



Hornell City School District



RFP for E-rate services

Telecommunications Services

Local and long distance voice service

Verizon Cellular phone service to include data plan

Maintenance for Cisco Voice over IP system

Internet Access

Web server

Exchange hosting and maintenance

Maintenance of CISCO Wireless Access Points and Controller

Maintenance for Cisco Voice over IP System

See following pages for instructions

PREPARING AND SUBMITTING A PROPOSAL

General instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references and any required on-site visits or oral interviews. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g., expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

Incurring costs

The Hornell City School is not liable for any cost incurred by proposers in replying to this RFP.

To ensure confidentiality of the document, all proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

An original plus three (3) copies of the **Cost Proposal** must be sealed and submitted as a separate part of the proposal. The outside of the envelope must be clearly labeled with the words "Cost Proposal, RFP (Name of RFP)" and name of the vendor and due date. The cost proposal is due to the addressee on the due date and time noted above.

Proposal organization and format

Proposals should be typed and submitted on 8.5 by 11 inch paper bound securely. Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be

separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

(EXAMPLE)

Cover page ()

Introduction

Response to general requirements ()

 Organizational qualifications ()

 Staff qualifications ()

 References ()

Response to technical requirements ()

Cost proposal ()

Required forms ()

 Designation of Confidential and Proprietary Information

 Vendor Information

 Vendor Reference

Appendix

The vendor must submit its **Cost Proposal** on the form provided in Appendix C according to the instructions provided. Failure to provide any requested information in the prescribed format may result in disqualification of the proposal.

No mention of the cost proposal may be made in the response to the technical requirements of this Request for Proposal.

Multiple proposals

Multiple proposals from a vendor will be permissible; however, each proposal must conform fully to the requirements for proposal submission. Each such proposal must be submitted separately and labeled as Proposal #1, Proposal #2, etc. on each page included in the response. Alternate acquisition plans do not constitute multiple proposals.

Oral presentations and site visits

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Oral presentations and site visits may be conducted with all proposers for the purpose of clarification or with the highest ranking proposers after review of all written proposals. In conducting these discussions, there shall be no disclosure of any information obtained from any competing proposer. If the RFP requires or permits oral interviews as part of the proposal evaluation, top scoring proposers shall be given an equal opportunity to interview. Interviews and site visits should be used to clarify and elaborate on the written proposal. Interviews should not be used as an opportunity for the vendor to alter a proposal. Sometimes, an agency will send the highest ranking proposers the basic questions to which the evaluation committee wants answers during the interview.

Top scoring vendors based on an evaluation of the written proposal may be required to participate in interviews and/or site visits to support and clarify their proposals, if requested by the State. The State will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to interview or permit a site visit on the date scheduled may result in rejection of the vendor's proposal.

2.7 Demonstrations

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Demonstrations are used primarily with data processing products and/or services. However, there are times when an agency might wish to have a demonstration of other types of products and/or services. If no demonstration is to be part of the RFP, this section should be deleted from the RFP.

Top-scoring vendor(s) may be required to install and demonstrate its product(s) and/or service(s) at a school site. Product(s) being demonstrated must be delivered to the school site upon two (2) weeks notice by the school to the vendor(s) and must be installed and ready for the demonstration within one (1) week of delivery. The school will furnish detailed specifications concerning the demonstration site and the particular test it will use to exercise the vendor's product(s) and/or service(s). Failure of a vendor to furnish the product(s) and/or service(s) it has proposed for demonstration within the time constraints of the preceding paragraph may result in rejection of that proposal. Failure of any product(s) and/or service(s) to meet the school's specified requirements during the demonstration may result in rejection of the vendor's proposal.

The successful demonstration of the vendor's product(s) and/or service(s) does not constitute acceptance by the Hornell City Schools. Any product(s) and/or service(s) furnished by the vendor for the purposes of this demonstration must be identical in every respect to those which will be furnished if a contract results.

Withdrawal of proposals

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal in writing at any time up to the proposal closing date and time if received by the Technology Director or Business Official. To accomplish this, the written request must be signed by an authorized representative of the proposer and submitted to the Technology Director. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal closing date and time.

