



McKinney ISD exists to provide an excellent education for all.

ATTENTION

Vendors MUST RESPOND To This
Bid/Proposal For
PHONE SYSTEM

To Allow McKinney ISD To Purchase
These Goods/Services From Your Company
To Remain In Compliance With
State Bid Law Requirements

DEADLINE

Bids/proposals are due before 2:30 p.m. on
February 21, 2014.

Late bids/proposals will not be accepted.

FOR QUESTIONS PLEASE CALL 281-494-0187.

MCKINNEY

INDEPENDENT SCHOOL DISTRICT

McKinney ISD exists to provide an excellent education for all.

INVITATION TO BID/PROPOSE

BID/PROPOSAL NAME: **PHONE SYSTEM**
BID/PROPOSAL #: **MCKINNEY-001207138**
BID/PROPOSAL OPENING DATE: **February 21, 2014**
BID/PROPOSAL OPENING TIME: **2:30 P.M.**
ANTICIPATED AWARD DATE: **February 25, 2014**
CONTRACT TERM: **July 1, 2014 through June 30, 2017**
(option to extend five (5) additional year-mutual agreement)

******* LATE BIDS/PROPOSALS WILL NOT BE ACCEPTED *******
******* MISD WILL ACCEPT ELECTRONIC BIDS/PROPOSALS *******

McKinney Independent School District reserves the right to accept or reject any and/or all bids/proposals for any or all products and/or services covered in this bid/proposal request and to waive informalities or defects in bids/proposals or to accept such bids/proposals as it shall deem to be in the best interest of McKinney Independent School District.

PHONE SYSTEM

TABLE OF CONTENTS

INVITATION TO BID/PROPOSE..... 1

MCKINNEY PHONE SYSTEM..... 4

1.0 GENERAL..... 4

 1.1 Schedule of Events..... 4

2.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL ("RFP")..... 6

 2.1 Response Submission..... 6

 2.2 Costs Associated with Preparation of The Vendor's Response 6

 2.3 Questions..... 6

 2.4 Proposal Binding Period..... 6

 2.5 Vendor Qualifications 6

 2.6 Award Criteria 6

 2.7 Multi-Year Options..... 7

 2.8 State of Texas Cooperative Purchasing Agreement 7

 2.9 E-Rate Background 7

3.0 PROJECT SPECIFICATIONS 8

 3.1 Proposer Qualifications 8

 3.1.1 Schools and Libraries Program Requirements..... 8

 3.2 Services Requirements..... 9

 3.3 Service Requirements 11

 3.3.1 Hardware..... 11

 3.3.2 Software / Licenses 11

 3.3.3 Current Number of users and equipment..... 11

 3.3.4 UPS..... 11

 3.3.5 Operating Software Provisioning 11

 3.3.6 Operating Maintenance..... 11

 3.3.7 Operating Software Charges 12

 3.3.8 Connectivity..... 12

 3.3.9 Failback Provisioning 12

 3.3.10 Telephony Redundant /Backup Telephone Lines 12

 3.3.11 Traffic Reports 12

 3.3.12 Call Detail Records 12

 3.3.13 District's Dial Plan..... 12

 3.3.14 Voicemail Integration with Active Directory..... 12

 3.3.15 Provision for E911 Services 13

 3.3.16 Administration Tools..... 13

 3.3.17 Remote Management..... 13

 3.3.18 System Programming Tools..... 13

 3.3.19 Security 13

 3.3.20 Handsets 13

 3.3.21 User Handset Functionality..... 14

 3.3.22 Paging System..... 14

 3.3.23 Toll Restriction 14

 3.3.24 Incident Management Call Recording Devices..... 14

 3.3.25 FAX Services..... 14

 3.3.26 Reception 15

 3.3.27 Music on Hold..... 15

 3.3.28 Maintenance Services 15

 3.3.29 Training 15

 3.3.30 Documentation..... 15

 3.3.31 Voicemail System..... 16

 3.3.32 Vendor's Site Requirements of the district..... 16

 3.3.33 Decommissioning..... 16

 3.3.34 Trade-In..... 16

 3.3.35 Managed Services 16

PHONE SYSTEM

3.4	<i>Deliverables</i>	16
3.5	<i>COST</i>	18
4.0	PROPOSAL FORM.....	19
4.1	<i>Proposer Qualifications</i> –	19
	<i>Cost Summary</i>	20
4.2	<i>Phone System Service Costs</i> –	20
5.0	APPENDIXES.....	24
	APPENDIX A: CAMPUS LINE SUMMARY	24
	APPENDIX B: MCKINNEY CAMPUS ADDRESSES	26
	APPENDIX C: EXISTING SYSTEM NETWORK CONFIGURATION	28

McKinney Phone System

1.0 GENERAL

MISD will follow the purchasing policies of the MISD Board and requirements and procedures of the Schools and Libraries Universal Service to be eligible for all available funding.

