

**DC SCHOLARS CHARTER SCHOOL**  
**5601 E. CAPITOL STREET, SE**  
**WASHINGTON, DC 20019**  
BID #: YR200003

**Sheet Number: 1 of 10**

**Sealed bids for the services listed herein (this serves as the official bid response document) will be received at the DC SCHOLARS CHARTER SCHOOL (DCSCS), located at 5601 E. Capitol Street, SE, Washington, DC 20019 ATTN: MS. SHARONDA MANN until 10:00 A.M., MARCH 3, 2017. Bidders are responsible for checking the website where they acquired this bid for any potential addendums and/or change of dates (opening and/or walk-throughs).**

1. **Two (2) hard copies** (signed with original signatures where noted) of the official Bid document *and* the corresponding Respondent-populated Excel file (as defined in this document) for this bid inquiry are to be returned to **DCSCS** as instructed below in item numbers 2 and 3. **All items identified to be returned shall constitute a complete bid response to this inquiry. Incomplete responses shall not be considered. Failure to provide signatures as instructed will void the entire bid response for that particular respondent.**
2. All bid responses shall be returned in sealed envelopes and addressed to **DCSCS** at the address stated above. **Please show the bid number (BID#: YR200003) on the outside of the envelope.**
3. **Additionally, a soft copy of the Respondent's documents (signed submitted proposal in .word or pdf and corresponding Excel spreadsheet in excel format only!) MUST be attached and emailed with a subject line of DCSCS BIDYR200003 to [eratevr20bidresponse@intelaunds.net](mailto:eratevr20bidresponse@intelaunds.net).** The email must be sent prior to the date/time as outlined above.
4. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via registered mail or carrier service** prior to 10:00 A.M. on the date stated above. Delivering that Bid document to a **DCSCS** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **DCSCS** is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
5. Bid responses shall be submitted on this Bid document which must be signed by a duly authorized agent or officer of the Company making the bid response. Absence of original signature of person duly authorized to sign for the Company submitting this bid response will automatically leave this bid response null and void.
6. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges. Optional related equipment may be quoted separately.
7. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be typed in on the back side of this document and be accompanied with a valid signature from the submitting vendor.
8. The school Staff /Resources shall have full power and authority to reject any and all bid responses furnished which in their opinion, are not in strict compliance and/or conformity with the specifications. The decision of said group shall be final, conclusive, and without challenge.
9. **DCSCS** reserves the right to reject any or all bid responses, and to accept or reject any item or group of items, for which a bid has been submitted.
10. Upon identification of the selected bid for identified services and installations (if warranted) the successful bidder will be notified in writing. It should be noted that awarding of this bid will commit the respondent to their quoted pricing for the entire period of time required for the SLD to notify **DCSCS** of e-rate funding. Once notified of funding **DCSCS** will/may commence with deploying said services.

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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11. Bid Proposals received after the date and time set for the Bid opening shall be considered non-responsive and returned unopened to the Bidder. Bid Proposals submitted via facsimile which are transmitted after the date and time set for the Bid opening shall be considered nonresponsive and transmitted back to the Bidder.
12. Local, State and Federal Compliance Requirements:  
Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the school.
13. Bid Proposals received omitting any/all of the following items and/or not meeting specific criteria will be subject to disqualification:
  - Service Provider Identification Number (SPIN/498)
  - Service Provider must have an FCC Registration Number
  - Service Provider must provide a copy of liability insurance certificate if requested
  - Service Provider does not offer program discount billing
  - Service Provider must be registered to conduct business in Washington, DC
  - Service Provider solution does not meet/offer the requested service(s)
  - Service Provider solution is incompatible with school's current infrastructure
  - Service Providers bid response is not received within the identified timelines or is incomplete
  - Service Provider failure to sign all pages as required
  - Spam, generic and telecom broker inquiries will not be considered
  - Service Provider is on E-rate Program "Red-Light" Status or in "Select Review"
  - Service Providers previous workmanship with the school is deemed "unfavorable"
  - Service Provider response must include this bid document and the corresponding excel response sheet

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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**BID SPECIFICATIONS  
FOR  
LOCAL & LONG DISTANCE VOICE SERVICES**

