



Dalton Public Schools



DALTON PUBLIC SCHOOLS

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL

FOR

RFP FY18 VOIP RFP

RFP NUMBER (FY18 VOIP RFP)

ISSUED September 29th 2017

Request for Proposal

To: All Proposers

The Dalton Public School System invites you to submit a proposal for a comprehensive VOIP communication system for Dalton Public Schools (see specifications) in Dalton, Georgia. Proposal quoted shall remain effective for up to 36 months provided all parties are in agreement.

Responses to this request shall be submitted in a sealed envelope marked “**RFP No. FY18 VOIP RFP**” Proposals may be mailed or delivered to the Dalton Public School System, Technology Department, at 201 E Franklin Street Dalton, Georgia 30721 Attn: Irene Jones or hand delivered to the Technology Department prior to proposal opening time.

Proposals will be opened at the Dalton City Schools Administrative Annex Technology Department @ 201 E Franklin Street on Tuesday, **October 30th at 2PM.** (No awards of any kind are made at the time of RFP opening, no timeframe has been established on when the RFP will be awarded.)

Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Dalton Public School System reserves the right to accept or reject any and all proposals, and to waive any irregularity in proposals received to award the entire RFP to one vendor or to make awards by groups or line items, whichever is in the best interest of the Dalton Public School System.

Any questions concerning this RFP may be forwarded to:

david.bynum@dalton.k12.ga.us, Irene.jones@dalton.k12.ga.us, Jorge.Miranda@dalton.k12.ga.us

Your interest and participation are solicited and appreciated.

Sincerely,

Stuart Davis
Director of Technology

General Terms and Conditions

1. RFPs should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Dalton Public School System
201 E. Franklin St.
Dalton, Georgia 30721
Attn: Irene Jones

RFPs may be hand delivered to the Technology Department, Dalton Public School System prior to bid opening time.

2. RFPs must be submitted in **searchable PDF format on flash drive**, as well as a printed copy.
3. RFPs must be on the specifications forms provided within the Request for Proposals, sealed within an envelope marked as shown in the cover letter.

No awards of any kind are made at the time of RFP opening. A copy of the RFP tabulation and/or the awards will be available upon request for any vendor who submitted a RFP. This information may be obtained after the bid has been awarded. Results will be placed on our website **after** the bid has been approved and awarded by the Dalton Board of Education.

4. RFPs submitted must include any AND all freight and handling cost. The Dalton Public School System will pay no additional charges.
5. The proposer's and manufacturer's representative's responsibilities to the Dalton Public Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
6. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Proposers are at liberty to quote on substitutions provided complete specifications are included with the RFP. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications.
7. Samples may be requested for comparison purposes. Samples, when required, must be furnished free of expense to Dalton Public Schools, and must be tagged with the proposers' name and item number. If samples are not used or destroyed in testing, the bidder must claim them within thirty (30) days from date of RFP or they will become the property of the school system. If there is a sample of the item within 50 miles that can be viewed please let us know.
8. Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Delivery must be complete on or before the specified date.
9. No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made by an authorized representative of the Dalton Public School System.

10. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
11. Quantities may vary due to budget and student enrollment.
12. Dalton Public Schools has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system.
13. Please include 3 outside references where you have done work similar to the specifications in this bid within the last 5 years. Please include a name and phone number that we might contact. See attached form.
14. Proposals must include proof of relevant qualifications such as certifications, etc. for personnel working on the project.
15. Winning bidder agrees to provide recent background check information to Dalton Public Schools for all contracted and subcontracted personnel required to work at any of Dalton Public School facilities.
16. All bidders must include a name and phone number that we might reach someone in your organization with any questions about your proposal.
17. Please include the name of the sales person or account executive that will be handling our account after the RFP is awarded and we submit purchase orders.
18. The Contractor shall keep himself fully informed of all existing and future State and Federal laws, all regulations of the various departments and agencies of the State of Georgia, local ordinances, codes and regulations in any manner affecting those engaged or employed in the work, or the materials used in work, or in any way affecting the conduct of the work and of all such orders and decrees of bodies or tribunals having jurisdiction or authority over the same.
19. The contractor shall notify the Owner in writing of the names and addresses (in the RFP packet) of all proposed subcontractors necessary to execute specifications of this RFP. Subcontractors will not be recognized as having a direct relationship with the Owner. The person engaged in the work, including employees of subcontractors and suppliers will be considered employees of the provider and their work shall be subject to the provisions of the agreement. References in the documents to actions required of the subcontractors, manufacturers, suppliers, or any person, other than the provider or the owner shall be interpreted as requiring the provider shall require such subcontractor, manufacturer, supplier, or any person to perform the specified action. A subcontractor for any part of the work must have experience on similar work and, if required, furnish the owner with a list of projects.
20. The company shall not assign any interest in this contractual agreement and shall not transfer any interest in the same without prior written consent of the Board.
21. No reports, information, or data given to or prepared by the company under this contractual agreement shall be available to any individual.
22. No costs can be involved which are not specifically addressed in the proposal.
23. Pricing of goods must be itemized and clearly indicate manufacturer, model, and warranty and include a clear specification summary.

