

February 3, 2017

Subject: **Marion County School District
Request for Proposal
E-rate FY2017**

Vendors:

Marion County School District is soliciting separate sealed proposals for e-rate eligible projects. Enclosed is the Request for Proposal (RFP) for products and services related to these projects. Award will be made to the vendor offering the proposal, which is the most advantageous to the School District.

A signature of a person authorized to contract for the company is required. The signature must be in ink.

You will need to provide three (3) original copies and one (1) electronic copy of your proposal. If additional copies are required the District will request the number needed in writing.

Please insert the exact company name and the signature of responsible person to contact on your quotation.

If U.S. Mail is used to forward your proposal, please allow adequate time to ensure delivery. Proposals received after the time shown will not be considered. Mark your envelope with your company name and "Request for Proposal, E-rate FY2017".

Invoices will be paid promptly as soon as possible after receipt of materials and services ordered. If partial invoices are submitted, specify exactly the work covered by that Invoice. We will pay no invoice until all services listed on that invoice have been delivered.

Marion County School District reserves the right to reject any and all proposals or any portion of said proposals to waive technicalities, and to make any and all purchases to the best interest and advantage of the School District.

Any questions concerning this proposal should be addressed, in writing, to:

**Kevin Owens
Marion County School District
719 North Main Street
Marion, SC 29571**

E-Mail: kowens@marion.k12.sc.us
Phone: 843-423-1811 ext 1103
Fax: 843-423-8328

Respectfully Submitted by:
Kevin Owens

Enclosures:
Request for Proposal
Intent to Bid Form

**Marion County School District
Request for Proposal
E-rate FY2017**

INTRODUCTION

GENERAL INFORMATION:

Marion County School District is soliciting bids for servers, routers, switches, installation, and ongoing maintenance for schools that qualify for a USF Discount.

The award of a contract is contingent upon the award of funding from the Schools and Libraries Division (SLD) for E-Rate FY2017. Installation of E-Rate Eligible equipment must be completed over a 12-month period beginning July 1, 2017 and ending June 30, 2018, unless Schools and Libraries Division extends the completion date for non-recurring services.

PURPOSE:

Marion County School District is seeking participants to bid on e-rate eligible services to include internal connections. (Optional) Interested parties are asked to submit an "Intent To Participate" form which includes SERVICE PROVIDER INFORMATION NUMBER (SPIN) for e-rate purposes no later than **February 24th at 2:00 p.m.** For further information, contact **Kevin Owens, kowens@marion.k12.sc.us**, or **843-423-1811 ext 1103**.

PROPOSAL FORMAT:

Proposals must be submitted in the format outlined in this document. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Proposals not containing the information requested will not be considered. Respondents shall use the prescribed format to clearly indicate their experience and qualifications describe their technical approach to the district project and fully describe their proposal. Proposals will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred.

PROPOSAL(S) MUST BE RECEIVED BY:

Proposal(s) are due by **10:00 a.m.** on **March 7th** at

**Marion County School District
719 North Main Street
Marion, SC 29571**

To be considered, each proposal must be physically in the possession of the Director of Technology at that time. Proposals received after that date and time would not be considered.

Contents of proposals from competing companies shall not be disclosed during the process of negotiation. Proposals shall be open for public inspection after contract award. Proprietary or confidential information specifically marked as such in each proposal shall not be disclosed without written consent of the company.

A signature of a person authorized to contract for the company is required. The signature must be in ink.

You will need to provide one (3) original copies and one (1) electronic copy of your proposal. If additional copies are required the District will request the number needed in writing.

Please insert the exact company name and the signature of responsible person to contact on your quotation.

If U.S. Mail is used to forward your proposal, please allow adequate time to ensure delivery. Proposals received after the time shown will not be considered. Mark your envelope with your company name and "Request for Proposal, Internal Connections E-Rate FY2017".

**Marion County School District
Request for Proposal
E-rate FY2017**

COMPANY RESPONSIBILITY:

The selected Company will be required to assume total responsibility for all services offered in this proposal. The selected Company will be considered the prime Company and the sole point of contact with regard to all contractual matters. The Company shall submit periodic progress reports. The Company must agree to participate in all stages of the e-rate process.

TAXES, FEES, CODE, COMPLIANCE, LICENSING:

The Company shall be responsible for payment of any required taxes or fees associated with the contract. These taxes and/or fees will be clearly noted within the proposal. The Company shall be responsible for compliance with all applicable code and statutes and permitting requirements. All engineering, design-installation and construction work shall be done by Companies licensed in the State of **South Carolina**.

REFERENCES AND PROPRIETY INFORMATION:

Submission of a response grants permission to make inquires concerning the respondent and its officers to any persons or firms deemed appropriate by the district. Any proprietary information that the Company does not want disclosed to the public shall be so identified on each page in which it is found. The district solely for the purpose of evaluation and contract negotiations will use data or information so identified.

COMPANY QUALIFICATIONS AND OBLIGATIONS:

All companies must meet or exceed the minimum qualifications requirements:

Refer to the Proposal Format section for qualifications and obligations.

COST PROPOSAL:

Marion County School District is seeking a firm, fixed price proposal for each 470 Application Number. Proposals received must include an itemized listing of any and all charges associated with completion of the project to include parts, installation, tax, project management, per-diem, travel, insurance, rentals and miscellaneous expenses. The School District must make any changes, additions or deletions to the RFP, in writing. All companies are solely responsible for the accuracy of all measurements and counts. Additionally, each company will submit daily rates for ongoing multi-year maintenance of E-Rate eligible equipment as defined in the Maintenance Agreement Section.

CONTRACT TERM:

Inception of this project is contingent on the award of E-Rate funding. Work will begin after July 1, 2017 and be completed before June 30, 2018, unless Schools and Libraries Division extends the completion date for non-recurring services. Work will be coordinated with on-going renovation and construction projects if any.

**Marion County School District
Request for Proposal
E-rate FY2017**

PROPOSAL FORMAT:

All offerors must provide at a minimum, the following information. **Any portion not included will be cause for possible elimination from the proposal process.** Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated below. Any portions of the submitted proposal, which are to be treated by the District as proprietary and confidential information, must be clearly marked as such. *Clarity and brevity are considered important in proposal preparation.*

Marion County School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the requests for information, contained in this section. The intent of the district is that all responses follow the same format in order to evaluate each response fairly. Proposals will be evaluated in light of the material and substantiation evidence presented in the proposal, and not on the basis of what is inferred.

I. Table of Contents

Responses shall include a table of contents properly indicating the section of the information included.

II. Understanding of the Project

Each company shall complete a concise abstract stating the respondent's overview of the project. Clearly state all Form 470 Applications Numbers you are responding to in your proposal(s).

III. Company Qualifications

The Proposer should submit a company profile; an organization chart; a statement of qualifications; vendor relationships; staff certifications; and resumes of Account Executives, Project Managers, and key systems engineers.

IV. Company Client Base/References

The Company must have a minimum of five (5) references of jobs completed within the past two years. These references must be school districts:

1. Job Description
2. Job Location
3. Contact name and telephone numbers
4. Date Completed

V. Cost

A total sheet summary for each Form 470 Application Number will be required for the overall proposal to include: materials, labor, network electronics, travel expenses, maintenance, SC state sales tax and all other cost that maybe incurred.

**Marion County School District
Request for Proposal
E-rate FY2013**

PROJECTED TIME LINE:

February 22, 2018 2:00 p.m.	Questions submitted via email eratequestions@marion.k12.sc.us
March 7, 2018 10:00 a.m.	Proposals are due
March 14, 2018	Tentative award date

VENDOR REQUIREMENTS – SERVICES

These guidelines are intended to be the desired configuration of the **school district**. All proposers responding to this proposal shall demonstrate the ability to provide services as outlined in the proposers response. Qualifications include current vendor certification and authorization to provide installation and maintenance of products.

**Marion County School District
Request for Proposal
E-rate FY2017**

EVALUATION CRITERIA

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. The company may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total successful solution of the school district technology needs.

Grading system:

The executive summary of each response will be read to give an overview of the response. Then, each section of each response will be graded using the point value system shown below:

Evaluation of all proposals will be based on the following criteria:

Point Value:

1. Proposer's cost, including unit prices, labor rates, travel/trip charges, proximity, etc. (30%)
2. Proposer's overall installation and integration capabilities based upon performance record, company reliability, and staff certifications. (25%)
3. Client references and/or citations from prior installations where similar services have been provided for projects of similar size and complexities. (25%)
4. Proposal preparation, thoroughness, and responsiveness to the RFP Requirements (20%)

ORAL INTERVIEW / PRESENTATION

If information is needed in addition to the proposals, the district reserves the right to bring in the top candidate's for interviews/presentations.

