

## **Moultonborough School District 2021-2022 Request for Proposals**

### **VOIP services**

#### **Overview of Moultonborough School District Network**

Moultonborough School District network supports and manages 500 iPads in a 1:1 program, 120 MacBooks in an Aerohive wireless network, HP POE+ switches and Mosyle MDM. The network spans two buildings including 6 data closets connected by fiber. Additionally, the network supports personal devices for staff and a free public WIFI after school hours

The district network consists of two buildings: Moultonborough Central School (MCS) & Moultonborough Academy (MA). The Central School has one MDF (main switching closet) and one IDF (secondary switching closet). Moultonborough Academy has one MDF (main switching closet) and three IDF's (secondary switching closet). HP/Aruba switches are used throughout the district.

#### **Proposal Process**

Submit questions via email to Etienne Vallée (Director of Technology, [evallee@sau45.org](mailto:evallee@sau45.org)) & Todd Clifford (Network Administrator, [tclifford@sau45.org](mailto:tclifford@sau45.org)).

Award will be the most cost-effective solution that best meets the needs and protection of our network. Price will be the most heavily weighted factor but other factors may include flexibility, capability and service. All bids must have the ability to work with existing equipment or equivalent. Anticipated start date of this project is July 1st, 2021. The execution of this project is contingent on Board of Education approval of local budget.

#### **Relevant Dates-Timeline**

Deadline for Questions: Friday, January 22, 2021, at 4 pm, EST.

Deadline for Proposal Submission: Friday, January 29, 2021 at 4 pm, EST.

Date of E-Rate Service to Begin: July 1st, 2021

#### **Project Overview (Summary)**

The Moultonborough School District seeks pricing to provide multi-year Voice over Internet Protocol telephone services coming into the Moultonborough Central School building at 916 Whittier Highway. The District will consider month-to-month, one year and multi-year contracts. The District reserves the right to exercise voluntary extensions to contracts.

This service is to include the following:

- POTS Lines: 5, used for alarms and fax machines
- Up to 29 Standard seats (offices and administrator phones) and up to 82 Basic seats (classroom phones)
- Up to 29 leased standard phones and up to 82 leased basic phones
- Virtual Voicemail for up to 120 users, to be sent directly to email
- Phone extensions for seats and virtual voicemail to be the same
- Up to 30 softphone capabilities
- Up to 20 Mbps Internet Service for Ethernet access to VOIP Service
- Compliance with enhanced E911
- Hunt group capabilities for three offices
- Interface with current Intercom System (Class Connection by Valcom) through an FXO port
- Managed router
- Managed POE switches for phones (optional)
- Local and long distance package (All numbers should remain the same for local and long distance)
- Installation and training

The District’s current VoIP contract ends on June 30, 2021. Current phone system includes 29 Polycom VVX 410, 82 Polycom VVX 310 (both models leased) and 194 phone numbers.

Installation, configuration, and activation should be specifically described and enumerated. Maintenance and technical support should likewise be described and enumerated.

District/School fire, health and security policies must be observed at all times while on campus.

**TERMS AND CONDITIONS**

One (1) clearly identified sealed original of your proposal is required for district evaluation. It should be loosely bound. All responses must have the bid name **“Moultonborough School District VoIP Services”** notated on the outside of the sealed package. When possible, proposals should contain a signature & date line to allow for acceptance of proposal.

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to fulfill the requirements of this solicitation and that satisfies the requirements of this Request for Proposal.

District requests that vendors comply with FCC rules and offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated.

**AWARD:**

The award shall be made to the responsible and responsive bidder whose bid is determined to be the most advantageous to the District based on (but not limited to) the following evaluation criteria. The awarding authority is the Moultonborough School District Board, which reserves the right to select the bid which, in its totality, is in the best interest of the District.

<b>Factor</b>	<b>Points</b>
Competitive Pricing	70
Quality of Response	20
Prior Experience with Similar Sized School Districts	10
References	10
Total	100

**GENERAL INFORMATION:**

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals. The District reserves the right, where it may serve the District’s best interest, to

- request additional information or clarification from bidders that might be required to adequately evaluate credentials and qualifications or to allow correction of errors or omissions.
- reject, in whole or part, any or all proposals and to accept deviations from the requirements of this

### Request for Proposals

- retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in any resulting contract between the District and the firm selected. Each respondent is solely responsible for the timely delivery of its package by the deadline stated above. The Moultonborough School Board through its appointed designee is the awarding authority and reserves the right to accept and/or reject any proposal and shall determine the most advantageous proposal from a responsible, responsive, and eligible vendor.

The Price Proposal should include:

- Itemized Bill of Materials with pricing
- Certificate of non-collusion
- Reference List of at least three (3) organizations (School District's preferred) similar in magnitude, which the vendor has been awarded in the past five (5) years
- Scope of work for installation, including possible dates and timeline

Any proposal which does not contain the requested documents may be rejected as non-responsive.

**CONTRACT IDENTIFICATION: Moultonborough School District Dedicated Internet Access**

THIS PROPOSAL IS SUBMITTED TO:

Moultonborough School District  
Mr. Etienne Vallée, Director of Technology  
PO Box 419  
25 Blake Road  
Moultonborough, NH 03254  
(603) 476-4899

The undersigned Submitter proposes and agrees, if this Proposal is accepted, to enter into a Contract to deliver the product as specified or indicated for the prices and within the times indicated in this Proposal in accordance with the other terms and conditions of the Request for Proposal Documents.

The Submitter accepts all of the terms and conditions of the Request for Proposal Documents.

GUARANTEED MAXIMUM Price:

(Amount in Words)

\_\_\_\_\_

(Amount in Figures) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

E-RATE SPIN NUMBER \_\_\_\_\_

RESPONSIBLE PERSON'S NAME AND AUTHORIZED SIGNATURE

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

VENDOR COST SUMMARY

By signing above the Vendor agrees to furnish and install all labor, materials, and services in accordance with the accompanying specifications as detailed in your response.

**CERTIFICATE OF NON-COLLUSION: RETURN WITH YOUR RESPONSE**

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

E-RATE SPIN # or Federal ID # \_\_\_\_\_

Legal Name of Business Entity: \_\_\_\_\_

City & State: \_\_\_\_\_