

REQUEST FOR PROPOSAL
TELECOMMUNICATIONS SERVICES

COMPANY NAME

CAMPBELL COUNTY SCHOOL DISTRICT
1000 WEST 8TH STREET
PO BOX 3033
GILLETTE, WY 82717-3033

ATTN: PURCHASING MANAGER

To Whom It May Concern, We have carefully read the **Request For Proposal of TELECOMMUNICATIONS SERVICES** to be provided at the following locations:

District Offices

Educational Services Center, 1000 W. Eighth Street, Gillette, WY 82716
Lakeway Learning Center, 525 W. Lakeway Road, Gillette, WY 82718
Buildings and Grounds Department, 109 N. Gurley, Gillette, WY 82716
Aquatic Center, 800 E. Warlow Drive, Gillette, WY 82716
Parish Hall, 605 S. Gillette Ave., Gillette, WY 82716
Ready 4 Learning Center, 800 Butler Spaeth Road, Gillette, WY 82716

Elementary and Rural Schools

Buffalo Ridge Elementary School, 4501 Tanner Drive, Gillette, WY 82718
Conestoga Elementary School, 4901 Sleepy Hollow Blvd., Gillette, WY 82718
Cottonwood Elementary School, 220 Wright Blvd., Wright, WY 82732
Hillcrest Elementary School, 1500 S. Butler Spaeth Road, Gillette, WY 82716
Lakeview Elementary School, 410 Lakeside Drive, Gillette, WY 82716
Little Powder School, 15902 N. Highway 59, Weston, WY 82731
Meadowlark Elementary School, 816 E. 7th Street, Gillette, WY 82716
Paintbrush Elementary School, 1001 W. Lakeway Rd., Gillette, WY 82718
Prairie Wind Elementary School, 200 Overdale Drive, Gillette, WY 82718
Pronghorn Elementary School, 3005 Oakcrest Drive, Gillette, WY 82718
Rawhide Elementary School, Prospector Pkwy., Rawhide Route, Gillette, WY 82716
Recluse School, 31 Greenough Road, Recluse, WY 82725
Rozet Elementary School, 14054 Highway 51, Rozet, WY 82727
Sunflower Elementary School, 2500 S. Dogwood Avenue, Gillette, WY 82718
Wagonwheel Elementary School, 800 Hemlock, Gillette, WY 82716
4-J School, 2830 Highway 50A, Gillette, WY 82718

Secondary Schools

Campbell County High School North Campus, 1000 Camel Drive, Gillette, WY 82716
Campbell County High School South Campus, 4001 Saunders Blvd., Gillette, WY 82718
Sage Valley Junior High, 1000 W. Lakeway Road, Gillette, WY 82718
Twin Spruce Junior High, 100 E. Seventh St., Gillette, WY 82716
Westwood High School, 601 Rohan Ave., Gillette, WY 82716
Wright Junior-Senior High School, 220 Wright Blvd., Wright, WY 82732

Campbell County School District will be receiving Proposals for **TELECOMMUNICATIONS SERVICES**, until 2:00 P.M., December 27, 2011. At this time the Proposals will be publicly opened and read aloud. Sealed bids will be delivered to the **Campbell County School District, Purchasing Department, 1000 West 8th Street, Gillette, Wyoming 82716**. Late Proposals will not be accepted after 2:00 P.M., December 27, 2011.

It is the Proposer(s) responsibility to examine the specifications, have familiarity with the sites for the proposed installation and be familiar with all conditions surrounding the services to be provided, including availability and type of service at each location. As a bidder for this project, I hereby propose to furnish telephone services, which meet the requirements listed in the specifications and the price stated in my proposal. My proposal details the charges for the services required under the Contract Documents for **TELECOMMUNICATIONS SERVICES**, which meet the needs of Campbell County School District.

Narrative

It is the intent of Campbell County School District to establish a Service Agreement with a Telecommunications Service Provider for **Telecommunications Services to include Local Access and Long Distance Services**. The agreement will be effective on January 1, 2013 for a Service Period of sixty (60) months in duration.

Approximately two hundred and thirty two (232) local phone lines at the twenty eight (28) addresses listed above are installed or anticipated. The number of lines and the specific addresses at which the service is requested may change before the beginning of the Service Period. Campbell County School District does not at this time anticipate any substantial change in addition or discontinuation of any of the services requested in this Request for Proposal. However, the Proposer should be aware that changes may occur in the number of phone lines and location of the services requested in the time period prior to the effective date of the agreement.

Detailed Specifications for **TELECOMMUNICATIONS SERVICES**

Campbell County School District is a county-wide school district in northeastern Wyoming and is seeking Proposals from providers of telecommunications services, to include both Local Access and Long Distance Services. This Request For Proposal (RFP) is for local access and long distance services beginning at the expiration of the current Agreement in force for the various locations within the District. The Proposal shall be for an agreement for a Service Period of sixty (60) months, commencing in January 2013.

