

CHARTER ACADEMY OF THE REDWOODS
dba Redwood Academy of Ukiah and Accelerated Achievement Academy

A non-profit corporation
1059 North State Street Ukiah, CA 95482
(707) 467-0500, (fax) 467-4942

RFP FOR PHONE SERVICE, CAR

Charter Academy of the Redwoods is seeking responses from qualified providers of phone services conforming to e-rate requirements. Services shall meet the following requirements.

SCOPE OF WORK

Our phone system includes 34 lines using a Centrex system. We currently receive three separate phone bills, one for 707-467-0500 at 1059 N. State St, Ukiah, Ca, for 707-463-7080 at 1031 N. State St, and for 707-462-3967 at 1031 N. State St, which is used primarily for students use. For bidding purposes, please provide a bid for same services. If there is a one time connection fee, please list this separately. Phone service must meet the following requirements:

- 1) All existing phone numbers must be retained.
- 2) All existing equipment must be retained.
- 3) Service provider must supply at minimum the same functions and services presently provided. Additional services should be listed if they are provided at no additional cost. A typical bill with prices deleted has been attached for reference for services presently provided, bids must represent comparable services. Local and long distance service together is being requested in this bid.
- 4) RFP response will include in it any costs associated with switching services from our present supplier. Bid must acknowledge absorption of these fees in new Service Providers Bid.
- 5) Service Provider's bid shall include a "growth" clause with maximum charges per month. The "growth clause" shall not require a change in contract terms.
- 6) Bids shall include three references from businesses with similar plans.
- 7) Service Provider's bid shall guarantee that there will be no hidden charges after awarding of contract i.e. that stated charges shall be all that will be paid.
- 8) We would like to have the capability of upgrading to fiber optics if we want to at a later date.

- 9) Bid should include a copy of the multi-year contract. Vendor will provide two (2) copies of their contract signed and dated in their bid response.
- 10) Any questions must be emailed to the email address below, please do not send generic emails soliciting us to contact you as we will reserve the right to refuse contacting these types of email.

Bid Package Requirements

Service provider's bids must be received no later than February 20, 2013, by 5:00 pm.

Bids may be mailed, faxed, or emailed to:

Charter Academy of the Redwoods
1059 N. State St
Ukiah, Ca 95482
Attn. James Switzer

Fax: 707-467-4942

jswitzer@redwoodacademy.org

Vendor Requirements

Each bidder shall demonstrate their ability to provide phone service that meet or exceeds the industry's standards. Each bidder will provide the following information, this information will be factors used to decide who will receive the contract, and deletion of any of these items will affect that decision:

1. Vendor information including firm's name, business address and phone information, a brief overview of the bidder's organization, brief history of firm, and primary contact person.
2. List of 3 client references in the school's area that include contact information.
3. Itemized list of all costs, including any one time costs, installation, and fixed costs.
4. Bidder will provide an implementation plan including process for Service Provider switch, system cut over with a schedule and information indicating who will be responsible for the project.
5. Vendor must be licensed in accordance to law governing phone service providers. Must hold a license that qualifies them to perform the work under this contract and that they are licensed in the state of California.
6. Provider must provide their Erate Service Provider Identification number (SPIN). Provider must be able to provide Erate discounts on bills by the SPI (Service Provider Invoice) method.

Contract terms and conditions

Proposals should be based on a three-year contract with possible two one-year extensions. The initial three-year contract should begin on January 30, 2014. The Corporation reserves the right to extend the contract for a period of two additional years at a time, not to exceed a total of four (4) contract years. An extension option must be mutually acceptable to both parties. Any request for and acceptance of an extension shall be in written form, and shall include any requests and justifications for adjustment in compensation.

If a Service Provider can provide a better rate by extending the length of the original three years, please provide this as an option as part of your quote.

The Service Provider must agree to provide Erate discounts on the monthly bills as a means of providing that discount.

Vendor selection/ Contract award

The vendor selected shall be awarded a contract as a result of the RFP process of the prices submitted and, in the judgment of the Corporation, is in the best interests of the schools involved. The Corporation shall reserve the right to accept or reject any and all RFP in whole or part or waive any irregularity of any proposal received. The District shall be the sole judge of the competency and responsibility of the Contractors.