24. Pricing of services must be itemized and clearly indicate the service proposed.
25. Proposal will include no obligations for Dalton Public Schools to purchase a specific number of units or to purchase additional units from the awarded vendor of this contract.
26. If additional units are needed, pricing quoted shall remain effective for the entire length of the agreement.
27. **There is no estimated budget for this project.**

Information on person preparing RFP packet for telephone services:

Name of Company_____

Address of Company_____

Phone number of Company_____

Name of person preparing RFP_____

Address of person preparing RFP_____

Phone of person preparing RFP_____

Name of person in charge of our account_____

Phone Number of the person in charge of our account_____

Vendor Reference Sheet

Reference 1:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 2:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Reference 3:			
Company:			
Point of Contact Name:		Phone:	
Email:			
Description of Project: (approx. 100 words)			
Completed By (Name):		Completed Date:	

PROPOSERS DECLARATION

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the RFP.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **October 30th at 1:59 PM**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all RFPS and to accept that RFP which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the proposals.

That by submission of this RFP the proposer acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

PROPOSER

Name

Title

Name

Title

AFFIX CORPORATE SEAL (If Applicable)

CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the proposer agrees as follows:

The proposer agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the proposers' non-compliance with this non-discrimination clause, the contract may be canceled or terminated by the Dalton Public School System. The proposer may be declared, by the school system, ineligible for further contracts with the Dalton Public School System until satisfactory proof of intent to comply shall be made by the vendor.

The proposer agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

PROPOSER

SIGNATURE

TITLE

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFP:

STATE OF

COUNTY OF

Owner, Partner or Officer of Firm

Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any officer of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____ 20__.

NOTARY PUBLIC

STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT

THIS AFFIDAVIT IS TO ACCOMPANY THE RFP

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name _____

Signature _____

Title _____

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201_

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

Overview

The intent of this project is to replace our existing telephony infrastructure by implementing a turn-key or full integrated VOIP Communications system. The solution can be hosted, on premise, or a hybrid of the two. Please provide a clear written explanation of your proposed solution along with which model you are proposing.

System Feature Requirements:

- 4 digit (internal) dialing across all district sites
- 911 at all district locations. **(Must Identify correct location the call originated from)**
- Centralized Management of:
 - Licensing (if applicable)
 - Multi-message capable Voice mail.
 - Message storage, & archiving
 - Updates
 - Backup
 - Recovery
 - Phone& User Moves / Adds / Changes or Other Configurations
- High Availability / Survivability or Failover
- User Groups
- Hunt group / Call Forwarding
- Remote voice mail access
- Fax Over IP Support
- Configuration support for network optimization
- Support for best practice for QoS
- Microsoft Hyper-V will be preferred on any hardware supplied by the district
- Must provide a paging solution and tie into a Bogen Amp at each location for paging
- Additional options, features, and/or functionality beyond what has been specifically cited in this request may be included at your discretion but must be itemized, priced and listed separately.

Technical Specifications

Section 1: Network Requirements:

It is expected that all vendor proposals will provide a solution that integrates seamlessly into our existing network infrastructure where applicable. Network topology diagrams and a current WAN configuration can be provided upon request. Should additional networking infrastructure be recommended as part of your solution, please indicate so in the bid. Failure to supply a complete itemized list of required infrastructure can lead to full disqualification of the bid even after the bid has been awarded.

Section 2: Hardware Requirements

All vendor proposals should include a complete itemized list of required servers, appliances, gateways or other miscellaneous hardware for system operation. **Dalton Public Schools prefers Polycom handsets for this solution.** A complete matrix of available handsets including hardware features and available calling features should be made available. The matrix should include the per unit price of the handset. All handset prices should be based on a quantity of one and not discounted, you may optionally choose to include discount percentages and their corresponding quantity levels. **Pricing that includes optional discounts based on quantity will have those totals calculated where applicable when applying the quantities to the final price of the bid for pricing scoring purposes.**

Section 3: Licensing, Training, Support and Recurring Costs

All pricing for licensing must be itemized and include specific availability of call-features. Total number of users to consider for licensing is 1,200. All prices should be based on a quantity of one and not discounted, you may optionally choose to include discount percentages and their corresponding quantity levels. **Pricing that includes optional discounts based on quantity will have those totals calculated where applicable when applying the quantities to the final price of the bid for pricing scoring purposes.**

Please provide any itemized costs for training and any available options.

