

Longview School District
REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: LVSD470RFP1213 Long Distance Telephone Service

PROPOSAL DUE DATE: Feb. 23, 2012

EXPECTED TIME PERIOD FOR CONTRACT: July 1, 2012, month-to-month through June 30, 2013.No contract preferred, however will consider multiple-year contract for advantageous pricing.

ELIGIBILITY: This procurement is open to those individuals or organizations that satisfy the minimum qualifications stated herein and that are available and licensed for work in Washington State.

SCHOOL DISTRICT RFP COORDINATOR:

NAME: Sandy Catt

PHONE: 360-575-7900

FAX: 360-575-7912

E-MAIL: scatt@longview.k12.wa.us

ADDRESS: 2715 Lilac Street, Longview, Washington 98632-3526

This RFP is available on the Longview School District website located at www.longviewschools.com and at the Technology Department, Longview School District Business Office, which is located at the above address.

PURPOSE AND BACKGROUND

The Longview School District ("District") is soliciting proposals from organizations or individuals that are qualified and interested in providing the following service to the district:

- Long distance telephone service

Proposers must comply with federal and state laws, as well as District policies and procedures.

OBJECTIVE AND SCOPE OF WORK

The objective of the RFP is to determine the most qualified organization or individual to provide:

- Service on existing 526 telephone lines, possible 1,200
- Approximate monthly usage: 2,800 interstate minutes; 4,300 intrastate minutes

DESIRED QUALIFICATIONS

- Documented SPIN for Telecommunication Services as a valid e-rate provider
- Service/repair response time within 24 hours of notification
- Single bill itemized; no extra charge for usage billing detail reports
- Billing options including customized, electronic
- Dedicated account team (identify members); desire local customer care representative

E-RATE

Current services are provided under E-rate guidelines and leveraging E-rate eligible reimbursements; the proposed services will be purchased under the current USAC rules. Proposers should provide the most favorable and competitive cost estimate to perform the work.

PERIOD OF PERFORMANCE

The period of performance of any decision resulting from this RFP is tentatively scheduled to coincide with USAC Funding Year 2012 to begin on or about July 1, 2012 and expected to continue through June 30, 2013. Amendments extending the period of performance, if any, shall be at the sole discretion of the District.

NON-DISCRIMINATION

The District does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, physical, sensory or mental disabilities or use of a trained guide dog or service animal. Proposers may contact the RFP Coordinator to receive this Request for Proposals in an alternative format.

GENERAL INFORMATION FOR PROPOSERS

RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the District for this procurement. All communication between a Proposer and the District shall be with the RFP Coordinator identified on the cover page of this RFP.

Any other communication will be considered unofficial and non-binding on the District. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification.

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	January, 12, 2012
Question & answer period – Questions Due by	February 16, 2012 (before 5 p.m. PST)
Proposals due	February 23, 2012 (before 5 p.m. PST)
Evaluate proposals	February 24, 2012
Announce “Apparent Successful Contractor” and send notification via fax or e-mail to unsuccessful proposers	March 5, 2012
Begin work	July 1, 2012

The District reserves the right to revise the above schedule.

SUBMISSION OF PROPOSALS

Proposers are required to submit five (5) hard copies and One (1) CDROM of the proposal. The proposal, whether mailed or hand delivered, must arrive at the District Technology Department, att'n Karen McNeal, 2715 Lilac Street, Longview, Washington, 98632. The envelope/package should be clearly marked. Proposals must arrive no later than 5:00 PM., local time, on February 23, 2012.

Proposers must allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Proposers assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as email or facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the District and will not be returned.

QUESTIONS REGARDING THIS RFP

All questions must be submitted via Email to the RFP coordinator. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after February 16, 2012.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the District.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Superintendent and the apparent successful proposer; thereafter, the proposals shall be deemed public records that are subject to disclosure under the Public Records Act (RCW 42.17).

Any information in the proposal that the proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. The page must be identified and must include the particular exception from disclosure upon which the proposer is relying. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The District will consider a proposer's request for exemption from disclosure; however, the District will make a decision predicated upon the Public Records Act. Marking the entire proposal exempt from disclosure will not be honored. The proposer must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge may be made for copying and shipping. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to anyone who has notified the District they are responding to the RFP and who has requested notice of any addenda. Proposers' questions regarding this RFP and the RFP Coordinator's answers, as well as any other pertinent information shall be provided in addenda.

The District reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a decision. The District also has the right to reject any or all proposals.

ACCEPTANCE PERIOD

A proposer may not withdraw his/her proposal after the time and date the proposals are due and before the District has awarded a contract, unless the District does not award a contract within sixty (60) days of the date the proposals were due. If the District's decision to award a contract is delayed for more than sixty (60) days, the District may invite proposers to agree to extend their proposal.

RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP.

The District reserves the right, at its sole discretion, to waive minor administrative irregularities and to reject any or all proposals.

MOST FAVORABLE TERMS

The District reserves the right to make a decision without further discussion of the proposal that is submitted. Therefore, the proposal should be submitted with the most favorable terms. The District may contact the proposer for clarification, but there not be an opportunity for proposers to present "best and final" offers. Proposers must be prepared to enter into a contract based on their proposal and the terms and conditions in this RFP.

COSTS TO PROPOSE

The District shall not be liable for any costs incurred by the proposer in preparation of the proposal that is submitted in response to this RFP, or for any presentations or other activities related to responding to this RFP.

REJECTION OF PROPOSALS

The District reserves the right in its sole discretion to reject any and all proposals and not to issue a decision. This RFP does not obligate the District to award a contract for the services specified herein.

PROPOSAL CONTENTS

The proposal shall contain the following mandatory components in this order:

1. Completed Bid Response Form (Attachment A)
2. Proposal Signature Page (Attachment B)
3. Vendor Reference Form (Attachment C)
4. Certification and Assurances (Attachment D)
5. Detailed description of proposed services/service plan information

Do not use staples: place each of the 5 hard copies and one CD ROM proposal in a separate notebook or binder.

Failure to provide the required information in the specified manner will be a basis for disqualifying the bid and causing the bid to be rejected without consideration.

EVALUATION AND CONTRACT AWARD

EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the District which will determine the ranking of the proposals. A sample assessment worksheet is included in this RFP.

The District reserves the right to award the contract to the proposer whose proposal is deemed to be in the best interest of the District.

EVALUATION WEIGHTING AND SCORING

Weighting will be assigned to the proposal for evaluation purposes as follows:

Prices/charges: 40%

Quality of services proposed: 20%

Servicing responsiveness: 25%

Experience and references: 15%

ORAL PRESENTATIONS MAY BE REQUIRED

Should oral presentations become necessary, the District will contact the top-scoring proposers to schedule a date, time and location. Commitments made by the proposer at the oral interview, if any, will be considered binding. Oral presentations will be scored, with the scores being used to determine the successful proposer.

NOTIFICATION TO PROPOSERS

Proposers who have not been selected for further negotiation or award will be notified via e-mail, whenever possible.

BID RESPONSE FORM Attachment A

Costs	Intrastate	Interstate
Cost per minute		
Cost for directory assistance		
Cost for operator assistance		
Minimum usage charge for each line or account (if applicable)		
When does the billing time begin? From the start of the call (connection to network), the completion to the answering party (connection to the called party), or some other method (please describe).		
What (if any) extra charges exist for usage billing detailed reports?		
What (if any) new service or other non-recurring costs?		
Estimated taxes & fees/surcharges (specify all taxes, fees, and charges not mentioned above)		
Any additional costs not mentioned above? If yes, specify:		
Estimate of downtime for service switch-over		
Average service response/repair time M-F		

PROPOSAL SIGNATURE PAGE Attachment B

Proposals are subject to all requirements furnished with this Request for Proposal document. By signing below, vendor affirms having read the terms, conditions and specifications, and agrees thereto and warrants that products and services supplied herein conform to specifications herein.

By signature on their proposal, Proposers certify that: they have read this Request for Proposal (RFP); are legally authorized to bind the Proposer; agree to furnish the requested supplies, equipment or services in accordance with this RFP.

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

WASHINGTON UBI NO.: _____ FEDERAL TAX ID: _____

SPIN: _____

CONTACT NAME: _____ TITLE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

ARE ANY DISTRICT EMPLOYEES OR FORMER EMPLOYEES ON THE GOVERNING BOARD?

YES NO

IF YES, PLEASE GIVE NAME(S) AND POSITION(S).

If the proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the proposer's non-performance or poor performance and the issue of performance was either: (a) non litigated due to inaction on the part of the proposer, or (b) litigated and such litigation determined that the proposer was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the proposer's position on the matter. The District will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the proposer in the past five (5) years, so indicate.

Legally Authorized Signature:

PRINTED NAME: _____ DATE: _____

TITLE: _____

SIGNATURE: _____

VENDOR REFERENCES FORM Attachment C

Reference 1 - Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service: Long Distance	E-mail Address:	OK to Contact?
Number of lines / approximate monthly minutes	When Installed:	
Description / Notes:		
Reference 2 - Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service: Long Distance	E-mail Address:	OK to Contact?
Number of lines / approximate monthly minutes	When Installed:	
Description / Notes:		
Reference 3 - Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service: Long Distance	E-mail Address:	OK to Contact?
Number of lines / approximate monthly minutes	When Installed:	
Description / Notes:		

CERTIFICATION AND ASSURANCES-Attachment D

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the District, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer: _____

Title _____ Date _____