



# Radnor Township School District

135 South Wayne Avenue  
Wayne, PA 19087  
610-688-8100  
[www.rtsd.org](http://www.rtsd.org)

## *District IP Telephony Solution Request for Proposal*

October 2011

## Table of Contents

<b>1. GENERAL INFORMATION .....</b>	<b>3</b>
Purpose and Background .....	3
Administration and Vendor Questions .....	3
Timeline for the Procurement Process .....	4
Organization of Document .....	4
Response Closing Date .....	4
RFP Response Submission .....	4
Proprietary Information .....	5
Rejection or Acceptance of Responses.....	5
Agreement Obligation.....	6
Notification of Selected Vendor(s) .....	6
Selected Vendor Responsibilities .....	6
Education-Rate (E-Rate) .....	6
PEPPM and Co-Stars .....	7
Security Requirements .....	7
Tax Exempt Status .....	7
Additional Information for Vendors.....	7
<b>2. STATEMENT OF WORK.....</b>	<b>10</b>
Background and General Requirements .....	10
Desired Platform Overview .....	10
End User Set Design.....	11
Telephone Company (Tel CO) Design.....	12
Automated Attendant (AA) Design .....	12
Training Approach .....	12
Service Level Agreement (SLA).....	13
Metropolitan Area Network (MAN).....	13
Warranty Term and Conditions.....	13
Project Plan and Schedule .....	13
Single Point of Contact.....	13
Installation Requirements .....	14

Costs for Service.....	14
Long-Term Cost of Ownership .....	14
<b>3. CRITERIA FOR SELECTION.....</b>	<b>15</b>
<b>4. ADDITIONAL RESPONSE REQUIREMENTS.....</b>	<b>16</b>
Non-Collusion Affidavit .....	16
Financial Information.....	16
Tax Certification .....	16
<b>5. GENERAL AGREEMENT CONDITIONS AGREEMENT EXECUTION.....</b>	<b>17</b>
Proof of Insurance .....	17
<b>6. TELEPHONE SET CONFIGURATION.....</b>	<b>18</b>
<b>7. OFFICIAL PROPOSAL SUBMISSION FORM.....</b>	<b>19</b>
Representations .....	23
Specific Cost Proposal.....	25
Non-Collusion Affidavit .....	26
Financial Information.....	26
Tax Certification .....	26
<b>8. NON-COLLUSION.....</b>	<b>28</b>

# **1. GENERAL INFORMATION**

## **Purpose and Background**

The purpose of this Request for Proposal (RFP) is to provide Radnor Township School District (RTSD) with a complete replacement of its digital telephone system using up-to-date digital Voice over Internet Protocol (VoIP) telephony technology.

RTSD currently utilizes a Mitel telephone system to provide dial tone and inter building communications across all of their current 7 facilities. This platform has been in place for approximately ten (10) years.

RTSD requires that any proposed solution utilize the existing fiber optic Metropolitan Area Network (MAN), provided by Sunesys, which connects all buildings to carry the voice traffic.

## **Administration and Vendor Questions**

All vendors interested in participating in the RFP process **must** register and are encouraged to submit questions regarding the RFP to RTSD. Registration and all questions **must** be submitted via [www.rtsd.org/phonesystem](http://www.rtsd.org/phonesystem) by 3 p.m. on **Monday, October 10, 2011**.

All questions will be addressed via a webinar using Webex to be held on Thursday, October 20, 2011 at 9:30 a.m. All questions deemed similar in nature will be answered collectively. All answers will be provided in writing and made available during the Webex session. Vendors participating in the web-based meeting on October 20 will have an opportunity to ask follow-up questions. RTSD make every effort to answer all questions during this meeting.

If a vendor wishes to participate in this webinar to hear the answers to all submitted questions, a link is provided at <http://www.rtsd.org/phonesystem>.

Please note, participation in the webinar will be the **only** venue and opportunity to interactively discuss the responses to the questions posed by vendors regarding the RFP. **Questions regarding the RFP will go unanswered if raised outside of this process.**

Participation in the webinar is encouraged. However, regardless of participation, interested vendors are eligible to receive an electronic copy of the provided questions and answers by visiting [www.rtsd.org/phonesystem](http://www.rtsd.org/phonesystem) beginning Monday, October 24, 2011 after 12:01 p.m.

