bandwidth during contract term with annual review.

### TELECOMMUNICATIONS SVCS (data transmission)

**0%** = Estimated discount

**PROPOSALS MUST INCLUDE**

**MONTHLY COSTS**

(including taxes / surcharges)      **INSTALLATION** (or other charges)      **NOT ELIGIBLE SERVICES, if any**

QTY	DESCRIPTION	LOCATION	MONTHLY COSTS (including taxes / surcharges)	INSTALLATION (or other charges)	NOT ELIGIBLE SERVICES, if any

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

# REQUEST FOR PROPOSAL (RFP)

## Category Two

### INTERNAL CONNECTIONS (HARDWARE)

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

### BASIC MAINTENANCE SERVICES

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

### MANAGED INTERNAL BROADBAND SERVICES

0% = Estimated discount

PROPOSALS MUST INCLUDE MANUF. PART NUMBER(S)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>MONTHLY COSTS (including taxes / surcharges)</u>	<u>INSTALLATION (or other charges)</u>	<u>NOT ELIGIBLE SERVICES, if any</u>

\*USAC application requirements, may require more extensive details. Proposals may provide additional details, diagrams, etc.

# REQUEST FOR PROPOSAL (RFP) - TERMS

## General Terms

> School districts will comply with fair and competitive bid process, either by state law or rules of Universal Service Administration Company (USAC)- Schools and Libraries Division for E-Rate discounts.

> All requested products and services may be contingent upon Erate funding approval and /or school board approval.

Service Providers must meet all terms and conditions set forth by Universal Service Administration Company (USAC)- Schools and Libraries Division Erate program for discounts. Service providers must provide SPIN# (Service Provider Identification Number) on bid/proposal response.

> School District may award bids or proposal by per product, per project or entire bid basis. Best price and most cost effective scored highest factors on bid evaluations.

> All products and services proposed must be operational and compatible with all network equipment brands/software used by school district.

> Bids/ Proposal must meet or exceed minimum requested hardware or services requests.

Bids may offer multiple options (bids/proposals) for additional consideration. (including installation, configuration, labor, etc.) All hardware bids must include specification sheets (white papers, if applicable). Maintenance and warranties information is required (manufacturer offering or otherwise) for all proposed products and services.

For most requested services such as Internet, Installation, Basic Maintenance, Managed Internal Broadband Services, etc. - Service Providers must be within 100 mile radius (approx 1-2 hours) from school district location). If using sub-contractors, required disclosure of the contracting company and information.

School district may allow State Contracts as an option to receive bid prices. (a mini bid would be required, minimum of 3 service providers). Service Provider quoting state contract prices must include a copy of the State Contract as part of their response.

School district may include (but may not be required for requested services) a site visit for specific products & services requested, as posted on RFP. Preference is to schedule group visits to ensure all service providers are offered the same time to ask questions, take measurements, or make note of any barriers to services offered. Group site visits allow for additional communication as well as limited interruptions to school campus and student activities. Two (2) dates and times will be available for groups to meet. (within the required USAC 28 day "wait period".) Site visits are recommended, unless otherwise stated as a required action, only if dates are set and stated in RFP. Site visits attendance may be a factor in bid evaluation results.

> All bids/proposals must include any miscellaneous charges: change fees, contingency fees, shipping/freight, lease or rental fees, per diem and/or travel fees, taxes, surcharges and other similar, reasonable charges.

> All bids/ proposals MAY include any installation, activation and initial configuration fees: design and engineering, project management costs, and/or on-site training.

# REQUEST FOR PROPOSAL (RFP)

## Documentation Requirements

### 1 INTEND TO BID PAGE: Service Provider Registration (see attached page)

- a Must register, as soon as possible, to receive any email or updates for this RFP request.
- b Submit any questions, concerns or clarifications to SCHOOL CONTACT by EMAIL. All answers will be updated and posted within 3-5 business days on school website. (minimum once a week)
- c Responses for requested information will be posted on local school webpage for all services to view.

