



Request for Proposal Cellular Services

Issued: September 21, 2022

Proposals Due: October 19, 2022

Description

The Town of Rolesville, North Carolina is a municipality of about 10,000 residents located in northeastern Wake County, within the Raleigh metropolitan area. The Town is seeking proposals from qualified cellular service providers.

Background

The Town is conducting a service-level and cost-comparison for cellular services in the local area. The Town currently has 13 smart phones, 26 MiFi units, and 1 tablet. As a rapidly growing community, the Town expects that the number of these devices will grow as staff needs expand.

Scope of Services

The successful vendor will provide cellular service that meets the following needs:

- Adequate service coverage in the Rolesville area and the surrounding region
- Priority access to cellular service by public safety personnel in emergency situations
- Regular upgrade of hardware at no additional cost
- Cost-competitive monthly pricing

Proposal

Submitted proposals should contain the information outlined below:

- Letter of Intent to include:
 - Signature of an officer of the company authorized to bind the vendor to the proposal.
 - Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
 - Background of the company and relevant experience.
- Service map of regional coverage area.
- General description of the network offered to government clients.
- Description of any priority access granted to public safety clients in time of emergency and how it is accessed.
- Device upgrade schedules, length of required contract.
- Pricing which specifies one-time costs as well as monthly service costs for a) smart phones, b) voice-only phones, and c) MiFi devices.
- References of at least three other local government clients receiving similar services.

Timeline & Submission

Date of advertisement: September 21, 2022

Proposal due date: October 19, 2022

Responses may be submitted by mail, in person, or via email to:

Tammy Croom, Accounting Technician
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571
tammy.croom@rolesville.nc.gov

Selection Process

Proposals will be evaluated based on:

1. Ability to meet the identified scope of services
2. Cost of services
3. Performance history per references

A multi-department team will review all proposals. The top-ranking vendors may be requested to participate in an oral interview and/or provide products for service testing/demonstration.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws, regulations, and executive orders of the federal government, the State of North Carolina, and the Town of Rolesville.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject bids for sound documented reasons and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews, request a demonstration of equipment performance, and/or request additional information from any or all vendors.

The Town reserves the right to award a contract based on responses received without further discussion or negotiation.

All responses shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contact person, telephone number, fax number, and address shall be included.

This RFP does not commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof.