

PHENIX CITY SCHOOL DISTRICT
Request for Proposal (RFP)
CELLULAR TELEPHONE SERVICES & ASSOCIATED SERVICES
Bid Opening Date & Time: January 6, 2016 at 10:00 a.m. (Eastern Time)

I. MISCELLANEOUS

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| <p>A. The Phenix City School District/Board of Education intends to contract for Cellular Telephone Services and associated cellular services with the most responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Phenix City School District. Only bids offering combined services will be considered.</p> |
| <p>B. The Phenix City School District will accept sealed bids to provide specified services with services beginning July 1, 2016 for a contract period of 12 months, July 1, 2016 through June 30, 2017, with the school system having the option of two one year extensions (Option 1: July 1, 2017 to June 30, 2018 and Option 2: July 1, 2018 to June 30, 2019). Options will be executed at the school district's discretion provided pricing remains the same, vendor continues to meet all other requirements, and the school district continues to be funded through the E-rate program.</p> <p>Phenix City School District reserves the right to cancel the contract if E-rate funding is not approved or is reduced, on an annual basis, during the specified period of the contract and extensions.</p> <p>If the vendor proposes state contract or government contract/schedule pricing, the awarded contract with Phenix City School District MUST be a standalone contract for the requested period that is not dependent the renewal of any other contract.</p> |
| <p>C. Vendors with questions regarding bid specifications must submit their questions in writing to Jackie Sanes, at jsanes@outlook.com not later than 5:00 p.m. (Eastern Time) on December 17, 2015. Questions received by any other means or manner will not be accepted.</p> |
| <p>D. Any changes, additions, or modifications to the bid request and any questions and answers (Q&A) related to this solicitation will be posted to the Phenix City School District at http://www.pcboe.net/eratebids or from www.pcboe.net, hover over "Departments" at the top of the homepage, then mouse down and click on "Technology", then click on the "ERATE Bids" link near the bottom of the page. Additionally, it is our intention to also post these documents to USAC/SLD's Form 470 tool to be viewed in the "View an FCC Form 470 (FY2016)" section of SLD's website with the associated Form 470 submitted with this solicitation. However, since this is the first year this process is available, vendors should not rely on this information being posted in this location and should check both the www.pcboe.net website location AND SLD's "View an FCC Form 470 (FY2016)" location for posted updates and information. It is the responsibility of the vendor to check both websites periodically and before submitting a bid for any changes to the bid request.</p> |
| <p>E. Sealed bids must be submitted in two (2) printed copies and must arrive prior to the bid opening scheduled for January 6th, 2016 at 10:00 a.m. (Eastern Time), at the Phenix City School District Board of Education, P.O. Box 460, 1212 9th Avenue, Phenix City, AL 36867.</p> <p>The envelope/container must be marked "Bid No. GF-1607, Cellular Telephone & Assoc'd Services" on the front and "SEALED BID DO NOT OPEN" on the seal. If mailed or hand delivered, address to Attention: Marcia Farrar at the address listed above.</p> <p>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</p> <p><i>Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.</i></p> |

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| <p>F. Specifications or qualifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers' itemization numbers, specification of qualifications, etc. is intended to set quality and feature standards and does NOT exclude bids from others. Any bid containing the referenced products/services "or equivalent" will be accepted as long as the standards are met. When quoting equivalent products/services, the bidder must provide information substantiating the standards have been met.</p> |
| <p>G. All bidders must complete and submit the Bid Response Form included with this document, as a minimum, for submitting their bid pricing and company information, as well as submitting all other requested documentation.</p> <p>The vendor's bid may include additional quote pages in the vendor's preferred format. However, all pricing must be entered in the Bid Response Form, as a minimum, to enable the District to compare pricing from all bidders using the same form. Reference statements, such as "See Page XX," "Refer to Page XX," etc. must not be entered in the Bid Response Form. If proposing additional options or services, the vendor should provide pricing using the Bid Response Form format, as a minimum.</p> |
| <p>H. The vendor is required to comply with all FCC Lowest Corresponding Price requirements for participation as a provider of services in the FCC E-rate program. According to 47 C.F.R. § 54.511, "Providers of eligible services shall not submit bids for or charge schools, school districts.... a price above the lowest corresponding price for supported services, unless the Commission, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a service provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined."</p> |
| <p>I. Bid price is to be all-inclusive (including taxes, fees, building entry fees, etc.) and include any and all costs necessary for the vendor to connect to Phenix City School District equipment <i>inside</i> each facility, if required, with no allowable additional costs to Phenix City School District. Prices shall be good for the length of this contract.</p> |
| <p>J. If a bid differs in any way from the bid specifications, the vendor must list the differences on the Bid Response Form in the Exceptions to Specifications and/or Comments section telling exactly where and how the bid deviates from said specifications. If no exceptions are listed in this section, it will be presumed the vendor proposes to meet all specifications in every respect; and if awarded the contract, performance on this basis will be required.</p> |
| <p>K. It is the bidder's responsibility to comply with all local, state and federal laws applicable within the context of this bid.</p> |
| <p>L. Phenix City School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.</p> |
| <p>M. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations.</p> |
| <p>N. The Phenix City School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.</p> |
| <p>O. Phenix City School District will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and the Federal Communications Commission (FCC) E-rate funding program requirements (administered by the Universal Services Administrative Company (USAC) – Schools & Libraries Division (SLD)).</p> |
| <p>P. The final awarding of this bid will be made by the Phenix City School District/Board of Education based on a recommendation from the Superintendent.</p> |
| <p>Q. The Phenix City School District reserves the right to reject any and all bid proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Phenix City School District, if deemed necessary.</p> |