The implementation of any associated contracts resulting from this competitive bid process will be dependent on the districts' issuance of a written Notice to Proceed. Erate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

MISD will evaluate proposals for a district-owner comprehensive solution to provide the voice and messaging communication needs of MISD for the next five years for 4070 handsets and associated call processing, 3000 voice mail services, PSTN gateways and associated servers, handsets, maintenance and implementation. The system will include a comprehensive management and operations solution for operations, moves and changes. The VOIP systems will include associated 48 Port POE+ switches to support the number of handsets. The system will be a full migration or replacement of the existing voice communication systems within the district.

This RFQ request proposals for a district-owned, on premise system. Managed or cloud based systems will be considered in an alternative RFQ. Traditional, hybrid or IP systems that provide the services to support fax, handsets, voice mail and call processing will be considered.

The current environment includes 3074 analog lines, 996 digital lines, 3354 virtual lines, 4 Primary Rate Interface ISDN circuits to support the phone system, fax services and long distance with 72 T1 interface connections over district fiber used to connect to each district phone switch.

This Request For Proposal (RFP) provides interested suppliers with sufficient information to prepare and submit Proposals for consideration with the intent of contracting with one or more companies to provide the requested service for MISD.

1.1 Schedule of Events

The following is the required schedule of dates for this project. All tasks and associated schedules in italicized text are subject to change based on the RFP responses and evaluation process.

Release of RFP to Proposers	January 24, 2014
RFP Opening	<u>February 21, 2014 @ 2:30 P.M.</u>
<i>Contract Award</i>	<i>Approx: February 25, 2014</i>
<i>Contract Review/Legal/Signed</i>	<i>Approx: February 2014</i>
Project Start-up	<i>July 1, 2014</i>

1.2 Questions

Based upon an E-Rate Letter of Agency between EPS and the district, all questions regarding the content of this RFP will be submitted in writing or electronic mail to:

Education Partners Solution, Inc.

16107 Kensington Drive; Suite 254

Sugar Land, TX 77479

Voice: (281) 494-0187

FAX: (832) 201-8162

Email: gifford@eps4.com

2.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL ("RFP")

2.1 Response Submission

Responses to this RFP must be submitted on or before February 21, 2014 at 2:30 P.M. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. MISD will reject all late arrivals.

2.2 Costs Associated with Preparation of The Vendor's Response

MISD will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

2.3 Questions

Questions to EPS regarding this RFP can be submitted in writing up to one (1) week prior to the opening date. Responses to all questions received in proper time frames will be made in writing and distributed to all Vendors in attendance.

2.4 Proposal Binding Period

Prices quoted in The Vendor's response for all labor and materials will remain in effect for a period of at least ninety (90) business days from the issuance date of The Vendor's response.

2.5 Vendor Qualifications

The vendor will provide information demonstrating their capability in delivering the services requested in this RFP. Experience, qualifications, and certifications will help determine the vendor's ability to deliver the specified services and help assure MISD of a successful project.

2.6 Award Criteria

MISD shall accept the proposal it deems to be in the best interest of MISD based on the evaluation of the responses per the selection criterion set forth in Section 44.031 in the Texas Education Code with price being the highest weighted criteria.

- A. Proposer Qualifications; 30%
 - a. the vendor must meet the Schools and Libraries Program requirements to provide services.
 - b. the reputation of the vendor and of the vendor's goods or services;
 - c. the vendor's past relationship with the district;
 - d. vendor's knowledge and experience with the solution;
- B. Good and Services 30%
 - a. the extent to which the services meet the district's needs as defined in Services Specifications;
 - b. the quality of the vendor's services;
 - c. service offerings;
- C. the purchase price; 40%

- a. the total long-term cost to the district to acquire the vendor's goods or services over three years;
 - b. the nonrecurring cost to the district;
 - c. the recurring cost over three years.
- D. the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. 0%

2.7 Multi-Year Options

MISD will evaluate single year and multi-year service contract proposals. A multi-year contract means a contract that covers more than one year. For example, a three-year contract would expire at the end of the third year. A contract including voluntary extensions means that the contract expires at the end of its original term and may be voluntarily extended for one or more years pursuant to the provisions in the contract.

2.8 State of Texas Cooperative Purchasing Agreement

All vendors must comply with Texas Education Agency Guidelines. The web site for the State of Texas Purchasing rules is: <http://www.tea.state.tx.us/index4.aspx?id=1222> Module 3: Purchasing. All bids must be on a State of Texas Cooperative Purchasing Contract, such as DIR, TASB BuyBoard, TCPN, TIPS/TAPS, HCDE, etc.

