

Request for Proposal
Skidmore-Tynan Independent School District
Cisco Unity Upgrade 2015-2016

Cisco Unity Upgrade

Due: November 30, 2015, 2:00 PM

Superintendent: Dr. Randy Hoyer

Skidmore-Tynan Independent School District 2015-2016 Cisco Unity Upgrade Request for Proposal

General Information:

The Skidmore-Tynan Independent School District is soliciting a Cisco Unity Upgrade Proposals to replace our current Cisco Unity server. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which the Skidmore-Tynan ISD intends to govern the relationship between it and the selected Vendor.

It is the intention of the Skidmore-Tynan ISD to award the contract to the company or companies that appears most advantageous to the District.

- Contact Person: Chris Shaw, Technology Coordinator, chris.shaw@stbobcats.net

Hard copy or emailed proposals must be received NO LATER THAN 2:00 pm, November 30, 2015

<u>Hand Delivered or Shipping Service Proposals</u>	<u>Mailed Proposals</u>
Skidmore-Tynan Independent School District 224 W Main Skidmore-Tynan, Texas 78389	Skidmore-Tynan Independent School District 224 W Main Skidmore-Tynan, Texas 78389
The envelope must be clearly identified on the outside as follows: Cisco Unity Upgrade 2015 Name of Bidder: Address of Bidder: Due Date: November 30, 2015	

<u>Electronic Proposals</u>

Bidders may submit electronic proposals via email. Proposals may be emailed to chris.shaw@stbobcats.net and must be received by 2:00 PM, November 30, 2015.

Submitting providers shall submit two copies of their Proposals (one original and one copy) with minimum 12pt font along with an electronic copy.

Optional Walkthrough

All bidders have the option to do a walkthrough before submitting a bid. Walkthroughs may be scheduled between 11/09/2015 and 11/20/2015 by contacting Chris Shaw at chris.shaw@stbobcats.net or (361) 287-3426 ext. 5003.

Communications:

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. All inquiries, must be submitted by email to chris.shaw@stbobcats.net no later than **12:00 PM November 19, 2015**. All questions and answers will be accessible on the Skidmore-Tynan website. The Skidmore-Tynan Independent School District will not be bound by oral responses to inquiries.

Award of Proposal:

Skidmore-Tynan ISD reserves the right to award this proposal on an item-by item basis or a group of items. Skidmore-Tynan ISD reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Should Skidmore-Tynan ISD determine at its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

Confidentiality:

The information contained in proposals submitted for Skidmore-Tynan ISD consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. Skidmore-Tynan ISD will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.

Costs of Preparation:

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

Debarment:

Submission of a signed proposal in response to this solicitation is certification that the bidder (or any sub-vendor) is not currently debarred, suspended, proposed for debarment, declared

ineligible or voluntarily excluded from participation in this transaction by any City, State or Federal department or agency. Submission is also agreement that Skidmore-Tynan ISD will be notified of any change in this status.

Proposal Understanding:

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

Proposal Validity:

Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.

Errors:

Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Payment:

Payment will be made upon receipt of correct invoice for goods that have been delivered, installed and accepted. A vendor may submit an invoice for partial installation. All materials must be installed, inspected and approved by Skidmore-Tynan ISD prior to final payment. If materials are damaged during installation vendor must replace product with like product prior to final payment.

Cancellation:

Skidmore-Tynan ISD reserves the right to cancel this contract without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this contract upon written notice of the intent. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, Skidmore-Tynan ISD reserves the right to cancel upon thirty days written notification of the intent.

Confidential Information:

Bidders for this RFP are advised that materials contained in their proposals are subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

District Obligations:

Skidmore-Tynan ISD accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. Skidmore-Tynan ISD reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of Skidmore-Tynan ISD's official files. Retention of these proposals does not obligate Skidmore-Tynan ISD to any action. Skidmore-Tynan ISD reserves the right to reject any and all proposals received.

References:

The vendor must provide a list of three references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.

Default Conditions:

If the contracted service provider breaches any provision, becomes insolvent, enters voluntary or involuntary bankruptcy or receivership proceedings, or makes an assignment for the benefit of creditors, Skidmore-Tynan ISD will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five days written notice to the service provider.

Skidmore-Tynan ISD will then be relieved of all obligations, except to pay the value of the service provider's prior performance (at not exceeding the contract rate). The service provider will be liable to Skidmore-Tynan ISD for all cost exceeding the contract price that Skidmore-Tynan ISD incurs in completing or procuring the service as described in this document. Skidmore-Tynan ISD's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance or course of dealing.

Scope of Services:**1. Current hardware and services in place.**

- Cisco 2180 Unity Call Manager
- Our network uses Catalyst 3560 Series POE switches
- 45 Cisco 7940 IP phones and extensions
- Our phone service is PRI
- We have 10 hunt lines from AT&T as well as 3-4 dedicated fax lines

2. Expectations

- We would like to upgrade our current Cisco 2180 to the latest Cisco or Cisco equivalent server.
- In addition to the current capabilities that are provided by the current software we would like any replacement software to allow us to set extensions to ring directly to cell phone numbers.
- We prefer to keep our existing handsets and network infrastructure in place.

All references in this document to a brand or model are for information purposes only to provide a baseline set of features and functionality. The district will accept and consider all bids regardless of brand or model.