**Timeline for the Procurement Process**

<b>Date</b>	<b>Event</b>
October 3, 2011	Circulation of RFP.
October 10, 2011	Deadline for vendors to register participation in the process and/or submit questions on RFP content and RTSD expectations.
October 20, 2011	RTSD will provide answers to all vendor questions via Webex.
October 31, 2011	Deadline for RFP response submission by vendors.
November 1-15, 2011	Evaluation of RFP responses and selection of finalists.
November 28-30, 2011	Vendor finalists present RFPs to RTSD.
December 20, 2011	School Board Meeting to approve selected vendor.
December 23, 2011	Deadline to execute final agreement.

**Organization of Document**

Section 1 contains general administrative information for vendors. Section 2 is the Statement of Work. Section 3 is the criteria for selection of the vendor. Section 4 includes additional requirements of the selected vendor not directly related to the Statement of Work. Section 5 contains contractual information. Section 6 is Telephone Set Configuration. Section 7 lists the format to be followed in the response to this RFP. Section 8 is the Non-Collusion Agreement.

If it becomes necessary to revise any part of this RFP, an amendment will be issued and a notice will be emailed to all registered vendors. Vendors may request a hardcopy of the amendments.

**Response Closing Date**

RFP responses are due by 3 p.m. on October 31, 2011. RTSD reserves the right to disqualify any vendor that does not meet the date.

**RFP Response Submission**

Section 7, "Official Submission Proposal Form," with all required attachments, must be submitted as the official response form to this RFP.

RFP responses must be submitted to the below, hereafter referred to as the Administrative Contact:

Mr. Timothy E. Vail  
Business Administrator  
Radnor Township School District  
135 S. Wayne Avenue  
Wayne, PA 19087

Submission must include:

- Ten (10) paper copies and one (1) electronic copy of:
  - The Official Proposal Submission Form;
  - Non-collusion affidavit;
  - Cost Proposal Spreadsheet.
- The electronic copy can be sent via email to [phonesystem@rtsd.org](mailto:phonesystem@rtsd.org).

**Proprietary Information**

Throughout this document, the use of the words “vendor” and “vendors” refers to any and all companies responding to this RFP.

The information contained in this RFP is proprietary to RTSD and is to be used by each vendor only for the purpose of preparing a response to this RFP. The information may not be used or shared with other parties for any purpose without RTSD’s prior written permission and only as detailed below.

Additionally, RTSD will not share any information from each vendor’s response with any other vendor without the prior written agreement of the vendor.

If it becomes apparent that this confidentiality has been broken, RTSD reserves the right to exclude the vendor from the tender process.

**Rejection or Acceptance of Responses**

RTSD reserves the right to accept or reject any proposal. Any response that is deemed non-responsive, or does not meet the RFP requirements, is subject to rejection. However, RTSD may accept a proposal that contains one or more deviations from the performance requirements or other terms of the RFP, informalities or defects, if it is in compliance with the terms and intent of the RFP. Conversely, any deviation may also be grounds for rejection. Any changes proposed by the vendor from the RFP must be clearly marked and identified.

It is the intent of RTSD to evaluate each response as a complete proposal without further modification. However, additional information may be needed from the vendors to insure a sound decision. In this event, RTSD may request from the vendor a re-submission of the proposal, with modifications. An oral presentation to RTSD personnel will be required prior the final award.

### **Agreement Obligation**

Responding vendors must be willing to enter into an agreement including but not limited to the requirements set forth in Section 5 of this RFP, General Agreement Conditions. This RFP, the selected RFP proposal, and all addenda will become part of the agreement. If a vendor fails or refuses to properly execute the agreement, the Administrative Contact may discontinue communications with the vendor, commence agreement negotiations with any other vendor, or reject all RFP proposals.

### **Notification of Selected Vendor(s)**

The selected vendor(s) will be notified by RTSD's Administrative Contact. Final agreement and issue of purchase order must be accomplished on or before Decemeber 23, 2011. Non-selected vendors will also be notified.