2.9 E-Rate Background

The information in this Request For Proposals [RFP] is provided in conjunction with the Schools and Libraries Division [SLD] Forms 470 and 471, in partial fulfillment of the requirements for the FCC Universal Service Fund (*a.k.a.*, "E-Rate") discounts. These programs provide discounts for: certain telecommunications products and services, including voice and data communications; Internet access; and, in some cases, internal connections. For more information about these Federal programs, and before responding to this RFP, please refer to the SLD web site, www.universalservice.org/sl/, or call the SLD Help Line at 888-203-8100. Please do not contact applicant personnel either with general questions about E-Rate, or to offer ineligible services or services not requested on this RFP. Bidders must have a valid Service Provider Identification Number [SPIN]. Telecommunications providers must also be registered ("common carrier") providers as defined by the SLD. Service providers must be prepared to discount invoices to the school and submit the balance to the E-Rate program via Service Provider Invoice [SPI] forms, as specified by the SLD. ("SPI mode" rather than "BEAR mode" invoicing is expected.)

3.0 PROJECT SPECIFICATIONS

3.1 Proposer Qualifications

3.1.1 Schools and Libraries Program Requirements

The Schools and Libraries Program reimburses telecommunications, Internet access, and internal connections providers for discounts on eligible services provided to schools and libraries. While schools and libraries apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

- a. The vendor must be eligible to participate in the Schools and Libraries Program and obtained a Service Provider Identification Number (SPIN) from USAC.

The Federal Communications Commission (FCC) has determined that in order to provide telecommunications services (voice, video or data transport), the service provider must provide such services on a common carrier basis.

- b. The vendor must be an eligible service provider for telephone, telecommunication services, and Internet services as defined by the Federal Communication Commission (FCC) for reimbursement from the Schools and Libraries Program.

Eligible ERate Services:

Internal Connections	<i>Telephone Components</i>	<p>Description:</p> <p>Centralized components that are an essential element in the transport of telephone services within a school or library are eligible. This includes:</p> <ul style="list-style-type: none"> • Private Branch Exchange (PBX) • Key System (KSU) • Voice Mail Components • Wireless • VoIP Telephony Equipment <p>In addition, the following features are also eligible:</p> <ul style="list-style-type: none"> • Automatic Route Selection (ARS) • E911 Reader Board • Voice Compression Module • Voice Interface Card <p>One switchboard/attendant console necessary for operation of each eligible PBX or eligible Centrex telephone service is eligible.</p> <p>An intercom system that is an integral component of a PBX or other eligible product that is included in the cost of the eligible component is eligible.</p>
----------------------	-----------------------------	---

3.1.2 The Reputation of the Vendor and of the Vendor's Goods or Services

- a. The proposal will include three references from comparable educational customers.
- b. The proposal will include three references from comparable product installation.

3.1.3 The Vendor's Past Relationship with the District

- a. The proposal list any past project or contracts that the service provider has had with McKinney Independent School District.

3.1.4 The Vendor's Knowledge and experience with the Solution.

- a. The proposal will list the personnel and qualifications of the personnel that will be assigned on the project.

3.2 Services Requirements

3.2.1 Services Specifications

The proposed solution will provide all current services and service levels of the existing system solution.

3.2.1.1 Phone System

McKinney ISD currently has telecommunication services that are being provided to the district by with legacy call processing, voice mail and systems network components. The district request a solution that will meet the services provided by the existing system and provide OPTIONS for future messaging and services.

It is the intent of this RFP to evaluate providers to deliver a phone system that will replace the existing NEC phone system infrastructure. MISD will evaluate traditional, hybrid, or IP call process systems.

3.2.1.2 Current PSTN Access Services

McKinney ISD currently has 4 Primary Rate Interface (PRI) circuits that are being provided to the district to support the district's Telephone System and Long Distance service. Two (2) PRIs terminate at 1 Duvall Street, McKinney, TX and two (2) terminate at Dowell Middle School at 301 South Ridge Road. MISD has traditional POTS services for local access lines at each campus.

MISD request the options to migrate the existing PSTN PRI solution to SIP based services. The proposal option should include SIP as the base gateway solution with the existing locations plus SIP gateway at the additional two (2) core locations.

3.2.1.3 Current Internal System Networking

The current system provides 23 call paths from each campus to one of the four core sites over a dedicated fiber solution. See Appendix C: Existing Voice Network diagram.

MISD request a highly available system that leverages the district's fiber network design. The District's Wide Area Network IP network is based on a robust Cisco WAN routing solution. The proposal may include using the existing IP data network for WAN transport or propose to upgrade the existing dedicated fiber voice network to a IP based solution. If proposing a dedicated IP based voice network, the vendor should include the IP WAN routers with 1000BASE-LX/LH SFP optics from the campuses for both hub WAN interfaces.