PROPOSAL SELECTION AND AWARD PROCESS

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The evaluation criteria and award procedures must be established when the RFP is prepared. It defines the specific criteria to be used to score each proposal and award the contract. The RFP scoring procedure will focus the judgment of the evaluation committee and reduce biases. The methodology must be tied directly to general and technical/specific requirements. Prior to the issuance of the RFP, a list of evaluation committee members and their titles must be submitted to the Hornell City School District and an RPA if the dollar amount of the anticipated contract exceeds the agency's delegated purchasing authority. The evaluation committee must have at least one member or person advising the committee who is trained in the RFP process. Involving the evaluation committee members in the development of the RFP and in the development of the evaluation criteria for proposals usually provides for a better informed evaluation committee. No person shall serve on an evaluation committee where the action of that committee might benefit that person, or a member of that person's immediate family. For more specific information about items to be included for review and approval of RFPs as well as instructions to be given committee members regarding their responsibilities as evaluators.

Preliminary evaluation

The proposals will be reviewed initially to determine if mandatory requirements are met. Failure to meet mandatory requirements will result in rejection of the proposal. In the event that all vendors do not meet one or more of the mandatory requirements, the school reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

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Proposers must be told what requirements in the RFP are mandatory and will result in a proposal being rejected. Items should only be listed as mandatory if a proposal would be rejected if it did not meet the requirement. If a requirement is not absolutely essential, it should not be identified as mandatory. However, the RFP language should not require the agency to reject a proposal for not meeting specifications in case the mandates are found to be unrealistic. CAUTION: A mandatory requirement cannot be eliminated if at least one proposer is able to comply. A mandatory requirement can be eliminated only if none of the proposers can comply.

Proposal scoring

The cost proposals will be calculated with the most points awarded to the proposal with the lowest cost. Other cost proposals will be assigned points that correlate to those assigned to the lowest cost proposal.

(or)

Various costing methodologies and models are available to analyze the cost information to determine the lowest cost to the agency. The agency will select one method for scoring costs and will use it consistently throughout its analysis of all the cost proposals.

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. A proposer may not contact any member of an evaluation committee except at the State's direction. The committee may review references, request interviews, and/or conduct on-site visits and use the results in scoring the proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

Evaluation criteria

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The evaluation criteria must be included in the RFP so that all prospective proposers are aware of the basis for selection. The scoring information in the RFP can be general such as that provided below. However, the scoring methodology used by the evaluation committee must be detailed and include benchmarks for each criterion. The degree of complexity for benchmarks usually increases with larger cost solicitations. This detailed information does not have to be included in the RFP. Examples of scoring procedures are provided in the supplemental information section. The recommended guideline for scoring the cost area is usually in the 15-30% range.

The proposals will be scored using the following criteria:

	<u>Description</u>	<u>Percent</u>
1.	Cost	50%
	a. detail	200
	b. detail	300
2.	Technical requirements	30%
	a. detail	100
	b. detail	100

c. detail	50
d. detail	50
3. General Requirement	<u>20%</u>
Total:	800 100%

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Insert number of points and general, technical, and any other requirements that apply to the RFP.

Right to reject proposals and negotiate contract terms

The school reserves the right to reject any and all proposals. The State may negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the agency may negotiate a contract with the next highest scoring proposer.

Award and final offers

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The contract must be awarded to the highest scoring proposal. It may be necessary to request proposers to modify their proposals before making a final decision. This may be done by requesting proposers to submit a best and final offer. This should be done with all proposers or the highest scoring proposers. The best and final offers should be scored in the same manner as the initial proposals.

The Hornell City School will compile the final scores (technical and cost) for each proposal. The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested by the State and submitted by the vendor, they will be evaluated against the stated criteria, scored and ranked by the evaluation committee. The award then will be granted to the highest scoring proposer. However, a proposer should not expect that the school will request a final and best offer.

Notification of intent to award

****DELETE THIS EXPLANATION FROM THE FINAL DOCUMENT****

Insert the notification of intent to award language in requests for proposals for services over \$25,000.

All vendors who respond to this RFP will be notified in writing of the Hornell City School District's intent to award the contract(s) as a result of this RFP.

GENERAL PROPOSAL REQUIREMENTS

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All the general requirements for the RFP should be included in this section. The agency should describe what is needed and identify what should be addressed directly in the proposal. The general requirements are those requirements which are not exceptionally technical and detailed. Those are addressed in the technical/specific requirements section. Following are some common general requirements.

Mandatory requirements

The following requirements are mandatory and the proposer must satisfy them.

