

**PHENIX CITY SCHOOL DISTRICT
Request for Proposal (RFP)
CELLULAR TELEPHONE & MOBILE INTERNET ACCESS SERVICES
Bid Opening Date: November 10, 2009, 10:00 a.m. (Eastern Time)**

I. MISCELLANEOUS

<p>A. The Phenix City School District/Board of Education intends to contract for Cellular Telephone Services and Mobile Internet Access (includes Blackberry or Blackberry-like services) with the most responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Phenix City School District. Phenix City School District will accept sealed bids to provide specified services beginning July 1, 2010 to June 30, 2011 (E-rate funding to begin July 1, 2010 – June 30, 2011) with the school system having the option of two one year extensions July 1, 2011 to June 30, 2012 and July 1, 2012 to June 30, 2013. Options will be executed at the school district’s discretion provided pricing remains the same, vendor continues to meet all other requirements, and the school district continues to be funded through the E-rate program.</p>
<p>B. Vendors that have questions regarding bid specification must submit their questions in writing to the Technology Coordinator, David Mathis, at davidmathis2000@yahoo.com not later than November 2nd, 2009.</p>
<p>C. Any changes, additions, modifications to the bid request will be posted to the Phenix City School’s web site at http://www.pcboe.net/ErateBid/erate.htm in the Technology Services section. It is the responsibility of the vendor to check the website for any changes to the bid request before submitting a bid.</p>
<p>D. A site visit/survey to all facilities identified to receive services is scheduled for October 29th, 2009 starting at 9:00 a.m. (Eastern Time) at the Phenix City School Board of Education, 1212 9th Avenue, Phenix City, Alabama. This is an opportunity for potential bidders to survey each location, if desired, prior to submitting a bid response.</p>
<p>E. Sealed bids must be submitted in two (2) printed copies and 1 electronic exact copy (files in .doc or .pdf format) prior to the bid opening, at 10:00 a.m. (Eastern Time), November 10, 2009, at the Phenix City School District Board of Education, P.O. Box 460, 1212 9th Avenue, Phenix City, AL 36867.</p> <p>The envelope/container must be marked “Bid GF1069, Cellular Telephone & Mobile Internet Access Services” on the front and “SEALED BID DO NOT OPEN” on the seal. Mail to Attention: Ginger Benefield at the address listed above.</p> <p>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</p>
<p>F. Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers’ itemization numbers, etc. is intended to set quality standards and does NOT exclude bids from others as long as quality standards are met.</p>
<p>G. If a bid differs in any way from the bid specifications, the bidder must list the differences on the Bid Response Form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet all specifications in every respect; and if awarded the contract, performance on this basis will be required.</p>
<p>H. All vendors must use our Bid Response Form for submitting their bid.</p>
<p>I. It is the bidder’s responsibility to comply with all local, state and federal laws applicable within the context of this bid.</p>
<p>J. Phenix City School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.</p>
<p>K. Bid price is to be all-inclusive (including taxes, fees, etc.) with no allowable additional costs to Phenix City School District.</p>

L. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations.
M. If the bid amount is \$10,000.00 or more, a certified check or bid bond, payable to Phenix City School District, in the amount of five percent (5%) of the amount of the bid but in no event more than \$10,000.00, must accompany the vendor's proposal. Said bond will remain in effect until the contract is completed.
N. The Phenix City School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
O. The final awarding of this bid will be made by the Phenix City School District/Board of Education based on a recommendation from the Superintendent.
P. If you choose not to bid, please return the invitation to Phenix City School District and state the reason. Failure to respond may cause your company to be removed from the bid list file.
Q. The Phenix City School District reserves the right to reject any and all bid proposals.
R. All vendors must have a valid Service Provider Identification Number (SPIN as a valid Telecommunications and Internet Access service provider with the Schools and Libraries Division (SLD) of the Universal Services Administrative Company (USAC).
S. Vendor must be classified as a common carrier for telecommunication services and maintain such classification for the length of the contract to provide cellular phones services.
T. Phenix City School District will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and USAC-SLD E-rate funding.
U. All vendors submitting a bid are responsible for understanding USAC and FCC E-rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-rate funding and should be filed as ineligible fees/charges.
V. Vendor must have been in continuous business for a minimum of 3 years and must be an exclusive provider, not a reseller, of services requested.
W. In the event vendor equipment, software, materials, etc. are necessary to provide services, they must be compatible with existing equipment, software, material, etc. The school system is not required make any purchase of equipment, software, material, etc. to accept the vendors services.
X. Prices shall be good for the length of this contract (including option years). The cost of cellular phones and services that are added during the contract term will be charged according to the contracted rate.
Y. Phenix City School District reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.
Z. At the request of Phenix City School District, the Vendor must invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice, FCC Form 474) for the discounted portion of each bill in accordance with SLD regulations. In this case, if requested, the school district will only be invoiced for the discounted portion.
AA. Phenix City School District reserves the right to cancel the contract if E-rate funding is not approved during the specified period of the contract and/or the two-year extension periods.
BB. Vendor must be able to provide consolidated billing under a single billing account number and detailed breakdowns of charges to individual telephone numbers and by service type such as but not limited to maintenance and charges over and above basic plan.

CC. This bid and any resulting contract does not restrict Phenix City Schools from using other wireless telecommunication and Internet Access services from other vendors.
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DD. All requirements specified in this RFP become a part of any awarded contract.

II. REQUIREMENT SPECIFICATIONS

A. Phenix City School District is seeking cellular telephone with mobile Internet Access services (includes Blackberry or Blackberry-like services) for the Central Office location and all school system sites.

Vendor is to provide service plans for cellular phone services including, but not limited to, a local footprint including all of Phenix City School District locales as a minimum. Phenix City School District expects to start service for a total of 85 cellular telephone lines (25 of these include Internet Access Services (Blackberry or Blackberry like)) with unlimited direct connect type feature included in the service plans with a minimum service of **450** cellular minutes per phone available for calling within the local footprint area and nationwide long distance and minimum 12000 shared peak minutes. Pricing is also requested for a Blackberry or Blackberry like services plan with unlimited calling, unlimited text messaging, and unlimited data downloads. Quantities for proposed plans will change based on needs during the service period, with no additional costs beyond those quoted.

B. Custom calling services required as a part of the proposed service plans are voice mail capability, texting, caller identification service, unlimited direct connect type services, and Mobile Internet Access (Blackberry or Blackberry like services).

C. All current cellular phone numbers for Phenix City School District must be retained.

D. Because of the investment already made by the district in handsets, the existing phone units/handsets should be used where possible. If reprogramming or other updates are required and possible, identify any additional fees as part of the pricing and briefly explain the process needed to update the units. In the event, the handsets cannot be updated, provide pricing for comparable handsets. The pricing for handsets and updates to existing handsets is ineligible for E-rate funding.

Presently the following handsets are in use by Phenix City Schools.

- (Qty 60) Model i880 (Nextel)
- (Qty 25) Model 8350i BlackBerry Curve with direct connect (Nextel)

E. An onsite maintenance plan for handsets is required but not eligible for E-rate funding. The vendor must be able to provide onsite pickup and delivery for maintenance services (repair and replace phones) within the vicinity of Phenix City Schools (mail in replacement plans will not be acceptable). Indicate service time frame as same day, next day, 2nd day.

F. List of Sites

Site Name	Site Address
Central High School	2400 Dobbs Drive Phenix City, AL 36870
CHS Freshman Academy	2800 Dobbs Drive Phenix City, AL 36870
South Girard School	521 Fontaine Road Phenix City, AL 36869
Phenix City Intermediate School	2401 South Railroad Street Phenix City, AL 36867
Lakewood Elementary School	3010 Silverlake Drive Phenix City, AL 36867
Meadowlane Elementary School	709 Meadowlane Drive Phenix City, AL 36869
Phenix City Elementary School	2307 South Railroad Street Phenix City, AL 36867
Ridgecrest Elementary School	1806 8th Place Phenix City, AL 36869

Sherwood Elementary School	906 Idle Hour Drive Phenix City, AL 36867
Westview Elementary School	1012 Ingersoll Drive Phenix City, AL 36867
Phenix City Project Success	1700 17th Avenue Phenix City, AL 36867
Phenix City Schools – Bus Shop	1212 9th Avenue, Phenix City, AL 36867
Phenix City Schools – Board of Education Admin	1212 9th Avenue, Phenix City, AL 36867

The Customer reserves the right to add or remove sites during the term of the contract due to district site closures and openings that may occur during this time.