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| <p>R. The bidder must provide proof of registration with the Schools and Libraries Division (SLD) a division of the USAC, for reimbursement under E-rate guidelines and must maintain a Green Light status with the FCC. If during the term of the contract and any extensions, the vendor fails to file the appropriate forms with the SLD, fails to receive a Service Provider Identification Number (SPIN), fails to maintain their authorized telecommunications provider status, or fails to remain in good standing with the FCC, the District will not be responsible for the discounted portion of the vendor's bill.</p> |
| <p>S. All bidders must have a valid Service Provider Identification Number (SPIN) and be an authorized telecommunications service provider with the SLD of the Universal Services Administrative Company (USAC).</p> |
| <p>T. Bidders are required to identify the service category (Telecommunications Services or Internet Access) that applies to each of their quoted services as Phenix City School District will need to include this information on the FCC Form 471 application, when filed.</p> |
| <p>U. All vendors submitting a bid are responsible for understanding USAC and FCC E-rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-rate funding and should be filed as ineligible fees/charges.</p> |
| <p>V. The vendor and his representatives shall follow all applicable school district regulations while on Phenix City School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible.</p> |
| <p>W. Phenix City School District reserves the right to cancel the contract with the vendor for nonperformance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, poor coverage area, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</p> |
| <p>X. Alabama Act No. 2012-491 now requires school boards to include the following clause in all contracts or agreements: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."</p> |
| <p>Y. This bid and any resulting contract does not restrict Phenix City Schools from using other cellular wireless Telecommunications and Internet Access services from other vendors.</p> |
| <p>Z. Any contract/s or other agreements awarded to support applications for E-rate funding "may not prohibit disclosure of pricing or technology infrastructure information" as required by 47 C.F.R. § 54.504.</p> |
| <p>AA. All requirements specified in this RFP and the vendor's bid response become part of any awarded contract.</p> |

Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.

II. REQUIREMENT SPECIFICATIONS

A. Description of Requirements: Phenix City School District is seeking Cellular Telephone Services and associated cellular services for the District's administrative locations and all school system sites.

The vendor is to provide service plans for cellular phone services including, but not limited to, a local footprint including all of Phenix City School District locales as a minimum. Phenix City School District expects to start service for a total of **79 (+ or -)** cellular telephone lines.

All requested plans require the ability for the District to add any and all other services offered by the vendor, which may or may not be specified below, without penalty and within the existing contract terms. The following plans, or equivalent, are requested (vendors should quote the nearest plans offered in their service offerings). Additionally, vendors should provide pricing for other available plans to enable the District to change plans as needed during the term of the contract and extensions to meet District changing needs. The numbers of lines identified below are approximate and may change at implementation or anytime during the contract and extensions:

