



District Administration  
Office  
1002 South 3rd Avenue  
Marshalltown, Iowa 50158  
Phone 641.754.100  
Fax 641.754.1003  
[www.marshalltown.k12.ia.us](http://www.marshalltown.k12.ia.us)

**MARSHALLTOWN COMMUNITY SCHOOL DISTRICT  
Request for Proposal  
SIP TRUNK SERVICES**

**Proposals are due at 2:00 p.m. CST on June 11, 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](mailto:sealedbid@marshalltown.k12.ia.us)**

**All proposals should contain the subject line “MCSD - 2018-2019 SIP TRUNK SERVICES bid.” Late proposals will not be accepted. Faxed proposals will not be accepted.**

Contingent award of Proposal for SIP TRUNK SERVICES 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](mailto: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



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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. The current total number of nodes on the network is approximately 4,000 with several thousand additional wireless enabled devices expected over the next few years to support a District Issued Device deployment model.

- 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. Please note any irregularities in your proposal.

### **Intent/Purpose:**

This Request For Proposal has been prepared by MCSD, which is seeking proposals for SIP Trunk Services for a newly implemented Cisco Unified Communications telephony system. Proposals should include all fees including, shipping, licensing, etc

### **Bid Requirements**

- Provide SIP trunk service to the High School located at 1602 S 2nd Ave, Marshalltown, IA 50158
- Port all applicable numbers from current provider to new service.
- Architect/Design for redundancy for SIP trunk service, once services are installed at the location.
- At least 50 SIP call paths 50 DID numbers.
- Guaranteed service levels Usage based statistics
- Ability to expand to up to 100 SIP call paths
- 911 service
- caller ID with name
- 24x7x365, provider owned & operated Network Operations Center (NOC) with live representatives for repair/troubleshooting
- G711 as the default codec
- Provider to provide an Ethernet handoff to customer equipment
- All SBC functionality will take place on customer's equipment
- Provider will supply integration document for Cisco CUBE termination
- Provider will extend handoff to customer specified location



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### **Vendor Requirements**

- 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 may be asked to provide references related to product installation, financial stability, support services and/or understanding of educational computing needs.

### **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