The current system utilizes analog and digital handsets over twisted pair copper to analog cards in local systems. The proposal should include a handset ports and system interconnections. Cabling is not part of this RFP and is available to support the replacement handsets. For an IP based handset solution, the vendor should include a Cisco 48 Port POE + capable switch. For the proposal evaluation, the vendor should include 89 switches for IP phones with 1000Base-SX optics for both closet – MC and IC.

3.2.1.4 Current Direct Inward Dial (DID) numbers for PRI Services

MISD currently has the entire 302 exchange equating to 10,000 Direct Inward Dial (DID) block of numbers for the Phone system with an associated dial plan and line number scheme that will be migrated to the proposed solutions.

3.2.1.5 Current Service Levels and Required Service Levels

The district currently has a highly reliable solution that supports all handsets with local call processing (system) services and a centralized voice mail solution providing local campus calling at all times. MISD manages inward calls into the classroom (Time of Day Routing) based on campus school hours. The district provides 911 services from the campus with the campus main address but does not provide E911 within the district. Two (2) POTS line provide 911 and local dialing support.

MISD requires the proposed solution provide comparable or better capability but does not require campus based call processors to meet the objective if the solution can provide local calling without a local system. E911 should be provided with the solution.

3.2.2 Service Offerings

MISD will evaluate the overall proposals for services provided to the district. It is MISD's intent to contract for the most cost effective and technically superior and efficient solution for the district.

3.3 Service Requirements

Acceptable proposals include a district owned solution with a 1 year, three year and five year maintenance cost.

3.3.1 Hardware

The proposal will include all hardware required for the call processing and communications, voice mail, management, PSTN and analog gateways, system network and handsets.

3.3.2 Software / Licenses

The will include all software, licensing and maintenance for all systems.

3.3.3 Current Number of users and equipment

See Appendix. The Vendor shall use this projected number of users per campus for purposes of determining the core network user facing hardware (switches) to be provisioned for each served campus. A total of 89 48 port POE+ capable switches should be included for the solution. MISD uses Cisco WAN and LAN equipment; however, if the proposal includes maintaining a separate voice network via IP, the equipment can be proposed that provides the most functionality and integration with the proposed equipment. Standards based routing and switching must be implemented for interoperability; however, systems features will be supported with a proposed solution.

3.3.4 UPS

The Vendor shall provide a network monitored, alternate power source as a part of their solution to all sites. An option is an APC uninterruptible power supply (UPS). These will be 'smart' UPS's so they can be monitored. UPS capacity should be sized for thirty (30) minutes duration normal operation (unimpaired) commencing upon main electrical power unavailability.

Another option can be a AC-to-DC power system that provides a compact, scalable solution for powering platforms at site locations with only AC power available. This system should provide N+1 redundancy in rectifiers, automated alarm generation, and integrated DC power distribution through a GMT-type fuse panel or circuit breakers. The Vendor shall provide pricing, including implementation, for smart UPS's or alternate power source due to power interruption.

3.3.5 Operating Software Provisioning

All operating software initially provisioned by the Vendor shall be the Vendor's reasonably recommended most stable release level consistent with the requirements.

3.3.6 Operating Maintenance

The Vendor shall state the number of new major software releases which the district may implement as this is provided for within this maintenance agreement and material applicable limitations. Based upon its experience the Vendor shall state a reasonable interval for new software releases to be implemented.

Operating software updates shall be recommended to the district by the Vendor, with the Vendor

and the district jointly reviewing. Any, and all, such updates shall require the district's approval prior to their implementation. The district reserves the right to delay implementation of, or decline software updates.

3.3.7 Operating Software Charges

The Vendor shall provide all pertinent operating software charges. The Vendor shall detail the core system software provisioning and provide corresponding charges for each component.

3.3.8 Connectivity

The Vendor will provide recommendations, and pricing, with respect to the need for connectivity to VoIP servers, routers as well as UPS's based upon the existing environment referenced in the Appendix.

3.3.9 Failback Provisioning

The district desires to continue very high availability for its users. The Vendor shall provide a "solutions option" for failback purposes so that there is no loss of service when control is switched from the primary to secondary controller, and then back again. A controller must be able to function as a primary controller for a group of phones and act as a secondary controller for another group of phones.

3.3.10 Telephony Redundant /Backup Telephone Lines

The Vendor is to include telephony backup telephone lines into those locations not currently targeted for redundant network connectivity to ensure service continuity for E911 and local capabilities.

3.3.11 Traffic Reports

The Vendor will describe traffic report features available that will be delivered as part of the solution.

3.3.12 Call Detail Records

As an option, the Vendor shall provision, such that call detail records are captured, and written, to an IP-networked external the district device. The Vendor shall state the maximum number of individual call detail records retained in the systems internal buffer, and whether that memory is volatile or not.