1. Type 1 Plan – starting with approximately 25 lines (+/-): **400 Nationwide shared/pooled minutes** cellular calling plan with:
 - a. Unlimited nights and weekends
 - b. Unlimited in network calling
 - c. 200 text messages (ineligible)
 - d. Ability to block picture, video, and web/data access, if required (ineligible)
2. Type 2 Plan – starting with approximately 54 lines (+/-): **400 Nationwide shared/pooled minutes** cellular calling plan with:
 - a. Unlimited nights and weekends
 - b. Unlimited in network calling
 - c. Unlimited text messaging (ineligible)
 - d. Unlimited email & data (ineligible)
 - e. 4G application access (ineligible)
 - f. 4G data transport (ineligible)
 - g. 4G internet access (ineligible)
 - h. Ability to block picture, video, and web/data access, if required (ineligible)
3. Type 3 Plan – Data for wireless devices (i.e. laptops, tablets, smartphones). Data Only Plans (no cellular minutes) of varying quantity up to and including unlimited, if available.
4. Add-on Features/Capabilities - The district also requests pricing for the following cellular add-on features/capabilities, if available, to be added to any plan specified above, as appropriate:
 - a. International Long distance
 - b. Push-to-Talk/Direct Connect
 - c. Pay per use text & media (ineligible)
 - d. Corporate email (ineligible)
 - e. Visual voicemail (ineligible)
 - f. Dynamic Private IP (ineligible)
 - g. Roadside Assistance (ineligible)

B. General custom calling and plan services required, as a minimum, as a part of all proposed service plans are: voice mail capability, busy transfer, call delivery, call forwarding, call waiting, conference calling, caller identification service, and streamlined billing.

C. The quantities for proposed plans and lines will change based on the District’s needs during the service period, with no additional costs beyond those quoted. If lines are added, they will be added at the contracted rate under the existing contract without incurring an extension of the contract or incurring a new contract.

If lines are terminated, Phenix City School District will not incur a penalty and invoice charges must be immediately discontinued at the time the vendor is notified of the line termination.

D. All current cellular phone numbers for Phenix City School District must be retained.

E. Handsets. Because of the investment already made by the district in handsets, the existing handset units should be used where possible. If reprogramming or other updates are required and possible, identify any additional fees as part of the pricing and briefly explain the process needed to update the units to accept the vendor’s proposed service. In the event, the handsets cannot be updated, provide pricing for comparable handsets. The cost for handsets and updates to existing handsets are ineligible for E-rate funding. Any costs associated with changing handsets will be considered in the evaluation criteria as part of the cost of ineligible products or services (see Section III).

Presently, the following Verizon handsets are in use by the District:

| Model | Quantity |
|--------------------------------|----------|
| Casio GZOne Ravine 2 | 13 |
| Casio GZOne Ravine 2 no camera | 3 |
| Samsung Convoy 3 | 9 |
| iPhone 4S 16GB | 2 |
| iPhone 5 16GB | 23 |
| iPhone 5 64 GB | 1 |
| iPhone 5s 64 GB | 4 |
| iPhone 5s 16GB | 12 |
| iPhone 6 16GB | 4 |
| iPhone 6 64GB | 4 |
| iPhone 6Plus 16GB | 1 |
| iPhone 6s 128 GB | 1 |
| Samsung Galaxy Note 3 | 1 |
| Samsung Galaxy Note 4 | 1 |

In addition to the existing handsets, additional handsets will be needed for upgrading, replacing, and adding users, as needed, during the contract period and extensions. Therefore, pricing is also requested for any additional handsets offered by the vendor and compatible with the vendor’s quoted services and with the quoted capabilities (handsets are ineligible for E-rate funding).

F. Discounted and/or free handsets offered as part of the cellular services plan are not eligible for E-rate funding. Therefore, if the vendor plan includes discounted and/or free handsets as part of the quoted plan/s, the Vendor must identify in their quoted pricing the ineligible portion of the plan associated with these ineligible free and/or discounted handsets.

According to the FCC’s most recent ruling on bundled products and services, FCC Order DA14-712, dated 5/23/14:

Paragraph 6 “...beginning with funding year 2015, E-rate recipients must cost allocate nonancillary ineligible components that are bundled with eligible products or services, including those components that previously would have fallen within the scope of components not requiring cost allocation as described in the 2010 Clarification Order. Applicants may continue to seek E-rate funding for the eligible components of any bundled service offering but now must cost allocate non-ancillary ineligible components including, but not limited to, end user devices such as telephone handsets, VoIP handsets, computers, cell phones, and other components that are not eligible for E-rate discounts. We make no other changes to the gift guidance in the 2010 Clarification Order.”

And,

Paragraph 13 “...We remind applicants that the definition of ancillary requires that the price for the otherwise ineligible component cannot be determined separately and independently from the price of the eligible components, and that the specific service which contains the ineligible ancillary component remains the most cost-effective way for the applicant to receive that service.”