**SEE WEB PAGE: <http://www.swtech.edu/> (SEE QUICK LINKS)**

FINAL QUESTION DAY - 7 business days before posted deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)	12/1/2016
FINAL ANSWER WEB POSTING - 5 business days before deadline. (Please note this date may vary, see last school business day before a school break, refer to holiday schedule on INTEND TO BID page.)	12/3/2016

- d Service Provider must print a copy of school webpage with questions and answers. (required proof of receipt) If no questions, please state - NO QUESTIONS / ANSWERS FOUND ON SCHOOL WEBPAGE - with date and signature.

### 2 Response bid/proposal MUST INCLUDE:

- a USAC Service Provider SPIN #
- b Company information: including a brief company background and experience.  
Contact Information (may include sales, service, Erate and Accounting with phone numbers and emails.  
Plus, a complete copy of contract with terms for consideration.
- c Statement of Work / Services including maintenance and warranty information. (if any)
- d Copy of State contract pricing, if applicable.
- e List of References (minimum of 3 within the state)
- f Copy of the list of posted questions & answers with date and signature - as listed above (item #d)
- g Federal Tax ID certificate (w-9)  
A copy of certificate of insurance. Please note the school district may request a current copy
- h certificate of insurance (depending on expiration of policies) before any work or services to be completed on campus locations.

### 3 Instructions to submit

- a Bids will be accepted for a minimum of 30 calendar days. (USAC requires 28 calendar days)
- b Submit bids/proposals to SCHOOL CONTACT by email must be received no later than deadline date unless extension date is requested from school AND update to the FORM 470 application.

## INTENT TO BID & SUBMIT RFP QUESTIONS

**SERVICE PROVIDERS Immediately Complete & submit THIS PAGE**

DATE \_\_\_\_\_

SERVICE PROVIDER: \_\_\_\_\_

CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OFFICE# or CELL#: \_\_\_\_\_

SITE VISIT?	<b>NO</b>		PLAN TO ATTEND?
VISIT DATE/TIME #1			
VISIT DATE/TIME #2			
meet at address:			

Email questions, if any.

Please note any school breaks

**THANKSGIVING**      11/21/2016-11/25/2016

**CHRISTMAS**        12/19/2016-1/2/2017

**Submit questions no later than**      **12/1/2016**

**(or last school business day before school break)**

to [mswitzer@swtech.edu](mailto:mswitzer@swtech.edu)

SOUTHWEST TECHNOLOGY CENTER

MATT SWITZER

- > Our intent is to provide a fair and open bid process.
- > We are not responsible for the delivery/receipt of any emails or correspondence.
- > For RFP updates, questions and answers– not through individual emails.  
**SEE WEB PAGE: <http://www.swtech.edu/> (SEE QUICK LINKS)**
- > All questions and answers will be posted by [12/3/2016](#)  
(or last school business day before school break)

## REQUEST FOR PROPOSAL (RFP) - NOTES

Additional Information (if pertains)

> **For Internet Access requests:** "If the applicant simply has a voice application running over a data circuit with ***no portion of the circuit dedicated to providing voice***, the circuit is not submit to the phase down" - USAC News Brief 2/9/2015

> **For Internet Access requests:** Must include all configuration, installation, special construction information and costs by each site location. Provide all available/additional options provided by the service provider for consideration, this sample list included but not limited to; (1) Internet filtering; (2) leased router(s) & other required equipment; or (3) purchase equipment cost. Any service not eligible for E-Rate discounts must be identified and cost allocated.

> **For Internet Access requests: (OKLAHOMA SCHOOLS ONLY)** Service Provider must agree to apply any Oklahoma Universal Service Fund (OUSF) for credits for the internet access services within 90 days of completed service start date.

> **For Basic Maintenance requests:** A detailed description of services and pricing (may be include service of a school network including not eligible equipment, cost allocation is required and invoiced separately).

**Proposals must include:**

- a Service Measurements – Service Availability (uptime); service performance (throughput, response time and service quality (number of unscheduled outages, recovery plans, customer surveys, etc)
- b Responsibilities of the Service Provider – service orders, expected timeframes, etc.
- c Responsibilities of the Client – service orders, expected timeframes, etc
- d Explain terms of cancellation or termination.
- e Samples of Service Forms, Reports or Logs, USAC requirement for payments, audits, etc.
- f Describe any use of subcontractors

> **For Internal Connections,** no refurbished equipment is accepted unless otherwise stated. Equipment must be commercial or enterprise models, no retail models accepted.