

Request for Proposal

Eligible Entity:	Patagonia School District Consortium Highway 82, Post Office Box 254 Patagonia, AZ 85624
Title:	P1&P2 E-rate Application
RFP Number:	PSD20130614075631
470 Number:	831710001148451
470 Post Date:	November 19, 2013
RFP Due Date:	January 17, 2014 at 4:00PM local standard time
Billed Entity Number:	16074858
Email Address:	PSD@adsadsi.com

RFP Extended until 3/15/2014:

For all Priority 1 Service Requests

Patagonia School District Consortium ("PSD") 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. PSD 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 Patagonia School District Consortium.

PREQUALIFICATION: None Required
MANDATORY JOB WALK: Yes, see information contained within
SEALED BID MARKING: 831710001148451
PLACE OF SEALED BID RECEIPT: Patagonia School District Consortium
Attn: Angelica Lucero
Highway 82, Post Office Box 254
Patagonia AZ 85624
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 PSD@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:

To assure all vendors have the same information **ALL QUESTIONS MUST** be posted to http://adsadsi.com/rfp_year_17.shtml. 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 may 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.

Installation Locations Specifics

Sub Entity #	Location Name	Address
16075578	Old Main	100 School Street, Patagonia, AZ 85624
143091	Patagonia Elementary School District #20	200 West Naugle Avenue, Patagonia, AZ 85624
143090	Patagonia High School District #20	200 West Naugle Avenue, Patagonia, AZ 85624

Scope of Work

Priority 1, Telecommunications Services

Service or Function / Quantity and/or Capacity

Telephone Service:	Wireless/Cellular & Data (optional tethering) with Text Plans for up to 15 lines with at least 300 minutes per line, minutes may be pooled, or a price per minute may be offered.
Telephone Service:	Up to 5 POTs Lines.
Telephone Service:	Switched Long Distance for up to 5 lines of service.
Telephone Service:	At least 1 and up to 2 Dedicated T1s or PRI for local and long distance service (fractional service may be considered).
Telephone Service Components:	Up to 100 DIDs.
Telephone Service Components:	Text Messaging.
Telephone Service Components:	Directory Assistance.
Telephone Service Components:	Inside Wire Maintenance.
Digital Transmission Service:	Distance Learning/Video Conferencing with up to 1 Gbps of Bandwidth.
Digital Transmission Service:	T-1 point to point connection to between entities 16075578 and 143091
Interconnected VoIP:	<p>Combined Local and Long Distance Voice over Internet Protocol (VoIP) Phone Service. Interconnected VoIP is defined as a service that (1) enables real-time, two-way voice communications; (2) requires a broadband connection from the user's location; (3) requires Internet protocol-compatible customer premises equipment (CPE); and (4) permits users generally to receive calls that originate on the public switched telephone network and to terminate calls to the public switched telephone network. All handsets and end-user devices must be offered/priced a la carte so that they may be cost allocated. The solution must give the appearance of one large system, rather than many separate systems, to the internal and external callers. The solution must meet the requirements of Priority 1 eligible E-Rate funding, specifically:</p> <ul style="list-style-type: none"> • Hosted Interconnectivity between Hosted VoIP Central Office and PSD's Point(s) of Demarcation. • Allow various levels of calling privileges such as long distance and international calls, for example, to be programmable by extension.

- VoIP system shall provide four-digit dialing options between facilities for up to 100 extensions, with up to 23 concurrent calls.
- Options to support up to 5 analog ports for fax, alarm (security and fire) and postage machines.
- Call forwarding, both inside and outside of the system, call routing, call transfer and redial functionality.
- The system must support Caller ID for both the caller and receiver.
- The system must support the functionality of 1 auto attendant.
- All current numbers must be maintained and ported over to the new system.
- The system must provide 911 services to include options for E911 and PS-ALI.
- Centralized voice mail system that can be used transparently by all locations, and the ability for all locations to appear to be part of a single phone system – to include the lighting of message waiting lights on the handsets (if available).
- The system should allow users the ability to log into the phone that they are using. It is preferred that a user's profile be allowed to "follow" the staff member to a device. For instance, a teacher could change classrooms and have their phone service (via their extension) available for use.
- Ability to utilize all voice mail features among all users independent of each user's location.
- Voice mail that is accessible from the inside and outside of the organization locations.
- Unified messaging - integrate E-mail system (voice mail to be delivered as E-mail).
- Centralized Call Detail Reporting system to report calls being made and where the call originated.
- Option for up to 75 phone handsets that are appropriate for office and classroom use (prefer end-user handsets to have a message waiting indicator light). Equipment shall be new models and in current production. Reconditioned, remanufactured, and demo models may not be accepted. Please provide both lease and purchase options.
- Include pricing of any Wide Area Network connectivity requirements (circuits, router modules, etc.).
- Provide options to connect with other systems, like PA, Intercom, Bell/Paging (VALCOM) and Security.
- Management of phone system and individual phone extensions from both on and off premise locations.
- Ability to administer all systems from one, or any, location.
- CPE shall consume a limited footprint. Solutions with less than 3U rack space requirements are preferred.

Priority 1, Internet Access

Service or Function / Quantity and/or Capacity

Wireless Internet Access:	Wireless/Cellular & Data (optional tethering) with Text Plans for up to 15 lines with at least 300 minutes per line, minutes may be pooled, or a price per minute may be offered.
Internet Access:	1 existing 10.5Mbps connection with options to upgrade to 100Mbps. Please provide tiered pricing options for service up to 100Mbps. The Service Provider must provide CPE to deliver a single Ethernet Handoff to PSD. The connection to the Internet may be used for SIP trunking.
Internet Access:	Distance Learning/Video Conferencing with up to 1 Gbps of Bandwidth.
Webhosting Service:	Web Hosting for 1 domain (www.patagonia.k12.az.us), with Teacher Web Page functionality. Web pages should reflect a custom design and should be part of a base package. Templates are not acceptable. Performance - sufficient bandwidth must be disclosed and maintained to support fast page loads. A minimum of 70 Mbps bandwidth is requested.
E-Mail:	Hosted Student/Staff E-mail for up to 200 accounts (125 Student and 75 staff). Please provide monitoring and account management options for Anti-SPAM, Anti-Virus, Anti-Pornography Scanner, inappropriate blocked word list features, mobile phone compatibility, calendars, multiple file formats, block attachment type features-attachment content filtering, administration portal with easy E-mail, keyword search and reporting features, E-mail and phone support, minimum of 7GB of storage per user, and archiving/retention options. Must comply with CIPA requirements.

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:

Factor	Value	Weight	Score
Price of the ELIGIBLE goods and services		30%	0
Prior experience		20%	0
Other Cost Factors (Ineligible Goods and Services)		20%	0
Personnel, Management Qualifications and Capability		20%	0
Local Vendor		10%	0
Total		100%	0

Note: The above worksheet is available for download – please visit: http://www.adsadsi.com/rfp_fv17.htm.

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: PSD@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, Patagonia School District Consortium shall award PSD20130614075631 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. Patagonia School District Consortium 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.

Service Provider Authorized Response

This form must be completed and returned with RFP response.

Form 470 Number:	831710001148451
Title:	P1&P2 E-rate Application
RFP Number:	PSD20130614075631
RFP Due Date:	January 17, 2014 at 4:00P.M. local standard time
Term:	July 1, 2014 thru June 30, 2015 unless otherwise specified

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, Patagonia School District Consortium shall award PSD20130614075631 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

PSD Authorized Signature

Date of PSD Signature