1. Be an erate eligible institution.
2. Must satisfy the district's current standards and technical platforms
3. Be eligible for GST BOCES or Erie 1 BOCES Aide

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The above section stipulates the requirements a proposer MUST meet to be considered in the award of a contract. Agencies should be aware that they have the option of scoring mandatory requirements. This is done usually in the highly technical areas where various methods of meeting a mandatory requirement exist but some methods may be more acceptable than others.

Organization capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

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Often the capabilities and experience of the firms are very important in selecting a qualified vendor. Describe in this section the type of information about the firm which is needed to assess experience and capabilities.

Staff qualifications

Provide documentation describing the educational and work experiences for each of the key staff who would be assigned to the project.

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Staff qualifications can be substantially different from organizational qualifications and should be reviewed separately. It is common practice in RFPs to require proposers to submit the resumes of staff who will be assigned to the contract.

Proposer references

Proposers must include in their RFPs, a list of all (clients/buyers/organizations) with whom the proposer has done business like that required by this solicitation within the last (months/years). For each client/buyer/organization, the proposer must include the name, title, address, and telephone number of a contact person along with a brief description of the project or assignment which was the basis for the business relationship. The procuring agency will determine which, if any, references to contact to assess the quality of work performed and personnel assigned to the project. The results of any references will be provided to the evaluation committee and used in scoring the proposal.

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References can provide a valuable insight in vendor performance and use of references are encouraged. If references are used, the agency must decide how they should be scored. An alternative would be to use the reference results to clarify and substantiate information in the written proposal. The reference results can be considered when scoring the responses to the general and technical requirements in the RFP. Another alternative is to give scores to references separate from the scoring of the written proposal. It is often best to have one person do the reference checks and provide a summary of the information to the evaluation committee members. In this latter situation, references must be designated as an evaluation category and assigned points in the Evaluation criteria in Section 3.3.

COST PROPOSAL

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Vendors should be instructed on preparing cost proposals in this section. The RFP should be clear on how costs will be evaluated and scored. Cost proposals for RFPs can be very complicated and agencies should have a clear scoring methodology prepared before the RFP is issued. In most cases cost scoring should be done in an objective and quantitative manner. Scores can be calculated by one person and all reviewers use the same scores. Only in rare cases is a subjective scoring of cost proposals appropriate.

General instructions on preparing cost proposals

The cost proposal should be submitted in a separate envelope with the written proposal. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the lowest costs to the Hornell City School District. The State will select one method and use it consistently throughout its analysis. The cost methodology will be available at the time that the proposals are due.

Format for submitting cost proposals

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The format should be specified in this section and should relate directly to the agency's plan to score the cost proposal. Use of a form greatly facilitates getting consistent information and eases evaluation. Cost proposal formats are provided in the supplemental information section (Appendix C).

Fixed price period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for proposals.

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The purpose of fixed price is ensuring vendors maintain pricing during the evaluation process. This does not release the proposer from holding price increases during the contract as stated in the Standard Terms and Conditions or where otherwise stipulated in the RFP. The fixed price period can be longer than sixty (60) days if the agency needs the additional time to evaluate the proposals.

7.5 Executed contract to constitute entire agreement

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The agency should include language in the contract which states whether the RFP is part of the signed contract if the contract does not address all contractor responsibilities as they appeared in the RFP. Select first paragraph OR the following two to address this point.

In the event of contract award, the definitive contract will constitute the entire agreement of the parties and will supersede any representations, commitments, conditions, or agreements made orally or in writing prior to execution of the contract. (or)

In the event of contract award, the contents of this RFP (including all attachments), RFP addenda and revisions, and the proposal of the successful proposer, and additional terms agreed to, in writing, by the agency and the contractor shall become part of the contract. Failure of the successful proposer to accept these as a contractual agreement may result in a cancellation of award.

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Adjust the following list to reflect the actual situation. Standard Terms and Conditions and the RFP reference are mandatory.

The following priority for contract documents will be used if there are conflicts or disputes.

Official Purchase Orders

Vendor's Proposal Dated xx/xx/xx (Due date)

Standard Terms and Conditions

Termination of contract

The agency may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the contractor. Upon termination, the agency's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the agency. In the event that the contractor terminates the contract, for any reason whatsoever, it will refund to the agency within 48 hours of said termination, all payments made hereunder by the agency to the contractor for work not completed or not accepted by the agency. Such termination will require written notice to that effect to be delivered by the contractor to the agency not less than 30 days prior to said termination.