

TRI-CONSORTIA TECHNOLOGY COMMITTEE

North East Florida Educational Consortium (NEFEC),

Panhandle Area Educational Consortium (PAEC), and

Heartland Educational Consortium (HEC)

RFP # 543311605

TITLE: VOIP SERVICES TO SUPPORT TRI-CONSORTIA SCHOOLS

REQUEST FOR PROPOSAL (RFP) REQUIRED RESPONSE FORM (Pages 1 & 2)

This proposal must be submitted to the Tri-Consortia Technology Committee, located at NEFEC, 3841 Reid Street, Palatka, FL 32177, no later than 2:00 PM, January 19, 2016 and plainly marked: VOIP Services to Support Tri-Consortium Districts. Proposals are due and will be opened at this time.

CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL:

The Tri-Consortia Technology Committee takes its public records responsibilities as provided under Chapter 119, Florida Statutes and Article 1, Section 24 of the Florida Constitution, very seriously. If Proposer considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Proposer must also simultaneously provide Tri-Consortia Technology Committee with a separate redacted copy of its response. This redacted copy shall contain the Tri-Consortia Technology Committee solicitation name, number, and the name of the Proposer on the cover, and shall be clearly titled provided to the Tri-Consortia Technology Committee at the same time Proposer submits its response to the solicitation and must only exclude or obliterate those exact portions that are claimed confidential, Proposer shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret or otherwise not subject to disclosure. Further, Proposer shall protect, defend, and indemnify the Tri-Consortia Technology Committee for any and all claims arising from or relating to Proposers redacted portions of its response are confidential, proprietary, trade secret or otherwise not subjected to disclosure.

The Tri-Consortia Technology Committee will make no effort to verify whether or not the redacted material is exempt from Chapter 119, of the Florida Statutes. The determination is totally the responsibility of the Proposer. If the Proposer fails to submit a redacted copy with its response, the Tri-Consortia Technology Committee is authorized to produce the entire documents, data or records submitted by Proposer in answer to a public records request for these records.

I have read and understand my responsibilities regarding any purported confidential, proprietary or trade secret material contained in this proposal.

Included redacted copy with submitted response (Y/N) _____

Signature of Proposer Signing Agreement

PROPOSAL CERTIFICATION

I hereby certify that I am submitting the following information as my company's proposal and understand that by virtue of executing and returning with this proposal this **REQUIRED RESPONSE FORM**, I further certify full, complete and unconditional acceptance of the contents inclusive of this Request for Proposal, and all appendices and the contents of any Addendum released hereto. Proposal must be signed by an officer or employee having authority to legally bind the proposer. I, the undersigned proposer have not divulged, discussed, or compared this proposal with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal. The undersigned agrees by signing this document that employee investigations will be adhered to in accordance with Florida Statutes 1012.32.

PROPOSER (firm name): _____

STREET ADDRESS: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE: _____ DATE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

TELEPHONE: _____ TOLL FREE: _____ FAX: _____

E-MAIL ADDRESS: _____

INTERNET URL: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

NOTE: Entries must be completed in ink or typewritten. An original manual signature is required.

Summary of Tri-Consortia

Historically, small, rural school districts have been innovative leaders in developing and implementing unique solutions to teaching and learning challenges that public educators face. Now, however, we are confronted with the challenge of bringing state-of-the-art technology, to support the digital world, to Florida's rural schools with diminishing technology funds. To bolster technological competitiveness and to support the future needs of an increasingly digital world, the 35 small, rural school districts, representing approximately 160,000 students, are cooperatively working together to respond to the need for classroom enhancements will enable Florida' educators and students to benefit from the rapidly evolving advantages that can be achieved through digital technologies.

Through a "consortium of consortia", we will bring the collaborative network of three educational partners together. The goal is to cooperatively meet the educational needs and objectives by providing continuity of programs and services that individual districts would not be able to provide as effectively or economically when acting alone. Together, this collaborative network of educational partners will continue to work to increase student achievement through digital learning and promote continuous lifelong learning for all students, staff and the community.

The consortia are regional, non-profit, educational service agencies established in Florida statutes to provide cooperative services to member districts. The three regional educational consortia represent the 35 (NEFEC – 15; PAEC – 14; HEC - 6) most sparsely populated, small, rural, and poor school districts in the State of Florida (USDA Data Poverty Rates for Florida). For un-served and underserved rural communities like these, the lack of access to information technology leads to an inability to compete in the mainstream economy. Regional educational consortia are uniquely qualified to provide leadership and support to the small, rural districts in this critical area.

TRI-CONSORTIA TECHNOLOGY COMMITTEE REQUEST FOR PROPOSAL

RFP # 543311605 FOR VOIP SERVICES TO SUPPORT TRI-CONSORTIA SCHOOLS

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TRI-CONSORTIA TECHNOLOGY COMMITTEE REQUEST FOR PROPOSAL

RFP # 543311605 FOR VOIP SERVICES TO SUPPORT TRI-CONSORTIA SCHOOLS

1.0 INTRODUCTION

1.1 This is a Request for Proposal (RFP) to the Tri-Consortia Technology Committee, Florida (PAEC, Heartland and NEFEC). These 35 Counties are located in Florida. The student enrollment as of 2015 is approximately 160,000 students.

1.2 Tri-Consortia Technology Committee desires to provide **VOIP Services for Tri-Consortia Schools**. Descriptions of products and services are listed in Specifications under 8.0 Scope of Services. Although the Tri-Consortia Technology Committee is responsible for the origination and execution of a contract for Products and Services for the schools, the actual procurement of Products and Services, in part or whole, for the schools is the sole responsibility of the school districts participating in PAEC, Heartland and NEFEC.

Technical assistance, warranty, engineering, compatibility and references for similar projects should be demonstrated as part of the proposal. The evaluation process will consider ranking for each area disclosed in this Request for Proposals. Based upon the committee's tabulation, recommendation for award will be made by the Tri-Consortia Technology Committee for the vendor/contractor(s) winning this proposal.

1.3 All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.

2.0 INSTRUCTIONS TO PROPOSER

2.1 **All proposals must be received no later than 2:00 PM, on January 19, 2016.** If a proposal is transmitted by US Mail or other delivery medium, the proposer(s) will be responsible for its timely delivery to **NEFEC, 3841 Reid Street, Palatka, FL 32177**. Please ensure you mark your envelope with the RFP number and Title of the RFP.

2.2 Any proposal received after the stated time and date, will not be considered and will be returned unopened to the proposer(s).

2.3 One manually signed, individually bound original (marked as original) and 3 individually bound photocopies of the proposal (marked as copy) must be sealed in one package and clearly labeled: **VOIP SERVICES TO SUPPORT TRI-CONSORTIA SCHOOLS** on the outside of the package. The legal name, address, proposer's contact person, and telephone number must also be clearly annotated on the outside of the package.

2.4 All proposals must be signed by an officer or employee having authority to legally bind the proposer(s).

2.5 Any corrections of unit prices must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.

2.6 Proposer should become familiar with any local conditions, which may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made by the review committee due to lack of knowledge of these conditions.

2.7 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of the Tri-Consortia Technology Committee.

2.8 Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the Tri-Consortia Districts with the services specified in the proposal.

2.9 DELIVERY OF Proposal Responses: When hand delivering your response to the RFP, proposers must follow the Consortium's security access procedures. The procedures are as follows:

Tri-Consortia Technology Committee supports the Americans with Disabilities Act of 1990, and we will take all reasonable steps to accommodate individuals using our services, programs and activities. Where applicable all goods and/or construction must meet the provisions of the Americans with Disabilities Act of 1990 as adopted in January 1992. Request for reasonable accommodations must be made at least two (2) working days in advance of the event.

A. Park in visitors' parking area.

B. Enter building through the front door.

C. Present RFP to Main receptionist for official date/time stamping.

3.0 TIME SCHEDULE

3.1 The Tri-Consortia Technology Committee will attempt to use the following time schedule, which will result in selection of a proposer(s):

All written questions and inquiries are due **December 28, 2015**

Replies will be posted by **December 31, 2015**

Proposals are due not later than **2:00 PM, January 19, 2016**

Tri-Consortia Technology Committee Meeting **January 22, 2016**

Committee recommendations will be posted on the website by close of business **January 29, 2016**, and submitted for School Board approval at the next available meeting.

