ANGÉLICA INFANTE-GREEN
*Commissioner*

HARRISON PETERS
*Superintendent*

Providence Public School District
Purchasing Department
797 Westminster Street
Providence, RI 02903-4045
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www.providenceschools.org

# REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: Cellular Service and Devices 2021/Providence School Department/Technology**

**DATE AND TIME TO BE ADVERTISED: Wednesday, December 23, 2020**

**DATE AND TIME TO BE OPENED: Wednesday, February 3, 2021, 1PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Brian Wilson**

**SUBJECT MATTER EXPERT (EMAIL): brian.wilson@ppsd.org**

**QUESTION DEADLINE: Wednesday, January 20, 2021 at 4:30PM**

## Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

   **Purchasing Department, Suite 206**
   **797 Westminster Street**
   **Providence, RI 02903**

2. Proposal responses must be in ink or typewritten.
3. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in R.I. General Law Section 38-2 et seq, without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
4. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
5. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

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**Notice to Vendors**
**General Terms**

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.

2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.

3. No proposal will be accepted if it is made in collusion with any other bidder.

4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.

5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

7. Awards shall be subject to the General Terms set forth herein. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.

8. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law Section 7-1.2-1401 et seq. as amended)

9. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

11. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Section 37-13-1 et seq. as amended).

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12. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (https://www.providenceschools.org/Page/4634).

13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

14. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.

15. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law Section 28-29-1, et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.

16. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

17. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.

18. The Contractor shall not be paid in advance.

19. The contract shall be in effect from the date of award through **June 30, 2023** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.

20. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

21. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.

22. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

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The Contractor shall provide a copy of the background check report(s) to the District, upon request.

23. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

24. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.

25. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.

27. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

## BID FORM 1: BIDDER INFORMATION

**Agrees to Bid on: Cellular Service and Devices 2021/Providence School Department/Providence School Department/Technology**

**DATE AND TIME TO BE OPENED: Wednesday, February 3, 2021, 1PM**

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

_____

Signature of Representation

_____

Title

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Providence Public School District

# Request for Proposals

Cellular Service and Devices 2021/Providence School Department/Technology

2021-2023

Funding Source (Contingent on Funding): Local

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## I. Background

The Providence Public School Department is seeking a 2 year Cellular Service and Devices Contract with a one year option for annual renewal after June 30, 2023

## II. Required Qualifications

- Vendors should include one-time and reoccurring costs in their proposals where applicable.
- Vendors must provide references from past clients for similar services/work
- Vendors must provide documentation of financial stability
- Proposals can include the pricing of individual items or alternate items if applicable but the District will favor comprehensive cost effective solutions.

## III. Scope of Work

The Providence Public School Department is seeking a 2 year Cellular Service and Devices Contract with a one year option for annual renewal after June 30, 2023.

This is for cellular service and cellular devices for 25 to 50 "Smart" PDA style cellular devices with 16Gb or 32GB storage capacity. The proposal should include unlimited minutes, unlimited text messages, local and long distance service, international service, and voicemail per month, per line/user. User identification for each line is to be included in the monthly printed billing invoice. Online billing information and access to a portal to view and manage invoices, devices, plan features, and plan usage is required.

This proposal is to include unit and extended pricing detail.
The total costs of all reoccurring and non-reoccurring charges must be explicitly specified.

## IV. Timeline for Implementation

Contract term: 07/01/2021 to 06/30/2023, with an option year, to extend the contract under the original terms, until 06/30/2024. The option year is to be confirmed by Providence Public Schools.

Project Timeline: Awardee vendor will allocate sufficient time to ensure seamless transition and 100% continuity of all bid detailed services on contract start date (07/01/2021).

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## V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

## VI. Proposal Requirements

An unbound original and three (3) bound copies of the bid proposals must be submitted with an electronic version (Flash drive) of the written proposal in MS Word format and MS Excel format. Please ensure that the electronic version of the proposal is labeled with Date, RFP Title and Vendor Name and packaged with the original copies of the response. Proposals received after the due date and time will not be considered.

**Proposals may <u>not</u> be submitted by E-mail and facsimile**

- Vendors will include one-time installation and reoccurring costs in their proposals where applicable.

- Proposals can include the pricing of individual items or alternate items if applicable but the District will favor comprehensive cost effective solutions.

- Service providers will charge PPSD no more than their Lowest Corresponding Price ("LCP").

## VII. Questions

Questions concerning this solicitation should be emailed to **Brian Wilson at brian.wilson@ppsd.org.** Questions are due by **<u>January 20, 2021</u>.** Questions will be answered via addendum.

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## VIII. Evaluation of Proposals

Each vendor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored per bid is 25. Evaluations will place the greatest significance on Price/Cost.

The award will then be made to the most technically acceptable proposal(s).

| **Funding Year:** | | | | | |
|---|---|---|---|---|---|
| | | **Bidder 1** | **Bidder 1** | **Bidder 2** | **Bidder 2** |
| | **Weight** | **Raw Score (1-5)** | **Weighted Score** | **Raw Score (1-5)** | **Weighted Score** |
| **Price/Cost** | **30%** | | | | |
| **Understanding of needs** | **20%** | | | | |
| **Prior Experience** | **25%** | | | | |
| **Personnel Qualifications** | **20%** | | | | |
| **Financial Stability** | **5%** | | | | |
| **Overall Ranking** | **100%** | | | | |

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. Providence Public Schools reserves the right to make a selection without requesting clarification. Additionally, Providence Public Schools may not necessarily seek clarifications from all vendors submitting proposals.

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