

Willcox Unified School District
Business Office
480 North Bisbee Avenue
Willcox, Arizona 85643
(520) 385-4211

NOTICE OF REQUEST FOR PROPOSAL

DATE: November 19, 2014
PROPOSAL #: RFP 15-04
DUE DATE: December 18, 2014

In accordance with the School District Procurement Rules, competitive sealed proposals for the services and materials specified will be received by the District at the specified location until the time and date cited. Proposals received by the correct time and date will be opened and the name of each offeror will be publicly read.

Proposals must be sealed and may be presented in person or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Proposals will be time stamped when received. Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified. Offers must be marked on the outside of the envelope with the RFP number and title and the submitting company's name. **The District is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.**

Additional instructions for preparing a proposal are provided with this notice. Offeror's are strongly encouraged to review the enclosed proposal requirements and specifications as the District reserves the right to accept or reject any or all proposals, waive irregularities and accept any proposal deemed to be in the best interest of the District. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that he can supply the services and materials requested, and meet the required delivery time line as specified.

For questions contact: Kevin Davis at 520-384-8606 or erate@wusd13.org

MAIL ALL RFP'S TO: Willcox Unified School District
480 North Bisbee Avenue
Willcox, Arizona 85643
ATTN: RFP # 15-04

THIS PROPOSAL IS OFFERED BY: _____
(Name of Company)

INSTRUCTIONS TO BIDDERS

1. PREPARATION OF BID:

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Exceptions to Terms and Conditions. An Offer that takes exception to a requirement of any part of the Solicitation shall clearly identify the specific paragraph(s) where the exception(s) occurs. All exceptions that are contained in the Offer may negatively affect the District's proposal evaluation based on the evaluation criteria as stated in the Solicitation or result in rejection of the Offer.
- C. Submit three (3) copies of the proposal with one copy marked "Original."

2. PROPOSAL FORMAT: Offers shall be tabbed with the following sections in the following order:

- A. Introductory letter
- B. Table of content
- C. Firm's experience and qualifications in providing the requested services.
- D. Reference: Provide at least 3 references preferably school districts in Arizona
- E. Cost Proposal

3. INQUIRES. Any inquiry related to a Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other District employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as a contact.

4. SUBMISSION OF OFFER

- A. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation number shall be plainly marked on the outside of the envelope or package. Bids will be time stamped when received. Bids received after the stated opening time will not be considered and will be returned to the bidder.
- B. Late Offers. An Offer submitted after the exact Offer due date and time shall be rejected.
- C. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

5. OFFER ACCEPTANCE PERIOD.

An Offeror submitting an Offer under this Solicitation shall hold its Offer open until after the E-Rate Form 471 Application filing deadline for the current E-Rate Funding Year.

6. TAXES.

- A. All applicable taxes stated in the Offer will be considered by the District when determining the lowest bid or evaluating proposals. The District will add use tax to out-of-state offers in evaluating the solicitation. At all times, payment of transaction privilege taxes and the determination of applicable taxes and rates are the sole responsibility of the Offeror.
- B. If Arizona resident Offerors do not indicate taxes as a separate item in the Offer, the District will conclude that the price(s) offered includes all applicable taxes.

7. **AWARD OF CONTRACT:**

- A. Where applicable, the District reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the District. If the District determines that an aggregate award to one Offeror is not in the District's best interest, "all or none" Offers shall be rejected.
- B. An Offeror's submission of an Offer does not in and of itself constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A contract will not be created until the Offer is formally accepted and executed in writing as confirmed by the Procurement Officer's signature on the District's Offer and Acceptance Form. A notice of award or recommendation by the District's Governing Board of its intent to award prior to acceptance and execution by the Procurement Officer shall not constitute acceptance of the Offer. The District's Procurement Officer shall not formally accept or execute an Offer until all requisite formalities of the solicitation process have been complied with.

8. **PROTESTS.**

A protest shall be filed, and shall be resolved, in accordance with the Arizona State Procurement Code for school districts, Section R7-2-1153, as may be amended. A protest must be in writing and must be filed with the Procurement Officer of record. Protests based upon alleged improprieties in a Solicitation that are apparent before the bid opening shall be filed before bid opening. Protests based upon alleged improprieties in a Solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. In procurements requesting proposals, protests concerning improprieties that do not exist in the initial Solicitation but that are subsequently incorporated into the Solicitation shall be filed by the next closing date for receipt of proposals following the incorporation. In all other cases, protests shall be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest must include:

- 1. The name, address and telephone number of the protester;
- 2. The signature of the protester or its representative;
- 3. Identification of the Solicitation or Contract number;
- 4. A detailed statement of the legal and factual ground of protest including copies of relevant documents; and
- 5. The form of relief requested.

TERMS & CONDITIONS

1. **CONTRACT:** This contract shall be valid from the date of award through June 30, 2015. The Parties agree that this contract may be renewed at the initiative and option of the District for up to four (4) additional years in increments of one year or less with ninety (90) days written notice. If the parties cannot agree on terms for the renewal period, at least ninety (90) days before the anniversary date, the agreement will expire as scheduled.
2. **EVALUATION:** In accordance with the School District Procurement Rules, Competitive Sealed Proposals, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals. Evaluation criteria shall include:
 - A. Cost of Eligible Services. 40 Points
 - B. Other Cost Factors (including Termination Fees for existing contract) 20 points
 - C. Ability of the vendor to provide the services specified 30 points
 - D. Acceptable Delivery or Completion Date 10 points
3. **DISCUSSIONS:** Discussions may or may not, at the sole discretion of the District, be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. If discussions occur pursuant to provisions of this paragraph, the District shall issue a request for best and final offers pursuant to Rule R7-2-1048 of the Arizona School District Procurement Rules.
4. **CONFIDENTIAL INFORMATION:** All proposals will be made available for public inspection after the award has been made; except to the extent that, pursuant to the provisions of the Arizona School District Procurement Rules, A.A.C. Rules R7-2-1001, et seq., the Offeror has designated certain information to remain confidential and the District concurs that that information should remain confidential. If an Offeror believes that data in its proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising the District of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears. PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NON-RESPONSIVE. The District shall not be responsible for disclosure of any confidential material that is not clearly marked as such.
5. **E-Rate:** This solicitation and resulting contract is wholly contingent on the successful funding of future E-rate awards from the Universal Services Administration Company and at the option of the District. The successful vendor shall honor all pricing and contract components regardless of E-Rate funding status. The District agrees to make clear to the successful vendor at the time of purchase whether a purchase is using the E-Rate discount mechanism or is not using the E-Rate discount mechanism, and will seek separate reimbursement through the E-rate process.

Request for Proposal

E-Rate – Voice Lines and Internet Access – Scope of Work

The Willcox Unified School District is requesting proposals for analog business lines and PRI circuits to support existing and anticipated voice traffic.

It is the intent of the District to award a 5 year contract. The contract term shall begin on July 1, 2014. If the service acceptance date is after July 1, the contract term may be reduced to expire with the end of the fiscal year at the discretion of the District.

General Specifications:

The District is seeking services and pricing through a formal sealed RFP process for the materials and services specified in the Form 470 and associated specifications, compliant with School District Procurement Rules in the Arizona Administrative Code (A.C.C.) promulgated by the State Board of Education pursuant to A.R.S. §15-213. The prospective vendor is not required to hold an approved State Master Contract or other Cooperative Purchasing Contract. If the prospective vendor holds an approved State Master Contract or other Cooperative Purchasing Contract, the pricing proposed may be compliant with the prospective vendor's State Master Contract or Cooperative Purchasing Contract pricing structure, at the prospective vendor's option.

Proposals must be submitted in a sealed container with the Request for Proposal number and the Offeror's name and address clearly indicated on the submittal, and must be received by the District, at the specified location, time and date cited. Proposals received by the correct time and date will be opened and the name of each offeror shall be publicly read. Late proposals shall not be considered by statute.

Instructions for preparing the proposal are provided within the Terms and Conditions of the posted Request for Proposal and any Addendums. Proposals that do not conform to these instructions, or any proposal that is generic in nature or otherwise does not meet the requirements contained in this Form 470 and associated specifications, may be considered non-responsive and may be disqualified. OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

All proposals must clearly identify the prospective vendor's E-Rate SPIN.

All proposals must identify the cost for all non-recurring expenses, including but not limited to construction of conduit, trenching, campus assessment, engineering, project management, documentation, contingency, installation, configuration, travel, taxes, etc. The successful vendor must obtain and pay for all permits and inspections required by all legal authorities and agencies having jurisdiction for the work. This will be a part of the work of the vendor performing the work requiring the permit or inspection.

The services proposed must be eligible for E-Rate under the Category 1 provision

compliant with the Schools and Libraries Division Eligible Services List for the current funding year. The costs for services not eligible for E-Rate must be clearly itemized separate from eligible services.

Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order, and restated in the FCC E-Rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services offeror from offering or charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider or consortium that purchase directly from the offeror.

The District will evaluate all compliant responsive proposals received, and reserves the right to select the proposal that is the most cost effective, compliant with FCC Fair and Competitive Bidding Rules.

Contact with the District’s technology or business staff is restricted according to the instructions in the Terms and Conditions of the posted Request for Proposal and any Addendums. Please direct all questions and requests for information to Kevin Davis via email at erate@wusd13.org.