3.2 Notification of any changes to the time schedule will be made to proposers at the website. Addendums will be at the same website.

<http://www.putnamschools.org/cms/One.aspx?portalId=333201&pageId=1118220>

4.0 AWARD

4.1 The Tri-Consortia Technology Committee reserves the right to accept or reject any or all proposals.

4.2 The Tri-Consortia Technology Committee reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals.

4.3 The Tri-Consortia Technology Committee reserves the right, before awarding the contract, to require proposer(s) to submit evidence of qualifications or any other information the Tri-Consortia Technology Committee may deem necessary.

4.4 The Tri-Consortia Technology Committee reserves the right, prior to approval, to cancel the RFP or portions thereof, without penalty.

4.5 The Tri-Consortia Technology Committee reserves the right to: (1) accept the proposals of any or all of the items it deems, at its sole discretion, to be in the best interest of the Tri-Consortia Technology Committee; and (2) the Tri-Consortia Technology Committee reserves the right to reject any and/or all items proposed or award to multiple proposers.

4.6 The proposal with the highest rating will be ranked first; however, nothing herein will prevent the Tri-Consortia Technology Committee, from making multiple awards and to deem all proposals responsive and to assign work to any firm deemed responsive.

4.7 The Tri-Consortia Technology Committee reserves the right to enter into contract negotiations, with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the Tri-Consortia Technology Committee reserves the right to negotiate and recommend award to the next highest proposer or subsequent proposers until an agreement is reached.

5.0 TERM OF CONTRACT / RENEWAL

5.1 The term of this contract shall be from July 1, 2016 through June 30, 2019, and may, by mutual agreement between the Tri-Consortia Technology Committee, and the awardee(s), be renewable for two (2) additional, one (1) year periods. If needed, the contract will be extended beyond the contract expiration date. Once the Tri-Consortia Technology Committee has recommended and the School Board has approved, the final results will be posted on the website. Services and billing will NOT start earlier than July 1, 2015. "After the first three years," if fair market value is less than 5 % of the original proposed pricing, the awardee will reduce the cost of the products accordingly.

6.0 RFP INQUIRIES

6.1 Any questions concerning conditions and specifications must be submitted in writing between **December 18, 2015 and December 31, 2015.**

Questions received in E-mail within the required timeframe will be answered at the Website. No communication is authorized other than information posted on the website. None of the members of the Tri-Consortia Technology Committee are authorized to interpret any portion of this RFP or give information as to the requirements of the RFP. Website Address:

<http://www.putnamschools.org/cms/One.aspx?portalId=333201&pageId=1118220>

6.2 Send all inquiries to attention: **Tri-Consortia@nefec.org**

6.3 No addendum will be issued later than three calendar days prior to the date for receipt of proposals except an addendum withdrawing the request for proposals or one which includes postponement of the date for receipt of proposals. If for some reason the allowable response time must be extended, an addendum can be issued up to 24 hours before response due date.

6.4 No verbal or written information which is obtained other than by information in this document or by addendum to this RFP will be binding on the Tri-Consortia Technology Committee.

7.0 LOBBYING

7.1 PROPOSERS ARE HEREBY ADVISED THAT LOBBYING IS NOT PERMITTED WITH ANY DISTRICT PERSONNEL OR TRI-CONSORTIA TECHNOLOGY COMMITTEE MEMBER RELATED TO OR INVOLVED WITH THIS RFP UNTIL THE AWARD HAS BEEN POSTED. ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE WEBSITE.

7.2 LOBBYING IS DEFINED AS ANY ACTION TAKEN BY AN INDIVIDUAL, FIRM, ASSOCIATION, JOINT VENTURE, PARTNERSHIP, SYNDICATE, CORPORATION, AND ALL OTHER GROUPS WHO SEEK TO INFLUENCE THE GOVERNMENTAL DECISION OF A TRI-CONSORTIA COMMITTEE MEMBER OR DISTRICTS PERSONNEL AFTER ADVERTISEMENT AND PRIOR TO THE VOTE ON THE AWARD OF THIS CONTRACT.

7.3 ANY BIDDER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION **120.57(3)**, FLORIDA STATUTES. FAILURE TO ADHERE STRICTLY TO THE REQUIREMENTS OF STATUTES AND APPLICABLE SCHOOL BOARD RULES PERTAINING TO PROTESTS WILL RESULT IN SUMMARY DISMISSAL BY THE AUTHORIZED PURCHASING AGENT.

7.4 ANY PROPOSER OR ANY INDIVIDUALS THAT LOBBY ON BEHALF OF PROPOSER DURING THE TIME SPECIFIED WILL RESULT IN REJECTION / DISQUALIFICATION OF SAID PROPOSAL.

8.0 SCOPE OF PRODUCTS AND SERVICES

Bidders must include complete bill of materials, including manufacturer make, model, quantity, unit price, extended price, installation and sales tax. **Any E-Rate ineligible costs must be shown in the pricing sheet.**

Proposals will be considered only from contractors, manufacturers, authorized distributors or dealers who are normally engaged in the manufacture, sale or distribution of materials or services requested herein. The respondent must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service. Respondent must be able to perform service and deliverables under a State of Florida term contract.

Vendor must be in good standing with the USAC and not in red-light status.

In order to be considered responsive, respondents must be registered with the Universal Service Administration Corporation and have been assigned a Service Provider Identification Number (SPIN), and worked within the program for a minimum of 3 years.

8.1 Summary

The Tri-Consortia is accepting competitive sealed proposals from qualified voice over IP (VoIP) telecommunications service providers for VoIP telecommunications services. The purpose of this Request for Proposal is to provide a standard from which to evaluate your company's services as they compare to other providers as they pertain to the needs of our schools districts.

We are trying to accommodate many different requirements for products and services, this has been difficult.

Therefore send us your best pricing and best product lines which your company feels will meet the VoIP requirements in our districts. We do understand there are multiple methods to meet those requirements.

The Tri Consortia wishes to receive proposals for both "Hosted" VoIP and "Customer Owned" VoIP Solutions.

8.2 Specifications to be included within the proposed service

1. Porting of existing numbers to proposed system.
2. Four Digit Dialing between all station numbers.
3. Call Alteration: Allows users to place one call on hold, make a second call and talk alternately between both parties.
4. Call Forwarding
5. Call forwarding variations include all Calls, Busy, and No answer.
6. Call Hold
7. Call Pick-Up
8. Call Transfer

9. Call Waiting
10. Consultation Hold
11. Direct inward Dial
12. Direct Outward dial
13. Distinctive Ringing
14. Last Number Redial
15. Pilot Number Hunting
16. Station to Station Calling
17. Three-way Calling
18. Toll Restriction
19. Touch Call
20. Call Park and Call Back
21. Uniform
22. 911 or Enhanced 911

Respondents should possess and use their extensive knowledge and experience within the communications industry to recommend a creative solution that will meet or exceed the District's needs.

8.3 Optional Features

1. Paging/Public Address Access or intercom
2. Additional Numbers
3. Authorization Codes
4. Calling Name and Number ID delivery
5. Code Call Access
6. Customer Moves and Changes
7. Priority Queuing

8.4 Telephone Instrument Specifications

1. ADA Compliant
2. Compatible with the Service Provider Offerings
3. Digital single line phones should have capability to silence during Classroom instruction such as Do Not Disturb and or call forward to Voice mail.
4. Digital Single Line Telephone for Classroom Teacher
5. Clerical/Secretarial Answering Position Digital Telephone Instrument
6. Administrative Position Digital Telephone Instrument
7. Main Answering Point Digital Telephone Instrument

Vendor should provide pricing for available IP Telephone instruments and or accessories to facilitate future purchases for moves, add, and change activity.

VoIP Handset E-Rate Note-We are aware that at the time of this RFP, handsets either bundled, leased or purchased are not eligible for E-Rate subsidies according to the Eligible Services List.

