

**Fayetteville Public Schools
Request for Proposals (RFP)**

Title: Plexar Voice Lines

Department: Technology

Issue Date: December 22, 2011

Due Date: 4:00 PM, February 1, 2012

Issuing Agency: Fayetteville Public Schools
Susan Norton – Contract Authority
susan.norton@fayar.net

Sealed Proposals subject to the conditions made a part hereof will be accepted until 4:00 PM, February 1, 2012 for furnishing services described herein.

IMPORTANT NOTE: Proposal's must be in paper format, please enclose in an envelope and indicate vendor name on the front. Electronically submitted (email/fax) proposals will not be accepted.

Direct all inquiries concerning this RFP to: Mr. Jamie Wilson
Fayetteville Public Schools
PO BOX 849
1000 W. Stone St.
Fayetteville, AR 72702
Phone: 479.444.3000 Fax: 479.444.3004
Email: jamie.wilson@fayar.net

NOTE: Questions concerning the RFP requirements must be submitted in writing. They may be mailed, faxed, or emailed (no phone calls) to Mr. Jamie Wilson, Fayetteville Public Schools, PO BOX 849 Fayetteville, AR 72702, 479.444.3004 Fax, email address jamie.wilson@fayar.net

Questions must be submitted no later than 4:00 PM on January 22th, 2012. All questions submitted in writing will be answered in the form of an addendum to this Request for Proposals.

1. Purpose:

The purpose for this Request for Proposal (RFP) is to solicit offers from qualified vendors to provide the Fayetteville Public School system with Plexar voice lines. These lines will be used to provide voice lines to the district phone system. This line needs to provide CallerID.

2. Contract Period & Terms:

Any contract resulting for this proposal shall be effective for at least twelve(12) months and up to thirty-six(36) months after the date of the contract signing, with the option of the School System to continue services under the same terms and conditions set forth herein subsequent years. This contract date will start July 1, 2012. The Fayetteville Public School District reserves the right to specify terms based on technology changes and district needs.

3. Mandatory Functional Requirements:

- Provide 30+ Plexar lines
- Provide Caller ID
- Provide 479.444.XXXX DID Number range

4. Vendor History and Past Performance

Four(4) Arkansas-based customer references required; School District may use these and others obtained on it's own.

5. Pricing

Provide bid and detailed explanation of rates which shall not be subject to increases during Term. Also include any Installation and Cutover costs associated with this bid.

6. Criteria for Evaluation

All proposals will be evaluated according to, but not necessarily limited to, the following:

- Pricing 65%
- Vendor history and past performance 35%

7. Oral Presentations

During the evaluation process, Fayetteville Public Schools may, at its discretion, request any one or all vendors to make oral presentations for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the district is not required to request clarification; therefore, all proposals should be completed and reflect the most favorable terms available from the vendor. Not all vendors may be asked to make such oral presentations.

Note: The right is reserved to accept the response that Fayetteville Public Schools determines to be in the best interest of the school system and its employees. Fayetteville Public Schools reserves the right to reject any and/or all proposals.

Vendor Name: _____

References

Proposals must list four (4) references for whom similar work has been performed during the past three (3) years.

- (1) Client Name _____
ADDRESS _____
Street _____

City, State, Zip _____

Contact Name _____

Telephone/Email _____
- (2) Client Name _____
ADDRESS _____
Street _____

City, State, Zip _____

Contact Name _____

Telephone/Email _____
- (3) Client Name _____
ADDRESS _____
Street _____

City, State, Zip _____

Contact Name _____

Telephone/Email _____
- (4) Client Name _____
ADDRESS _____
Street _____

City, State, Zip _____

Contact Name _____

Telephone/Email _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

Execution of Proposal

Date: _____

The potential vendor certifies the following by placing an "X" in all blank spaces:

_____ That this proposal was signed by an authorized representative of the vendor.

_____ That the potential vendor has determined the cost and availability of all items associated with performing the services outlined herein are included within the Sealed Proposal delivered to Fayetteville Public Schools.

_____ That the potential vendor agrees to the conditions as set forth in this **Request for Proposal** with no exceptions.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within thirty (30) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Vendor _____

Address _____

Phone _____ Fax _____

By _____ Title _____

(Signature)

Type or Printed Name

Federal Identification Number

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL.

General Procurement Instructions

1. All proposals must be received by the issuing agency no later than the date and time listed on the over sheet of this proposal. Clearly mark the Vendor name on the outside of the envelope. Three (3) copies of the proposal must be received from each vendor (1 original, 2 copies). Each proposal must be signed and dated by an official authorized to bind the vendor. Late proposals will not be considered for award. Electronic proposals (fax, email, etc.) will not be considered.
2. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the vendor and its staff. The award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to the School System.
3. Vendors are cautioned that this is a request for offers, not a request for contract and the Fayetteville Public Schools reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the school system.
4. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. In an effort to support the sustainability efforts of Fayetteville Public Schools we solicit your cooperation in this effort.
5. Any costs incurred by the vendor in preparing or submitting offers are the vendor's sole responsibility; Fayetteville Public Schools will not reimburse and vendors for any costs incurred prior to award.
6. Proposals must be submitted in accordance with the requirements for the RFP. Failure to include any required information may cause rejection of the proposal.