**DC SCHOLARS CHARTER SCHOOL IS SEEKING A MULTI-YEAR CONTRACT FOR LOCAL AND LONG DISTANCE VOICE SERVICE AND DELIVERY OF SAID SERVICE TO A SINGLE SITE. THE SERVICE CONTRACT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1<sup>ST</sup>, 2017 THROUGH JUNE 30<sup>TH</sup>, 2020. DCSCS RESERVES THE RIGHT TO EXTEND THE CONTRACT ON A MTM AND/OR ANNUAL BASIS IF SO NEEDED OR REDUCE, CANCEL AND/OR IMPLEMENT SERVICES AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL/MAY COMMENSE SOMETIME AFTER JULY 1<sup>ST</sup>, 2017 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES. THE TERM OF THE CONTRACT IS DEFINED BY THE "CONTRACT AWARD AGREEMENT" LETTER, NO OTHER AGREEMENT WILL SUPERSEDE THE INDICATED TERM ON THAT LETTER UPON CONTRACT EXPIRATION, AUTO-RENEWAL OF THE TERM OF THIS CONTRACT IS PROHIBITED. NOTE: FOR RFP SCORING THAT COST WILL BE THE HEAVIEST WEIGHTED FACTOR.**

ANY/ALL QUESTIONS PERTAINING TO THIS BID PROCESS AND/OR TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

**[ERATESUPPORT2017@INTELAFUNDS.NET](mailto:ERATESUPPORT2017@INTELAFUNDS.NET)**

**NOTE: PLEASE REFERENCE "DCSCS" – BID# YR200003" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.**

**IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.**

**FOR ANY ADDITIONAL POSTED INFORMATION/CLARIFICATIONS AND/OR ANY UPDATES PLEASE PERIODICALLY REVIEW [WWW.INTELAFUNDS.NET](http://WWW.INTELAFUNDS.NET)**

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BID #: YR200003**

## SERVICE ITEMS

**PRICING FOR THE FOLLOWING SERVICES IS BEING SOUGHT TO PROVIDE DCSCS VARIOUS SERVICE OPTIONS. VENDOR MUST RETAIN/PORT ANY EXISTING PHONE NUMBERS AND MUST LEVERAGE EXISTING, ON-PREMISES EQUIPMENT WHERE RELEVANT IN ORDER TO FACILITATE SERVICE IMPLEMENTATION AND REDUCE CUSTOMER'S COSTS. IF THERE IS A SITE WALK-THROUGH IT WILL BE SCHEDULED AND POSTED ON THE [WWW.INTELAFUNDS.NET](http://www.intelafunds.net) SITE TO ASSIST RESPONDENT'S IN EVALUATING PREMISE INFRASTRUCTURE, SERVICE DEMARQUE AND ANY CORRESPONDING ACCESS ISSUES. ADDITIONALLY, DCSCS IS SEEKING VENDOR SUBMISSIONS FOR OTHER VOICE TECHNOLOGY SOLUTIONS MOVING FORWARD. THE CUSTOMER RESERVES THE RIGHT TO INCREASE OR DECREASE SERVICES AS THE NEED ARISES WITHOUT PENALTY. LISTED BELOW ARE THE SERVICES TO BE BID. PLEASE NOTE THAT THE SERVICES LISTED ARE MEANT TO ADDRESS NUMEROUS CURRENT AND POSSIBLE PROJECTED NEEDS AND THERE IS NO GUARANTEE OF LISTED QUANTITIES AND/OR PARTICULAR SERVICES. PRICING SHOULD ADHERE TO E-RATE "LOWEST CORRESPONDING PRICE" REQUIREMENTS AS OUTLINED ON THE SLD WEBSITE <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>. ITEMS 6-15 WILL BE AWARDED AS A GROUP.**

1. PRI DIALTONE SERVICE  
COST PER LINE PER MONTH: \_\_\_\_\_  
INSTALLATION COST: \_\_\_\_\_
2. PRICE PER CALL PER MINUTE FOR LOCAL TOLL (INTRASTATE) SERVICE  
OUTSIDE THE SCHOOL'S AREA CODES  
COST PER MINUTE: \_\_\_\_\_
3. PRICE PER CALL PER MINUTE FOR LONG DISTANCE TOLL (INTRASTATE)  
SERVICE OUTSIDE THE SCHOOL'S AREA CODES  
COST PER MINUTE: \_\_\_\_\_
4. PRICE PER LINE FOR ANALOG POTS SERVICE  
COST PER LINE PER MONTH: \_\_\_\_\_  
INSTALLATION COST: \_\_\_\_\_
5. PRICE PER LINE FOR VOICE MAIL SERVICE  
COST PER LINE PER MONTH: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**F. VENDOR HOSTED VOIP SOLUTION:** NOTE THAT SUBMITTED SOLUTION MUST CONTAIN LINE ITEM BREAKDOWN OF ALL SERVICES AND CORRESPONDING ONE-TIME AND RECURRING COSTS (INCLUDING ANY INCLUDED POTS FAILOVER LINES, DEDICATED PRI SERVICE(S), VOICEMAIL, SYSTEM INSTALLATION/CONFIGURATION/TRAINING, ETC.) IF SAID SOLUTION RELIES ON INTERNET ACCESS TO NAVIGATE TO THE HOSTING SITE THEN VENDOR DOES NOT NEED TO PROVIDE FOR INTERNET ACCESS AS SAID SERVICE WILL BE ADDRESSED SEPARATELY. SUBMISSION OF PRICING FOR THIS SERVICE SOLUTION MUST INCLUDE SERVICE DETAIL DESCRIPTION MATERIAL AND A LIST CONTAINING SEVERAL CURRENT SCHOOL CUSTOMERS (WITH CONTACT NAMES) LEVERAGING THE VENDOR'S SERVICE.