**Marion County School District
Request for Proposal
E-rate FY2017**

REQUEST FOR PROPOSALS
INTENT TO PARTICIPATE FORM
Please check () all that apply:

Telecommunication Services

- () 470 Application Number: **170064236**
Application Descriptions: **Wireless Telephone Service**
- () 470 Application Number: **170064234**
Application Descriptions: **Hosted VOIP**

The undersigned, a duly authorized representative of a prospective PROPOSER hereby declares its intent to participate in the above referenced Request For Proposal(s). In connection therewith, the State is hereby advised of the following:

Name of Company: _____

Service Provider Information Number: _____

Contact Person, including title: _____

Address for contact person: _____

Telephone number for contact person: _____

It is hereby declared that this Company intends to propose on all services sought pursuant to this Request for Proposal.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit completed form via email or fax:

E-mail – kowens@marion.k12.sc.us Fax – (843) 423-8328

**Marion County School District
Request for Proposal
E-rate FY2017**

Application Description: Wireless Telephone Service

The District is seeking proposals to provide wireless telephone service for up to seventy-five (75) cell phones. This request is for basic cell phone service with voicemail, walkie-talkie, text message, cameras, and email capability. Cell phones and reception/transmission must work within all the district's buildings and facilities. All cell phones need to have national coverage without cell phone roaming charges. Vendor should respond with a multi-year contract and pricing must include costs of cell phones (twenty cell phones) or reprogramming costs or trade-in costs towards different cell phones. All programming, delivery fees and service charges must be included in contracted cost. Adequate number of minutes must be included in plan to facilitate normal district telecommunication functions. Group pooling of minutes is a requirement to insure maximum efficiency of plan. It is the intent of the District to enter into a multi-year contract starting July 1, 2017. All non-eligible costs need to be clearly identified.

Application Description: Telecommunication Services - Hosted VoIP

Hosted VoIP

The District seeks a firm that can provide a Hosted Internet Protocol Telephony (VOIP) system that will include, but not be limited to, the following:

- This system will replace the current telecommunications system and must be capable of meeting anticipated growth.
- VoIP system will provide four-digit dialing between rooms and facilities.
- Call forwarding, both inside and outside of the system.
- Call routing system, Call Transfer and redial
- Caller ID both the caller and receiver, provide the receiver has this feature enabled on their phone.
- Enhanced 911 (E 911)
- Centralized voice mail system that can be used transparently by all locations, and the ability for all locations to appear to be part of a single phone system.
- Voice mail that is accessible from the inside and outside of the District.
- Phone instruments that are appropriate for office and classroom use.
- Equipment shall be new models and in current production. Reconditioned, remanufactured, demo models shall not be accepted.
- Meet the requirements of Category 1 eligible E-Rate funding.
- Centralized Call Detail Reporting (CDR) system to report calls being made and where the call originated from.
- System should be able to utilize the District's existing Cisco SPA and Polycom SIP phones. Otherwise, costs for new handsets should be included and clearly identified as non-eligible for funding.

Respondents should possess and use their extensive knowledge and experience within the communications industry to recommend a creative solution that will meet or exceed the District's requirements. Preference will be afforded to the vendor that provides a comprehensive, cost effective solution for current specifications, future District's requirements, and ongoing service and support. Due to the lack of a dedicated phone administrator, ease of management and support of the new phone/voice mail system will be a critical feature. In anticipation of fine tuning of the system based on managerial preferences, bid responses outlining an a la carte pricing matrix for phones, handsets, headsets, service plans, etc. will be most beneficial in analyzing responses.

MULTI-YEAR CONTRACT

The District is requesting that the selected vendor enter into a multi-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.

**Marion County School District
Request for Proposal
E-rate FY2017**

School	User Type	Users (Number of extensions)
District Office/ DO Annex	Essential	47
	Enterprise	14
	Auto Attendant	7
Easterling Primary	Essential	75
	Enterprise	3
	Auto Attendant	1
Marion Intermediate	Essential	56
	Enterprise	3
	Auto Attendant	1
Johnakin Middle	Essential	70
	Enterprise	3
	Auto Attendant	1
Marion High	Essential	75
	Enterprise	5
	Auto Attendant	2
North Mullins Primary	Essential	37
	Enterprise	3
	Auto Attendant	1
McCormick Elem	Essential	38
	Enterprise	3
	Auto Attendant	1
Palmetto Middle	Essential	45
	Enterprise	3
	Auto Attendant	1
Mullins High	Essential	52
	Enterprise	3
	Auto Attendant	1
Britton's Neck Elem	Essential	35
	Enterprise	3
	Auto Attendant	1
Creek Bridge Middle/High	Essential	54
	Enterprise	3
	Auto Attendant	1
Success Academy @ PEC	Essential	20
	Enterprise	1
	Auto Attendant	1