In the case of **leased** equipment such as routers, contractual terms of the lease must be provided with the Service Provider's Bid. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the service provider, as stipulated by the SLD. The SLD has stated that it will not commit to discounts on a contract that is titled or described as a lease when in effect the terms of the agreement constitute a purchase. For example a lease, which includes upfront payment of capital costs, will not be eligible for discounts.

8.5 Pricing

Service Provider must indicate any additional cost associated with optional features for local telephone service that are not included in the base price pricing sheets.

Vendor must include a complete list of all available features. Vendor must indicate if any additional cost are associated with a specific feature.

Vendor may break pricing into 3 different levels based upon the district size. This is not a requirement.

District Table

Small District	2-7 Schools
Medium District	8-15 Schools
Larger Districts	15 or more Schools

8.6 MSRP

Please provide MSRP discount used in calculating pricing for the equipment or services.

8.7 SERVICE LEVEL AGREEMENT (SLA)

The Tri-Consortia considers both the quality and availability to be critical factors influencing the selection of a Vendor to provide services described in this RFP. The Districts rely heavily on communication both inside and outside the district in a day-to-day support of its operations. Ability to communicate with parents and communities as well as vendors, suppliers and potential emergency services is of paramount importance. Equipment/service outage can result in the inability to provide services in the event of an emergency, delay the ordering and delivery of supplies, food and other services resulting in an irreplaceable loss of planned time and services rendered.

Expected uptime for each of the telecommunications services types as specified by the RFP will be 99.99 % on a 24x7 basis. Uptime is defined as full usage of the services and at full capacity as stated herein, with the exception of scheduled maintenance.

8.8 Service Availability

The services will be fully available for access and normal operations by the end users 99.99 % of the time. If the Districts phone service is technically available (i.e. can make a call), but significant problems exists (e.g. premature disconnections, degraded voice quality), it is functionally unavailable. Compliance with this availability SLA will be measure on a calendar monthly basis. Availability will be calculated by dividing:

- the total number of minutes that the system was available, by
- the total minutes in the respective month, and then multiplying that amount (the quotient) by 100.

8.9 Service Credits

If the vendor fails to meet the Service Availability criteria during any calendar month the customer will receive a service credit equal to the any applicable service fees for the services, prorated for the amount of time Service Availability fell below the Service Availably criteria. If System availability falls below fifty percent for two consecutive months, then the district will discontinue payments until all problems have been rectified.

8.10 Maintenance

- Scheduled maintenance is any maintenance at those times that the Vendor needs to make modifications to the services and or equipment to ensure delivery of services prior to any service problems. Vendor will be required to coordinate maintenance windows ahead of time with Tri-Consortia Member districts so that the Districts' operation requirements will not be hindered.
- Emergency maintenance is performed in order to promptly respond to and resolve emergency issues associated with service. Tri-Consortia member will be contacted by vendor when emergency maintenance has been performed

8.11 Preference to Florida Businesses

Effective July 1, 2012, when a school district is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then the school district shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent. See Section 287.084 (1) (a), F.S.

A vendor whose principal place is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. See Section 287.084 (2), F.S.

8.12 UNIVERSAL SERVICE (E-RATE) REQUIREMENTS

To warrant consideration for an award of contract resulting from this Request for Proposal, vendors must agree to participation in the Universal Service Support Mechanism for schools and libraries. "Commonly known as E-Rate" as provided for the authorization under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. 254, Universal Service". Vendors acknowledge that any contractual relationship resulting from this solicitation of proposals may be partially or dependent upon the successful receipt of Universal Service Fund "USF" subsidies.

To ensure compliance with all applicable USF regulations, program mandates and auditing requirements, vendors must comply with the following:

USF Knowledge- Vendor shall have, at a minimum, a working knowledge of the federal Universal Service Fund and Federal Communications Commission's Registration Number "FCCRN"

USF Registration- Vendor shall submit with its proposal a valid Service Provider Identification Number.

USF Participation- Vendor shall agree to participate in the E-Rate Program and the Universal Services Administrative Company "USAC". (An E-rate Department)

USF Documentation- Vendor shall provide to Tri-Consortia District staff documentation that the Vendor has provided all the information and documentation need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

Invoicing Procedures- Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the Tri-Consortia Districts for E-Rate eligible equipment and/or services.

Reimbursement Process-In the event the vendor receives reimbursements intended for an applicant or end user of this contract, the vendor has twenty days from the time of receipt of funds from USAC; to remit a reimbursement payment to the applicant. Vendor further understands that it may not withhold a reimbursement payment from or refuse to remit such a payment to a Tri-Consortia District for any reason.

8.13 Budget & Pricing

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Miscellaneous: List and describe any other costs associated with your proposed solution.

8.14 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

A brief outline of the Vendor Company and services offered, including:

- Full legal name of the company
- Year business was established
- Number of people currently employed
- Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.

An outline of the product line-up and/or services they currently support.

A description of their geographic reach in Florida.

An outline of their partnerships and relationships.

References: Contact information for five references (if possible) from projects similar in size, application and scope, and a brief description of their implementation in the State of Florida.

9.0 EVALUATION COMMITTEE MEETINGS

9.1 As stated in Section 3.1 and Section 11.5 a committee will convene to review and evaluate responsive proposals, for the purposes of making a decision as to an intended award. Per F.S. 119.

<http://www.putnamschools.org/cms/One.aspx?portalId=333201&pageId=1118220>

10.0 PREPARATION AND SUBMISSION

10.1 In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. **It is required that 3 individually bound copies of the proposal (marked as copy) be submitted with an individually bound original proposal (marked as original).**

10.2 **Title Page:** Required response form (page 1 and 2 of the RFP) with all the required information completed and all signatures as specified; Name of the Proposer, Address, Signature, Title, Contact, Phone Number, Email address and Tax payer ID number.

10.3 **Table of Contents:** Include a clear identification of the material by section and by page number.

10.4 Letter of Transmittal: Give the names of the persons who will be authorized to give and support information, both in writing and oral presentation, for your company. Provide their titles, addresses and telephone numbers.

10.5 Prepared Response: Prepare your response submission in the manner outlined in the Scope of Services.

10.6 EEO Statement: Member school districts of the Tri-Consortia do not discriminate in admission or access to or treatment or employment in their programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law. Provide statement of EEO Compliance.

10.7 Insurance: Provide proof of your company's insurance as necessary to respond to this RFP.

11.0 PROPOSAL EVALUATION PROCESS

11.1 The Tri-Consortia Technology Committee is comprised of persons representing the Tri-Consortia School Districts. The individuals have backgrounds and expertise across multiple areas of Technology and Information Systems.

11.2 All proposals received by the submission deadline will be reviewed by the designee for responsiveness and distribute the responsive proposals to the Tri-Consortia Technology Committee. The committee members will independently score and rank each proposal in accordance with the evaluation criteria listed in the Evaluation Criteria section below.

The individual scores will be compiled and the proposals ranked. The committee members will discuss the proposals and any differences they may have. A final consensus ranking will be made during this discussion.

11.3 The Tri-Consortia Committee reserves the right to invite the firms in for oral presentations. Prior to the presentations, the Committee will provide each firm with a standard set of questions to be addressed in their oral presentation after the proposals have been ranked.

11.4 The Tri-Consortia Committee will assign ratings in the evaluation and recommendation process in accordance with the evaluation criteria listed in Evaluation Criteria, Section.

