

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT
Request for Proposal
IP-Based Voice Communications System

Proposals are due at 2:00 p.m. CST on **April 20, 2018**. Documentation for all options must be included with the proposal in order for the proposal to be considered.

Please email your quotation to the below email address. **DO NOT SEND YOUR QUOTE DIRECTLY TO A DISTRICT EMPLOYEE'S EMAIL.**

sealedbid@marshalltown.k12.ia.us

All proposals should contain the subject line **“MCSD - IP-Based Voice Communications System.”** Late proposals will not be accepted. Faxed proposals will not be accepted.

Contingent award of Proposal for equipment will be made by the Superintendent of the MARSHALLTOWN COMMUNITY SCHOOL DISTRICT.

Questions regarding the proposal process should be directed to the Director of Technology. Value added resellers must base their proposal on the specifications listed and may explain pricing in their proposal document.

Contact Information:

Josh Wesley – Director of Technology
MARSHALLTOWN COMMUNITY SCHOOL DISTRICT – Central Office
1002 South 3rd Avenue
Marshalltown, Iowa 50158
jwesley@marshalltown.k12.ia.us
(641)754-1000 Ext. 1396

District Profile:

MARSHALLTOWN COMMUNITY SCHOOL DISTRICT (MCSD), includes six elementary buildings, one intermediate building, one middle school building, one high school building, one transportation building, one support services/central administration office building. Regular business hours at all locations are considered to be 7:30 a.m. to 4:30 p.m., Monday through Friday, exclusive of holidays observed by the district. There are 5,371 students being served in our District. The District employs approximately 600 regular employees with 379 teachers, 25 administrators, and 200 support personnel.

- MCSD is a tax-exempt entity, therefore the project shall be exempt from Iowa State Sales Tax pursuant to Iowa Code Sections 423.3 (3) and 423.3 (80). The owner will provide additional documentation to the successful bidder subsequent to proposal award.
- MCSD reserves the right to accept or reject all or any parts of any proposal, waive minor technicalities and award the proposal that appears to best serve the interest of the District.

Intent/Purpose:

This Request For Proposal has been prepared by MCSD, which is seeking proposals from reputable manufacturers and distributors of business telephone systems. This project will replace our current aging phone system. Proposed solutions may be provider hosted, or self hosted. Bidders should provide information and costs for supplying communication transport connections such as SIP or PRI.

Requirements:

- Support modern unified communications features such as:
 - Audio conferencing
 - Voicemail to email
 - softphones
 - IM presence
 - G-Suite integration
 - Direct dialing
- Safety features such as
 - Advanced E911 - Track 911 call to exact physical location
 - Robust lockdown notifications -
 - via phone, mobile, email, overhead page, etc.
 - Call Recording
- Proposed solutions should integrate into our Google Apps for Education environment and support Chromebook devices
- Vendors must be able to present their proposal to district staff upon request.

Current Environment

- 730 total phone system users
- 13 locations
- Fiber connectivity between locations
- 0 T1 / PRI's
- 44 analog lines
- 30 DID numbers
- 16 fax lines
- 4 polycom phones
- Approximately 20 fire and elevator lines
- PoE Infrastructure in place
- VMWare ESX 6
- HP 2920, Cisco 2960S, 3750X, 3560X switches approximately 2 to 5 years old

Below is a link to a spreadsheet containing an overview of MCSD's current Mitel phone system. These values may increase or decrease after this RFP is written. The proposed solution should be able to accommodate at least this amount of handsets with ample room for expansion.

<https://docs.google.com/spreadsheets/d/16iQY7arLIoW3bAfpXomAjXzQU4lbfkkEeAwpPNsYHE/edit?usp=sharing>

Bid Requirements

- Competitive pricing.
- All costs must be listed and priced as detailed individual line items.
- Clearly defined documentation of warranty on parts and services provided.
- Bidders shall furnish any catalog pages, brochures, etc. describing of the quality and functional capabilities of the products proposed.
- Costs for installation and configuration services for this equipment.
- Training of users and administrators.
- Maintenance of purchased and installed equipment and software.
- Upgrades to the installed systems as necessary.

Vendor Requirements

- Vendors shall comply with all applicable federal, state, and local laws, regulations, administrative rulings, and codes, and shall secure all necessary licenses and permits in connection with this RFP and any goods or services to be provided.
- Vendors must provide proof of insurance and be insured for the duration of the project.
- Vendors must be an authorized reseller of the products that they propose.
- Vendors must list the certifications that they possess that are relevant to the products or work they propose.
- Vendors to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.
- Vendors are required to bid new equipment only.
- Vendors will be required to complete, at their own expense, a Criminal record check on all employees working on or reasonably likely to work on school district property. Vendors will not send employees who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, to work on District property.

Selection Criteria

1. Alternatives, variations and exceptions must be clearly stated.
2. The district reserves the right to consider proposals based on their relative merit, risk and value to our school district.
3. The district reserves right to negotiate with any vendor. The successful vendors may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations.
4. The district reserves the right to cancel in part or in full, this RFP if it is in the best interest of our students.
5. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
6. Where the quantity purchased affects the price per unit, the vendor is to indicate the price break points in relation to the number of units.
7. The vendor's proposal will indicate the product's availability and a delivery timetable.
8. All bids must be itemized and include the per unit and total extended cost of items. Any and all delivery, shipping, and insurance charges must also be listed.

9. In submitting a bid, each vendor represents that they have read and understand these requirements.

Evaluation Criteria:

1. Cost
2. Functionality to meet needs
3. System growth and expansion
4. Ease of use
5. Product quality, reliability, and warranty
6. Prior experience with vendor
7. Service and support resources

