

PUTNAM CITY SCHOOLS

Information Technology Services

5401 NW 40th

Oklahoma City, OK 73122

Request for Proposals

for

**LOCAL PHONE SERVICE
LONG DISTANCE PHONE SERVICE**

Date of release

December 9, 2021

Due Date

January 8, 2022

4:30

PREFACE

The district is soliciting bids and solutions for phone service- local, intra-state, and long-distance.

Technical contact for this project:

Jared Juel, Director
Technical Services
Office: 405-470-3993 ext. 1700
Email: jjuel@putnamcityschools.org

District contact for this project:

Cory Boggs, Executive Director
Information Technology Services
Office phone: 405-495-5200 ext. 1296
Email: cboggs@putnamcityschools.org

1.0 PURPOSE

1.1 Putnam City Schools, also abbreviated as PCS for brevity, is requesting proposals from qualified vendors to provide telecom services: local phone service intra-state, and long-distance phone service to the district.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be entitled for consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

2.0 DISTRICT INFORMATION

2.1 Putnam City Schools has an active enrollment of ~18,500 students, attending a total of 27 schools: 18 elementary (K-5), 5 middle (6-8); 3 high (9-12); and 1 alternative high school. Putnam City Schools covers a large geographical area and is represented within the boundaries of Oklahoma City, Bethany, and Warr Acres.

The PCS communication environment is Fortinet VOIP throughout the school district. Call managers are located in the datacenter at PC Center, the network hub of the district, and at our secondary data center PC North High School. Connectivity among sites is via Transparent LAN.

See Appendix A for current services.

3.0 SCOPE OF WORK

The Putnam City Public School District is seeking a vendor to provide local, intra-state, and long-distance phone services. It is the intent of Putnam City to evaluate cost-effective solutions based on features, functionality, implementation difficulties, but primarily, price. The district currently will need approximately 32 analog lines, 50 SIP lines, and 200 DID numbers. Vendor must support T.38 fax protocol.

Primary SIP will be located at Putnam City Center (PCC). Secondary will be Putnam City North High School with incoming number failover.

Putnam City Schools expects all vendors to comply with security standards and remain diligent in regard to safeguarding data and access to the network.

4.0 GENERAL INFORMATION:

4.1 Technical questions may be directed to Jared Juel, Director of Technical Services at jjuel@putnamcityschools.org.

4.2 Questions or requests for clarification should be directed to Cory Boggs, Executive Director of Information Technology Services at cboggs@putnamcityschools.org

4.3 For the purpose of this proposal, the pricing sheet, Appendix B, must be completed in its entirety and existing design.

4.4 Vendor's monthly bill must itemize all charges for individually identifiable components of the proposed services, materials and support communication system, including all associated installation, programming, and cabling, if applicable. Include charges for all components required to connect all applications, all design charges, telecommunications interface charges, technology security, and training charges, again if such charges are applicable. Any ambiguous and/or undisclosed add-on charges found on the district's invoice(s) will be deemed as billing errors and removed from the invoice(s) prior to payment.

4.5 Payment may be made for a single line item or partial service when the item or service has been satisfactorily delivered or within thirty (30) days after the date of delivery and the receipt of a satisfactory invoice.

4.6 This Agreement states the total obligation of PCS to the vendor for compensation for the services to be performed hereunder. PCS shall pay vendor in accordance with the proposal made by the vendor and accepted by PCS. PCS shall pay vendor for the satisfactory performance of the work solicited, approved and accepted under this Agreement. Vendor acknowledges and agrees that this is a non-exclusive requirements type contract and PCS will utilize vendor's services on an as needed basis and as such PCS will only be responsible for payment for services requested that are satisfactorily performed and meet PCS's required specifications. Vendor further acknowledges and agrees that the value of this contract shall not exceed their proposed amount; however, PCS is under no obligation to solicit work totaling this amount and Vendor will only be paid for services rendered.

6.0 EQUIPMENT REQUIREMENTS

6.1 Necessary equipment for delivered service installed by the service provider must be labeled with Vendor Company Name, Date of Installation, and Installation Location.

6.2 Once installed at a school site, no equipment can be transferred to another location without first notifying PCS Technical Services Department. Any equipment moved from its initial installation site without the express permission of PCS may be returned to its original location at the expense of the service provider. Equipment moves or transfers related to maintenance services must be properly recorded and new equipment installed to replace malfunctioning equipment should be labeled accordingly.

6.3 Critical equipment provided by vendor shall be coupled with a battery backup device provided by the vendor and tested periodically. Batteries should be replaced on a normal operating interval.

7.0 BILLING

7.1 If a new vendor to the district, proposers will submit a sample copy of a customer bill for local service.

7.2 At a minimum, billing will be done on a per line basis providing the local site designated identifier, local service telephone number, telephone number type, line features, line conditioning, and the address at which it terminates (including zip code). It will also contain the customer name and customer account number(s), a list of any individual numbers billed with the master account, all options listed individually and one-time charges listed individually, clearly detailing individual charges.

7.3 The district shall have consolidated billing among the district. One bill for each service: Local Phone Service, Long Distance.

7.4 Billings/Invoices will be available in hard copy and electronically. Monthly statement will provide a user-friendly summary of services and itemization of ALL monthly charges.

7.5 Vendor shall submit monthly invoices for the services performed and payments shall be made in accordance with Putnam City School Board Policy.

8.0 SUBMISSION REQUIREMENTS

8.1 Submit one PDF of your entire proposal package. Send the PDF response to cboggs@putnamcityschools.org before the designated due date and time.

8.2 Proposals shall be submitted via email with the subject line: *2021 Voice RFP Response*.

8.4 No telephone or facsimile offers will be accepted.

8.5 Proposals shall not be withdrawn after they are delivered to PCS, unless vendor makes a request in writing to the Executive Director of Information Technology Services prior to time set for receiving proposals, or unless the Executive Director of Information Technology Services fails to accept or reject the proposals within sixty (60) days after the date fixed for receiving said proposals.

8.6 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Executive Director of Information Technology Services. Putnam City Schools shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

8.7 By submitting a response, the vendor certifies: “that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards.” It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of PCS shall be abided and that the person signing this proposal is authorized to bid for the vendor.

9.0 EVALUATION

9.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

9.2 An evaluation committee will evaluate each proposal. PCS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by PCS.

9.3 Proposals that do not have pricing evaluated will not be considered for award.

9.4 Price Evaluation Formula:
Criteria to be evaluated on a 100-point scale.

9.5 Proposals will be evaluated on the following:

- Eligible Cost 50%
- Technical Capabilities 20%
- Business Qualifications 20%
- Relevant and quality experience 10%

9.6 The selected vendor will be contacted via email or phone after approval by the Board of Education.

10.0 AWARD

10.1 Please be advised that it is the policy of Putnam City Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the vendor.

10.2 This contract shall be for one (1) base year with four (4) one-year available options to renew at the sole discretion of the Putnam City Schools Board of Education. The contract will be conditional upon the Vendor’s ability to comply with requirements set forth in the solicitation documents.

10.3 Vendor shall not begin work without a purchase order issued by the Putnam City Schools Information Technology Services Department.

10.4 Itemized invoice must be submitted to:

**Putnam City Schools Information Technology Department,
ATTN: Cory Boggs
5401 NW 40th Street
Oklahoma City, OK 73122**

Invoices should include the PCS purchase order number and the ship to location where the goods and/or services were delivered. Invoices that do not include this information will be returned to the vendor. Separate invoices are required for each purchase order.