SANTA ROSA ISD

RFP # 15-16-01

E-Rate Round 18

PRI SERVICES

Scope of Work

Respondent Instructions:

Vendors responding to RFP# 15-16-01 via US mail must submit using address P. O. Box 395, Santa Rosa, Texas 78593

1. Vendors responding to RFP # 15-16-01 via overnight services must submit using address 102 Jesus R Cruz, Santa Rosa, Texas 78593
2. Vendors must clearly include the RFP # 15-16-01 when submitting their response on the envelope or box.
3. Vendor must provide 1 original and 2 copies of RFP response. **A signed vendor contract must be included with RFP response.**
4. **Vendor must be available should there be questions on the day of RFP opening and during evaluations. Failure of vendors' availability could affect the evaluation.**
5. *** District will **NOT** accept RFP responses Via email or fax. ***

Corresponding with district:

1. All vendor inquires during RFP period must be via email to Hilda Rendon – hrendon@srtx.org and rlanier@stx.rr.com .

I. Overview:

Santa Rosa ISD is requesting Proposals for one PRI service from qualified E-Rate Service Providers for a multi-year contract that covers 36 months. Service start date is July 1, 2015 ending June 30, 2018 for a 36 month contract. The vendor contract should state as an option for allowing the district to extend the contract over three years. The district reserves the right to extend the

contract on a yearly basis if needed. This is subject to Board approval, approval by the E-Rate program and availability of funding from the District/State of Texas.

II. **Scope of Work requested**:

Santa Rosa ISD is requesting Service Providers that will provide a private secure fiber-based PRI services.

Santa Rosa ISD is requesting pricing on a PRI - Full PRI- 23 Channels and 100 DID's must be delivered over Vendor owned fiber to customer premises.

*** If Vendors provides Long Distance services with PRI, Vendor should include minutes and cost as an additional option.

Speed	Site Name	
1 PRI	SANTA ROSA ISD	

III. Requirements: Please respond with a "Yes, No or Other." If response is "Other", Vendor must give explanation where appropriate.

ISP

a. PRI Provider should own and maintain the entire Fiber Network end to end.
b. PRI Provider should include all costs of the required Transport Facilities and ISP services as turnkey solution.
c. PRI Provider should have a Minimum of 2 POP's located within the Service Market Area. Specify location.
d. Local dedicated 24/7 technical customer support.
e. Technical and Support staff that is licensed, certified and bonded.
f. Provide 5 regional references from school districts and governmental entities within the surrounding area of similar size and network topology.

PRI Services

a. Full PRI- 23 Channels and 100 DID's must be delivered over fiber from providers to district.

IV. Price tabulation table for 36 month contract:

Speed	Description	Monthly	Yearly	Installation
1 PRI	From Santa Rosa ISD to ISP			

V. Evaluation Table:

Description	Points
Price	25
Past relationship with district	20
Local Engineers	10
Personal Qualifications	10
Experience in K-12 enviorenment	10
Quality of vendors services/products	10
Own facilites lines	15

VII.

1. **Vendors will have to coordinate work schedule with Hilda Rendon. Work schedule will vary during school hours, after school, weekends and district holidays.**

2. **Signing of contracts with vendor is non-binding until determination of award from the SLD and Santa Rosa ISD budget availability**. Scope may change depending upon the amount of money granted by the SLD. **Santa Rosa ISD has the right to downsize any or all projects.**

3. **Vendor must give at least 5 references for District of similar scope with dollar amount of project within the last three Erate's. Please provide contact person and phone number.**

4. **Vendor must provide a list of all districts that have been awarded Erate projects with vendor in the last 3 years. The list must include the district name, dollar amount, and Erate year.**

5. **Vendor must provide a list of staff with certifications that will be working with this project.**

6. **Vendor must provide distance and location of engineers what will be dispatched for maintenance work or to work on this project.**

7. **Vendor must provide a signed contract with RFP**

8. **Vendor must provide three (3) copies and one original. All copies and original must have a signed contract.**

9. **By vendor signing contract, vendor agrees to extent pricing of this RFP once district is funded by the SLD and agree to hold pricing and agree to extend the contract past the Erate funding year with approved extensions from the SLD.**

10. **This calls for an "all or none" RFP, this will be a turn-key project.**

11. **Proposed Timeline (subject to revision):**

- Release of RFP and Posting of F470 January 23, 2015
- Deadlines for Receiving RFP: February 23, 2015 at 12:00 Noon
- Recommendation/Approval: TBA

12. Proposals received after the deadline will not be considered.
13. Unsigned proposals will not be considered. Person signing the offer must be authorized to bind their company to the contract.
14. All items are to be F.O.B., destination, Freight Prepaid (inside delivery) to Santa Rosa ISD.
15. Vendor is responsible for obtaining all permits associated with the project.
16. If, through any cause, the Santa Rosa Independent School District determines that the successful Vendor has failed to fulfill, in a timely and proper manner, the obligations agreed to, the Santa Rosa Independent School District shall have the right to terminate the contract by specifying the date of termination in a written notice to the Vendor at least thirty (30) days before the termination date. Santa Rosa Independent School District shall have the right to cancel for default all or any part of the undelivered portion of this order if vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies that the District may have in law or equity.

Payment Conditions

1.1. All payments will be made in accordance with Chapter 2251 of the Texas Government Code. The project(s) will be deemed acceptable when the vendor delivers to the Lyford Consolidated Independent School District that is fully functional to the District's specifications and satisfaction.

