

**Fairfield City School District
Request for Proposal (RFP)
Cellular Telephone & Mobile Internet Access Services
Bid Opening Date: January 7, 2010 at 3:00 P.M.**

I. MISCELLANEOUS

| |
|--|
| <p>A. The Fairfield City School District/Board of Education intends to contract for Cellular Telephone Services and Mobile Internet Access services with the most responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Fairfield City School District. Fairfield City School District will accept sealed bids to provide specified services beginning January 1, 2010 to December 31, 2011 (E-rate funding to begin July 1, 2010 – June 30, 2011) with the school system having the option of two one year extensions January 1, 2011 to December 31, 2012 and January 1, 2012 to December 31, 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, Valerie Holmes, at vholmes@fairfield.k12.al.us not later than December 30, 2009.</p> |
| <p>C. A site visit/survey to all facilities identified to receive services is scheduled for <Insert Date & Time> at the Fairfield City School Board of Education, 6405 Avenue D, Fairfield City, Alabama, 35064. This is an opportunity for potential bidders to survey each location, if desired, prior to submitting a bid response. Delete this</p> |
| <p>D. Any changes, additions, modifications to the bid request will be posted to the Fairfield City School’s web site (Error! Hyperlink reference not valid. It is the responsibility of the vendor to check the website for any changes to the bid request prior to submitting a bid.</p> |
| <p>E. Sealed bids must be submitted in two (2) printed copies and 1 electronic exact copy (files should be .doc or .pdf format) prior to the bid opening, at January 7m 2010 at 3:00 P.M. at the Fairfield City School District, 6405 Avenue D, Fairfield, Alabama 35064.</p> <p>The envelope must be marked “Bid #3 - Cellular Telephone & Mobile Internet Access Services” on the front and “SEALED BID DO NOT OPEN”. If mailed, mail to Attention: Valerie Holmes 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>Failure to provide the information requested in this RFP in the requested format is reason for disqualification, without consideration.</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 proposal 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. A total of two paper copies and one electronic EXACT copy of the bid (files should be .doc or .pdf format) on a CD.</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> |

| |
|--|
| J. Fairfield 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. |
| K. Bid price is to be all-inclusive (including estimated taxes, fees, etc.) with no allowable additional costs to Fairfield City School District. |
| 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 exceeds \$10,000, a certified check or bid bond, payable to Fairfield City School District, in the amount of five percent (5%) of the amount of the bid but in no event more than \$10,000, must accompany the bidder's proposal. Said bond will remain in effect until the contract is completed. |
| N. Fairfield 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 Fairfield City School District based on a recommendation from the Superintendent and approval of the Board of Education. |
| P. If you choose not to bid, please return the invitation to Fairfield City School District and state the reason. Failure to respond may cause your company to be removed from the bid list file. |
| Q. Fairfield City School District reserves the right to reject any and all bid proposals, if deemed necessary. |
| R. All vendors must have a valid Service Provider Identification Number (SPIN) with the Schools and Libraries Division of the Universal Services Fund AND that SPIN must be approved by SLD to be provide Telecommunications and Internet Access services. |
| 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. Fairfield 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. |
| V. Vendor must have been in continuous business for a minimum of 3 years and must be the 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 to make any purchase of equipment, software, material, etc. to accept the vendors' services. |
| X. Prices should 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 and any extensions will be charged according to the contracted rate. |
| Y. Fairfield City School District reserves the right to cancel the contract with the vendor for nonperformance 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 Fairfield City School District, the Vendor may be required to 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. If discounted billing is requested, the school district will only be invoiced for the undiscounted portion. |
| AA. Fairfield 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 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. Billing should be available, at no extra charge, through an Internet interface with electronic invoices available when requested. |
| CC. This bid and any resulting contract do not restrict Fairfield City School District from using other wireless telecommunication and internet access services from other vendors. |
| DD. All requirements specified in this RFP become a part of any awarded contract. |

II. CELLULAR PHONE AND MOBILE INTERNET ACCESS SERVICES REQUIREMENTS SPECIFICATIONS

- A. Fairfield City School District is seeking cellular telephone services for the Central Office, all administrative locations, and all school system sites.
- (1) Vendor is to provide a service plan for cellular phone services including, but not limited to, a local footprint including all of Fairfield City School District locales as a minimum. Custom calling services required as a part of the service plan are voice mail capability and caller identification service.
 - (2) The system expects to start service for a total of **11(+/-)** cellular telephone lines with the following monthly plans all with the ability to add unlimited direct connect or direct connect type services: Plan A - 300 cellular minutes; Plan B - 1350 cellular minutes; Plan C – 1350 cellular minutes with unlimited Blackberry/Blackberry like data/Internet services; Plan D - 2000 cellular minutes and unlimited Blackberry/Blackberry like data/Internet services; and a Plan E - **10** cellular minutes (all unused minutes polled and shared) available for calling within the local footprint area and nationwide long distance. Initially **1** of the cellular lines will include unlimited Blackberry (or Blackberry like) data/internet services. The quantity of telephone lines with and without Blackberry (or Blackberry like) services will change based on the district’s needs, with no additional costs beyond those quoted. **Corrina, we also have an air card for Dr/ Greene’s laptop**
 - (3) Currently the school district does not utilize the direct connect or direct connect like features but desires bids to include option pricing for all plans if the direct connect like capability is added at a later date to any other calling plan other than the one listed in the Bid Response Form: Plan E. This option pricing should include unlimited direct connect like capability.
 - (4) All current cellular phone numbers for Fairfield City School District must be retained and the existing phone units 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.
 - a. Presently the following handsets and quantities are in use by Fairfield City Schools.
 - **MOT VU204 DIS**
 - **RIM BB8830 GLBL PDA**
 - (5) An optional maintenance plan for handsets is desired but not eligible for E-rate funding.