**NOTE:** VENDOR SOLUTION SHOULD ASSUME AN ESTIMATED 50 TOTAL END USERS (APPROX 20 ADMIN, 30 CLASSROOM) SPREAD ACROSS 1 BUILDING(S) WITH VOICEMAIL FOR ALL USERS AND SYSTEM TRAINING (NOT END-USER TRAINING).

6. MONTHLY SERVICE COST PER ADMIN USER: \_\_\_\_\_
7. MONTHLY SERVICE COST PER CLASSROOM USER: \_\_\_\_\_
8. ONE-TIME INSTALL COST PER ADMIN USER: \_\_\_\_\_
9. ONE-TIME INSTALL COST PER CLASSROOM USER: \_\_\_\_\_
10. MONTHLY VOICE-MAIL COST PER USER: \_\_\_\_\_
11. MONTHLY COST FOR UNLIMITED LOCAL CALLS FOR ALL USERS: \_\_\_\_\_
12. MONTHLY COST FOR A MINIMUM 5000 MINUTES POOL LONG DISTANCE CALLS FOR ALL USERS: \_\_\_\_\_
13. MONTHLY ACCESS LINE COST (i.e. PRI, SIP): \_\_\_\_\_
14. ONE-TIME INSTALL COST FOR A PER SITE MODEL: \_\_\_\_\_
15. ONE-TIME COST FOR SYSTEM TRAINING: \_\_\_\_\_

**PLEASE ANSWER/CONFIRM (CIRCLE) THE FOLLOWING:**

1. VENDOR CAN PORT ALL EXISTING PHONE NUMBERS? **YES OR NO**
2. VENDOR SOLUTION WILL ALLOW FOR MOBILE USAGE OF SERVICE FOR STAFF PHONE AT ANY LOCATION WITH INTERNET SERVICE? **YES OR NO**
3. VENDOR SOLUTION CAN INTEGRATE WITH BELL/INTERCOM SYSTEMS/NEEDS (PROVIDE DETAILS ALONG WITH ANY ASSOCIATED COSTS). **YES OR NO**
4. VENDOR SOLUTION CAN INTERGRATE WITH AN ANALOG POTS FAILOVER SOLUTION? **YES OR NO**

***\*NOTE: VENDORS ARE ENCOURAGED TO PROVIDE FULL DETAILED SOLUTION DOCUMENTATION AND PRICING BREAKDOWN WITH THIS RFP DOCUMENT. ACCUMULATIVE TOTALS SHOULD INCLUDE ALL ESTIMATED TAXES AND SURCHARGES (DETAILED BY NAME AND AMOUNT) IN THE VENDOR'S DETAILED DOCUMENTATION WHICH SHOULD BE INCLUDED WITH RESPONSE IN HARD AND SOFT (EMAIL) COPY.***

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**PLEASE NOTE THAT END-USER HANDSETS WILL BE IP-BASED PHONES WHICH ARE NOT PART OF THIS BID PROCESS. ANY SUCH QUOTES FOR END-USER DEVICES SHOULD BE SUBMITTED SEPARATELY ON ANOTHER DOCUMENT AND SHOULD INCLUDE MONTHLY/YEARLY LEASE PLAN OPTIONS IF AVAILABLE. INCLUDE THIS SEPARATE PRICING QUOTE DOCUMENT ON THE USB FLASH/THUMB DRIVES**

INCLUDED AS PART OF THIS BID IS AN EXCEL SPREADSHEET DOCUMENT TO ASSIST IN EVALUATING THE PROJECT AND POSTING CORRESPONDING BID RESPONSES. **YOUR BID RESPONSE MUST INCLUDE YOUR COMPLETED VERSION OF THIS EXCEL SPREADSHEET IN EXCEL FORMAT ALONG WITH YOUR COMPLETED BID DOCUMENT. ITEM IS AS FOLLOWS:**

