



REQUEST FOR PROPOSALS

FOR

TELECOMMUNICATIONS SERVICE

Local Telecom Services

(RFP 2013-01)

Request for Proposals Issued: December 14, 2012

Deadline for Submittal of Proposals: January 17, 2013

Requests for Proposals for Telecommunications Service

I. OBJECTIVE

The Sacramento City Unified School District is seeking proposals from qualified firms to provide Telecommunications Service for Local Telecom E-Rateable Service.

The intent of this document is to define specification for Telecommunications Service for measured rate and/or centrex type service. See Appendix A for list of school sites requiring services.

- A) **BID FORM:** You must complete the Bid Form (Appendix B).
- B) Bidders may attach additional pertinent information they deem important to the selection, implementation, and overall success of the project.

In Addition, Please provide the following information:

1. Length of time business has provided this type of service.
 2. Your Service Level Agreement (SLA) for your proposal.
 3. Indicate any options available.
 4. Please show applicable discounts separately, if applicable.
 5. Your E-Rate Service Provider Identification Number (SPIN) on your proposal.
 6. An implementation timeline proposal starting February 1, 2013.
 7. Indicate how charges will be incurred as services are implemented.
 8. Vendors must include three reference sites using your service three years or more. References from school districts or county offices of education in California are preferred.
- Job Location
 - Contact name and telephone number
 - Date of contract
 - Project Description
 - Equipment/Service Installed

II. INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, two (2) hard copies, and one (1) digital copy (CD or flash drive). The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Thursday, January 17, 2013 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words “Local Telecom Services RFP”. It is the Proposer’s sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District (District) to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing via electronic mail to erate16@scusd.edu no later than Friday, January 4, 2013. Specify "RFP for Local Telecom Services" in the subject line. Responses to all questions received will be posted on the Districts website.

III. SPECIAL CONDITIONS

1. Prices to remain firm through approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the District and documented with new price sheet sent to District.
2. All equipment/services costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any Sacramento City Unified School District Board Member during the RFP process will be disqualified from consideration for the RFP award.
4. Manufacturer must warrant all parts and equipment.
5. This RFP is subject to E-Rate and Sacramento City Unified School District funding availability.

IV. MULTI-YEAR CONTRACT

The Sacramento City Unified School District is requesting that the selected vendor enter into a one year contract for E-Rate Eligible Equipment and Services with the option to extend the contract on an annual basis if determined to be in the best interest of the District. The contract shall begin on February 1, 2014 and can be extended on an annual basis for a maximum of five (5) years at the sole discretion of the District.

V. VENDOR REQUIREMENTS

Vendor must meet or exceed all minimum qualification requirements.

All submitted quotes must provide at a minimum, all requested information in this document. Each response will be reviewed to determine if it is compmditr BTT (e8 ord

indicated in the requirements. Any portions of the proposal, which are to be treated by the Sacramento City Unified School District as proprietary and confidential information, must be clearly marked as such.

The Sacramento City Unified School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the Request for Proposal, contained in this section.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

VI. SELECTION CRITERIA

Vendors submitting proposals are advised that all proposals will be evaluated to determine the vendor deemed most qualified to meet the needs of the District. Vendor may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the Sacramento City Unified School District's technology needs. The selection criteria will include, but not be limited to, the items listed below:

Selection Criteria:

- Costs, including unit prices, etc.
- Cost of new equipment
- Cost of cancelling existing contracts
- Experience regarding installations where equal services have been provided for projects of similar size and complexities
- Firms commitment and ability to provide requested services

VII. PROCESS FOR SELECTING FIRM

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the chairperson will notify those companies selected as to place, date, and time. The District will make investigations as necessary regarding the

complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.

2. **QUOTE SEPARATELY:** Quote on each item separately. Prices should be stated based on quantities/units specified on the proposal form.
3. **ALL COSTS INCLUDED:** All costs must be included in the bidder's proposal. The bidder shall deliver, install, and complete an integrated system, which may include use of the District's own existing equipment referenced herein. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirement.
4. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes.

11.