11.5 The Tri-Consortia Committee may award or reject any or all proposal(s).

12.0 EVALUATION CRITERIA

The Tri-Consortia Committee shall rank all proposals received, which meet the submittal requirements. The following factors will be considered in ranking the proposals received:

RANKING VALUES

1	Total Purchase Price	35
2	The reputation of the vendor and of the vendor's goods or services <ul style="list-style-type: none"> a. Vendor Financial Stability (5 pts) b. Local Service and support staff (5 pts) c. Competency, Responsibility, and Appropriate technical experience of vendors and their proposed sub-contractors (5 pts) 	15
3	The quality of the vendor's goods or services <ul style="list-style-type: none"> a. Demonstrated VoIP Telephone System Expertise (5 pts) b. Project Management Expertise (5 Pts) 	10
4	Evaluation of References	10
5	Compliance with E-Rate billing, invoicing directly to the SLD	5
6	Performance installation and testing before sign-off	5
7	Warranties, Service, and ability to replace equipment quickly	10
8	The extent to which the goods or services meet the district's needs <ul style="list-style-type: none"> a. VoIP Telephone Technical Expertise of Vendor and Subcontractors (5pts) b. Implementation plan & Impact on District Operations (5pts) 	10
	Total Points	100

13.0 CANCELLATION OF AWARD/TERMINATION/FUNDING OUT

13.1 Participating Tri-Consortia Districts reserve the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving 30 days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the Tri-Consortia Districts will be relieved of all obligations under said contract. The Tri-Consortia Districts will only be required to pay to the proposer(s) that amount of the contract actually performed to the date of termination.

14.0 LEGAL REQUIREMENTS

14.1 It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations and school districts' Policies that in any manner affect the items covered herein which may apply. Specifically, proposer(s) is to adhere to Putnam County School Board Policies, pursuant to the following, with respect to any criminal arrests and convictions, and is on notice thereto that any employees involved in any Chapter 435, Florida Statutes offenses are precluded from continuing to work on the project and must be replaced. Failure to comply may result in the immediate termination of Vendors Contract.

14.2 Proposer(s) doing business with the Tri-Consortia Districts are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, religion, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

14.3 The person signing the Proposal Certification agrees that employee background investigations will be adhered to in accordance with Florida Statutes 1012.32

15.0 FEDERAL AND STATE TAX

15.1 The Tri-Consortia Districts are exempt from federal and state taxes for tangible personal property. An exemption certificate is on file in each district and is available upon request.

16.0 CONFLICT OF INTEREST

16.1 All proposers must disclose the name of any officer, director, or agent who is also an employee of a Tri-Consortia School District. All proposers must disclose the name of any Tri-Consortia School District employee who owns, directly or indirectly, any interest in the proposers' business or any of its branches.

16.2 All firms must list all and any affiliations they have with other firms. The proposal for any firm found to have an affiliation with potential vendors will be considered non-responsive and not be evaluated.

17.0 INSURANCE REQUIREMENTS

17.1 Proof of the following insurance will be furnished by the awarded proposers/bidders to Tri-Consortia Districts by Certificate of Insurance.

A. WORKERS' COMPENSATION

B. COMMERCIAL GENERAL LIABILITY- PARTICIPATING TRI-CONSORTIA DISTRICTS SHALL BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE AND AN ENDORSEMENT FOR ADDITIONAL INSURED PROVIDED FOR COMMERCIAL GENERAL LIABILITY INSURANCE.

- C. The minimum limits of coverage shall be \$1,000,000 per occurrence, Combined, Single Limit for Bodily Injury Liability and Property Damage Liability.

PROFESSIONAL LIABILITY: The awarded proposer/bidder shall procure and maintain Professional Liability Insurance for the life of this contract/agreement, plus two years after completion. This insurance shall provide coverage against such liability resulting from this contract.

The minimum limits of coverage shall be \$500,000 with a deductible not to exceed \$25,000. The deductible shall be the responsibility of the insured. Professional liability policies shall include an endorsement whereby the awarded bidder holds harmless the participating Tri-Consortia Districts and each officer, agent and employee of the participating Tri-Consortia Districts against all claims, against any of them, for personal injury or wrongful death or property damage arising out of the negligent performance of professional services or caused by an error, omission or negligent act of the awarded bidder or anyone employed by the awarded bidder.

This policy must be continued or tail coverage provided for two years after completion of the project.

18.0 COST INCURRED IN RESPONDING

18.1 All costs directly or indirectly related to proposal preparation, representation or clarification shall be the sole responsibility of and be borne by the proposer.

19.0 PUBLIC ENTITY CRIMES

19.1 A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a RFP on a contract to provide any goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFP's on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for VOIP Services for a period of 36 months from the date of being placed on the convicted vendor list.

19.2 The proposer(s) certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency. If the proposer has been debarred from the E-Rate program, the proposer must provide detailed information related to the incidence(s) causing the company to be debarred from the program.

20.0 USE OF OTHER CONTRACTS

20.1 The participating Tri-Consortia Districts reserve the right to utilize any other School District contract, any State of Florida Contract, any contract awarded by any other city or county

governmental agencies, any other community college/state university system cooperative bid agreement 6A-1.012(5), or to directly negotiate/purchase per School District policy and/or State Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this bid, if it is in the best interest to do so. **The participating Tri-Consortia Districts also reserve the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.**

21.0 AGREEMENT

21.1 Individual district agreement should be developed, after award, for any work to be performed as a result of this RFP. The proposal, response to the proposal, all attachments, and any addendum released, if applicable, and the corresponding contract will constitute the complete agreement between Proposer and the participating Tri-Consortia District. Should there be any conflict between the terms of the RFP, response to the RFP (proposal), and the terms of the contract, the terms of the contract shall be final and binding and the RFP shall control where in conflict with the proposal.

22.0 POSTING OF RFP TERMS & CONDITIONS / SPECIFICATIONS

22.1 This RFP will be posted for review by interested parties, at

<http://www.putnamschools.org/cms/One.aspx?portalId=333201&pageId=1118220>

The RFP will remain posted for a period of 28 days. Failure to file a specification protest within the time prescribed in Florida Statutes 120.57(3) will constitute a waiver of proceedings under Chapter 120, Florida Statutes.

23.0 BACKGROUND SCREENING REQUIREMENTS

23.1 Participating Districts of the Tri-Consortia are committed to the education and safety of its students and employees. To that end, any contractor awarded a contract must certify that the company and its employees are or will be in compliance with those standards for any project awarded.

23.2 **Fingerprinting:** Proposer agrees as a condition of entering into this contract, pursuant to §1012.32 and §1012.465 Florida Statutes, any person entering a participating Tri-Consortia District's grounds or having direct contact with students on behalf of Proposer must meet Level 2 screening requirements as described in §1012.32, Florida Statutes.

24.0 PRESS RELEASES AND PUBLICITY

24.1 The bidder shall make no announcement or news releases pertaining to the bidder's participation in this RFP or the award of this contract; its representatives or agents without authorization from the Tri-Consortia Technology Committee.

DRUG - FREE WORKPLACE CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two (2) or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or any controlled substance law of the United States or any State, for a violation occurring in the workplace not later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm complies fully with the above requirements.

Attachment B.

Acknowledgment of Addenda Check: (Yes) or (No) (Date of Receiving Addendum)		
Addendum #1	Yes ____ No ____	Date Received:
Addendum #2	Yes ____ No ____	Date Received:
Addendum #3	Yes ____ No ____	Date Received:
Addendum #4	Yes ____ No ____	Date Received:
Addendum #5	Yes ____ No ____	Date Received:

Company Name

Signature

Address

City

State

Zip Code

Date

Please fill out the appropriate forms and return with your proposal.

Response to RFP (required)

Proposal Certification Form (required)

Drug Free Workplace Certification (required)

Statement of No Bid (If applicable)

Acknowledgement of Addenda (If applicable)

Certification Regarding Debarment (required)

Attachment C.

STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to:
_____, _____, **Florida** (Please print or type, except signature)

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TELEPHONE: _____

We, the undersigned, have declined to bid on your bid No. _____

for _____ because of the following reasons:
Service/Commodity

- _____ We do not offer this product or the equivalent.
- _____ Insufficient time to respond to the invitation to bid.
- _____ Remove our name from this bid list only.
- _____ Our product schedule would not permit us to perform.
- _____ Unable to meet bond requirements.
- _____ Other. (Specify below)

REMARKS: _____

SIGNATURE: _____ DATE: _____

Attachment D.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED
TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733)

****BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING
PAGE****

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment E

Internal Switches and Map of Tri Consortia

Heartland Consortia:

District Name	Switches
De Soto	Cisco
Okeechobee	Enterasys
Hardee	Cisco
Glades	Juniper
Highlands	Cisco/HP
Hendry	Cisco

Northeast Florida Educational Consortium:

District Name	Switches
Baker	Cisco
Bradford	Cisco
Columbia	Amer/Juniper
Dixie	Amer/Enterasys
Flagler	Cisco
Gilchrist	Brocade
Hamilton	Cisco
Lafayette	Xirrus/Cisco
Levy	Cisco/Amer
Nassau	Cisco
Putnam	Cisco
Suwannee	Cisco
Union	Force-10
FSDB	Cisco

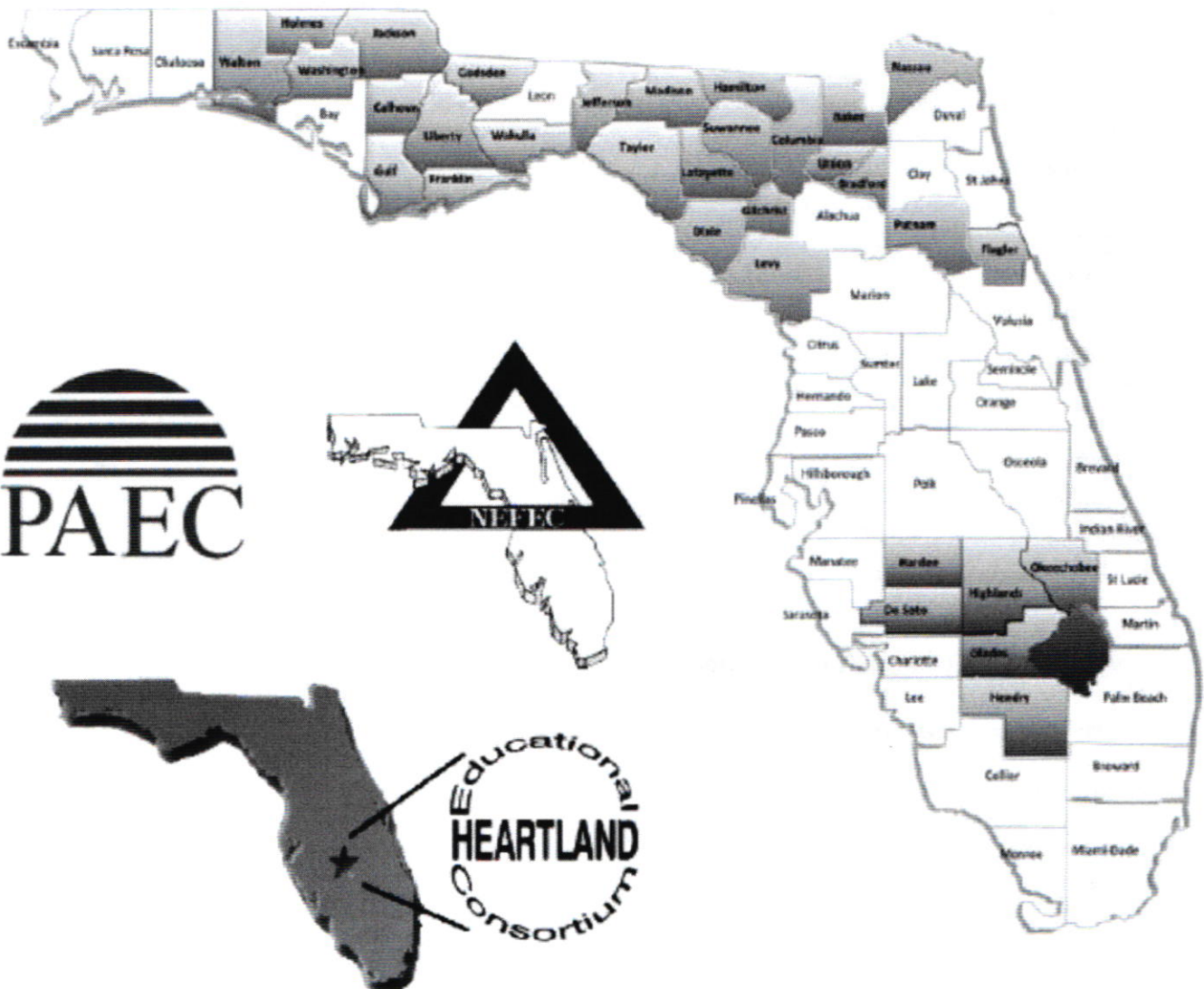
Panhandle Area Consortium Members:

District Name	Switches
FAMU DRS	Cisco
Franklin	Cisco, Meraki
Taylor	Cisco, Aerohive, Brocade
Jefferson	Cisco

Attachment E. Continued

Panhandle Area Consortium Members:

District Name	Switches
Wakulla	Cisco, Brocade
Walton	Enterasys/Extreme
Liberty	Cisco, HP
Madison	Meraki
Gadsden	Enterasys
Calhoun	HP
Holmes	Enterasys
Jackson	Amer Networks
PAEC	Enterasys, HP



TITLE: VOIP Services for TRI-CONSORTIA SCHOOL ADDRESSES

Tri Consortium Site Street Addresses		
	Site / Location	Address
NEFEC	Baker County	392 South Blvd. East, Macclenny, FL 32063
	Macclenny Elementary School	One Wildkitten Dr., Macclenny, FL 32063
	Pre-K Kindergarten Center	362 South Blvd. East, Macclenny, FL 32063
	Westside Elementary	One Panther Circle, Glen St. Mary, FL 32040
	Baker County Middle	211 East Jonathan St., Macclenny, FL 32063
	Keller Intermediate	420 South 8th St., Macclenny, FL 32063
	Baker County High School	1 Wildcat Road, Glen St. Mary, FL 32040
	Baker Adult Education Center	523 West Minnesota Ave., Macclenny, FL 32063
NEFEC	Bradford County	501 W. Washington St., Starke, FL 32091
	Brooker Elementary	18551 Charlotte Ave., Brooker, FL 32622
	Hampton Elementary	10501 Hampton Ave., Hampton, FL 32044
	Lawtey Community School	22703 N. Park St., Lawtey, FL 32058

	Southside Elementary	823 Stansbury St., Starke, FL 32091
	Starke Elementary	1000 W. Weldon St., Starke, FL 32091
	Bradford Middle School	527 N. Orange St., Starke, FL 32091
	Bradford High School	581 N. Temple Ave., Starke, FL 32091
PAEC	Calhoun County	20859 Central Avenue E, RM-G20, Blountstown, FL 32424
	Altha	25793 N. Main St., Altha, FL 32421
	Blountstown El	20883 NE Fuller Warren Drive, Blountstown, FL 32424
	Blountstown Middle	17586 Main St. N., Blountstown, FL 32424
	Blountstown High	18597 NE SR69, Blountstown, FL 32424
	Carr El and Middle	P.O. Box 110A/18987 NW SR 73, Clarksville, FL 32430
NEFEC	Columbia County	372 West Duval St., Lake City, FL 32055
	Columbia City Elementary	7438 SW State Road 47, Lake City, FL 32024
	Eastside Elementary	256 SE Beech St., Lake City, FL 32025
	Melrose Park Elementary	820 SE Putnam St., Lake City, FL 32025
	Niblack Elementary	837 NE Broadway Ave., Lake City, FL 32055
	Pinemount Elementary	324 SW Gabriel Place, Lake City, FL 32024
	Five Points Elementary	303 NW Johnson St., Lake City, FL 32055
	Fort White Elementary	18119 SW State Road 47, Fort White, FL 32038
	Summers Elementary	1388 S.W. McFarlane Ave., Lake City, FL 32025
	Westside Elementary	1956 SW County Road 252B, Lake City, FL 32024