3.3.13 District's Dial Plan

The Vendor is to provide best practices recommendations for a simple dial plan including routing between offices. Any service will use the current District phone numbers. The District wishes to retain the current phone numbers at all locations. Any service will provide five (5) digit dialing between rooms and facilities; Call Forwarding, both inside and outside of the system; Call Routing System; Call Transfer and Redial; Caller ID, both the caller and receiver, provided the receiver has this feature enabled on their phone.

3.3.14 Voicemail Integration with Active Directory

The Vendor is to provide the incremental cost of voicemail integration with Active Directory/email; identifying the related infrastructure requirements that the district will need to

consider, should this be implemented by the district.

3.3.15 Provision for E911 Services

The system must successfully and accurately pass extension number and location details. Describe the solution offered.

3.3.16 Administration Tools

The system/network management must be accessible from a remote LAN-based workstation/server. The main focus is to provide a single point of administration. Describe functionality and features of the proposed system.

3.3.17 Remote Management

Describe how the new district system is to be accessed for remote services, and how it will be secured with firewalls, etc. Also, if this management is to be maintained by the successful Vendor, explain how often these security features are updated (routine maintenance of security – monthly/weekly).

3.3.18 System Programming Tools

Describe system programming tools that will be delivered as part of this solution, i.e. sys admin tools, group admin tools, etc.

3.3.19 Security

Toll Fraud Protection: The Vendor shall provision a solution that will enable toll fraud protection. Describe what toll fraud protection is available and how it is monitored. If this provision is available to the administrator via reports, provide information on how this is accessed.

Network Protection: The Vendor shall provision a solution that will protect against, but not limited to, computer viruses, IP based denial of service attacks, security breaches of the administrative interfaces. Describe how this will be achieved. Also provide information on how often the vendor expects to update these network protections in order to stay current. This may even include the provision for new software. How often does the vendor review these standards?

3.3.20 Handsets

The district shall have its definitive list of handset model numbers and counts available during contract negotiation. The district is looking to limit the number of power adapters required for each handset device. The actual numbers of handsets required will be finalized at contract negotiation.

<u>Phone Function</u>	<u>Total Count</u>
Standard	3074
Administrators	160
Executive Assistants	996

PHONE SYSTEM

3.3.21 User Handset Functionality

The district's user functionality requirements are relatively simple in nature. However, the district expects the Vendor's proposed solution offers a broad menu of capabilities. Final decisions on handset functionality will be made at contract negotiations; however the following are representative of the district's requirements:

	Required (yes/no/optional)
Call Forward (to internal local or voicemail)	Yes
Call Forward (to external number, i.e. to cell phone; downside can incur long distance charge)	Optional
Call Hold	Yes
Call Transfer	Yes
Do-Not-Disturb	Yes
Last Number Redial	Yes
Speed Dial – Corporate List	Yes
Speed Dial	No
Voicemail Call Monitoring (Recording while talking)	No
Failover/Backup IP phone systems	Request options
Attendant Console(s) – business hours	Yes
Attendant Console(s) – after business hours	Yes
Unified communication across devices – ie PC based IP phone	Yes
Instant Messaging Integration	Yes
Desktop video conferencing – Dependent on proposed costs including support structure costs	Yes
IP system administration –for installation, training and support after implementation	Yes
VOIP Network Management	Yes
Remote teleworker	Yes
Wireless headsets	No – Request pricing
eFax to desktop system	Request proposal
Wireless IP phones	No

3.3.22 Paging System

Not required.

3.3.23 Toll Restriction

Block 1-900 dialing (toll restriction).

3.3.24 Incident Management Call Recording Devices

The district will not be recording phone calls. This may however be a future requirement for specific groups within the district; please provide details and pricing.

3.3.25 FAX Services

The district will continue using Faxes in the short term. The district is however looking for the Vendor to provide solutions/options to address FAX services.

3.3.26 Reception

During business hours reception will continue to be responsible for receiving (live answer) and correctly disposing of all incoming external calls plus internally initiated calls to reception.

3.3.27 Music on Hold

The Vendor shall indicate the device connection options and supported devices (e.g. CD, radio, etc.). The Vendor shall provision the appropriate interface.

3.3.28 Maintenance Services

Maintenance services shall not be proprietary to the Vendor.

Handsets Only

For this purpose the district requires the following:

- Three (3) year contract period
- 8 × 5 × NBD on-site response time

All Other

For this purpose the district requires all of the following:

- Three (3) year contract period
- 24 × 7 × 4 hour on-site response time for core sites
- 8 × 5 x NBD on-site response time for edge sites

3.3.29 Training

User Training – In-Service Date

The Vendor shall provide live training for all users.

The Vendor shall provide an on-site trainer to work specifically with the district receptionists and executive assistants until they are comfortable working with the solution.

Technical and Administrator Training

The Vendor shall provide technical and administrator training to the district no later than two (2) weeks prior to the cutover date. The district prefers the district and the Vendor's staff work together for these purposes whilst Vendor is performing that work in preparation for the in-service date.