Definitions and Scope of Agreement

The estimated number of phone lines per address at the beginning of the Service Period:

District Offices	# of Lines
Educational Services Center, 1000 W. Eighth Street, Gillette, WY 82716	29
Lakeway Learning Center, 525 W. Lakeway Road, Gillette, WY 82718	18
Buildings and Grounds Department, 109 N. Gurley, Gillette, WY 82716	11
Aquatic Center, 800 E. Warlow Drive, Gillette, WY 82716	4
Parish Hall, 605 S. Gillette Ave., Gillette, WY 82716	2
Ready 4 Learning Center, 800 Butler Spaeth Road, Gillette, WY 82716	5

Elementary and Rural Schools

Buffalo Ridge Elementary School, 4501 Tanner Drive, Gillette, WY 82718	6
Conestoga Elementary School, 4901 Sleepy Hollow Blvd., Gillette, WY 82718	6
Cottonwood Elementary School, 220 Wright Blvd., Wright, WY 82732	4
Hillcrest Elementary School, 800 Butler Spaeth Road, Gillette, WY 82716	6
Lakeview Elementary School, 410 Lakeside Drive, Gillette, WY 82716	4
Little Powder School, 15902 N. Highway 59, Weston, WY 82731	2
Meadowlark Elementary School, 816 E. 7 th Street, Gillette, WY 82716	6
Paintbrush Elementary School, 1001 W. Lakeway Rd., Gillette, WY 82718	5
Prairie Wind Elementary School, 200 Overdale Drive, Gillette, WY 82718	8
Pronghorn Elementary School, 3005 Oakcrest Drive, Gillette, WY 82718	7
Rawhide Elementary School, Prospector Pkwy., Rawhide Route, Gillette, WY 82716	3
Recluse School, 13 Greenough Road, Recluse, WY 82725	3
Rozet Elementary School, 14054 Highway 51, Rozet, WY 82727	5
Sunflower Elementary School, 2500 S. Dogwood Avenue, Gillette, WY 82718	6
Wagonwheel Elementary School, 800 Hemlock, Gillette, WY 82716	6
4-J School, 2830 Highway 50A, Gillette, WY 82718	

Secondary Schools

Campbell County High School North Campus, 1000 Camel Drive, Gillette, WY 82716	35
Campbell County High School South Campus, 4001 Saunders Blvd., Gillette, WY 82717	13
Sage Valley Junior High, 1000 W. Lakeway Road, Gillette, WY 82718	11
Twin Spruce Junior High, 100 E. Seventh St., Gillette, WY 82716	11
Westwood High School, 601 Rohan Ave., Gillette, WY 82716	6
Wright Junior-Senior High School, 220 Wright Blvd., Wright, WY 82732	<u>7</u>
Total	232

The Proposal shall define whether the proposed agreement shall include Local Access and Long Distance Services for each location. There is at least one billing account per location; some have multiple accounts within a building location.

Local Access service will include the use of service features on some of the lines, such as Caller ID, Last Call Return, Call Forwarding, and Hunting, based on facilities availability.

Long Distance service will include out-bound, in-bound (toll free), and calling card services. All three of these services must include a rate quoted for Intrastate, Interstate, and calls from Canada.

Term

The term of this Agreement shall commence on the service activation date, which is January 1, 2013, and remain in effect for sixty (60) months.

Directory Listing

The District will supply a name, address, telephone number, and other information to appear on the white pages directory listing of the local telephone company directory.

Termination

Either party may terminate this Agreement for cause if written notice specifying the cause for termination and requesting correction within thirty (30) days is given the other party and such cause is not corrected with such thirty (30) day period. Cause is any material breach of the terms of this Agreement.

Questions

Questions regarding this RFP can be directed to:
Don Dihle, Supervisor of Information Systems and Fiscal Services
Email ddihle@ccsd.k12.wy.us
Phone (307) 682-5171 extension 4565 Fax (307) 682-1750

Service Agreement Rates and Recurring Charges

Local Access **Monthly Recurring Price per Line \$** _____

Please submit a monthly recurring cost for the following features per line, if requested:

Call Forwarding, Busy	Call Forwarding, Don't Answer	Call Forwarding, Variable
Hunting, per line	Circular Hunting	Caller ID Name and Number
Caller ID Number	Last Call Return	

Please list all applicable one-time charges for initial installation, discounts or credits which will be incorporated into this agreement.

Please indicate if all District locations will have Local Access provided. List all locations for which you will **not** provide local access:

Long Distance Domestic and Canada

Outbound

Price per minute

Interstate \$ _____

Intrastate \$ _____

Canada \$ _____

Inbound

Price per minute

Interstate \$ _____

Intrastate \$ _____

Canada \$ _____

Calling Card

Price per minute

Interstate \$ _____

Intrastate \$ _____

Canada \$ _____

Domestic Surcharge \$ _____

Canada Surcharge \$ _____

If these rates are variable by time of day, day of week, etc. please provide detailed explanation:

What is the minimum call length and billing increment for each call placed?

Name of Telecommunication Service Provider _____

Authorized Representative _____

Signature _____

Title _____

Date _____