Request for Proposal
Odem-Edroy Independent School District
ERate 2015-2016

Local Phone Service, Long Distance Phone Service,
Digital Transmission Service, Internet Access

Due: April 14, 2015, 2:00 PM

Superintendent: Lisa A. Gonzales

Odem-Edroy Independent School District
2015-2016 ERate Request for Proposal

General Information:

The Odem-Edroy Independent School District is soliciting ERate Proposals for local and long distance phone service, digital transmission service, and internet access service for the school district. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which the Odem-Edroy ISD intends to govern the relationship between it and the selected Vendor.

It is the intention of the Odem-Edroy ISD to award the contract to the company or companies that appears most advantageous to the District.

- Contact Person: David Quesada, quesadad@oeisd.org

Proposals will be received NO LATER THAN 2:00 pm, April 14, 2015

Odem-Edroy Independent School District
One Owl Square
Odem, Texas 78370

Faxed or Email Proposals will not be accepted.

The envelope must be clearly identified on the outside as follows:

ERate 2015
Name of Bidder:
Address of Bidder:
Due Date: April 14, 2015

Submitting providers shall submit two copies of their Proposals (one original and one copy) with minimum 12pt font along with an electronic copy.

Communications:

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. All inquiries, must be submitted by email to quesadad@oeisd.org no later than **12:00 PM April 10, 2015**. All questions and answers will be accessible at (http://tinyurl.com/nfavloq). The Odem-Edroy Independent School District will not be bound by oral responses to inquiries.

Award of Proposal:

Odem-Edroy ISD reserves the right to award this proposal on an item-by item basis or a group of items. Odem-Edroy ISD reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Should Odem-Edroy ISD determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

Confidentiality:

The information contained in proposals submitted for Odem-Edroy ISD consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Odem-Edroy ISD will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.

Costs of Preparation:

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

Debarment:

Submission of a signed proposal in response to this solicitation is certification that the bidder (or any sub-vendor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any City, State or Federal department or agency. Submission is also agreement that Odem-Edroy ISD will be notified of any change in this status.

Proposal Understanding:

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

Proposal Validity:

Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.

Errors:

Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Payment:

Payment will be made upon receipt of correct invoice for goods that have been delivered, installed and accepted. A vendor may submit an invoice for partial installation. All materials must be installed, inspected and approved by Odem-Edroy ISD prior to final payment. If materials are damaged during installation vendor must replace product with like product prior to final payment.

Cancellation:

Odem-Edroy ISD reserves the right to cancel this contract without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this contract upon written notice of the intent. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, Odem-Edroy ISD reserves the right to cancel upon thirty days written notification of the intent.

Confidential Information:

Bidders for this RFP are advised that materials contained in their proposals are subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

District Obligations:

Odem-Edroy ISD accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. Odem-Edroy ISD reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of Odem-Edroy ISD's official files. Retention of these proposals does not obligate Odem-Edroy ISD to any action. Odem-Edroy ISD reserves the right to reject any and all proposals received.

References:

The vendor must provide a list of three references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.

Default Conditions:

If the contracted service provider breaches any provision, becomes insolvent, enters voluntary or involuntary bankruptcy or receivership proceedings, or makes an assignment for the benefit of creditors, Odem-Edroy ISD will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five days written notice to the service provider.

Odem-Edroy ISD will then be relieved of all obligations, except to pay the value of the service provider's prior performance (at not exceeding the contract rate). The service provider will be liable to Odem-Edroy ISD for all cost exceeding the contract price that Odem-Edroy ISD incurs in completing or procuring the service as described in this document. Odem-Edroy ISD's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance or course of dealing.

Scope of Services:

1. **Local Phone Service**

   The district is seeking bids for local phone service. The district currently has 25 existing POTS lines. The district also maintains 75 extensions within the district.
   (The District will consider Cloud Hosted Voice Service.)

2. **Long Distance Phone Service**

   The district is seeking bids for long distance phone service for above local phone service.

3. **PRI Service**

   The district is seeking bids for PRI Service to possibly replace some of the existing telephone lines. The district currently has 25 existing POTS lines.

4. **Internet Access**

   The district is seeking bids for Internet Access for all students and staff of Odem-Edroy Independent School District. The District wants to increase their service to at least 75 Mbps and will not consider any bids lower than their current connection of 30 Mbps. The bidder should submit proposals at 30, 50 & 75 Mbps. The district will also consider cost effective options greater than 75 Mbps.

5. **Digital Transport Service (DTS)**

   The District is seeking bids for (DTS) from the district to its selected ISP if the most cost effective solution is to select different providers for digital transport service and internet service. The District wants to increase their DTS to accommodate at least a 75 Mbps connection to their selected ISP with growth to 100 Mbps and will not consider any bids for connections lower than their current connection of 30 Mbps.