**I. “DCSCS YR200003 VOICE SERVICE BID RESPONDENT SPREADSHEET”:**

THIS DOCUMENT CONTAINS SPECIFIC AREAS FOR VENDOR ENTRY AND MUST BE COMPLETED AND SUBMITTED BACK TO THE SCHOOL ALONG WITH THIS FULLY SIGNED BID/CONTRACT DOCUMENT AND CONTRACT AGREEMENT LETTER. THE SPREADSHEET DOCUMENT CAN BE FOUND ON THE SAME WEBSITE WHERE THIS RFP DOCUMENT WAS DOWNLOADED

**BID CONDITIONS:**

1. BID CONTRACT ITEMS/CONDITIONS:
  - A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT’S DOCUMENT TO BE SIGNED AND EXECUTED BY DCSCS UPON AWARD OF THIS BID THEN **TWO (2) COPIES OF SAID DOCUMENT, CONTAINING ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID RESPONSE DOCUMENT AND RESPONDENT PROPOSAL. PLEASE NOTE THAT THIS SIGNED AND DATED BID CONTRACT DOCUMENT WHEN ACCOMPANIED BY THE DUALY SIGNED (SCHOOL ADMINISTRATOR AND RESPONDENT’S AGENT) CONTRACT AGREEMENT LETTER WILL BE THE CONTRACT OF RECORD FOR THE IDENTIFIED SERVICES. NO OTHER DOCUMENTS AND/OR ADDED LANGUAGE WILL SUPERCEDE THIS CONTRACT DOCUMENT PROCESS**
  - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT’S ADDITIONAL DOCUMENT/S THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT.
  - C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT’S ADDITIONAL DOCUMENT/S THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM’S ELIGIBILITY REQUIREMENTS

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**WASHINGTON, DC 20019**  
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AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).

- D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID CONTRACT DOCUMENT.
  - E. THE VENDOR CAN NOT EXTEND THE TERM OF THIS CONTRACT IF/WHEN THE SCHOOL ELECTS TO ADD ADDITIONAL USERS AT ANYTIME UNDER THIS AGREEMENT. ALSO, VENDOR AGREES THAT ANY USERS ADDED BY THE SCHOOL WILL BE AT THE ORIGINAL COST PER USER IDENTIFIED.
2. LIABILITY FOR TERMINATION OF SERVICES:
- A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST **DCSCS** FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.
  - B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE AT ANY ACTIVE EDUCATIONAL FACILITY OTHER THAN A MINIMAL CHARGE FOR RE-ENGINEERING AND EQUIPMENT DIFFERENCIAL.
  - C. IN THE EVENT THAT **DCSCS** MUST DISCONTINUE VOICE SERVICE DUE TO BUDGET ISSUES AND/OR E-RATE CHANGES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON **DCSCS** SO LONG AS **DCSCS** DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR COMPETITIVE SERVICE(S).
  - D. **DCSCS** RESERVES THE RIGHT TO CANCEL SERVICES AT ANY TIME WITH A 30-DAY WRITTEN NOTICE FOR INSUFFICIENT, INCONSISTENT OR OTHERWISE DEEMED SERVICES AND/OR SUPPORT. ALL ATTEMPTS TO RESOLVE ANY ISSUES (SERVICE, SUPPORT, INVOICING, ETC.) WILL BE MADE BEFORE EXERCISING THIS RIGHT.
3. ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. **DCSCS** WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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4. THE LEVEL OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:
- A. PROVIDE DISCOUNTED BILLING...WHEREAS **DCSCS** WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (To be determined on a yearly basis).
  - B. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW. **FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S PROPOSAL.**

SPIN #: \_\_\_\_\_

- C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST OR SELECTIVE REVIEW LIST. **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S PROPOSAL.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS OR SELECTIVE REVIEW LIST?                      **YES**    or    **NO**

(Please indicate either "YES" or "NO")

- D. THE SUCCESSFUL VENDOR MUST IDENTIFY TO **DCSCS** IN WRITING, E-MAIL AND VIA VOICE WHEN/IF THEY SHOULD HAPPEN TO BECOME ENGAGED IN ANY SLD INVESTIGATIONS WHICH MAY RESULT IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS.
  - E. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED BY THE FCC OR BECOME ENGAGED IN OTHER SLD INVESTIGATIONS RESULTING IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS **DCSCS** SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS
5. CONTRACT REDUCTION/MODIFICATION:
- A. THE AWARDED RESPONDENT MUST COMMIT TO A REDUCTION IN THE COST OF THE PER-SITE LEASED SERVICES IN THE EVENT THAT COMMERCIAL LEASE RATES/TARIFFS FOR SIMULAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.

