

Hancock Public Schools USF RFPs can be found at
www.hancock.k12.mi.us

Hancock Public Schools
Monica Healy
501 Campus Drive
Hancock, MI 49930

Direct questions to:
monica@ Hancock.k12.mi.us

RFP for Basic Telephone Service

Hancock Public Schools is requesting proposals on basic telephone service for the district. These proposals should include all setup, installation, charges per usage, and standard monthly charges. Local, Intra-Lata, Inter-Lata and Long Distance service are required.

Service should include 10 POTS lines installed at the school located in Hancock, Michigan, in the 906 area code and the 482, 483 and 487 phone exchange.

Bid Requirements

District may award the Local and Long Distance contracts separately. Vendors may bid on one or both services, but the Vendor must send separate bids for each service bid on.

For each service bid on, the bid must specify the setup, installation, cost per call/cost per minute charges/cost per usage charges, and all standard monthly charges. The bid should also include costs to add and delete telephone lines, as the District may increase or decrease usage under this contract.

Local telephone service will be installed to the current telephone service demarcation point in each district building where service currently exists.

The district may also evaluate VoIP and SIP services under separate bid, in which case these lines may be used only for fax, safety, and failover SRST services.

Bids are due February 21, 2015

Hancock Public Schools reserves the right to reject any or all proposals. We will select the winning proposal based on the quality of the proposal, the vendor's reputation, and the price. The district will award the contracts where in the judgment of the district, such award is in the best interest of the district.

Some of the district USF RFPs do not contain detailed specifications for the hardware needed to accomplish said purpose. Rather, it contains a description of the general functional requirements of the various buildings and Internet connectivity. It is left to the respondent to evaluate the needs of the District, and propose specific solutions accordingly. Proposals will be partially judged on how well this is done. Each proposal received, whether for all or part of the envisioned system, will be evaluated on its merits. Cost is a significant factor in any such evaluation, but it is the District's goal to develop a quality, as well as cost-effective, system.

Inquiries

All questions regarding an RFP are to be submitted via E-mail and the answers will be posted to the appropriate web page. Questions may be submitted by E-mail to the address listed on the appropriate form 470.

Submitting Proposals

Send final proposals to:
Hancock Public Schools
Monica Healy
501 Campus Drive
Hancock, MI 49930

Process for Submitting Proposals

Proposals shall be organized into the following sections to make it easier for the District to evaluate them.

- Table of contents with page numbers
- Company brief including vendor USF SPIN and FCC RN numbers
- Summary
- Proposed configurations and costs
- Hardware and Software specifications where appropriate
- Installation, if applicable
- List of references/customers
- Addendum, if needed

The proposal shall contain a cover letter made upon the letterhead of the respondent. Sealed proposals are to be delivered to the District on or before the Closing Date and Time. Proposals should be clearly marked - "Proposal for USF RFP for (service)". Proposals received after the closing date and time will be rejected.

Selecting Proposals

Proposals will be selected using the following criteria at minimum (listed in order of importance) which are all subject to review by our staff.

- Price
- Conformity to District Standards (see specifications page)
- Dealer Reputation for quality and service
- Brand Reputation and Quality
- Proximity of Repair Personnel
- Warranty/Service/Support
- Product Availability and Delivery
- Vendors adherence to bid specifications.

Other Selection Criteria

1. Alternatives, variations and exceptions must be clearly stated.
2. We reserve the right to consider proposals based on their relative merit, risk and value to our school district.
3. We reserve the right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. We reserve the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. Product pricing shall be in effect for the period covered by this USF application.
8. The vendor's proposal will indicate the product's availability and a delivery timetable.
9. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.
10. In submitting a bid, each vendor represents that they have read and understand these requirements.
11. Any USF ineligible components will be broken out by the vendor, with separate costs for each component. If ineligible components cannot be cost allocated and are part of the standard product offering, the vendor will include a signed statement to that effect.
12. Month-to-month services are preferred when possible, to ease USF paperwork and limit long term commitments and termination fees, but the district reserves the right to choose the length of commitment that best serves the district, including multiple year contracts.

Vendor Requirements

Vendors must be an authorized re-seller of the products that they propose.
Vendors must list the certifications that they possess that are relevant to the products or work they propose.

Vendors may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.

Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.

Vendors are required to have a valid Service Provider Identification Number (SPIN) number and have filed a current Service Provider Annual Certification (SPAC).

Vendors will bill for all products and/or work in accordance with all erate rules and regulations.

Rejection of Proposals

The District reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, or in the event that the Universal Service Funding, which is required to complete this project fails, or when deemed to be in the best interest of the District.