G. List of Sites Receiving Services:

| | Site Name | Site Address |
|-----|---|---|
| 1. | Central High School (CHS) | 2400 Dobbs Drive Phenix City, AL 36870 |
| 2. | CHS Freshman Academy | 2800 Dobbs Drive Phenix City, AL 36870 |
| 3. | Lakewood Elementary School | 24 Explorer Drive Phenix City, AL 36867 |
| 4. | Lakewood Primary School (K-1) | 18 Explorer Drive Phenix City, AL 36867 |
| 5. | Meadowlane Elementary School | 709 Meadowlane Drive Phenix City, AL 36869 |
| 6. | Phenix City Elementary School | 2307 South Railroad Street Phenix City, AL 36867 |
| 7. | Phenix City Intermediate School | 2401 South Railroad Street Phenix City, AL 36867 |
| 8. | Phenix City Schools – Board of Education Admin* | 1212 9th Avenue Phenix City, AL 36867 |
| 9. | Phenix City Schools – Bus Shop | 1212 9th Avenue Phenix City, AL 36867 |
| 10. | Ridgecrest Elementary School | 1806 8th Place South Phenix City, AL 36869 |
| 11. | Sherwood Elementary School | 906 Idle Hour Drive Phenix City, AL 36867 |
| 12. | South Girard Junior High School | 521 Fontaine Road Phenix City, AL 36869 |

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| 13. | Success Academy | 1700 17 th Avenue Phenix City, AL 36867 |
| 14. | Westview Elementary School | 1012 Ingersoll Drive Phenix City, AL 36867 |

Phenix City School District reserves the right to add or remove sites and lines as needed during the term of the contract and any and all extensions due to district or personnel changes that may occur during this time. Any lines added during the term of the contract and all extensions will be added at the same contracted rate.

H. The vendor must verify that the proposed services included in the vendor’s bid response work properly from all school buildings and administrative office locations listed in paragraph G above.

Prior to contract award, the District reserves the right to test any service with existing and/or proposed equipment. This includes testing of all coverage areas claimed by the vendor. Any proposed devices must be provided to the Technology Department for examination and testing, if requested, with no obligation on the school district’s part to purchase products or services or for the bid to be granted to the vendor.

I. E-rate eligible services must meet all guidelines established by the FCC and administered by USAC/SLD to ensure services meet E-rate eligibility requirements. The vendor is responsible for understanding E-rate eligibility rules and requirements, for understanding the eligibility of their products and services, and for identifying any products or services that are wholly or partially ineligible. Any services or portion of services that are ineligible must be identified as such in vendor’s bid and separate pricing must be provided for both eligible and ineligible services. E-rate eligibility is identified in SLD’s Funding Year 2016 Eligible Services List (ESL) and can be obtained on their website at: www.USAC.org/sl. The ESLs are updated each funding year. Therefore, it is the vendor’s responsibility to comply with the FCC’s and USAC/SLD’s prevailing requirements each and every time the services are provided.

If cost allocation of any proposed services is necessary, any cost allocation of ineligible products or services must be based on tangible information that provides a reasonable and appropriate delineation between the eligible and ineligible components.

J. **E-rate Eligibility of Voice Services:** Charges associated with E-rate eligible voice services shall meet all guidelines established by the FCC and administered by USAC/SLD to ensure services meet E-rate eligibility requirements. Per USAC/SLD’s FY2016 ESL, eligible voice services are defined by the FCC as:

Eligible Voice Services:

- “Centrex
- Integrated Services Digital Network (ISDN)
- Interconnected voice over Internet protocol (VoIP)
- Local, long distance, and 800 (toll-free) service
- Plain old telephone service (POTS)
- Radio loop
- Satellite telephone service
- Shared telephone service (only the portion of the shared services relating to the eligible use and location may receive discounts)
- Wireless telephone service including cellular voice and excluding data and text messaging”

Eligibility for wireless services is further clarified as also having the following limitations:

“Wireless services and wireless Internet access – As clarified in the *Second E-rate Modernization Order*, data plans and air cards for mobile devices are eligible only in instances when the school or library seeking support demonstrates that the individual data plans are the most cost-effective option for providing internal broadband access for mobile devices at schools and libraries. Applicants should compare the cost of data plans or air cards for mobile devices to the total cost of all components

necessary to deliver connectivity to the end user device, including the cost of Internet access and data transmission service to the school or library. Seeking support for data plans or air cards for mobile devices for use in a school or library with an existing broadband connection and wireless local area network implicates the E-rate program’s prohibition on requests for duplicative services.

Off-campus use, even if used for an educational purpose, is ineligible for support and must be cost allocated out of any funding request.

Managed internal broadband services, such as managed Wi-Fi, are eligible only for Category Two support.”

