

# Request for Proposal

<b>Eligible Entity:</b>	<b>Great Circle 13160 County Rd 3610 Saint James, MO 65559</b>
<b>Title:</b>	<b>Priority 1 and 2, including, WAN, VoIP, Internet, IC, and BMIC</b>
<b>RFP Number:</b>	<b>GCO20130622210357</b>
<b>470 Number:</b>	<b>394890001148410</b>
<b>470 Post Date:</b>	<b>November 15, 2013</b>
<b>RFP Due Date:</b>	<b>February 7th, 2014 at 2:00PM local standard time</b>
<b>Billed Entity Number:</b>	<b>16055238</b>
<b>Email Address:</b>	<b><a href="mailto:GCO@adsadsi.com">GCO@adsadsi.com</a></b>

**RFP Extended until 2/07/2014:**

**For Mobile/Cellular Service**

Great Circle ("GCO") seeks proposals in accordance with the terms and conditions posted within. The awarded contract may cover both E-Rate eligible and non-eligible items. If eligible and non-eligible items or services are bid, bidders must break out the non-eligible items and list them as such. Contract award(s) shall be made in accordance with FCC Universal Service Administration Company E-Rate Program Rules.

For consideration Bidder must submit a Sealed Bid. GCO shall not be responsible for the pre-opening of, post-opening of or failure to open, a RFP not properly addressed or identified. Sealed bids shall be delivered to Great Circle.

Responses to this Request for Proposal ("RFP") that include or require a demonstration shall not be considered.

PREQUALIFICATION: None Required  
MANDATORY JOB WALK: Yes, see information contained within  
SEALED BID MARKING: 394890001148410  
PLACE OF SEALED BID RECEIPT: Great Circle  
Attn: Tammy Andrews  
13160 County Rd 3610  
Saint James, MO 65559  
METHOD OF BID RECEIPT: Personal delivery, courier, or mailed via United States Postal Service to above address.  
Late offers shall not be considered.  
Bids that are only E-mailed shall not be accepted.  
Offers that are E-mailed prior to the bid deadline may not be accepted.

**Sealed bids must be delivered to the Applicant as described.**

In addition, offers must be delivered to the [GCO@adsadsi.com](mailto:GCO@adsadsi.com) email address after the 2PM deadline on and before 6PM CST the following day. There shall be no difference between the sealed documents and documents delivered by email. The documentation delivered in a sealed envelope shall be considered for proposal evaluation.

**DO NOT UNDER ANY CIRCUMSTANCE PROVIDE CONFLICTING DATA. IF CONFLICTING DATA IS PRESENTED THE SUBMITTING BIDDER MAY BE DISQUALIFIED.**

## **QUESTIONS:**

All questions must be posted to [http://adsadsi.com/rfp\\_year\\_17.shtml](http://adsadsi.com/rfp_year_17.shtml) in order to assure all service providers have access to the same information. Please visit the website and click on the RFP/470 Q/A link associated with the applicant's Form 470 Application to submit a question. In addition, please click on the RFP/470 Q/A link associated with this application to review all questions asked and answered. Please remember that questions submitted within 5 business days of bid due date shall not be answered.

If you do not have a question, but would like to stay current with questions asked and answered, please visit the website and click on the RFP/470 Q/A link associated with the applicant's Form 470 Application and submit a request, in the form of a question, to be

added to the question and answer distribution list. If you submit a question you are automatically added to the distribution list for updates.

No other method of asking questions is acceptable. Questions asked in any other method than the acceptable method as described above shall not be answered – i.e. questions submitted via text, E-mail, or asked via a telephone, or left on a voicemail shall not be answered.

**ADS Advanced Data Services, Inc. role is to assist with the E-Rate Application Process:**

ADS Advanced Data Services, Inc. does not evaluate Service Provider Service Offerings – The applicant is responsible for selecting all Service Providers. ADS shall not recommend Service Providers.

All information is provided on the 470, to include applicant type, service locations, addresses, and service NPA/NXXs.

If you have a proposal, or optional packages, please provide details and the eligible applicant shall evaluate all options to select a winner. Pricing specific to the applicant's requirements must be included for an evaluation to be completed. Please make sure any required Contracts or Statements of Work are authorized and included in your response.

If the applicant has a question on your service offering, terms, and/or pricing, clarification shall be sought.

**The RFP has been extended for the following services:**

**Scope of Work - Priority 1, Telecommunications Services**

Service or Function / Quantity and/or Capacity

Telephone Service: Existing Wireless/Cellular Data (optional tethering/hotspot capability) and Text Plans for up to 250 lines with up to 1,000 minutes per line. Minutes must be pooled. Multiple service providers may be selected based on coverage areas.

## **Service Provider Instructions**

### **Service Provider RFP Response Cover Sheet:**

Service Provider must complete the Service Provider Authorized Response on the following page and include it as the first page of the Service Provider response. Bids submitted without a Service Provider Authorized Response Cover Sheet may not be evaluated.

