

REQUEST FOR PROPOSALS (RFP)

Cell Phone Service

For

Blue Springs R-IV School District

I. NOTICE OF RFP

Notice is hereby provided that the Blue Springs R-IV School District, located in Blue Springs, Missouri is requesting proposals from qualified Service Providers to provide the District's cell phone service needs.

It is the desire of the District to select a Service Provider that can meet or exceed the District's minimum requirements identified herein, at a competitive cost.

Qualified respondents are invited to submit a proposal no later than 3:00 PM on June 30, 2020 to the following:

Blue Springs R-IV School District
Attn: Kirk Sampson
1801 NW Vesper Street
Blue Springs, MO 64015
Email: ksampson@bssd.net

II. OVERVIEW OF THE DISTRICT

Blue Springs R-IV School District is a K-12 public school district located in eastern Jackson County with enrollment of approximately 14,500 students. District facilities consist of 13 elementary schools, 4 middle schools, 1 freshman center, 2 high schools, 1 alternative high school and 1 early childhood educational center, as well as 3 non-instructional facilities.

The district is governed by a seven-member Board of Education and is under the day-to-day leadership of Paul Kinder, Ed.D. who was appointed Superintendent effective July 1, 2018.

The district currently has 185 staff with cell service. Staff currently have the options between an iPhone, Samsung Galaxy, and LG. The district has the ability to purchase phones one generation behind what is currently on the market at a reduced price. Employees have the option of activating the hotspot on the phone for an additional monthly charge. The district currently utilizes an online portal to obtain replacement phones and to activate cell phone services for staff. A monthly data usage report and bill is generated and sent to the district.

III. GENERAL INSTRUCTIONS

Blue Springs R-IV School District is soliciting proposal for cell phone services. Contracts will be awarded, at the District's Option, for up to one year, and bids must guarantee pricing for a full 12-month, 24-month and 36-month term with the option of a renewable contract.

Proposals which are incomplete, incorrect, submitted on forms other than those provided herein, or submitted by unqualified vendors, shall be considered non-responsive and may be rejected at the District's sole discretion.

Under no circumstances will any vendor or potential bidder be given information which could present an unfair advantage. Contact by any participating vendor with any BSSD Board Member during any phase of this process will be grounds for dismissal from the process.

Service Providers must maintain offices/representation within fifty miles of the District's boundaries. Service Providers must have at least three, and preferably more, years of experience serving MO public school districts of comparable size and structure. Bidders must hold the appropriate licenses, authorizations or certifications, where applicable.

This bid is not intended to eliminate competition by specifying brand names. Equivalent services may be quoted as long as they can perform identically to the specified items, are compatible with existing equipment and network infrastructure, and do not require additional resources above or beyond the District's current capacity to effectively manage.

RFP FORMS AND INSTRUCTIONS:

1. Quotation Sheets

Bidders should provide their quotation for the services identified on the attached Bid Form. Submit by email or printed version by regular mail. Please provide your monthly recurring costs for each service listed.

Your quotation should identify and itemize your monthly recurring costs, any non-recurring costs (one-time, installation fees, etc.) and estimated taxes. Provide a monthly total for all services. The District prefers to contract with one Service Provider to deliver all identified services.

2. District Required Forms

Three forms in one document – please complete, sign and return all forms with your packet:

- Offer to Enter into Contract
- General Terms and Conditions
- Quotation for Cell Service

3. Additional Required Information

Your proposal must include the following:

- Copies of any licenses or authorizations to provide or offer the solicited equipment or services to the District.
- Your company plan for providing technical support and questions including response times. Specifically, explain how you will provide backup support in the event of a network failure and maximum downtime.
- Resume of your company's expertise, knowledge and experience in the industry; explanation of any prior experience with Blue Springs R-IV School District.
- Three to five client references (names/telephone/email) from contacts in school districts of comparable size.
- Evidence of a current liability insurance policy evidencing minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Explanation of programs in place to support teaching and student learning and teachers in communities.
- Explain the process for obtaining additional phones, replacement phones, and adding additional staff members to various plan offers.
- Describe content that will be displayed on monthly billing reports to the district.

- List the types of phones that would be options along with the refresh options when new generations of the phone are released.
- Provide documentation for network coverage and speed (national and KC Metro area).

IV. SELECTION CRITERIA AND EVALUATION OF PROPOSALS

Proposals will be deemed “Responsive” if they are received by the June 30, 3:00 PM deadline and contain all of the required information, and complete quotation sheets. Responsive proposals will be reviewed by a District panel and evaluated by the following criteria:

1. Competitive price/value proposition (30 points)
2. Service History (15 points)
3. Expertise of Company (15 points)
4. Understanding of needs/completeness of bid (10 points)
5. Network coverage and speed both nationally and the KC Metro area (10 points)
6. Location of Company (10 points)
7. Community Involvement supporting teachers and student learning (10 points)

Selection of the Service Provider will be based upon the best total point score when evaluated against the above criteria. To be considered Responsive, all quotations must be complete and meet the requirements specified herein.

The District reserves the right to solicit additional information from qualified candidates and to add or delete location requirements within the scope of the RFP, in the final contract.

V. Q&A, DISTRICT CONTACT, SUBMISSION OF PROPOSAL

QUESTIONS/EMAIL LIST – Questions regarding this RFP may be submitted by email no later than June 15, 2020 to the following:

Kirk Sampson
Blue Springs R-IV School District
Email: ksampson@bssd.net

Responses to individual queries will be provided as soon as possible. A summary of all Q&A will be emailed to interested vendors and posted to the District website as soon as possible after June 15, 2020. Vendors who wish to receive the summary Q&A and any updates or addenda to this RFP should email ksampson@bssd.net to request placement on a distribution list.