Eligibility of the following miscellaneous fees is also provided in the FY2016 ESL:

“Miscellaneous: As described below, various miscellaneous services associated with Category One or Category Two are eligible for support. Applicants should request eligible miscellaneous services in the same category as the associated service being obtained or installed.

Fees: Fees and charges that are a necessary component of an eligible product or service are eligible including:

- Change fees
- Contingency fees are eligible if they are reasonable and a regular business practice of the service provider.
- Contingency fees will be reimbursed only if the work is performed.
- Freight assurance fees
- Lease or rental fees on eligible equipment
- Per diem and/or travel time costs are eligible only if a contract with a vendor for the eligible product or services specifically provides for these costs
- Shipping charges
- Taxes, surcharges, and other similar, reasonable charges incurred in obtaining an eligible product or service are eligible. This includes customer charges for universal service fees, but does not include additional charges for universal service administration.

Installation, activation, and initial configuration: Installation, activation, and initial configuration of eligible components are eligible. These services may include:

- Design and engineering costs if these services are provided as an integral component of the installation of the relevant services
- Project management costs if these services are provided as an integral component of the installation of the relevant services
- On-site training is eligible as a part of installation services but only if it is basic instruction on the use of eligible equipment, directly associated with equipment installation, and is part of the contract or agreement for the equipment. Training must occur coincidentally or within a reasonable time after installation.”

The above eligibility is provided for information purposes only. It is not all inclusive and may be changed periodically by the FCC. Therefore, as indicated previously, it is the vendor’s responsibility to comply with the FCC’s and USAC/SLD’s requirements, in their entirety, and the prevailing requirements each and every time the services are provided.

- K. In the event vendor equipment, software, materials, etc. are necessary to provide services, they must be compatible with existing equipment, software, material, etc. The school system is not required to make any purchase of equipment, software, material, etc. to accept the vendor’s services.

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| <p>L. Except as otherwise specifically stated in this RFP, the vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the vendor.</p> |
| <p>M. During the period of the contract if the Phenix City School District finds the service provided inferior or if the rates are considered excessive compared to other vendor rates for the same or like service, the District reserves the right to ask for corrective action to be taken, up to and including lowering rates. If corrections are not made to the satisfaction of the District or their representative within 30 days, the District will have the right to cancel the existing contract with no liability for paying additional cost other than usage to the point of disconnection.</p> |
| <p>N. The bidder must provide a detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.</p> |
| <p>O. The Vendor must provide coverage maps identifying the vendor's service coverage area for Phenix City and the surrounding areas, the States of Alabama and Georgia, and the continental United State.</p> |
| <p>P. The Vendor must provide a description of the trouble reporting and escalation procedures with their bid response.</p> <p>After award, the Vendor must provide a toll free number for support Monday-Friday 7:00 a.m. to 5:00 p.m. (Eastern Time), as a minimum.</p> |
| <p>Q. Vendor must have been in continuous business for a minimum of three (3) years and must be an exclusive provider, not a reseller, of services requested.</p> |
| <p>R. The vendor must provide a reference list of at least three (3) customers where the vendor is currently providing the proposed services to a customer with a similar number of sites. The reference list shall include the contact name, phone number, mailing and email address, the products and services provided, and the number of supported sites per customer reference.</p> |
| <p>S. At the request of Phenix City School District, the vendor must invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice, FCC Form 474) for the discounted portion of each bill for E-rate eligible support services in accordance with SLD regulations. If Service Provider Invoicing is requested by Phenix City School District, the school district will only be invoiced for the undiscounted portion plus 100% of any ineligible fees. In such cases, the vendor is responsible for ensuring ONLY eligible services are invoiced to SLD and all ineligible services are identified as such and invoiced directly to the District (100%).</p> |
| <p>T. Vendor must be able to provide consolidated billing under a single billing account number and/or departmental account numbers, and/or functional categories, as requested by the Customer. Invoices must provide a detailed breakdown of charges by location and individual telephone numbers within each location and service type, such as but not limited to, maintenance and charges over and above the basic plan.</p> |
| <p>U. Upon request, the vendor must provide quotes detailing the proposed and/or current services, plans, and pricing to the district representative for preparation of the District's Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) FCC Form 471 E-rate applications each year. The quote/s must identify the lines/plans receiving services, by plan type, the provided services, and the associated costs (eligible and ineligible). Additionally, the quote must identify the portion of the services and costs that are eligible for E-rate funding and all ineligible or partially eligible service costs.</p> |
| <p>V. The Vendor shall assist, when requested by Phenix City School District personnel, USAC, or the FCC, with providing, within the required deadlines, any information needed to respond to SLD application reviews or any other USAC or FCC directed review and/or request for information.</p> |

W. All awarded services to all locations and personnel MUST be operational July 1, 2016. Therefore, the awarded vendor MUST complete all pre-activation site surveys and/or actions necessary for the vendor to identify and overcome any implementation/transition issues necessary to provision the services at all locations for cutover to the vendor's services no earlier than two weeks prior to July 1st, 2016 and not later than July 1st, 2016.