In addition to the Service Provider Quote Cover Sheet, please include all relevant documentation to include, but not limited to: Scope of Work, Authorized Master Service Agreement, Detail Line Item Pricing, Taxes, Surcharges, and/or Maintenance Service Agreement, etc. A proposed agreement or contract **must** specifically identify the eligible components covered, including product name, model number, and location.

### **Service Provider Evaluation:**

<b>Factor</b>	<b>Value</b>	<b>Weight</b>	<b>Score</b>
<b>Price of the ELIGIBLE goods and services</b>		<b>30%</b>	<b>0</b>
<b>Prior experience</b>		<b>20%</b>	<b>0</b>
<b>Other Cost Factors (Ineligible Goods and Services)</b>		<b>20%</b>	<b>0</b>
<b>Personnel, Management Qualifications and Capability</b>		<b>25%</b>	<b>0</b>
<b>Local Vendor</b>		<b>5%</b>	<b>0</b>
<b>Total</b>		<b>100%</b>	<b>0</b>

**Note:** The above worksheet is available for download – please visit: [http://www.adsadsi.com/rfp\\_fy17.htm](http://www.adsadsi.com/rfp_fy17.htm).

Ability to meet billing preference and provide a Service Level Agreement shall be considered a Capability.

### **Service Provider RFP Response:**

Item 21s, by location or entity number, must be included with the Service Provider response. All Service Provider responses without Item 21 attachments shall be considered incomplete and NOT considered. A sample and interactive worksheet is attached on the next page. Make and Model Numbers must be included on the Item 21 Attachments for Eligible Products and Services. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.

Successful Bidder shall provide a complete inventory upon project completion. All Invoices must cross reference the Inventory Documentation provided.

All bids must be submitted in sealed envelopes (appropriately marked) and sent via email to: [GCO@adsadsi.com](mailto:GCO@adsadsi.com) with the 470 Number in the subject line. Please submit bids in either Microsoft Office Format (.doc, .xls, etc.) or Adobe .pdf files. Facsimile, telegraphic or mailgram offer(s) shall be rejected and not considered.

By submitting a response, Service Provider Agrees to all Terms and Conditions contained within. If Service Provider's response is selected, Great Circle shall award GCO20130622210357 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.

### **Service Provider Terms, Conditions and/or additional Contracts:**

In order to be considered for award any and all terms, conditions and, or contracts required by the Service Provider must be signed, dated and submitted with the RFP Response.

All Priority 2 Basic Maintenance agreements or contracts must specifically identify the eligible components covered, including product name, model number, and location.

### **Invoicing the Universal Services Administrative Company (USAC):**

Unless otherwise agreed upon, the Service Provider shall be responsible for invoicing USAC by using the Service Provider Invoice (SPI) methodology. Great Circle shall be responsible for their share.

### **Contracts:**

FCC rules require that an applicant sign a contract with the service provider before signing and submitting a completed *Services Ordered and Certification Form* (Form 471). Consequently, all Contracts, Statements, of Work, and/or Service Agreements must be submitted with this response with a handwritten signature and date. Countersigned documents may be provided after the Funding Commitment Decision Letters are issued by the Schools and Libraries Division of the Universal Services Administrative Company.

## **GService Provider Authorized Response**

This form must be completed and returned with RFP response.

<b>Form 470 Number:</b>	<b>394890001148410</b>
<b>Title:</b>	<b>Priority 1 and 2, including, WAN, VoIP, Internet, IC, and BMIC</b>
<b>RFP Number:</b>	<b>GCO20130622210357</b>
<b>RFP Due Date:</b>	<b>February 7th, 2014 at 2:00PM local standard time</b>
<b>Term:</b>	<b>July 1, 2014 thru June 30, 2015 unless otherwise specified</b>

Service Provider Name:	
Service Provider Address:	
Service Provider City, State and Zip:	
Service Provider Contact Name:	
Service Provider Contact Phone Number:	
Service Provider Contact FAX Number:	
Service Provider Contact Email Address:	
State Tax Number(s):	
Federal Tax Identification Number:	
Service Provider SPIN:	

**By submitting an authorized response, Service Provider Agrees to all Terms and Conditions contained within. If additional Terms, Conditions or contracts are required please submit a signed copy within the RFP Response.**

**If Service Provider's response is selected, Great Circle shall award GCO20130622210357 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.**

**Internal Connections (including Basic Maintenance) Pricing must be included with the Bidder response in the form of an ITEM 21 – by location. All Service Provider responses without Item 21 attachments shall be considered incomplete and may NOT be considered. Make and Model Numbers must be included on the Item 21 Attachments and all agreements. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.**

**All invoices must cross reference the Bidder provided Inventory Documentation.**

**The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). To qualify as a Service Provider, your organization must be able to produce a valid SPIN (Service Provider Identification Number). If your organization does not currently have a valid SPIN and wishes to submit a response to this RFP, please visit: <http://www.universalservice.org/sl/providers/step01/> and obtain a SPIN prior to submitting a bid for consideration.**

\_\_\_\_\_  
Service Provider Authorized Signature (Original)  
Please do not submit with an electronic signature

\_\_\_\_\_  
Date of Service Provider Signature

\_\_\_\_\_  
GCO Authorized Signature

\_\_\_\_\_  
Date of GCO Signature