- G. The vendor must verify that the proposed services included in the Bid Response Form work properly from all school buildings and administrative Office locations within the Phenix City School District.

Prior to contract award, Phenix City School District reserves the right to test any service with existing equipment or proposed equipment. This includes testing of all coverage areas claimed by the Vendor. Any devices must be provided to the Phenix City School District’s technology department for examination and testing with no obligation on the school district’s part to purchase the products or for the bid to be granted to the Vendor.

- H. The Vendor must identify any of the quoted services or portions of services that are ineligible for E-rate funding and provide separate eligible and ineligible pricing.

- I. The Vendor must provide a detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.

- J. Vendor must provide three references of comparable size and scope with a summary of the services provided.

III. BASIS OF AWARD

In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may include but are not limited to prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Phenix City School District does not guarantee award of a contract and reserves the right to reject all bids.

These factors as well as others may be utilized in weighing the RFP responses as follows:

Factor	Weight
Price	30%
Prior Experience	25%
Quality of Proposed Solution	25%
Flexibility of Services/Plan	10%
Maintenance Plan	10%
TOTAL	100%

IV. REQUIRED CONTENTS OF BID AND ATTACHMENTS

- A) Completed Bid Response Form (7 pages)
- B) Documentation verifying vendor is a valid E-rate provider with an approved SPIN for both Telecommunication and Internet Access services
- C) Coverage map for the state of Alabama and Phenix City
- D) Service Plan information
- E) Explanation of any procedures and costs to update existing phones, if required
- F) References of a minimum of 3 other customers for whom company has provided similar size and scope of services
- G) Bid Bond or check, if applicable

An entire copy of the bid response and supporting documentation shall be submitted in two (2) paper copies and one exact electronic copy in Microsoft Word or Adobe Acrobat format (.doc or .pdf, respectively).

Failure to provide the required information in the specified manner may be a basis for disqualifying the bid and causing the bid to be thrown out without consideration.

PHENIX CITY SCHOOL DISTRICT
Request for Proposal (RFP)
CELLULAR TELEPHONE & MOBILE INTERNET ACCESS SERVICES
(Sealed Bids Accepted Until: 10:00 a.m. (Eastern Time), November 10, 2009)

BID RESPONSE FORM (Page 1 of 7)

Name of Firm: _____

Address of Firm: _____

Representative's Name (Type or Print): _____

*Authorized Signature: _____

Date: _____ Telephone: (____) _____

E-mail: _____

E-rate SPIN: _____(Telecommunications)

***Signature certifies the proposed solution and services meet all requirements outline in the Sections I – III and the vendor will comply with all specified requirements unless exceptions are noted below.**



EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS

BID RESPONSE FORM (Page 3 of 7)

Additional Costs (Type 1 Plan):	E-rate Eligible	E-rate Ineligible
Cost for additional cellular minute within local footprint.	\$ _____ per add'l minute	
Cost per additional cellular minute for long distance.	\$ _____ per add'l minute	
Any Additional Costs? If yes, specify:	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring

	E-rate Eligible	E-rate Ineligible
<p>Type 2 Plan. Monthly cost per cellular service plan with minimum 450 minutes, custom calling features, nationwide long distance, 12000 shared peak minutes, unlimited direct connect type service and unlimited Blackberry (or Blackberry like) data/internet/texting services (provide basic plan pricing – specify the number of minutes included, nationwide long distance, in-plan calling, etc.)</p> <p>_____ local minutes included</p> <p>_____ nationwide long distance minutes included</p> <p>_____ in-plan calling minutes included</p> <p>Estimated Taxes & Fees (specify all taxes and fees) (if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services):</p>	<p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p>	<p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p>
<p>Initial Non-Recurring Costs per Line</p> <p>Specify What This Charge Covers:</p>	\$ _____ per line	\$ _____ per line