B. List of Sites

| Site Name | Site Address |
|--|---|
| Donald Elementary School | 715 Valley Rd Fairfield, Alabama 35064 |
| Fairfield City Schools Board of Education & Fairfield Alternative School | 6405 Avenue D Fairfield, Alabama 35064 |
| Fairfield High Preparatory School | 610 Valley Rd Fairfield, Alabama 35064 |

| | |
|-----------------------------|---|
| Forest Hills Middle School | 7000 Grasselli Rd Fairfield, Alabama 35064 |
| Glen Oaks Elementary School | 1301 Highland Dr Fairfield, Alabama 35064 |
| Robinson Elementary School | 301 61 st St Fairfield, Alabama 35064 |

The number of sites may change during the period of the contract and its extensions, due to system changes.

C. 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 Fairfield City School District. Failure of the system to operate within each location will be cause for rejection or termination of the contract after award.

Prior to contract award, Fairfield 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 Fairfield 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.

D. 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.

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

F. 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. Fairfield 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% |
| Transition | 25% |
| Quality of Cellular Services | 25% |
| Prior Experience | 15% |
| Flexibility of Cellular Plan | 5% |
| TOTAL | 100% |

IV. REQUIRED CONTENTS OF BID AND ATTACHMENTS

- A) Completed Bid Response Form (12 pages)
- B) Coverage map for the state of Alabama and Fairfield Alabama
- C) Service Plan information with detailed description of the proposed services
- D) Explanation of any procedures to update existing phones, if required
- E) References of a minimum of 3 other customers for whom company has provided similar size and scope of services
- F) Documentation verifying vendor is a valid E-rate provider with an approved SPIN for both Telecommunication and Internet Access 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).

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

BID RESPONSE FORM (Page 3 of 12)

| Additional Costs (Plan A): | 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 | |
| Addition of Unlimited Direct Connect Capability: | \$ _____ one-time | \$ _____ one-time |
| Any Additional Costs? If yes, specify: | \$ _____ one-time | \$ _____ one-time |
| | \$ _____ recurring | \$ _____ recurring |

BID RESPONSE FORM (Page 5 of 12)

| Additional Costs (Plan B): | 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 | |
| Addition of Unlimited Direct Connect Capability: | \$ _____ one-time | \$ _____ one-time |
| Any Additional Costs? If yes, specify: | \$ _____ one-time | \$ _____ one-time |
| | \$ _____ recurring | \$ _____ recurring |

BID RESPONSE FORM (Page 7 of 12)

| Additional Costs (Plan C): | 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 | |
| Addition of Unlimited Direct Connect Capability: | \$ _____ one-time | \$ _____ one-time |
| Any Additional Costs? If yes, specify: | \$ _____ one-time | \$ _____ one-time |
| | \$ _____ recurring | \$ _____ recurring |

BID RESPONSE FORM (Page 9 of 12)

| Additional Costs (Plan D): | 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 | |
| Addition of Unlimited Direct Connect Capability: | \$ _____ one-time | \$ _____ one-time |
| Any Additional Costs? If yes, specify: | \$ _____ one-time | \$ _____ one-time |
| | \$ _____ recurring | \$ _____ recurring |

BID RESPONSE FORM (Page 11 of 12)

| Additional Costs (Plan E): | 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 12 of 12)

| | E-rate Eligible | E-rate Ineligible |
|---|--------------------|---------------------|
| Optional Purchases: Cost for Phone: <i>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.</i> | | |
| Make/Model/Cost of Blackberry (or Blackberry like) Phone Proposed: | Not Eligible | \$ _____ phone unit |
| Make/Model/Cost of Blackberry (or Blackberry like) Phone with Direct Connect Capability Proposed: | Not Eligible | \$ _____ phone unit |
| Make/Model/Cost of Proposed Cellular Phone with Direct Connect: | Not Eligible | \$ _____ phone unit |
| Make/Model/Cost of Proposed Cellular Phone only: | Not Eligible | \$ _____ phone unit |
| Additional Models/Capabilities: | Not Eligible | \$ _____ phone unit |
| Other Optional Services (Specify): | \$ _____ one-time | \$ _____ one-time |
| | \$ _____ recurring | \$ _____ recurring |
| Maintenance Plan (for optionally purchased handsets) | Not Eligible | \$ _____ per line |

Note: Per E-rate guidance: “An applicant may not receive free or discounted services from a service provider that have the effect of providing a discount level to the applicant greater than the discount allowed for Schools and Libraries support.”

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