Failure by the vendor to start the activation process well in advance of the service start date will be considered nonperformance on the Vendor's part and may result in termination of the contract/service agreement and award to the next qualified bidder.

Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.

III. BASIS OF AWARD

In keeping with the guidelines of USAC, a contract will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Price of the eligible products and services will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be but are not limited to price of the ineligible products and services; prior experience, including past performance, personnel and company qualifications, including technical excellence; quality of proposed services, including coverage area; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Phenix City School District does not guarantee award of a contract and reserves the right to reject any and all bids.

These factors as well as others may be utilized in weighing the RFP responses as follows:

| Factor | Weight |
|--|---------------|
| Price of Eligible Services | 30% |
| Price of Ineligible Products/Services | 20% |
| Quality of Proposed Solution & Coverage Area | 20% |
| Compatibility with Existing Equipment | 20% |
| Prior Experience | 10% |
| TOTAL | 100% |

IV. REQUIRED CONTENTS OF BID AND ATTACHMENTS

The following checklist is only a guideline and may not be all inclusive; it is the responsibility of each vendor/bidder to read and comply with the Request for Proposal in its entirety.

- A) Completed Bid Response Form (All pages)
- B) Documentation verifying vendor is a valid E-rate provider with an approved SPIN for Telecommunication services
- C) Identify E-rate Category 1 service category of proposed service
- D) A detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.
- E) Coverage maps
- F) Description of trouble call and escalation procedures
- G) References of a minimum of three (3) other customers for whom company has provided similar size and scope of services

Failure to provide any of the information requested in this solicitation, in the requested format, or to meet any of the criteria outlined herein is reason for disqualification without consideration.

**PHENIX CITY SCHOOL DISTRICT
CELLULAR TELEPHONE SERVICES & ASSOCIATED SERVICES
Bid Opening Date & Time: January 6, 2016 at 10:00 a.m. (Eastern Time)**

BID RESPONSE FORM (Page 1 of 11)

Name of Firm: _____

Address of Firm: _____

Representative's Name (Type or Print): _____

*Authorized Signature: _____

Date: _____ Telephone: (____) _____

E-mail: _____

E-rate SPIN: _____(Telecommunications)

Number of Years in Business: _____

***Signature certifies the proposed solution and services meet all requirements outlined in this solicitation and the vendor will comply with all specified requirements unless exceptions are noted below.**

EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS
(Attach additional pages if needed)

BID RESPONSE FORM (Page 2 of 11)

| Cellular Telephone Services | | |
|---|--|--|
| | E-rate Eligible | E-rate Ineligible |
| <p>Type 1 Plan Monthly cost per cellular service plan with:</p> <p>a. Nationwide pooled/shared minutes calling plan with a minimum of 400 anytime minutes, unlimited night and weekend minutes, unlimited in network calling & 200 text messages per plan (or the nearest monthly minutes plan offered by the vendor) and the custom call services specified in para. II.B.</p> <p><i>Provide basic plan pricing – specify the number of minutes included, nationwide long distance, in-plan mobile to mobile calling, etc.).</i></p> <p>_____ local minutes included</p> <p>_____ nationwide long distance minutes included</p> <p>_____ in-plan mobile to mobile calling minutes included</p> <p>Taxes & Fees (specify all taxes and fees) (if an estimate is not included the district will conclude the taxes and fees are included in the quoted prices for each of the services):</p> | <p>\$_____ voice services per line</p> | <p>\$_____ voice services per line (i.e. for voicemail, messaging, discounted handset & all ineligible services)</p> |
| | | |
| | \$_____ per line | \$_____ per line |
| | \$_____ per line | \$_____ per line |
| | \$_____ per line | \$_____ per line |
| Initial Non-Recurring Costs per Line | \$_____ per line | \$_____ per line |
| Specify What This Charge Covers: | | |
| Any Additional Costs? If yes, specify: | \$_____ one-time | \$_____ one-time |
| | \$_____ monthly | \$_____ monthly |
| | E-rate Eligible | E-rate Ineligible |
| Total Monthly Type 1 Plan Per Line: | \$_____ one-time | \$_____ one-time |
| E-rate Service Category: _____ | \$_____ monthly | \$_____ monthly |