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Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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6. BIDS WILL NOT BE CONSIDERED FROM "RESELLERS" OF VOICE NETWORK SERVICE PROVIDERS THAT DO NOT OWN AND/OR OPERATE AND MANAGE THE PHYSICAL CONNECTIONS FOR EACH SITE (CURRENT AND FUTURE) WITH THE
7. ABILITY FOR REAL-TIME MONITORING AND 24X7X365 MAINTENANCE OF THE BIDDER'S NETWORK AND CORRESPONDING SERVICES TO THE SCHOOL.
8. THE LOCATION OF PARTICAPATION FROM THE RESPONDENT WILL/MAY INCLUDE THE FOLLOWING SITES:
  - A. DC SCHOLARS CHARTER SCHOOL  
5601 E. CAPITOL STREET  
WASHINGTON, DC 20019
  - B. ANY FUTURE DCSCS SITE(S) (TBD)  
WASHINGTON, DC AREA  
NOTE: IF THERE IS A SEPARATE BUILD OUT CHARGE FOR A FUTURE SITE  
PLEASE STIPULATE ACCORDINGLY
9. IT IS THE VENDOR'S RESPONSIBILITY TO NOTIFY THE SCHOOL DIRECTLY VIA E-MAIL AND PHONE CALL OF ANY ANTICIPATED AND/OR IDENTIFIED EXTENDED SERVICE OUTAGES. VENDOR WILL BE HELD RESPONSIBLE FOR ANY COSTS INHERITED BY THE SCHOOL DUE TO EXTENDED SERVICE OUTAGE AND/OR LACK OF NOTIFICATION.
10. THE VENDOR AGREES THAT THIS CONTRACT IN-WHOLE OR IN-PART CAN/WILL BE MODIFIED IN ACCORDANCE WITH ANY CHANGES TO VOICE SERVICES WITHIN THE E-RATE PROGRAM IN ORDER TO ALIGN THIS CONTRACT WITH ANY SUBSEQUENT CHANGES IN SERVICES, INVOICING, ELIGIBILITY, ETC. THIS WILL INCLUDE BUT NOT LIMITED TO ITEMIZING OVERALL SERVICE COSTS AT INDIVIDUAL CONTRIBUTING SERVICES AND/OR SUB-SERVICES LEVELS.

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Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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WASHINGTON, DC 20019  
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**BID SCORING CRITERIA:**

COST WILL BE THE HEAVIEST WEIGHTED FACTOR AS REQUIRED.

**FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN TWO HARD COPIES AND SUBMIT ELECTRONIC COPIES (VIA EMAIL AS OUTLINED ON PAGE 1) OF THE ATTACHED “CONTRACT AGREEMENT” (AT THE AREAS MARKED WITH “X”). ONLY THE SIGNATURE AND NAME/TITLE LINES ARE TO BE COMPLETED, THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY DCSCS AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT’S SIGNED BID PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES. ***THE SCHOOL WILL SPECIFY THE TERM AND AWARD DATE OF THIS AGREEMENT.*** – DO NOT COMPLETE THOSE PORTIONS OF THE LETTER.**

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Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**CONTRACT AWARD AGREEMENT**

**RESPONDENT:** **X** \_\_\_\_\_ **SPIN:** **X** \_\_\_\_\_

**CONTRACT #:** YR20 **BID CONTRACT#:** YR200003 **CONTRACT AWARD DATE:** \_\_\_\_\_

**RE: DCSCS VOICE/LOCAL&LONG DISTANCE SERVICES CONTRACT**

**BID #: DCSCS YR200003**

**TERM: THREE (3) Year Term (July 1, 2017 through June 30, 2020)**

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1<sup>st</sup>, of 2017 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Your support in abiding by these SLD (E-Rate) and school imposed restrictions and procedures are required and greatly appreciated. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited; however the school may elect to continue services on a month-to-month basis as needed.

In acceptance of these terms and conditions, please sign below:

**Authorized vendor representative confirmation:**

**[Signature]:** **"X"** \_\_\_\_\_ **[Name & Title]:** **"X"** \_\_\_\_\_

**Authorized School representative:**

**[Signature]:** \_\_\_\_\_ **[Name & Title]:** \_\_\_\_\_

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The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_