ACT		
	Essential	25
	Enterprise	1
	Auto Attendant	1
		• Actual # of users may vary

**Marion School District One
Request for Proposal
E-rate FY2017**

Required Features:

- Interconnectivity between Hosted VOIP Data Center and District's Point of Demarcation shall not utilize the District's current internet service.
- Ability to function as a part of a network with a centralized voice mail system, including the ability to light message waiting lights at each site.
- Ability to utilize all voice mail features among all users independent of each user's location.
- The appearance of one large system, rather than many separate systems, to the internal and external callers.
- Ability to administer all systems from one, or any, location.
- Allow various levels of calling privileges such as long distance and international calls, for example, to be programmable by extension.
- The proposed solution must not have any negative impact on current data connectivity between the various locations.
- The system shall provide an attendant console for the servicing of incoming calls to the system.

Project Management

It is important for the selected vendor to provide support for an organized transition from the current system to the new system; ensuring internal and external communications are maintained and the ease of use through the transition is emphasized to staff and customers. The cut-over date for any new carrier is desired no later than July 1, 2017. The District requires a transition plan to be provided. The plan is to include the resources to be dedicated to the transition, all costs associated with the transition, a timeline of actions with a completion target date for the supplier and for the District transition team. The transition plan is to outline the expectations the supplier team would have of the District and the information or task the District is to provide the supplier and the date any information or task would be required. The District reserves the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of services not rendered, if the district is dissatisfied with the service.

Required Features:

- Vendor shall assign a Project Manager to this installation to work with assigned District Project Manager.
- Bidder is required to supply a complete description of the key activities and responsibilities required for the installation of the proposed system.
- A master project schedule must be included, along with a work responsibility matrix, identifying the tasks the vendor will perform and the tasks the District is expected to perform to successfully implement the new system.

Installation Requirements

Required Features:

- Vendor may be required to work with the District's existing telecommunications provider to coordinate the ordering of all services related to this new installation.
- Vendors should assume all locations have POE switches currently in place but should provide for any other equipment/circuits required. The District reserves the option to seek its own pricing for equipment that meets or exceeds the specifications of the vendor.
- Primary installation crew must be the same group of individuals for each site.

**Marion School District One
Request for Proposal
E-rate FY2017**

Essential User Feature Requirements

Anonymous Call Rejection	Customer Originated Trace	Service Scripts User
Authentication	Directory Number Hunting	Speed Dial 100
Automatic Callback	Diversion Inhibitor	Speed Dial 8
Basic Call Logs	Do Not Disturb	Third-Party MWI Control
Call Forwarding Always	Enhanced Call Logs	Third-Party Voice Mail Support
Call Forwarding Busy	External Calling Line ID	Three-way Calling
Call Forwarding No Answer	Delivery	Voice Mail
Call Forwarding Not Reachable	Flash Call Hold	Voice Mail to Email
Call Line ID Delivery	Intercept User	Zone Calling Restrictions
Call Return	Internal Calling Line ID	
Call Transfer	Delivery	Call Park
Calling Name Retrieval	Last Number Redial	Call Pickup
Calling Party Category	Malicious Call Trace	Hunt Group
Charge Number	Phone Status Monitoring	
Client Call Control	Physical Location	
Communication Barring	Preferred Carrier User	

Enterprise User Feature Requirements (in addition to Essential feature set)

Alternate Numbers	Custom Ringback Group
Automatic Hold / Retrieve	Enhanced Outgoing Calling Plan
Barge-in Exempt	Instant Group Call
Busy Lamp Field	Music On Hold
Call Forward Selective	Broadworks Anywhere
Call Notify	Call Forwarding
Customer Ringback User	CommPilot Call Manager
Directed Call Pickup	CommPilot Express
Directed Call Pickup w/ Barge-in	In-Call Service Activation
N-way Calling	Multiple Call Arrangement
Priority Alert	Outlook Integration
Privacy	Remote Office
Push To Talk	Sequential Ring
Selective Call Acceptance	Shared Call Appearance (5)
Selective Call Rejection	Simultaneous Ring Personal
Shared Call Appearance 10+	Two-Stage Dialing
Authorization Codes	Voice Portal Calling