

**ConVal School District - Request for Proposal
Cellular Phone Equipment and Cellular Service**

CELL PHONE SERVICE:

The ConVal School District is seeking a company to provide basic cellular phone service and up to 60 cellular devices.

Please submit this RFP response by email to mschaub@conval.edu by **August 12, 2022 at 2:00 PM EST** with the subject of “ConVal Technology RFP 2022-02 Response”.

RFP REQUIREMENTS:

The following points need to be addressed in the submitted RFP's:

Equipment Needs

- 1) 40 – Smart Phones 5G LTE
 - Full email and internet capability
 - Internet tethering/hotspot feature

- 2) 20 – Basic Flip Phones
 - Phone Call and SMS capability

Service Requirements

- Unlimited minutes/texts/data plan pool for all users
- Web based management tools for full fleet of phones
- Existing phone numbers should be ported over from current carrier
- Monthly billing of equipment/phone units and itemized usage of each
- Include renewal/replacement/refresh policy for phones at 24-36 month intervals
- Provide detailed warranty terms and procedures on all equipment
- Provide pricing for the following phone accessories:
 - Cases
 - Screen protectors
 - Chargers
- Provide detailed support service procedures
- Provide detailed coverage map for the State of New Hampshire as well as detailed maps for the following New Hampshire towns:
 - Antrim
 - Bennington
 - Dublin
 - Frankestown
 - Greenfield
 - Hancock
 - Peterborough
 - Temple

RESERVATIONS AND ANNULMENTS: The ConVal District reserves the right to accept or reject any or all Proposals and to waive any and/or all technicalities in the interest of the District. The District reserves the right to increase or decrease the given quantity. In the event quantities are increased or decreased, the amount added or deducted shall be based upon unit price quoted.

PROPOSAL ERRORS: All proposals shall be deemed final, conclusive, and irrevocable, and no proposal shall be subject to correction or amended for errors or miscalculations by the proposer after proposal opening date.

VALUE ADDED SERVICES: Value added services included in the proposal will be considered for award of contract. All value added services must be declared in detail by the Proposer, in writing, at the time of submittal of the formal proposal.

CONTRACT PERIOD: Unless otherwise specified, **this contract shall be valid from 9/1/2022 to 6/30/2025**; however, the District reserves the right to cancel the contract with 30 day written notice.

ADDITION AND REMOVAL OF USERS: Telephone subscriptions may be added or removed from service at any time during the contract term, with a maximum requirement of a 30-day or one (1) calendar month activation period with no termination liability. All service agreements shall be coterminous with the termination date of any awarded Contract. All provided cellular telephone and Smartphone devices shall be returned to the vendor within 30 days following requested termination. Any accessories provided shall be retained as property of the District.

INVOICING AND REPORTING REQUIREMENTS: Invoices and reports are required throughout the duration of any resulting contract as denoted below.

- Monthly Reports
 - The Vendor shall provide a Monthly Summary Report detailing services provided under this contract. Included in the Monthly Summary Report shall be all cellular telephone numbers subscribed to the District, billing program used, monthly cost, usage cost, data usage, telephone minute usage, date of the last usage, equipment provided (including make/model/serial number/telephone number), and telephone “owner”. The District shall not be required to use any Vendor associated website as the main source to gather this information. The vendor may provide website access as an additional tool to the ConVal School District but is not to be used in lieu of any reporting requirements. The report shall also highlight any device that has been inactive for sixty (60) days or more. The District shall work with the Vendor to determine if these devices shall be removed from service.
- Invoicing Services
 - Invoicing Services shall consist of the costing of all Vendor provided services. Vendor shall detail all charges and provide extended definitions of itemized charges. Bulked charges shall be rejected. Invoices shall be submitted on a monthly basis, inclusive of the first bill cycle day of the month to the last bill cycle day of the month in which the services have been performed. Charges will be pro-rated by the number of days in service when partial month services occur. Invoices shall be provided on paper. It is preferable that invoices also be available electronically, delivered by e-mail, or downloadable from an Internet web site.
- Invoice Corrections
 - The Vendor shall provide within ten (10) working days after notification, any corrective data requested by the District. This shall include replacement reports, corrective information on balances and credits and any other change of service information required for bill back to agencies by the District. The District shall not be held liable for service performed without the receipt of properly filed invoices, reports and supporting information.

AWARD OF PROPOSALS: A staff committee may interview each Proposer meeting the bid requirements. Staff will grade proposals as per the matrix below. Staff will then make a recommendation to the ConVal School Board and request they authorize the contact with the winning Proposer.

BID MATRIX

Criteria	Weight	Score (1-10)	Weighted Score
Purchase/Monthly Price	40		
Coverage	30		
Comprehensive implementation designed to minimize disruption of business activities	10		
Experience and capabilities of account support group	10		
Reputation of the vendor and the vendors choice/options of goods and services	10		