BID RESPONSE FORM (Page 4 of 7)

Any Additional Costs? If yes, specify:	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring
Maintenance Plan Indicate service time frame: _____	<i>Not Eligible</i>	\$ _____ phone unit
	E-rate Eligible	E-rate Ineligible
Total Monthly Type 2 Plan Per Line:		
Additional Costs (Type 2 Plan):	E-rate Eligible	E-rate Ineligible
Cost for additional cellular minute within local footprint.	\$ _____ per add'l minute	
Cost per additional cellular minute for long distance.	\$ _____ per add'l minute	
Any Additional Costs? If yes, specify:	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring

BID RESPONSE FORM (Page 5 of 7)

	E-rate Eligible	E-rate Ineligible
<p>Type 3 Plan. Monthly cost per cellular service plan for Blackberry (or Blackberry like) data/internet/texting services with unlimited calling, unlimited text messaging, unlimited data downloads, custom calling features, nationwide long distance, and unlimited direct connect type service (<i>provide basic plan pricing – specify the number of minutes included, nationwide long distance, in-plan calling, etc.</i>)</p> <p style="text-align: center;">_____ local minutes included</p> <p style="text-align: center;">_____ nationwide long distance minutes included</p> <p style="text-align: center;">_____ in-plan calling minutes included</p> <p>Estimated Taxes & Fees (specify all taxes and fees) (<i>if an estimate is not included the district will conclude that the taxes and fees are included in the quoted prices for each of the services</i>):</p>	<p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p>	<p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p> <p>\$ _____ per line</p>
<p>Initial Non-Recurring Costs per Line</p> <p>Specify What This Charge Covers:</p>	<p>\$ _____ per line</p>	<p>\$ _____ per line</p>
<p>Any Additional Costs? If yes, specify:</p>	<p>\$ _____ one-time</p>	<p>\$ _____ one-time</p>
	<p>\$ _____ recurring</p>	<p>\$ _____ recurring</p>
<p>Maintenance Plan</p> <p>Indicate service time frame: _____</p>	<p><i>Not Eligible</i></p>	<p>\$ _____ phone unit</p>
	E-rate Eligible	E-rate Ineligible
Total Monthly Type 3 Plan Per Line:		

BID RESPONSE FORM (Page 6 of 7)

Additional Costs (Type 3 Plan):	E-rate Eligible	E-rate Ineligible
Cost for additional cellular minute within local footprint.	\$ _____ per add'l minute	
Cost per additional cellular minute for long distance.	\$ _____ per add'l minute	
Any Additional Costs? If yes, specify:	\$ _____ one-time \$ _____ recurring	\$ _____ one-time \$ _____ recurring

BID RESPONSE FORM (Page 7 of 7)

	E-rate Eligible	E-rate Ineligible
Optional Purchases: Cost for Phone: <u>Note: The Cell Phones themselves are not covered under E-rate therefore a separate quote for the phones must be provided in addition to the quote for the service.</u>		
Make/Model/Cost of New Blackberry (or Blackberry like) Phone with Direct Connect Capability Proposed:	<i>Not Eligible</i>	\$ _____ phone unit
Make/Model/Cost of New Phone with Direct Connect Capability Proposed:	<i>Not Eligible</i>	\$ _____ phone unit
Make/Model/Cost of New Phone with Direct Connect Capability Proposed:	<i>Not Eligible</i>	\$ _____ phone unit
Make/Model/Cost of New Phone with Direct Connect Capability Proposed:	<i>Not Eligible</i>	\$ _____ phone unit
Other Optional Services (Specify)	\$ _____ one-time	\$ _____ one-time
	\$ _____ recurring	\$ _____ recurring

The bid will be awarded on the basis of a collective grand total for E-rate eligible services not on an item-by-item basis. Award will be made to the responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Phenix City School system.