Responses to this RFP are due by 3:00 PM, June 30, 2020

Proposals can be submitted by personal delivery, regular mail or email. If vendor wishes to deliver, please place in an envelope clearly labeled to the attention of Kirk Sampson and leave with the receptionist at **Blue Springs R-IV School District, 1801 NW Vesper Street, Blue Springs, MO 64015.**

Blue Springs R-IV School District appreciates your interest in serving the needs of our students. The District invites you to respond and looks forward to receiving your company’s proposal. Any contract that may be awarded as a result of this RFP is contingent upon Board approval and the needs of the District remaining. Contract work may not begin until authorization is granted by the District.

DISTRICT REQUIRED FORMS

Offer to Enter Into Contract

General Terms and Conditions

Quotation for Cell Service

Bid Form

Complete, sign and return all forms with your Proposal

OFFER TO ENTER INTO CONTRACT

The undersigned hereby proposes to enter into an agreement with the Blue Springs R-IV School District and to furnish services as described in this Request for Proposal.

Name and Address of Company

Name:

Address:

City & State:

Telephone Number:

Fax Number:

Email Address:

Signature of Authorized Officer/Representative

Name:

Signature:

Title:

Date:

GENERAL TERMS AND CONDITIONS

- 1. INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District-required forms with their statement of qualification responses.
- 2. ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to accept or reject any or all bids and to waive any irregularities and minor irregularities in bids received. The District, in its sole discretion, will determine whether an irregularity is minor. BSSD reserves the right to decline any or all bid submissions, or to cancel the bid call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by BSSD to any company for any expense, cost, loss or damage incurred or suffered by the company as a result of such withdrawal. This inquiry implies no obligation on the part of the School District, nor does the School District's silence imply any acceptance or rejection of bid offer.
- 3. ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Education.
- 4. GUARANTEE/WARRANTY.** Please provide company guarantee/warranty policy if product does not perform to our satisfaction.
- 5. LOCAL VENDOR OPTION.** By policy, on bids less than \$25,000, the School District has a local vendor option. This means that if a local vendor is not the low bidder on an item but is within 5% of the low bid they will be given the option to match the low bid and if they choose to do so will be awarded the bid. A local vendor is defined as one whose business is located within the bounds of the School District.
- 6. MODIFY CONDITIONS.** It is understood and agreed that the School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid offer as so modified and subsequent thereto.
- 7. IMMIGRATION LAW.** Per Missouri Immigration Law HB1549, all bids and contracts greater than \$5,000 will require companies doing business with government entities to attest to the fact that all their employees and/or any subcontractor's employees are "lawfully present in the United States".
- 8. NO CONTACT WITH BOARD OF EDUCATION.** Respondents may not contact any member of the Blue Springs R-IV School District Board of Education regarding this RFP unless specifically invited to an interview conducted by the Board.

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

COMPANY NAME:

Authorized Signature and Date

PRINTED NAME:

TITLE:

BID FORM

Name of Bidder:

To: BLUE SPRINGS R4 School District, acting by and through its Governing Board, herein called the "DISTRICT."

1. The undersigned Bidder, having become familiarized with all the following documents hereby proposes and agrees to be bound by all the terms and conditions of the Bid Form and agrees to provide and furnish materials in connection with the following:

The prices below shall include total cost to District for all components required. Prices should be guaranteed until the Board of Education approves the winning bid through completing the necessary documents for the services described in the RFP and Bid Form.

Please type in the table below and provide any additional information you feel is appropriate.

Part Number	Description:	State Price
iPhone Or _____	Monthly Cell Service Cost Cell Service Plus Individual Phone Hotspot Activation Amount of Monthly Data Price of iPhone or alternate listed	
Samsung Galaxy Or _____	Monthly Cell Service Cost Cell Service Plus Individual Phone Hotspot Activation Amount of Monthly Data Price of Samsung Galaxy or alternate listed	
LG Or _____	Monthly Cell Service Cost Cell Service Plus Individual Phone Hotspot Activation Amount of Monthly Data Price of LG or alternate listed	
Individual Hotspots (5 total)	Amount of Data per Month	
Licensing, Maintenance, Activation, or other fees.	Provide a description here.	

2. It is understood that the DISTRICT reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process. Bidder agrees that this bid shall remain open and not be withdrawn for the period specified in the Information for Bidders.
3. It is understood and agreed that if written notice of the award of a contract is mailed, emailed, or delivered to the bidder, the bidder will execute and deliver to the DISTRICT the Agreement and will also furnish and deliver to the DISTRICT certificates and endorsements of insurance, the Workers' Compensation Certificate, Drug-Free Work Place Certification within five (5) working days of the notice of award of the contract.

4. Communications conveying notice of award of the contract, requests for additional information or other correspondence should be addressed to the bidder at the address stated below.

5. The name(s) of all persons interested in the bid as principals are as follows:

6. The Information Required of Bidder form has been fully completed and is attached hereto.

The undersigned hereby declares that all of the representations of this bid are made under penalty of perjury under the laws of the State of Missouri.

Individual Name: _____
Signed By: _____
Printed Name: _____
Date: _____
Business Address: _____

Telephone: _____

**

Partnership Name: _____
Signed By: _____
Printed Name: _____
Date: _____
Business Address: _____

Telephone: _____