

Excelsior Springs School District #40
Request for Sealed Proposals
District Cellular Plan

Excelsior Springs School district is seeking proposals for cellular service plans and phones. This proposal is seeking unlimited talk and data plans including smartphones for district administration and select staff.

The bid submission deadline will be 1:00 p.m. Wednesday, May 10th, 2023. Proposals received after that time and date will not be opened and read for consideration for this invitation.

This Request for Proposals represents the requirements for an open and competitive process.

Proposals will be accepted until **1:00 p.m. Central Standard Time, May 10th, 2023.**

Submit proposals to:

Jon Coleman
Director of Technology
300 Broadway
Excelsior Springs, MO 64024
Submit proposals in a sealed package plainly marked
ESSD Cellular Plans

Bidders during the RFP process and the winning vendor will direct any questions in writing to:

Jon Coleman
300 Broadway
Excelsior Springs, MO 64024
jcoleman@ga.essd40.com

Questions received after the deadline will not receive a response. Questions and responses will be posted on the district's website on the Excelsior Springs School District website: ESSD40.com > District Information.

The Board reserves the right to reject any and all bids and to waive any informality in a bid if that action is in the best financial interests of the Board. The Proposal Award shall be made on the basis of the lowest bid price or the lowest evaluated bid price for the device selected by the district.

Section 1 - Specifications

Quantity	Description
52	5G Android or iOS Devices
52	Unlimited Voice, Text and Data, hotspot capable plans

Section 2 - Deliveries

All deliveries must include:

- 5G Capable Android or iOS smartphones
- Pricing of all phones available for purchase
- Unlimited voice, text and data plans (please provide alternate plans that may be beneficial to the district for devices that may not be used on an everyday basis)
- All phones need to be hotspot capable
- Dedicated account representative
- Procedure to replace lost or damaged phones
- Heat maps of coverage for Excelsior Springs and surrounding areas
- Keep all existing numbers
- Transition plan

Vendors are required to provide a delivery plan of equipment and transition schedule as part of their response. Our goal is to have new devices in service no later than August 11, 2023

Section 3 – Warranties and replacement of devices

Please outline the steps for replacing lost or damaged phones, including information on the frequency of device upgrades and associated costs for upgrading to newer models. Additionally, please include details regarding any manufacturer warranties or discounts in your response.

Section 4 - References

Provide a minimum of three (3) references for similar agreements with other entities, such as K12 schools and/or College/University

Section 5 - Basic Selection

This proposal is seeking the best option for the district. While the lowest price of services is a major factor in bid evaluation, other factors such as: Meet the Needs of the District, service plan options, cellular coverage of the district and surrounding areas, references for services offered will be factored into the final decision to award.

- The Excelsior Springs School District reserves the right to reject any or all RFP's for irregularities, informalities, or technicalities which are in the best interest of the District. The Excelsior Springs School District also reserves the right to waive any or all RFP's for irregularities, informalities or technicalities which are in the best interest of the District.
- Vendors may withdraw their RFP prior to the stated time of opening, but may not be withdrawn for a period of thirty days thereafter unless required by law.
- The Excelsior Springs School District reserves the right to accept any offer in part or in whole, to request a new RFP, or to award any of the items specified herein as it deems to be in its best interest of the school district. By quoting, the vendor specifically agrees that the decision of the Excelsior Springs School District is final and binding.
- The Excelsior Springs School District reserves the right to be the sole determining party as to which vendor is awarded this project. The Excelsior Springs School District will select the lowest and best proposal that will fulfill requirements set forth by this RFP. Prices quoted shall be guaranteed for a period of ninety (90) days after the closing date of the proposal.
- Should the vendor take exception to any terms, conditions, or specifications stated herein, such exception must be so stated in writing on company letterhead and submitted prior to the RFP opening.
- Written exceptions may or may not be honored by the Excelsior Springs School District. By quoting this proposal, the vendor agrees to all the contents of this RFP.
- Failure to deliver as guaranteed, or any other material breach or default by the awarded vendor, may result in the disqualification of the vendor from future RFP's. In the case of default by the awarded vendor, the Excelsior Springs School District will procure from the second-ranked vendor, and hold the first vendor responsible for any excess cost associated therein.
- Vendors are expected to utilize Jon Coleman as the sole representative for ALL information regarding this RFP. Vendors who contact any other District employee or representative without the approval of Jon Coleman are subject to disqualification from this RFP.

Section 6 - Response Timeline

Event	Date
Last date for questions	May 3, 2023, at 3:00 p.m. CST
Proposals due	May 10, 2023, at 1:00 p.m. CST
Selection decision	June 1, 2023 (this date is subject to change)

Section 7 - Proposal Responses

The Proposal shall be submitted in one of the following manners by the due date:

- a. sealed in an envelope with “ESSD Cellular Plan” clearly marked on the front of the envelope. Excelsior Springs School District assumes no responsibility for the delivery of mail via U.S. Post Office or other means.
- b. emailed to Jon Coleman at jcoleman@ga.essd40.com with “ESSD Cellular Plan” clearly stated in the subject line.

The provider is responsible for ensuring bids are received by the district no later than the appointed date and hour. Late bids will not be considered and will be returned unopened to the bidder.

Excelsior Springs School District #40 reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.