1.2. On Universal Service Fund projects, the Lyford Consolidated Independent School District is responsible only for the Lyford Consolidated Independent School District's portion of the total cost. The Lyford Consolidated Independent School District will submit appropriate documentation to the Schools and Libraries Division (SLD) so that the vendor can be paid for the portion that the Lyford Consolidated Independent School District is not responsible for paying directly. The vendor is responsible for requesting their portion of payment from the SLD. In the case where subcontractors or shared billing is in place, the vendor is responsible for insuring that all parties are promptly paid (within 10 days of receiving SLD reimbursement).

1.3. Acceptance shall be further defined as beneficial use by the Santa Rosa Independent School District.

COLLUSION ENDORSEMENT

By submittal of the Proposal requested herein, each Service Provider certifies that their proposal is not the result of, or affected by any unlawful act of collusion with another place or company engaged in the same line of business or commerce.

INSURANCE REQUIREMENTS

A. The contractor shall provide the following insurance certification in the amounts shown and under the conditions noted before any authorization will be given to commence delivery or installation:

- No work will be commenced until all requirements of this section have been approved By the Santa Rosa ISD in writing. The Santa Rosa ISD will be furnished a certificate of insurance acceptable, prior to the commencement of any work.

- Insurance shall be underwritten by a company rated not less than B+VI in the Best's latest published guide.

- There shall be a hold harmless agreement in which the contractor assumes liability on the contract and holds the School District harmless.

- The contractor shall purchase and maintain in force the following kinds of insurance bonds for operations under construction contracts and as specified in herein.

- Certification of insurance should contain a waiver of subrogation as well as district or an additional insured party.

- Vendor must provide a SPIN and FCCRN numbers with the proposal response, and agree to the terms of SLD as set at http://www.universalservice.org/sl/.

B. Proof of Contractors Public Liability and Property Damage Insurance, Workman's Compensation insurance and comprehensive: Automobile Liability Insurance will be required of the successful Service Provider, providing coverage in amounts not less than the following:

Contractors General Liability:

Bodily Injury, incl. death:	$500,000/occurrence $600,000/aggregate
Property Damage:	$100,000/occurrence $100,000/aggregate

Automobile Liability (including owned, non-owned and hired):

Bodily Injury, incl. death:	$250,000/per person $500,000/occurrence

Property Damage:	$100,000/occurrence $100,000/aggregate
Employer's Liability:	$100,000.
Workman's Compensation:	Statutory provisions require.
Umbrella Liability	$1,000,000.00

The successful Service Provider shall carry sufficient Comprehensive Insurance on equipment on route to and from work sites, to fully protect interest of the Santa Rosa ISD.

SERVICE PROVIDERS FACILITIES, HISTORY AND PERSONNEL

Service Providers shall provide company history, type of business entity, location of main and branch offices, years in business (must have at least three years), number of personnel and their qualifications and resumes, as well as, the name and title of the project manager person that will be directly responsible for the undertaking.

A listing of existing installations which closely relate to the requested system(s), including contact names and telephone numbers, is required with each proposal in order to ascertain the Bidders degree of professionalism and experience.

Santa Rosa ISD prefers the successful Service Provider to provide and maintain a locally contracted, staffed service facility to minimize the response time.

A listing of currently employed personnel of each Service Provider, relative to the performance of any tasks required hereunder, providing special schooling, training, manufacturers equipment certifications and years of trade experience is required with each submittal, in order to ascertain the degree of installation, training and service resources presented by the Service Provider.

Current Year-End and Year-to Date Financial Statements may be required of each Bidder. Brand and Major Trade References, including contact person and telephone numbers, are required with the submittal of the proposal.

FELONY CONVICTION AFFIDAVIT

Statutory Citation covering notification of criminal history of contractor is required by State of Texas Legislative Senate Bill-1, Section 44.034, The Felony Conviction Affidavit included herein must be completed, signed by the Firm's Agent, notarized and returned as part of the required proposal submittal.

FELONY CONVICTION NOTICE

Senate Bill I passed by the State of Texas Legislators, Section 44.034 Notification of Criminal History,

Subsection (a) states a person or business entity that enter into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

The notice is not required for a publicly held corporation.

Example format may be found on page 125 of the Texas Education Agency Financial Accountability System Resource Guide.

I, the undersigned agent for the firm named below, certify that the information on concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name

_____

Authorized Company
Official's Name (please print)

_____

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official:

_____

B. My firm is not owned and/or operated by anyone who has been convicted of a felony.

Signature of Company Official:

_____

C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

_____

_____

WE THE UNDERSIGNED SUBMIT THE ABOVE PROPOSAL RESPONSE SUMMARY:

I/We have read the proposal requirements, conditions, and specifications, which are an integral part of the terms of this contract.

My signature also certifies that the accompanying proposal is not the result of, or affected by any unlawful act of collusion with another person or company or company engaged in the same line of business or commerce, or any act of fraud punishable under the current Texas codes. Furthermore, I understand that fraud and unlawful collusion are crimes under the Statue Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm.

Name of Firm: _____

Signature: _____

Name (Type/Print): _____ Title:_____

Address: _____

Telephone: _____ Date: _____

Fax: _____ E-Mail: _____

SPIN: _____ FCCRN: _____

Vendor's Name: _____