Technical Training

The Vendor shall provide end-user technical training for the district IT staff. This is in the nature of items a technically competent IT individual may perform in normal course operations.

Administrator Training

The Vendor shall provide the district administrative staff training for performing day-to-day operations. This shall include use of manufacturer-provided administrative tools, MACs, training new users, etc.

3.3.30 Documentation

System

The Vendor shall state how it shall provide, and maintain current, all pertinent system

documentation. The district expects this documentation shall be logically organized, indexed and readily searchable. The district expects accessing this documentation shall not require the district to do broad searches using the manufacture web site.

User

The Vendor shall state how it shall provide, and maintain current, all pertinent user documentation. The district expects this user documentation to be guided and readily understandable to non-technical users. The Vendor shall provide printed “Quick Start” user documentation for all users a few working days prior to the go-live date.

3.3.31 Voicemail System

The Vendor is advised the district shall require a new voicemail system. The system default retention period will be set at 14 days and then auto delete.

3.3.32 Vendor’s Site Requirements of the district

The Vendor shall specify its site requirements of the district consistent with its proposed solution.

Electrical Power

The Vendor shall state its total electrical power requirements for each served campus based upon the district’s number of users on that campus. This shall include the total number of independent circuits and their corresponding voltage and amperage.

Rack Space

The Vendor shall state its rack unit requirements for each served campus based upon the district’s number of users on that campus.

3.3.33 Decommissioning

The Vendor will be responsible for decommissioning the existing phone system.

3.3.34 Trade-In

The Vendor will provide an option for trade-in or provide recommendations for reselling the existing phone system.

3.3.35 Managed Services

The Vendor will provide options and pricing for managed services to support the phone system.

3.4 Deliverables

- 1) The district is looking for a turnkey Voice, messaging, gateway and handset implementation. This may include, but not be limited to, the following:
 - a) Project Plan detailing the methodology, implementation plan, timelines, resources, risks, decision matrixes, and other best practices project management elements required to implement the proposed solution.
 - b) Documented architecture and design of the solution.

PHONE SYSTEM

- c) A Bill of Materials detailing all hardware, software, licenses, handsets and peripherals, maintenance agreements, and all other components detailed in this RFP and/or proposed by the Vendor.
 - d) The Vendor will detail their procurement plan and procure all the hardware, software, handsets, etc. as detailed in the BoM.
 - e) Budget detailing all elements of this RFP including but not limited to those detailed in the RFP requirements section, the BOM, resourcing, implementation, training, and professional services costs.
 - f) Managed services plans and options for supporting the solution.
 - g) Resumes of key resources including Service Manager, Account Manager, Project Manager, Technical Leads, and Trainer.
 - h) End user, administration, technical training and associated training materials and documentation.
 - i) On completion of the implementation, as-built technical documentation and drawings, support and end-user documentation.
- 2) Implementation Timelines
- a) Target implementation is for August 1 2014.

3.5 COST

3.5.1 Total Long Term Cost to the District

MISD will evaluate the total long-term cost to the district to acquire the requested services. The vendor should provide the most cost effective proposal to the district for contracting either one, three or five year contract term. If the vendor provides a response to the RFP for a term less than three years, the evaluation team will extrapolate a three year equivalent for evaluation.

For example, the most cost effective proposal from the vendor is a one year contract with options to renew yearly. The evaluation team will take the one year cost and multiple by three years to get a long-term cost to the district.

- a. The vendor will provide a cost for each requested service per location for proposed term of the service.

3.5.2 Cost to the District.

The proposal should include all cost to the district associated with a detailed Bill of Materials and Description of Services. Upon selection of best and final, the vendor must provide a detailed per location Bill of Material upon request. .

4.0 Proposal Form

4.1 Proposer Qualifications –

4.1.1. SPIN NUMBER: _____

4.1.2. Evidence of FCC Telecommunication Carrier (Yes) / (No)

4.1.3. Three References of Comparable Educational Customers

1. _____

2. _____

3. _____

4.1.4. Three References of Comparable Product Installations

1. _____

2. _____

3. _____

4.1.5. Previous Contracts with MISD

1. _____

2. _____

3. _____

“If more, please list on separate sheet.

4.1.6. List the personnel and qualifications of the personnel that will be assigned on the project:

1. _____

2. _____

3. _____

PHONE SYSTEM

Cost Summary

The vendor will provide a cost summary on the form below. The information requested below is the minimum that will be accepted. Vendor will submit one (1) original and three (3) complete copies of the proposal. Use additional pages as needed.

Additional information and pricing shall be documented, titled with the "Additional Service Cost" line item on this Cost Summary Form that it is detailing, and the total additional cost entered into that line item's price.

4.2 Phone System Service Costs –

- Cost of complete service: (detail each).

