

MINERSVILLE AREA SCHOOL DISTRICT

P.O. Box 787

Battlin' Miner Drive & Lower Jonestown Road

Minersville, PA 17954

Long Distance Service

NOTICE

SEALED BID QUOTATIONS will be received by the Minersville Area School District until 1:00 p.m., Monday, December,1 2008 for CONTINUATION OF LONG DISTANCE SERVICES for the period beginning on July 1, 2009 and ending on June 30, 2010 in accordance with the school district's instructions and specifications. Should an extension be permitted by the Universal Service Administrative Company (E-Rate), the contract will be extended accordingly.

Instructions and specifications may be obtained from the ADMINISTRATION OFFICE, Minersville Area School District, Battlin' Miner Drive & Lower Jonestown Road, and P.O. Box 787, Minersville, PA 17954

General RFP E-Rate Conditions

1. Contract will take effect July 1, 2009 and continue through June 30, 2010. Should an extension be permitted by the Universal Service Administrative Company (E-Rate) the contract will be extended accordingly.
2. The provider shall acquire a Service Provider Identification Number (SPIN) available from the Schools and Libraries Corporation (<http://www.sl.universalservice.org/>) and provide the SPIN on the RFP response.
3. The provider will be responsible for seeking and procuring their E-Rate payback from the appropriate agency; the school will not front the full cost. The school will only pay the amount due after the E-Rate discount is applied, upon completion of the work to provide the service.

General Conditions

1. Bids can be mailed or delivered to the Administration Building, Battlin' Miner Drive & Jonestown Low Road, and P.O. Box 787, Minersville, PA 1954.
2. All bids must be clearly marked "SEALED BID FOR LONG DISTANCE- SERVICES".
3. Bids will be opened at 1:00 p.m. Monday, December 1 2008 at the Administration Building.
4. The Minersville Area School District reserves the right to accept bids on an item or group basis. All prices shall include service to the Jr./Sr. High School and Elementary Center buildings referenced in General Conditions, Item 1.
5. No bidder may withdraw the bid for a period of sixty (60) days from December 1, 2008. The Minersville Area School District reserves the right to reject any and all bids and to waive any or all informalities in connection therewith at its discretion and to increase or decrease quantities after bids have been submitted.

Specifications

1. Successful bidder shall supply long distance service in all district buildings:
Administration Building, Jr/Sr High School, Elementary Center, Llewellyn Building, and Team Utility Building.
2. Successful bidder shall complete all paperwork to switch long distance phone service, if necessary, at no cost to the district.
3. The successful bidder shall be responsible for providing sufficient technical support to district personnel for configuration & utilization purposes.
4. Successful bidder shall complete all paperwork to transfer long distance service, of necessary, at no cost at the district.
5. All existing phone numbers shall remain the same.
6. Existing phone equipment will be utilized.
7. Background information on your company such as year's experience, related projects, number of technical personnel, and qualifications of personnel.
8. Copy of contract/Service Agreement including terms and conditions.
9. No additional equipment will be purchased.
10. Each bidder will provide specific cost breakdowns as to per call charge, per minute or partial minute charge, as well as package pricing for lines.
11. The provider will be responsible for seeking and procuring their E-Rate payback from the appropriate agency; the district will not front the full cost. The school will only pay the amount due after the R-Rate discount is applied, upon completion of the work to provide service.

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12. Long distance service shall be provided to all exiting telephones. The bidder shall be responsible for configuring any existing equipment.
13. The successful bidder shall bill the district monthly for local service.
14. The bidder shall configure existing equipment necessary for this project. No additional equipment will be purchased by the district for this service.

Other Conditions and Requirements

- All vendors must be able to offer Long distance services in accordance with the rules and regulations of the Federal Communications Commission and the Pennsylvania Public Utilities Commission. Loss of FCC and/or PAPUC certification where required will be grounds for contract termination
- The Minersville Area School District reserves the right to terminate the contract and renegotiate with the selected vendor without penalty in the event that the vendor merges with or is acquired by another company, loses its E-Rate Status or Fails to deliver consistent adequate service.
- The successful vendor must coordinate changes with bid participants and pay for all required changes. The vendor must coordinate all physical changes directly. Such changes must occur with no loss of service or service interruption or change in methodology of communication.
- Within thirty days of award notification, the successful vendor shall submit a written transition plan to each entity that outlines project tasks and established deadlines for service transition.
- The successful vendor must further maintain and provide toll free access to an adequately staffed customer service center which is available during normal business hours (EST).
- Contract negotiations with the highest ranked vendor(s) will begin immediately after evaluations are completed. Should the Minersville Area School District be unable to achieve satisfactory outcome to these negotiations, the Minersville Area School District does reserve the right to procure only part of the services, open negotiations with another vendor, or reject all proposals.
- The successful bidder will not switch, change or deviate from negotiated contract without prior approval from the Minersville Area School District.
- Contractor shall possess all permits & licenses necessary to perform services as specified under this bid.
- Contractor shall maintain an emergency response & disaster plan consistent with that to the submitted as a integral part of its proposal.
- Contractor must guarantee that the complete response to valid with the E-Rate funding program.

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Minersville, PA 17954*

OFFICIAL BID FORM –Long distance Services

The undersigned agrees to furnish the items quoted in the attached list, the quality in each instance to be strictly in accord with the specifications. All other instructions are hereby accepted.

Name of Bidder

E-Rate SPIN Number

Street Address

City, State, Zip

Telephone Number

Fax Number

Email Address

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ITEM COST LONG DISTANCE SERVICES 07/01/2009 – 06/30/2010.

- A) 1+ dialed service per minute
- B) Increment and minimum call length specify in seconds

Call Type	Intra ATA	Intra State	Inter state	International
Proposed Rate (Switched)				
Proposed Rate (Dedicated)				
Billing Increment				
Call Minimum				

Representative's Typed Name

Representative's Signature

Date