BID RESPONSE FORM (Page 3 of 11)

| Additional Costs (Type 1 Plan): | E-rate Eligible | E-rate Ineligible |
|--|---|---|
| Cost for additional cellular minute within local footprint | \$ _____ per add'l minute | \$ _____ per add'l minute |
| Cost per additional cellular minute for long distance. | \$ _____ per add'l minute | \$ _____ per add'l minute |
| Addition of Data Plans for web, email, & other Internet Use (specify data allowance) Data Allowance _____ Data Allowance _____ Data Allowance _____ | N/A | \$ _____ per line \$ _____ per line \$ _____ per line |
| Any Additional Costs? If yes, specify: | \$ _____ one-time \$ _____ monthly | \$ _____ one-time \$ _____ monthly |

BID RESPONSE FORM (Page 4 of 11)

| Cellular Telephone Services | | |
|--|----------------------------------|--|
| | E-rate Eligible | E-rate Ineligible |
| <p>Type 2 Plan Monthly cost per cellular service plan with:</p> <p>a. Nationwide pooled/shared minutes calling plan with a minimum of 400 anytime minutes, unlimited night and weekend minutes, & unlimited in network calling per plan (or the nearest monthly minutes plan offered by the vendor) and the custom call services specified in para. II.B.</p> <p>a. Unlimited text messaging.</p> <p>b. Unlimited email & data.</p> <p>c. 4GB application access.</p> <p>d. 4GB data transport.</p> <p>e. 4GB internet access.</p> <p><i>(or the nearest monthly data & messaging plans offered by the vendor)</i></p> <p><i>Provide basic plan pricing – specify the number of minutes included, nationwide long distance, in-plan mobile to mobile calling, etc.).</i></p> <p>_____ local minutes included</p> <p>_____ nationwide long distance minutes included</p> <p>_____ in-plan mobile to mobile calling minutes included</p> <p>Taxes & Fees (specify all taxes and fees) (if an estimate is not included the district will conclude the taxes and fees are included in the quoted prices for each of the services):</p> | \$ _____ voice services per line | \$ _____ voice services per line <i>(i.e. for voicemail, messaging, discounted handset & all ineligible services)</i> |
| | N/A | \$ _____ text messaging per line |
| | N/A | \$ _____ email & data per line |
| | N/A | \$ _____ app access per line |
| | N/A | \$ _____ data transport per line |
| | N/A | \$ _____ internet per line |
| | \$ _____ per line | \$ _____ per line |
| | \$ _____ per line | \$ _____ per line |
| | \$ _____ per line | \$ _____ per line |

BID RESPONSE FORM (Page 5 of 11)

Type 2 Plan (continued)

| | | |
|---|-------------------------------------|-------------------------------------|
| Initial Non-Recurring Costs per Line Specify What This Charge Covers: | \$_____ per line | \$_____ per line |
| Any Additional Costs? If yes, specify: | \$_____ one-time \$_____ monthly | \$_____ one-time \$_____ monthly |
| Total Monthly Type 2 Plan Per Line: E-rate Service Category: _____ | E-rate Eligible | E-rate Ineligible |
| | \$_____ one-time \$_____ monthly | \$_____ one-time \$_____ monthly |

| Additional Costs (Type 2 Plan): | E-rate Eligible | E-rate Ineligible |
|---|-------------------------------------|--|
| Cost for additional cellular minute within local footprint | \$_____ per add'l minute | \$_____ per add'l minute |
| Cost per additional cellular minute for long distance. | \$_____ per add'l minute | \$_____ per add'l minute |
| Addition of Data Plans for web, email, & other Internet Use (specify data allowance) Data Allowance_____ Data Allowance_____ Data Allowance_____ | N/A | \$_____ per line \$_____ per line \$_____ per line |
| Any Additional Costs? If yes, specify: | \$_____ one-time \$_____ monthly | \$_____ one-time \$_____ monthly |