Budget detailing all elements of this RFP including but not limited to those detailed in the RFP requirements section:

Term:	_____
Hardware	\$_____
Software	\$_____
Licenses	\$_____
Implementation	\$_____
Training	\$_____
Professional services	\$_____
Managed Services	\$_____
Other	\$_____
Total	\$_____
TradeIn / Credits	\$_____

PHONE SYSTEM

Additional "Added Value" Service Cost Option:

• _____

Price = \$ _____

• _____

Price = \$ _____

• _____

Price = \$ _____

• _____

Price = \$ _____

PHONE SYSTEM

REFERENCES

Please list at least three (3) clients that have purchased similar products/services from your company.

COMPANY/SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

CONTACT PERSON: _____

COMPANY/SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

CONTACT PERSON: _____

COMPANY/SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

CONTACT PERSON: _____

COMPANY/SCHOOL NAME: _____

ADDRESS: _____

PHONE #: _____

CONTACT PERSON: _____

PHONE SYSTEM

LINE ITEM INFORMATION BID FORM

This section applies to the **Line Item portion** of the bid. All unit prices are to include freight, shipping and handling. All shipments FOB McKinney ISD. Prices are to be effective for a period of one year from the date of award. Upon mutual agreement, prices can be extended beyond the firm price offer date. Any exceptions or conditions to line items should be noted below.

***Unit Price-** McKinney Independent School District may issue additional purchase orders to increase the quantity of any item at the unit price shown for that item. Such additional purchases shall be subject to all terms and conditions of the original bid/proposal.

Vendor Name: _____

Sales Representative/Contact Person: _____

Phone Number of Contact Person: _____

Fax # for Orders: _____

Address to send Purchase Orders: _____

Address to send Payments To: _____

LINE ITEM EXCEPTIONS/CONDITIONS:

Attach additional pages as necessary.

Vendor agrees to the terms and conditions of the line item bid listed above, unless otherwise stated in the exceptions/conditions.

Authorized Representative/Position **Date**

PHONE SYSTEM

5.0 Appendixes

Appendix A: Campus Line Summary

<u>Seq</u>	<u>Site</u>	<u>Analog</u>	<u>Digital</u>	<u>Virtual</u>	<u>T1 Interface</u>	<u>PRI</u>	<u>POTS</u>	<u>Ext1</u>	<u>Ext2</u>
1	Boyd HS	335	90	93	1		2	3400	3899
2	Central Admin	192	182	252	13	2	2	4000	4224
3	(con't)							7760	7799
4	(con't)							3900	3999
5	Dowell MS	107	25	50	11	2	2	6700	6899
6	McKinney HS	265	61	107	2		2	5700	5999
7	(con't)							3200	3399
8	McKinney North HS	233	65	99	9		2	4300	4599
9	(con't)							3000	3199
10	Valley Creek	60	15	84	8		2	4800	4899
11	Help Desk	5	5					7750	7759
12	Bennett	79	17	104	1		2	5400	5499
13	Burks	68	15	85	1		2	6200	6299
14	Caldwell	68	15	72	1		2	5500	5599
15	Central Dist Center-NIF	8	10	15	1		2	4250	4269
16	Cockrill MS	114	31	153	1		3	7850	7999
17	Eddins	63	13	96	1		2	6600	6699
18	Evans MS	120	26	225	1		2	7100	7299
19	Faubion MS	101	24	126	1		2	6900	7099
20	Finch	66	16	87	1		2	5600	5699
21	Glen Oaks	64	13	89	1		2	6400	6499
22	Greer Annex-NIF	34	76	114	1		2	6300	6399
23	(con't)							7700	7749
24	Johnson Elem	64	14	81	1		2	6500	6599
25	Johnson MS	109	42	152	1		2	4900	5099
26	Lawson	72	38	98	1		2	2400	2499
27	Maintenance	14	13	31	1		2	4270	4299
28	Malvern	74	16	82	1		2	5300	5399
29	McClure	62	11	63	1		2	9400	9499
30	McGowen	65	12	99	1		2	7500	7599
31	McNeil	57	15	72	1		2	5200	5299
32	Minshe	71	13	116	1		2	7300	7399
33	McKinney Learning Ctr	31	16	51	1		2	7800	7849
34	Press	64	11	105	1		2	7600	7699
35	Slaughter	77	16	84	1		2	6100	6199
36	Vega	75	16	83	1		2	5100	5199
37	Walker	62	19	93	1		2	4600	4699
38	Webb	65	17	90	1		2	6000	6099
39	Wilmeth	71	14	114	1		2	7400	7499
40	Wolford	59	14	89	1		2	4700	4799

