

Roma Independent School District

It is the intent of these specifications to secure proposals for:
E-Rate Funding Year 2017

RFP #E-Rate 2017 TC

Proposal Category: Telecommunications

Proposals Deadline: 10:00 AM, Wednesday, May 3, 2017

Proposals should be submitted via Sealed Proposals and plainly marked on the outside of envelope to:

**Roma ISD
RFP #E-Rate 2016 TC
Attn: Alfonso H. Pérez, Jr.
608 North Garcia
Roma, TX 78584**

Phone calls will be not be accepted. For further information, please submit questions via email to:

Alfonso H. Perez, Jr., Business Manager ahperez@romaisd.com
Leticia Cadena, Instructional Technology Director lcadena@romaisd.com

Roma Independent School District

RFP # E-Rate 2017 TC

PROPOSAL SPECIFICATION REQUIREMENTS

TO BE FILLED IN BY VENDOR AND SUBMITTED WITH PROPOSAL

Is this proposal in conformance with the enclosed specifications?

Yes _____ No _____

If the answer is no, vendor must identify and explain each exception taken, with reference to each page and paragraph to which the exception will apply.

It should be understood that if no exception is taken the vendor shall supply all items as specified at the time of sale. Failure to indicate any difference in products offered proposed in this proposal may be deemed sufficient grounds for rejection of a vendor's proposal.

Comments: _____

Date

Company Name

Roma Independent School District

RFP # E-Rate 2017 TC

The district will consider the following criteria:

Bid Evaluation Matrix		Weight
1	Price for eligible products and services	40%
2	Quality of vendor's services/products	30%
3	Management Capabilities (timeline & implementation)	20%
4	Prior experience with the vendor	5%
5	Vendor availability/Response Time, etc.	5%
Total Overall Ranking		100%

Roma Independent School District

Technology Equipment and Services for E-Rate 20
RFP #E-Rate 2017 TC

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person, owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION, BUT THE COMPANY REPRESENTATIVE MUST CHECK OFF A SELECTION BELOW (A, B, OR C)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

AUTHORIZED COMPANY OFFICIAL'S SIGNATURE: _____

DATE: _____

***** PLEASE CHECK OFF A SELECTION BELOW *****

() A. My firm is a publicly held corporation. Therefore this reporting requirement is not applicable.

() B. My firm is not owned and/or operated by anyone who has been convicted of a felony.

() C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of convictions _____

Date

Company Name

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 1

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1. **Name of person doing business with local governmental entity.**

2. ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. **Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.**

4. **Name each local governmental officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answers to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each affiliation or business relationship.

6.

Signature of person doing business with the government entity

Date

Roma Independent School District

RFP #E-Rate 2017 TC

Telecommunications

Specifications for Cellular Telephone Services (district-wide)

Roma Independent School District is requesting proposals for Cellular telephone service for all eligible E-Rate entities.

General specifications and Guidelines

Vendors will submit two copies of their proposal. (If needed an electronic version will be requested)

Each section of this proposal may be funded through the E-Rate program; however, there is no assurance that such funding will take place. If the E-Rate and non E-Rate pricing are not the same, the vendor needs to specify that on the proposal and provide two copies of each applicable pricing sheet, one for E-Rate pricing and one for non E-rate pricing. Price sheets should be clearly labeled as E-Rate Pricing and Non E-Rate Pricing.

Award of this RFP by the Board of Trustees is not a guarantee of purchase. Decision to purchase E-Rate eligible items and services depends upon E-Rate funding and the needs of the District. All District purchases will be in the form of a Purchase Order issued by Roma ISD to the vendor.

Roma Independent School District

RFP # E-Rate 2017 TC

Telecommunications

Specifications for Long Distance Telephone Services (district-wide)

Roma Independent School District is requesting proposals for basic long distance telephone service for all eligible E-Rate entities.

General specifications and Guidelines

Vendors will submit two copies of their proposal. (If needed an electronic version will be requested)

Each section of this proposal may be funded through the E-Rate program; however, there is no assurance that such funding will take place. If the E-Rate and non E-Rate pricing are not the same, the vendor needs to specify that on the proposal and provide two copies of each applicable pricing sheet, one for E-Rate pricing and one for non E-rate pricing. Price sheets should be clearly labeled as E-Rate Pricing and Non E-Rate Pricing.

Award of this RFP by the Board of Trustees is not a guarantee of purchase. Decision to purchase E-Rate eligible items and services depends upon E-Rate funding and the needs of the District. All District purchases will be in the form of a Purchase Order issued by Roma ISD to the vendor.

Roma Independent School District

RFP # E-Rate 2017 TC

Telecommunications

Specifications for Basic Telephone Services (District-Wide)

Roma Independent School District is requesting proposals for basic local telephone service for all eligible E-Rate entities.

General specifications and Guidelines

Vendors will submit two copies of their proposal. (If needed an electronic version will be requested)

Each section of this proposal may be funded through the E-Rate program; however, there is no assurance that such funding will take place. If the E-Rate and non E-Rate pricing are not the same, the vendor needs to specify that on the proposal and provide two copies of each applicable pricing sheet, one for E-Rate pricing and one for non E-rate pricing. Price sheets should be clearly labeled as E-Rate Pricing and Non E-Rate Pricing.

Award of this RFP by the Board of Trustees is not a guarantee of purchase. Decision to purchase E-Rate eligible items and services depends upon E-Rate funding and the needs of the District. All District purchases will be in the form of a Purchase Order issued by Roma ISD to the vendor.

**ROMA INDEPENDENT SCHOOL DISTRICT
RFP #E-Rate 2017 TC**

NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other offeror, and that the contents of this proposal as to prices, terms or condition of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business or any individual affiliated with Roma ISD, prior to the official opening of this proposal.

Further, I affirm that after the opening of this proposal, I (or any representative of my company) will not discuss the contents of this proposal with any person affiliated with Roma ISD other than the Business Manager, or his designee, prior to the awarding of this proposal. **I understand that failure to observe this procedure may cause my proposal to be rejected.**

I also affirm that no officer or stockholder of the offeror (proposer) is a member of the staff, or related to any employee of the Roma Independent School District except as noted herein.

I, _____, have read the standard terms and conditions general (*Print/Type Name of Company Officer*), general proposal requirements and assumptions background, proposal specifications requirements, I fully understand them, and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification. I have checked off one of the three statements, and have signed the form.

I have read the selection criteria that the district may consider to award this contract.

I fully understand the proposal's specifications.

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

AREA CODE / TELEPHONE / FAX _____ / _____

SIGNATURE

TITLE

DATE