### **Selected Vendor Responsibilities**

The selected vendor(s) will be required to assume full responsibility for all products, services and warranties offered in the RFP response, regardless of whether the services are provided by the selected vendor(s) or its subcontractor. RTSD will require the selected vendor(s) to coordinate all aspects of the planning, installation and support of the proposed solution.

### **Education-Rate (E-Rate)**

Vendors must be familiar with all applicable federal Education-Rate (E-Rate) program requirements. Vendors must also be registered with the Universal Service Administrative Company to have received a Service Provider Identification Number (SPIN#). The SPIN# must be included in the RFP response. RTSD understands not all equipment and services may qualify for E-Rate reimbursement, but the vendor **must indicate** which products and services qualify as outlined in The Official Proposal Submission Form (Official Proposal Form.)

Please note that execution of the project is dependent upon Schools and Libraries Division (SLD) approval. SLD consideration requires a signed contract be in place. Should the RTSD fail to obtain an affirmative SLD funding commitment, cancellation of the project may result. Should this occur, the Board of School Directors' may elect to fully fund the project without E-Rate funding. Language to that effect must be a part of the agreement.

### **PEPPM and Co-Stars**

All hardware components of this proposal must state PEPPM Technology Bidding and Purchasing Program ([www.peppm.org](http://www.peppm.org)) or Co-Stars Cooperative Purchasing Program ([www.costars-pa.com](http://www.costars-pa.com)) pricing. Specific reference to state contract agreements must be included in the proposal.

### **Security Requirements**

All personnel (contractors and subcontractors) working on RTSD property **must** observe all RTSD security policies.

Any vendor employee required to be on site must have up-to-date clearances in accordance with the revised Pennsylvania State requirements under Act 114 as follows:

- Pennsylvania State Police Request for Criminal Records Check (Act 34);
- Department of Public Welfare Child Abuse History Clearance (Act 151);
- Federal Criminal History Record Information (CHRI).

### **Tax Exempt Status**

RTSD is a Pennsylvania public school district and is exempt from all sales and usage taxes. A tax exempt certificate is available from the Administrative Contact.

### **Additional Information for Vendors**

This project involves a conversion from a digital telephone system to a VoIP, fiber optic MAN-based platform. Vendors are to provide a list of references of their experience with this scale of a project in the local area. Experience in this area will be a heavily weighted factor in reviewing each vendor's proposal.

RTSD reserves the right to:

- Amend, modify, or cancel this RFP;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all vendors;
- Reject any or all submitted proposals;
- Award a contract for any or all parts of this RFP to one or more vendors and negotiate terms and conditions to meet the requirements of this RFP;
- Utilize any and all ideas submitted in the received RFP proposals without obligation;

- Request vendors to clarify any aspect of their RFP proposals, including price, in a written follow-up to the initial response.

There will almost certainly be some shifts in configurations over time in as dynamic an environment as RTSD's. In order to insure that the designs are refreshed prior to implementation, RTSD has placed an additional requirement on the selected vendor. Prior to the commencement of work, the selected vendor must agree to visit each site and validate that the configurations as shown in the vendor's proposal remain accurate. Upon completion of these visits, the vendor must communicate in writing to RTSD that they are accepting the design and scale as initially submitted, or they are exercising their right to revise the design to reflect a new configuration. Should the selected vendor elect not to continue, any expenses incurred by the vendor would not be reimbursed by RTSD.

With this notice from the vendor, RTSD can either elect to proceed or cancel the purchase order. RTSD may then choose to re-engage discussions with an alternate vendor. The alternate vendor would have the same obligation to validate the design and configurations.

RTSD acknowledges that there is a significant amount of new Category 5 or higher rated cabling to be completed in order to support the new VoIP telephone system. RTSD has invested in new Category 5 or higher rated cabling in recent building construction and renovation projects. Some of this cabling is expected to support the VoIP telephone system infrastructure. However, the older buildings will require new cabling. RTSD has a solution design requirement that the voice and data networks be separate within each building. Therefore, the voice and data networks will be split where the fiber enters the Main Distribution Frame (MDF) in each building. Vendors must include sufficient Power over Ethernet (PoE) ports to support the configuration at each facility. While there presently may be some PoE switches in place, they are reserved for the existing data network.