19. **INSPECTION OF ITEMS FURNISHED:** All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.

c. The party filing the protest must have actua

APPENDIX A

Sacramento City Unified School District Schools

School	Address	Zip
District Office (Host)	5735 47th Ave	95824
A. M. Winn Elementary	3351 Explorer Drive	95827
A. Warren McClaskey Adult	5241 J Street	95810
Abraham Lincoln Elementary	3324 Glenmoor Drive	95827
Albert Einstein Middle	9325 Mirandy Drive	95826
Alice Birney Waldorf	6251 13th Street	95831
American Legion	3801 Broadway	95817
Arthur A. Benjamin Health Professions High	451 McClatchy Way	95818
Bowling Green - Chacon Lang & Science	6807 Franklin Blvd.	95823
Bowling Green - McCoy Academy		

West Campus High	5022 - 58th Street	95820
Will C. Wood Middle	6201 Lemon Hill Avenue	95824
William Land Elementary	2120 - 12 th Street	95818
Woodbine Elementary	2500 - 52nd Avenue	95822
Yav Pem Suab Academy	7555 S. Land Park	95831

20		ea	Centrex ISDN		
21	3		PBX Assured Trunk		
22		ea	Digital Interface to Centrex PBX		
23	4	ea	Foreign Exchange Trunk		
24	38	ea	Foreign Exchange Mileage		
25			Analog Mileage Rates		
26	2114		Wiring Repair plan		

Responses to Request for Proposal (2013-01) are due January 17, 2013 no later than 4:30 p.m. The undersigned Bidder agrees to furnish and deliver local telecom services per the specifications. I/We have stated here on the price(s) at which we will furnish and deliver the specified item(s) and will accept as full payment therefore the amount shown below.

Total Amount of Proposal: \$_____

Total Amount of Proposal Written in Words:

In the evaluation and award of this proposal, the total amount proposal **as written in words** will be considered. Where there is a discrepancy between words and figures, **WORDS WILL GOVERN**. Where there is a discrepancy between item unit price and extended total, **UNIT PRICE WILL GOVERN**.

Pursuant to the terms of Sacramento City Unified School District RFP 2013-01 for Local Telecom Service, (Name of Company) _____ will provide the equipment and services per their proposal effective the date of issuance of Sacramento City Unified School District Purchase Order(s).

(Name of Company) _____ and Sacramento City Unified School District acknowledge that this agreement is for E-Rate eligible products and services, which are contingent on funding by the School and Libraries Division of USAC/FCC and the Sacramento City Unified for E-Rate Year 2013-01, and Sacramento City Unified School District Board of Education approval.

The Sacramento City Unified School District reserves the right to terminate the referenced Request for Proposal (RFP 2013-01) and all documents associated with the Request for Proposal, including but not limited to this Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The Sacramento City Unified School District shall not be responsible for any costs to Bidder prior to termination.

Sacramento City Unified School District

Authorized Representative Signature

Date: _____

Name: _____

Title: _____

Address: 5735 47th Avenue _____

Sacramento, CA 95824

Phone: _____

(Name of Company)

Authorized Representative Signature

Date: _____

Name: _____

Title: _____

Address: _____

WORKERS' COMPENSATION
Request for Proposal (2013-01)
Sacramento City Unified School District
Telecommunications Services (Local Telecom Service)

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature_____

Date_____

Name_____

Title_____

Company_____

NONCOLLUSION AFFIDAVIT
Request for Proposal (2013-01)
Sacramento City Unified School District
Telecommunications Service (Local Telecom Service)

State of California)
)ss.
County of)

_____ (Name), being first duly sworn, deposes and says that he/she is
_____ (title) of the _____ (Name)

party making the attached bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20 __ at _____ California.

_____ (Signature of Bidder)

**E-rate Service Provider Contact Information
Fiscal Year 2013-14**

Vendor must provide the following information

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and Sacramento City Unified School District:

Name: _____

Title: _____

Company: _____

Address: _____

City, State, Zip code: _____

Phone: _____

Fax: _____

Email: _____

Include other important contact info