	Lake City Middle School	843 S.W. Arlington Blvd, Lake City 32025
	Challenge Learning Center	1301 NW LaBonte Lane, Lake City, FL 32055
	Chrysalis Center	466 West Duval St., Lake City, FL 32055
	Fort White Middle School	2253 SW Cook St., Fort White, FL 32038
	Richardson Middle School	646 SE Pennsylvania St., Lake City, FL 32025
	Columbia Adult Education Center	409 SW Saint Johns St., Lake City, FL 32055
	Columbia High School	469 SE Fighting Tiger Dr., Lake City, FL 32025
	Fort White High School	17828 S.W. State 47, Fort White, FL 32038
HEC	DeSoto County	530 LaSolona Ave., Arcadia, FL 34266
	DeSoto County High School	1710 East Gibson St., Arcadia, FL 34266
	DeSoto County Middle School	420 E Gibson St., Arcadia, FL 34266
	Memorial Elementary School	851 E. Hickory St., Arcadia, FL 34266
	Nocatee Elementary School	4846 SW Shores Ave., Arcadia, FL 34266
	West Elementary School	304 W. Imogene St., Arcadia, FL 34266
	DeSoto Early Education Center	318 N. Wilson Ave., Arcadia, FL 34266
	DeSoto Connections	930 E. Cypress St., Arcadia, FL 34266
	Family Service Center	310 W. Whidden St., Arcadia, FL 34266
	Spring Lake Youth Academy	8806 Start Road, Arcadia, FL 34269
NEFEC	Dixie County	823 SE 349 Highway, Old Town, FL 32680
	Anderson Elementary	815 SE 351 Highway, Cross City, FL 32628

	Old Town Elementary	221 SE 136th Ave., Old Town, FL 32680
	Ruth Raines Middle School	981 SE 351 Highway, Cross City, FL 32628
	Dixie County High School	16077 NE 19 Highway, Cross City, FL 32628
	Dixie County Adult Education	16077 NE 19 Highway, Cross City, FL 32628
	Dixie County Business Services	823 SE 349 Highway, Old Town, FL 32680
NEFEC	Flagler County	1769 East Moody Blvd., Bldg #2, Bunnell, FL 32110
	Belle Terre Elementary	5545 Belle Terre Parkway, Palm Coast, FL 32137
	Bunnell Elementary	305 North Palmetto St., Bunnell, FL 32110
	Old Kings Elementary	301 Old Kings Road South, Flagler Beach, FL 32136
	Rymfire Elementary	1425 Rymfire Drive, Palm Coast, FL 32164
	Wadsworth Elementary	4550 Belle Terre Parkway, Palm Coast, FL 32164
	Buddy Taylor Middle School	4500 Belle Terre Parkway, Palm Coast, FL 32164
	Indian Trails Middle School	5505 Belle Terre Parkway, Palm Coast, FL 32137
	Everest Alternative	3265 Highway 100, Bunnell, FL 32110
	Matanzas High School	3535 Old Kings Road North, Palm Coast, FL 32137
	Flagler Palm Coast High School	5500 E. Highway 100, Palm Coast, FL 32164
	Imagine School at Town Center	775 Town Center Blvd., Palm Coast, FL 32164
	Heritage Academy	303 West Moody Blvd., Bunnell, FL 32110
	Palm Harbor Academy	95 Old Kings Road N., Palm Coast, FL 32137
	Pathway Academy	3265 Highway 100, Bunnell, FL 32110
NEFEC	Florida School for the Deaf & Blind	207 San Marco Ave., St. Augustine, FL 32084

	FSDB Deaf Elementary School	207 San Marco Ave., St. Augustine, FL 32084
	FSDB Deaf Middle School	207 San Marco Ave., St. Augustine, FL 32084
	FSDB Deaf High School	207 San Marco Ave., St. Augustine, FL 32084
	FSDB Blind Elementary School	207 San Marco Ave., St. Augustine, FL 32084
	FSDB Blind Middle School	207 San Marco Ave., St. Augustine, FL 32084
	FSDB Blind High School	207 San Marco Ave., St. Augustine, FL 32084
	Career Education & Transition	207 San Marco Ave., St. Augustine, FL 32084
PAEC	F.A.M.U DRS	400 W. Orange Ave., Tallahassee, FL 32301
PAEC	Franklin County	85 School Road, Suite One, Eastpoint, FL 32328
	Franklin County Schools - main campus	1250 Highway 98, Eastpoint, FL 32328
	Franklin County Learning center	85 School Road, Eastpoint, FL 32328
PAEC	Gadsden	35 Martin Luther King, Jr., Blvd., Quincy, FL 32351
	Carter Parramore Academy	631 S. Stewart St., Quincy, FL 32351
	Chattahoochee Elementary School	335 Maple St., Chattahoochee, FL 32324
	Crossroad Academy Charter School	635 Strong Road, Quincy, FL 32351
	East Gadsden High School	27001 Blue Star Memorial Hwy., Havana, FL 32333
	Gadsden Elementary Magnet School	500 West King Street, Quincy, FL 32351
	Gadsden Technical Institute	201 Martin Luther King, Jr., Blvd., Quincy, FL 32351
	George W Munroe Elementary School	1830 West King Street, Quincy, FL 32351

		Greensboro Elementary School	559 Greensboro Hwy., Quincy, FL 32351
		Gretna Elementary School	706 Martin Luther King Jr., Blvd., Gretna, FL 32332
		Havana Elementary School	705 US South, Havana, FL 32333
		Havana Middle School	1210 Kemp Road, Havana, FL 32333
		James A Shanks Middle School	1400 W. King St., Quincy, FL 32351
		St John Elementary School	4463 Bainbridge Hwy., Quincy, FL 32352
		Stewart Street Elementary School	749 South Stewart Street, Quincy, FL 32351
		West Gadsden High School	200 Providence Road, Quincy, FL 32351
NEFEC	Gilchrist County		310 NW 11th Ave., Trenton, FL 32693
		Trenton Elementary School	1350 SW SR 26, Trenton, FL 32693
		Bell Elementary School	2771 East Bell Ave., Bell, FL 32619
		Bell Middle/High School	930 South Main St., Bell FL 32619
		Trenton Middle/High School	1013 North Main St., Trenton, FL 32693
HEC	Glades County		400 10th St. SW, Moore Haven, FL 33471
		West Glades School	2586 CR731, LaBelle, FL 33935
		Moore Haven JS High School	700 Terrier Pride Drive S.W., Moore Haven, FL 33471
		Moore Haven Elementary	401 Terrier Pride Drive, Moore Haven, FL 33471
PAEC	Gulf County		150 Middle School Road, Port St. Joe, FL 32456
		Port St. Joe Elementary School	2201 Long Ave., Port St. Joe, FL 32456
		Port St. Joe Jr./High School	100 Shark Drive, Port St. Joe, FL 32456

		Wewahitchka Elementary School	514 E. River Road, Wewahitchka, FL 32465
		Wewahitchka Jr./High School	One Gator Circle, Wewahitchka, FL 32465
NEFEC	Hamilton County		5683 US Highway 129 South Suite 1, Jasper, FL 32052
		Central Hamilton Elementary	553 Chan Bridge Drive, Jasper, FL 32052
		North Hamilton Elementary	1291 Florida St., Jennings, FL 32053
		South Hamilton Elementary	16693 Spring St., White Springs, FL 32096
		Greenwood School	6183 NW US Highway 41, Jasper, FL 32052
		Hamilton High School	5683 Highway 129 S., Jasper, FL 32052
HEC	Hardee County		P.O. Drawer 1678/1009 N. 6th Ave., Wauchula, FL 33873
		Bowling Green Elementary School	4530 S. Church Ave., Bowling Green, FL 33834
		Hardee County Jr. High School	2401 US Hwy. 17 N., Wauchula, FL 33873
		Hardee County Sr. High School	830 Altman Road, Wauchula, FL 33873
		Hilltop Elementary School	2401 US Hwy. 17 N., Wauchula, FL 33873
		North Wauchula Elementary School	1120 North Florida Ave., Wauchula, FL 33873
		Pioneer Career Academy	2630 Academy Drive, Zolfo Springs, FL 33890
		Wauchula Elementary School	400 S. Florida Ave., Wauchula, FL 33873
		Zolfo Springs Elementary	3215 Schoolhouse Rd., Zolfo Springs, FL 33890
HEC	Hendry County		1000 S. Deane Duff Ave., Clewiston, FL 33440
		LaBelle High School	4050 East Cowboy Way, LaBelle, FL 33935