Failure to comply with these general specifications may be grounds for disqualification and award may be made to the next most cost effective provider. Vendors who do not quote all requested services will be disqualified as unresponsive.

Voice Line Requirements:

The District is seeking analog phone lines and PRI circuits to support the existing and anticipated inbound/outbound voice traffic. The current voice traffic is supported by (1) PRI and (1) PRI-T1 circuits. Additionally, there are (21) analog/1FB phone lines. The District Office Hub location is located at 480 N Bisbee Ave, Willcox, Arizona 85643.

Please provide a cost for (1) PRI circuit, (1) PRI-T1 circuit/equivalent and up to (25) analog business lines; allocated as follows:

Location	Address	Required Number of Analog Lines
Willcox District office	480 N Bisbee Willcox 85643	5
Willcox Elementary School	501 W Delos St Willcox	5
Willcox High School	240 N Bisbee Av Willcox	5
Willcox Middle School	360 N Bisbee Av Willcox	5

*****Additional phone lines, including the (5) not specifically allocated to a site should be eligible to be added to the contract as needed.***

Voice Circuit Specifications:

1. Must support Quality of Service (QoS).
2. Any components provided such as “On-Premise Category 1” equipment must be new and purchased from the manufacturer, not refurbished or purchased from “secondary markets” or “independent re-furbishers.”
3. The proposed circuits must support a Service Level of 99.9% uptime.
4. The proposed circuits must include a 24 x 7 x 365 monitoring and trouble notification service.
5. A monthly report on trouble tickets must be provided.
6. The RFP response must state what the vendor’s policy and procedure is for escalation of unresolved trouble tickets. This statement must include the prospective vendor’s policy on providing outage credits.
7. The RFP Response must include a proposed implementation plan including a proposed cut-over date.
8. The proposed network will meet all requirements and service tariffs of the Local Exchange Carrier (LEC).
9. The successful vendor must provide and be responsible for all coordination work and correspondence required with the operating Telephone Company for arranging the required telephone service, interface, charges, cut over schedule, and dates.
10. The successful vendor must provide a competent supervisor and supporting technical personnel, acceptable to the District, during the entire installation.

REFERENCES

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

District/School _____

Contact Person: _____ Title: _____

Phone # _____ Fax # _____

Size of District _____ Year(s) Services Provided _____

Willcox Unified School District
Business Office
480 North Bisbee Avenue
Willcox, Arizona 85643
(520) 385-4211

OFFER
RFP 15-04

TO Willcox Unified School District:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the Offer. Signature also certifies understanding and compliance with Willcox Unified School District's Standard Terms and Conditions.

Arizona Transaction (Sales Privilege) for clarification of this offer, contact:

Tax License No.: _____ Federal Employer Identification: _____

Name _____ Phone/Fax _____

Company Name Authorized Signature

Address Printed Name

City State Zip Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR DISTRICT USE ONLY)

Your Offer is hereby accepted. The Contractor is now bound to sell the materials, services or construction listed by the attached award notice based upon the Solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's offer as accepted by the District.

This Contract shall henceforth be referred to as Contract No. _____.

The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this Contract until Contractor receives an executed purchase order or Contract release document from Willcox Unified School District.

Awarded this _____ day of _____

AUTHORIZED SIGNATURE NAME & TITLE

NON-COLLUSION AFFIDAVIT

State of Arizona)
County of)

_____, affiant.

(Company Name)

the _____

(Authorized Signature's Title)

(Authorized Signature's Name)

The persons, corporation or company who makes the accompanying Proposal, having first been duly sworn, deposes and states:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

(Title)

**“NO BID” RESPONSE FORM
BID/RFP 15-04**

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond will result in deletion of your name from the District’s vendor listing. This form may be returned to the address listed below, or faxed to (520) 384-2025. A “No Bid” will be considered a response.

I am submitting a “No Bid” at this time.
Please keep my name on the District’s Bidder’s List.

I cannot provide services of this nature.
Please remove my name from this category. I will submit a revised Vendor Registration Form.
You may receive a copy of this form by mail by contacting our office at (520) 385-4211.

I no longer wish to do business with Willcox Unified School District.
Please remove my name from the District’s Bidder’s List.

I am no longer in the business to provide these services.
Please remove my name from the District’s Bidder’s List.

Name of Company

Date Signed

Authorized Signature/Local Representative

Telephone/Fax Number

Type Name and Position Held with Company

Mailing Address

City

State

Zip

**Please return this completed form to:
Willcox Unified School District
Business Office
480 North Bisbee Avenue
Willcox, Arizona 85643
Fax (520) 384-2025**