Please provide at least 2 options for system support including detailed levels of support availability and scope.

Please provide at least 2 options of line-item warranty coverage for all hardware including handsets.

Should your solution recommend or require annual costs for required maintenance or upgrade support please include a 3 year (36 month) option for the support agreement.

Additional Information

Current number of phones by type and location.

Location	Digital	IP	Analog
Brookwood	73	0	2
Blueridge	73	0	3
City Park	104	0	4
Westwood	62	0	0
Roan	74	0	3
Park Creek	82	0	4
Dalton Middle	163	0	5
Dalton High	239	33	14
MIHS	59	22	4
Annex	5	0	2
101 Building	0	19	0
M&O	14	0	5
Tech Building	0	12	0
Central Office	31	0	5
Total	979	86	51

Cabling Specifications (if needed):

- Any fiber backbone is preferred to be single mode, armored, plenum rated with a minimum of 12 strands.
- Backbone cabling must be certified for 10-Gigabit
- Copper network cabling shall be Category 6 or higher plenum rated and certified for 1-Gb.
- Cabling will interface with the existing network backbone at Network Core junction points in appropriate wiring closets. Terminating backbone connections into classrooms is not allowed.
- Cabling will terminate into patch panels and/or network boxes with appropriate faceplates & labels.
- Cabling below the ceiling is to be placed into conduit and properly terminated into network boxes with appropriate faceplates & labels. (Existing building conduits may be utilized where available/appropriate).
- Wall penetrations must be properly sealed according to Fire Marshall Specifications.
- Cables & panels must be labeled & easily traced utilizing a scheme agreed upon with Dalton Public Schools Technology Department.
- Vendor must provide a post-installation schematic detailing all cable routes and termination points.

BID EVALUATION RUBRIC

Criteria	5	4	3	2	1	0
Pricing 50%	All proposals will be ranked based on total cost. The proposal with the lowest total cost will get the highest score. The proposal with the highest total cost will get the lowest score on a scale of 1 to 10.					
Technical Specifications 35%	All proposed equipment exceeded stated minimum technical specifications.	All proposed equipment met stated minimum technical specifications. All proposed equipment was the brand listed.	Proposed equipment met stated minimum technical specifications, but proposed equipment was not the preferred brand listed.	More than half, but not all of the proposed equipment met stated minimum technical specifications.	Less than half of the proposed equipment met stated minimum technical specifications.	Proposed equipment did not meet stated minimum technical specifications.
DPS Prior Experience 15%	DPS experience with vendor was very positive. Vendor exceeded the expectations by completing the project before deadline. Customer service was exemplary. Vendor provided satisfactory on-site management. Additional solutions were proposed.	DPS experience with vendor was positive. Vendor completed work as requested in the time frame agreed upon and was done to the satisfaction of the District. Vendor provided satisfactory on-site management. Additional solutions were proposed.	DPS has had no experience with this vendor	DPS experience was negative. Vendor completed work as requested in the time agreed upon but not to the satisfaction of the District.	DPS experience with vendor very negative. Vendor did not complete work as expected/agreed upon to the satisfaction of the District.	DPS experience with vendor was extremely negative. Vendor did not complete stated work.

COST PROPOSAL

We have examined the Request for Proposals, Specifications, Requirements, and related documents and are familiar with all the conditions surrounding this Request for Proposals, and hereby propose in accordance with these Contract Documents, the costs stated below. These costs are to cover all expenses incurred in performing the Work required as defined herein.

We agree that this offer may not be revoked or withdrawn after the time set for the opening of bids but shall remain open for acceptance for a period of one hundred eighty (180) days following such time.

We agree to execute a Contract for the Work as stated herein.

By submitting this proposal, we agree to perform all work as described herein based on the following fee schedule:

Total All -inclusive Maximum Price for the proposal for RFP.

\$ _____

I, _____, hereby certify that I am entitled to represent the firm, empowered
(PLEASE PRINT)
to submit this proposal, and authorized to sign a contract with the Dalton Public Schools

SIGNED _____

DATE _____

Firm Name _____

Firm Address _____

Phone Number _____