3074 996 3354 72 4 69

PHONE SYSTEM

Analog A port programmed to support traditional phone devices (to include fax)
 Digital A port programmed to support Multi-line capable display phones
 Virtual Soft number used for alternate lines and classroom disruption avoidance
 T1 Interface used to connect to other district phone switches
 PRI Interface used to connect the district to the outside world
 Analog Trunk/POTS Interface primarily for connection to AT&T lines for 911 use
<http://www.mckinneyisd.net/information/docs/districtmap.pdf>
 27 NEC 2000 systems
 5 NEC 2400 systems (3 with redundant power, control, and CPUs)
 1 IPK (Help Desk phones only)

 1 SV8500 (with redundant power, control, and CPUs)
 1 SV8300

Hub Locations:

Seq	Site	T1 Interface	PRI	Hub
2	Central Admin	13	2	NEAX 2400 IPX
5	Dowell MS	11	2	NEAX 2400 IPX
8	McKinney North HS	9		NEAX 2400 IPX
10	Valley Creek	8		SV 8500

**Appendix B: McKinney Campus Addresses**<http://www.mckinneyisd.net/information/docs/districtmap.pdf>

School name	Street	City	State	Zip_code
ALBERT & IOLA LEE DAVIS MALVERN ELEMENTARY	1100 ELDORADO PKWY	MCKINNEY	TX	75069
ARTHUR H MCNEIL ELEMENTARY SCHOOL	3650 HARDIN BLVD	MCKINNEY	TX	75070
BURKS EL	1801 HILL ST	MCKINNEY	TX	75069
C T EDDINS EL	311 PEREGRINE DR	MCKINNEY	TX	75070
CALDWELL EL	601 W LOUISIANA ST	MCKINNEY	TX	75069
DEAN AND MILDRED BENNETT ELEMENTARY	7760 CORONADO DR	MCKINNEY	TX	75070
DOWELL MIDDLE	301 S E RIDGE RD	MCKINNEY	TX	75070
DR JACK COCKRILL MIDDLE SCHOOL	1351 N HARDIN RD	MCKINNEY	TX	75071
EARL & LOTTIE WOLFORD ELEMENTARY	6951 BERKSHIRE RD	MCKINNEY	TX	75070
EL #22	1 DUVALL ST	MCKINNEY	TX	75069
FAUBION MIDDLE	2000 ROLLINS ST	MCKINNEY	TX	75069
FINCH EL	1205 S TENNESSEE ST	MCKINNEY	TX	75069
GARY AND BOBBYE JACK MINSHEW ELEMENTARY	300 JOPLIN DR	MCKINNEY	TX	75071
GLEN OAKS EL	6100 GLEN OAKS DR	MCKINNEY	TX	75070
HERMAN LAWSON EARLY CHILDHOOD CENTER	500 Dowell	MCKINNEY	TX	75071
J B WILMETH EL	901 LACIMA DR	MCKINNEY	TX	75071
JESSE MCGOWEN EL SCHOOL	4300 COLUMBUS DR	MCKINNEY	TX	75070
JOSE DE JESUS AND MARIA LUISA VEGA ELEMENTARY	2511 CATTLEMAN DR	MCKINNEY	TX	75070
LEONARD EVANS JR MIDDLE SCHOOL	6998 W ELDORADO PKWY	MCKINNEY	TX	75070
LIZZIE NELL CUNDIFF MCCLURE ELEMENTARY	1753 N. RIDGE RD	MCKINNEY	TX	75071
MCKINNEY BOYD HIGH SCHOOL	600 N LAKE FOREST DR	MCKINNEY	TX	75071
MCKINNEY HIGH SCHOOL	1400 E WILSON CREEK PKWY	MCKINNEY	TX	75069
MCKINNEY NORTH HIGH SCHOOL	2550 WILMETH RD	MCKINNEY	TX	75070
NAOMI PRESS EL SCHOOL	4101 SHAWNEE DR	MCKINNEY	TX	75070
REUBEN JOHNSON EL	3400 ASH LN	MCKINNEY	TX	75070



ROY LEE WALKER ELEMENTARY	4000 COCKRILL DR	MCKINNEY	TX	75070
SCOTT MORGAN JOHNSON MIDDLE SCHOOL	3400 COMMUNITY DR	MCKINNEY	TX	75070
SERENITY HIGH / LINC CTR	2100 WHITE AVE	MCKINNEY	TX	75069
SLAUGHTER EL	2706 WOLFORD ST	MCKINNEY	TX	75070
VALLEY CREEK EL	2800 VLY CREEK TRL	MCKINNEY	TX	75070
WEBB EL	810 E LOUISIANA ST	MCKINNEY	TX	75069
Central Admin	1 DUVALL ST	MCKINNEY	TX	75069
Central Dist Center	412 Interchange Centr	MCKINNEY	TX	75069
Greer Annex	510 Heard Street	MCKINNEY	TX	75069
Maintenance	800 McDonald	MCKINNEY	TX	75069

Appendix C: Existing System Network Configuration