	LaBell Middle School	8000 East Cowboy Way, LaBelle, FL 33935
	LaBell Elementary School	150 West Cowboy Way, LaBelle, FL 33935
	Upthegrove Elementary	280 N. Main St., LaBelle, FL 33935
	Country Oaks Elementary	2052 NW Eucalyptus Blvd., LaBelle, FL 33935
	Clewiston High School	1501 South Francisco St., Clewiston, FL 33440
	Clewiston Middle	601 West Pasadena Ave., Clewiston, FL 33440
	Westside Elementary	205 West Arroyo Ave., Clewiston, FL 33440
	Eastside Elementary	201 West Arroyo Ave., Clewiston, FL 33440
	Central Elementary	1000 S. Deane Duff Ave., Clewiston, FL 33440
HEC	Highlands County	426 School St., Sebring, FL 33870
	Avon Park Elementary	705 Winthrop St., Avon Park, FL 33825
	Avon Park High School	700 E. Main St., Avon Park, FL 33825
	Avon Park Middle School	401 S. Lake Ave., Avon Park, FL 33825
	Park Elementary	327 E. Palmetto St., Avon Park, FL 33825
	Cracker Trail Elementary	3200 Sparta Rd., Sebring, FL 33875
	Fred Wild Elementary	3550 Youth Care Lane, Sebring, FL 33870
	Hill-Gustat Middle School	4700 Schumacher Rd., Sebring, FL 33872
	Kindergarden Learning Center	3560 US-27 South, Sebring, FL 33870
	Lake County Elementary	516 County Road 29, Lake Placid, FL 33852
	Lake Placid Elementary	101 Green Dragon Drive, Lake Placid, FL 33852
	Lake Placid High School	202 Green Dragon Drive, Lake Placid, FL 33852
	Lake Placid Middle School	201 S. Tangerine Ave., Lake Placid, FL 33852

	Memorial Elementary	867 Memorial Drive, Avon Park, FL 33825
	Sebring High School	3514 Kenilworth Blvd., Sebring, FL 33870
	Sebring Middle School	500 E. Center Ave., Sebring, FL 33870
	Sun 'N Lake Elementary	4515 Ponce de Leon Blvd., Sebring, FL 33872
	Woodlawn Elementary	817 Woodlawn Drive, Sebring, FL 33870
	Youth Care Academy	4121 Youth Care Ln., Sebring, FL 33870
	Career Academy	600 West College Drive, Bldg. L, Box 306, Avon Park, FL 33825
PAEC	Holmes County	701 East Pennsylvania Ave., Bonifay, FL 32425
	Bethlehem School	2767 Hwy. 160, Bonifay, FL 32425
	Bonifay Elementary School	307 W. North Ave., Bonifay, FL 32425
	Bonifay Middle School	401 McLaughlin Ave., Bonifay, FL 32425
	Graduate Assistance Program	401 McLaughlin Ave., Bonifay, FL 32425
	Holmes County High School	825 West Highway 90, Bonifay, FL 32425
	Ponce de Leon Elementary School	1473 Ammons Road, Ponce de Leon, FL 32455
	Ponce de Leon High School	1477 Ammons Road, Ponce de Leon, FL 32455
	Poplar Spings School	3726 Atomic Drive, Graceville, FL 32440
PAEC	Jackson County	2903 Jefferson Street, Marianna, FL 32446
	Adult Education	2971 Guyton St., Marianna, FL 32446
	Cottondale Elementary School	2766 Levy St., Cottondale, FL 32431
	Cottondale High School	2680 Levy St., Cottondale, FL 32431

		Early ChildHood Center	4283 Kelson Ave., Marianna, FL 32446
		Graceville Elementary School	5331 Alabama St., Graceville, FL 32440
		Golson Elementary School	4258 Second Ave., Marianna, FL 32446
		Grand Ridge School	6925 Florida St., Grand Ridge, FL 32442
		Hope School	2031 Hope School Drive, Marianna, FL 32448
		Jackson Alternative School	2701 Technology Drive, Marianna, FL 32448
		Malone School	5361 9th St., Malone, FL 32445
		Sneads Elementary School	1961 Lockey Drive, Sneads, FL 32460
		Sneads High School	8066 Old Spanish Trail, Sneads, FL 32460
		Marianna Middle School	4144 South St., Marianna, FL 32448
		Riverside Elementary School	2958 Cherokee St., Marianna, FL 32446
		Graceville High School	5539 Brown Street, Graceville, FL 32440
		Marianna High School	3546 Caverns Road, Marianna, FL 32446
PAEC	Jefferson County		575 South Water St., Monticello, FL 32344
		Jefferson Elementary	960 E. Rocky Branch Road, Monticello, FL 32344
		Jefferson Middle High School	50 David Road, Monticello, FL 32344
NEFEC	Lafayette County		363 NE Crawford St., Mayo, FL 32066
		Lafayette Elementary	811 East Main St., Mayo, FL 32066
		Lafayette Middle/High School	160 NE Hornet Drive, Mayo, FL 32066
NEFEC	Levy County		480 Marshburn Drive, Bronson, FL 32621

	Bronson Elementary	P.O. Box 220, State Road 24, Bronson, FL 32621
	Bronson Middle/High School	8691 NE 90th St., Bronson, FL 32621
	Cedar Key School	951 Whiddon Ave., Cedar Key, FL 32625
	Chiefland Elementary School	1205 NW 4th Ave., Chiefland, FL 32626
	Chiefland Middle School	811 NW 4th Drive, Chiefland, FL 32626
	Chiefland High School	808 North Main Street, Chiefland, FL 32626
	Hilltop Alternative School	Bronson, FL 32621
	Joyce Bullock Elementary	130 S.W. 3rd St., Williston, FL 32696
	Nature Coast Middle School	6830 NW 140th St., Chiefland, FL 32626
	Williston Elementary School	801 South Main St., Williston, FL 32696
	Williston Middle School	20550 N.E., 42nd Place, Williston, FL 32696
	Williston High School	427 West Noble Ave., Williston, FL 32696
	Whispering Winds Charter School	P.O. Box 506 Chiefland, FL 32626
	Yankeetown School	4500 Highway 40 West, Yankeetown, FL 34498
PAEC	Liberty County	12926 NW CR12, Bristol, FL 32321
	Bristol Youth Academy	Stephen J Revell Road, Bristol, FL 32321
	Horizons	12926 NW CR12 Bristol, FL 32321
	Hosford Elementary & Jr High	16864 NE State Road 65, Hosford, FL 32334
	Liberty County High School	12592 NW Myers Ann St., Bristol, FL 32321
	W. R. Tolar K-8	14745 NW CR12, Bristol, FL 32321
PAEC	Madison County	210 NE Duval Ave., Madison, FL 32340
	Greenville Elementary	729 SW Overstreet Ave., Greenville, FL 32331

	Lee Elementary	7731 E Hwy. 90, Lee, FL 32059
	Pinetta Elementary	135 NE Empress Tree, Ave., Pinetta, FL 32350
	Excel School	2523 U.S. 90, Madison, FL 32340
	Madison Central School	2093 W. U.S. 90, Madison, FL 32340
	Madison High School	2649 US 90 W, Madison, FL 32340
NEFEC	Nassau County School District	1201 Atlantic Ave., Fernandina Beach, FL 32034
	Bryceville Elementary	6504 Church Ave., Bryceville, FL 32009
	Callahan Elementary	449618 U.S. Highway 301 Callahan, FL 32011
	Callahan Intermediate	34586 Ball Park Road, Callahan, FL 32011
	Callahan Middle	450121 Old Dixie Hwy., Callahan, FL 32011
	Emma Love Hardee Elementary	2200 Susan Dr., Fernandina Beach, FL 32034
	Fernandina Beach High	435 Citrona Drive, Fernandina Beach, FL 32034
	Fernandina Beach Middle	315 Citrona Drive, Fernandina Beach, FL 32034
	Hilliard Elementary	27568 Ohio St., Hilliard, FL 32046
	Hilliard Middle/Senior High	1 Flashes Ave., Hilliard, FL 32046
	Southside Elementary	1112 Jasmine St., Fernandina Beach, FL 32034
	West Nassau High	1 Warrior Drive, Callahan, FL 32011
	Yulee Elementary	86063 Felmor Road, FL 32097
	Yulee Middle	85439 Miner Road, Yulee, FL 32097
	Yulee High	85375 Miner Road, Yulee, FL 32097
	Yulee Primary	86426 Goodbread Road, Yulee, FL 32097
HEC	Okeechobee County	700 SW 2nd Ave., Okeechobee, FL 34974