BID RESPONSE FORM (Page 6 of 11)

| Cellular Telephone Services | | |
|--|------------------------|---|
| | E-rate Eligible | E-rate Ineligible |
| <p>Type 3 Plan Monthly cost per cellular service plan with: a. Data plan for wireless devices (i.e. laptops, tablets, etc.) of varying data usage allowance up and to include unlimited: Specify Data Allowance & Associated Plan Pricing: (1) _____ Allowance (2) _____ Allowance (3) _____ Allowance (4) _____ Allowance (5) _____ Allowance (6) <i>Unlimited Allowance</i></p> <p>Taxes & Fees (specify all taxes and fees) (if an estimate is not included the district will conclude the taxes and fees are included in the quoted prices for each of the services):</p> | N/A | |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ data plan services per line |
| | N/A | \$ _____ per line \$ _____ per line \$ _____ per line |
| <p>Initial Non-Recurring Costs per Line Specify What This Charge Covers:</p> | N/A | \$ _____ per line |
| <p>Any Additional Costs? If yes, specify:</p> | N/A | \$ _____ one-time \$ _____ monthly |
| Total Monthly Type 3 Plan Per Line: | E-rate Eligible | E-rate Ineligible |
| | N/A | \$ _____ one-time \$ _____ monthly |

BID RESPONSE FORM (Page 7 of 11)

| Cellular Telephone Services | | |
|---|------------------------|--------------------------|
| Add-on Features/Capabilities | | |
| Costs to add the following features/capabilities to any plan specified above (Type 1 – 2): | E-rate Eligible | E-rate Ineligible |
| a. International Long Distance | \$_____ per line | \$_____ per line |
| b. Push-to-Talk/Direct Connect | \$_____ per line | \$_____ per line |
| c. Pay Per Use Text & Media | N/A | \$_____ per line |
| d. Corporate Email | N/A | \$_____ per line |
| e. Visual Voicemail | N/A | \$_____ per line |
| a. Dynamic Private IP | N/A | \$_____ per line |
| b. Roadside Assistance | N/A | \$_____ per line |

BID RESPONSE FORM (Page 8 of 11)

| Existing Handsets Reprogramming & Maintenance Plan Pricing Sheet | E-rate Ineligible | E-rate Ineligible |
|--|---|--|
| Existing Handsets Fees: Cost to reprogram or update compatible cellular handsets currently owned by Phenix City Schools and Monthly Maintenance Plan for each. <i>NOTE: If a handset is not compatible with the proposed services or cannot be updated indicate NOT APPLICABLE (N/A), as appropriate.</i> | Reprogram or Update Existing Handset | Existing Cellular Phone Handsets Optional Monthly Maintenance Plan Cost |
| Casio GZOne Ravine 2 | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| Casio GZOne Ravine 2 no camera | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| Samsung Convoy 3 | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 4S 16GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 5 16GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 5 64 GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 5s 64 GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 5s 16GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 6 16GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |
| iPhone 6 64GB | \$_____ per unit/ one-time | \$_____ per unit/ monthly |

BID RESPONSE FORM (Page 9 of 11)

Existing Handsets Reprogramming Sheet (continued)

| | | |
|--|--------------------------------|-------------------------------|
| iPhone 6Plus 16GB | \$ _____ per unit/ one-time | \$ _____ per unit/ monthly |
| iPhone 6s 128 GB | \$ _____ per unit/ one-time | \$ _____ per unit/ monthly |
| Samsung Galaxy Note 3 | \$ _____ per unit/ one-time | \$ _____ per unit/ monthly |
| Samsung Galaxy Note 4 | \$ _____ per unit/ one-time | \$ _____ per unit/ monthly |
| Describe Process Needed to Update Existing Handsets, if applicable: | | |
| | | |
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BID RESPONSE FORM (Page 10 of 11)

| Handsets & Maintenance Plan Pricing Sheet | E-rate Ineligible | |
|---|--|--|
| <p>Phones: Cost for Phone and Optional Maintenance Plan: <i>Note: The Cell Phones themselves are not covered under E-rate therefore a separate quote for the phones must be provided in addition to the quote for the service</i> (Add additional models, if available)</p> | <p>Optional Monthly Maintenance Plan for each proposed unit</p> | <p>Cellular Phone Handset Units</p> |
| <p>Make/Model/Cost of Proposed Cellular Phone only:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of Proposed Cellular Phone only:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of Proposed Cellular Phone only:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of iPhone Proposed:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of iPhone Proposed:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of iPhone Proposed:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of Smartphone Proposed:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Make/Model/Cost of Smartphone Proposed:</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |
| <p>Additional Models/Capabilities (Add Pages):</p> | <p>\$_____ per unit/ monthly</p> | <p>\$_____ per unit/ one-time</p> |

BID RESPONSE FORM (Page 11 of 11)

Identify Any Additional Services Offered and/or Costs Required for Service (include pricing and E-rate Eligibility):

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