	Central Elementary School	610 SW 5th Ave., Okeechobee, FL 34974
	Everglades Elementary School	3725 SE 8th Street, Okeechobee, FL 34974
	Okeechobee Freshman Campus	610 S.W. 2nd Ave., Okeechobee, FL 34974
	Okeechobee High School	2800 Hwy. 441 North, Okeechobee, FL 34972
	Osceola Middle School	825 SW 28th St., Okeechobee, FL 34974
	Seminole Elementary School	2690 NW 42nd Ave., Okeechobee, FL 34972
	South Elementary School	2468 SW 7th Ave., Okeechobee, FL 34974
	Yearling Middle School	925 NW 23rd Lane, Okeechobee, FL 34972
NEFEC	Putnam County	200 South 7th Street, Palatka, FL 32177
	CL Overturf 6th Grade Center (Beasley)	1100 South 18th Street, Palatka, FL 32177
	Browning Pierce Elementary	100 Bear Boulevard, San Mateo, FL 32187
	Children's Reading Center Charter	7901 St. Johns Avenue, Palatka, FL 32177
	EH Miller Elementary	Rt. 7, Box 500, 156 Horseman Club Road, Palatka, FL 32177
	Kelly Smith Elementary	141 Kelley Smith School Road, Palatka, FL 32177
	Interlachen Elementary	251 South State Road 315, Interlachen, FL 32148
	James A. Long Elementary	1400 Old Jacksonville Hwy., Palatka, FL 32177
	Mellon Elementary	301 Mellon Road, Palatka, FL 32177
	Melrose Elementary	401 State Road 26, Melrose, FL 32666
	Middleton-Burney Elementary	1020 Huntington Road, Crescent City, FL 32112
	Mosley Elementary	1100 Husson Ave., Palatka, FL 32177
	Ochwilla Elementary School	299 North State Road 21, Hawthorne, FL 32640

	River Breeze Elementary	1100 Husson Ave., Palatka, FL 32177
	C.H. Price Middle School	140 North State Road 315, Interlachen, FL 32148
	Jenkins Middle School	1100 North 19th St., Palatka, FL 32177
	Miller Intermediate School	101 South Prospect St., Crescent City, FL 32112
	Putnam Academy of A & S	113 Putnam County Blvd., East Palatka, FL 32131
	Q.I. Roberts Middle School	901 State Road 100, Florahome, FL 32140
	Crescent City Jr./Sr. High School	2201 South Highway 17, Crescent City, FL 32112
	Interlachen High School	126 North County Road 315, Interlachen, FL 32148
	Palatka High School	302 Mellon Road, Palatka, FL 32177
NEFEC	Suwannee County	702 2nd Street NW, Live Oak, FL 32064
	Branford Elementary	26801 SR 247, Branford, FL 32008
	Branford High School	405 NE Reynolds, Branford, FL 32008
	Suwannee Primary School	1625 Walker Ave. SW, Live Oak, FL 32064
	Suwannee Elementary	1748 South Ohio/MLK Jr., Ave., Live Oak, FL 32064
	Suwannee Intermediate School	1419 Walker Ave., Live Oak, FL 32064
	Suwannee Middle School	1730 Walker Ave SW, Live Oak, FL 32064
	Suwannee High School	1314 Pine Ave. SW, Live Oak, FL 32064
	Technical Center	415 SW Pinewood Drive, Live Oak, FL 32064
PAEC	Taylor County	318 North Clark Street, Perry, FL 32347
	Perry Primary	400 North Clark Stret, Perry, FL 32347

	Steinhatchee School	1209 1st. Avenue S., Steinhatchee, FL 32359
	Taylor Elementary	1600 E. Green Street, Perry, FL 32347
	Taylor Middle	610 East Lafayette St., Perry, FL 32347
	Taylor High School	900 Johnson Stripling Rd., Perry, FL 32347
	Taylor Technical	3233 South Butler Parkway, Perry, FL 32348
	Taylor CDC	1209 S.E. First Ave., Steinhatchee, FL 32359
PAEC	Wakulla County	69 Arran Road, Crawfordville, FL 32327
	Crawfordville Elementary School	379 Arran Road, Crawfordville, FL 32327
	Medart Elementary School	2558 Coastal Hwy., Crawfordville, FL 32327
	Riversink Elementary School	530 Lonnie Raker Lane, Crawfordville, FL 32327
	Riversprings Middle School	800 Springcreek Hwy., Crawfordville, FL 32327
	Shadeville Elementary School	45 Warrior Way, Crawfordville, FL 32327
	Sopchoppy Ed Center	164 yellow Jacket Ave., Sopchoppy, FL 32358
	Wakulla High School	3237 Coastal Hwy., Crawfordville, FL 32327
	Wakulla Middle School	22 Jean Drive, Crawfordville, FL 32327
	WEC District Pre-K Program	87 Andrew J. Hargrett Sr. Rd., Crawfordville, FL 32327
PAEC	Walton County	145 Park St., DeFuniak Springs, FL 32435
	Bay Elementary School	118 Gilmore St., Santa Rosa Beach, FL 32459
	Emerald Coast Middle School	4019 Hwy 98 East Santa Rosa Beach, FL 32459
	Freeport Elementary School	15381 U.S. 331 Business, Freeport, FL 32439

	Freeport High School	12615 U.S. Hwy. 331 Business, Freeport, FL 32439
	Freeport Middle School	360 Kylea Laird Drive, Freeport, FL 32439
	Maude Saunders Elementary School	416 John Baldwin Rd., DeFuniak Springs, FL 32433
	Mossy Head School	13270 Highway 90 West, DeFuniak Springs, FL 32433
	Paxton Elem-High School	21893 U.S. 331 North, Paxton, FL 32538
	South Walton High School	645 Greenway Trail, Santa Rosa Beach, FL 32459
	Van R. Butler Elementary	6694 West Co. Hwy 30-A, Santa Rosa Beach, FL 32459
	Walton Career Development Center	761 North 20th St., DeFuniak Springs, FL 32433
	Walton High School	449 Walton Road, DeFuniak Springs, FL 32433
	Walton Middle School	555 Walton Rd., DeFuniak Springs, FL 32433
	West DeFuniak Elementary School	815 Lincoln Ave., DeFuniak Springs, FL 32435
	WISE Center	416 John Baldwin Rd., DeFuniak Springs, FL 32433
PAEC	Washington County	652 3rd St., Chipley, FL 32428
	Chipley High School	1545 Brickyard Rd., Chipley, FL 32428
	Roulhac Middle School	1535 Brickyard Rd., Chipley, FL 32428
	Kate Smith Elementary School	750 Sinclair St., Chipley, FL 32428
	Vernon High School	3232 Moss Hill Rd., Vernon, FL 32462
	Vernon Middle School	3190 Moss Hill Rd., Vernon, FL 32462
	Vernon Elementary School	3665 Roche Ave., Vernon, FL 32462
	WISE	750 Sinclair St., Chipley, FL 32428
	Okeechobee Youth Development Center	7200 US Hwy. 441 N., Okeechobee, FL 34972

NEFEC	Union County		55 S.W. 6th Street, Lake Butler, FL 32054
		Lake Butler Elementary	800 S.W. 6th Street, Lake Butler, FL 32054
		Lake Butler Middle School	150 S.W. 6th Street, Lake Butler, FL 32054
		Union County High School	1000 South Lake Ave., Lake Buler, FL 32054