RTSD is exploring all options to complete the required cabling. Vendor proposal scope and costs must include efforts necessary to perform a detailed evaluation of each RTSD facility and develop a specification document which defines all cabling and related infrastructure upgrades required to support the proposed solution. RTSD will take responsibility for ensuring that the defined cabling and infrastructure upgrades are in place prior to the vendor initiating the installation of VoIP equipment. RTSD reserves the right to have the cabling and infrastructure upgrades performed by RTSD staff, independent contractors, the selected vendor, or a combination of entities.

As part of the implementation, the selected vendor must agree to gather and inventory all equipment that is retired as part of the new implementation. RTSD will direct where this equipment is to be stored and retain title to the equipment until such time that it elects to liquidate.

The selected vendor must agree to provide comprehensive project management for the duration of the implementation process. The timing and format of project status reports will be jointly determined by the vendor and RTSD during the initial project planning.

The selected vendor is required to participate in design discussions related to the type, volume, and location of dial tone circuits required to support the new system. These design discussions will include RTSD staff and may include additional RTSD vendors. The vendor project responsibilities may also include the placement of orders for new circuits and the related disconnection orders for the existing circuits on a timely basis.

## **2. STATEMENT OF WORK**

The vendor should address each numbered heading in this Section 2, Statement of Work, by completing The Official Proposal Submission Form.

### **Background and General Requirements**

RTSD has deployed a private fiber-optic, cable-based Metropolitan Area Network (MAN) which currently connects each of the schools, the Transportation Building, and the Administration Building. The MAN currently delivers data communications functionality only, but is robust enough to support voice communication. This approach allows for a broader district-based approach to the new telephone system design. This design will allow the introduction of new functionality across RTSD, with a consistent availability of these services at every site. This approach and the use of an industry accepted VoIP-based platform are the required design for all responses. Alternate designs that continue to utilize Time Division Multiplexing (TDM) based platforms and or site-by-site configurations will be disqualified.

RTSD notes that there will be new cabling requirements for end user telephone drops and the possibility of additional fiber optic cabling to support the split data and voice networks in each building. Additionally, some MDF/IDF (Main Distribution Frame/Intermediate Distribution Frame) facilities may require expanded electrical, HVAC (Heating Ventilation and Air Conditioning), and physical security support for the new network equipment. Vendors must include time and cost associated with the creation of the design specification to support their proposed solution.

### **Desired Platform Overview**

The new platform must provide a series of new capabilities as integrated components of the design. These capabilities are explicitly defined in The Official Proposal Submission Form, but include the following:

- Single system scalability. The equipment model bid must be able to expand to support an approximate 20% increase in users. This growth must be achieved with the incremental addition of stations, blades, and software licenses. Vendors must certify that this growth will not require additional systems or server upgrades.
- A redundant design is required to enable the system to function with the loss of any single facility. A desired design criterium is redundant call processors that can be located in two different RTSD facilities.
- Survivability at each location, so the stations in the building are operational in the event of a failure of the fiber MAN and or the main Central Processing Unit (CPU).

- Interchangeability. The ability to redeploy all IP sets from one site to another without facing the challenge of models that are incompatible to be used in a different scale configuration.
- IP sets in every classroom in every school. Vendors should provide options on phone features and costs.
- Emergency notification to the classrooms via the IP set display with the ability to quickly reach designated subsets of the classrooms by building, wing, floor, grade level, facility-wide, etc.
- Call Accounting Reports so RTSD can generate reports of all calls or all long distance calls by department across all sites.
- The vendor certifies proposed system provides the ability to trace incoming calls and outgoing calls (such as 911) on an immediate basis.
- A Centralized Voice Messaging platform.
- The vendor will be responsible to work with RTSD to design a logical building and extension number scheme.
- The ability to connect by spoken name.
- Each school platform must also be equipped to provide direct dial access from the new IP platform to the current school intercom/paging system to support an overhead announcement. No replacement of the current intercom or paging systems is currently planned.
- Fax server functionality must be provided as an option for RTSD consideration.

### **End User Set Design**

The spreadsheet included as Section 6, "Telephone Set Configuration," details the required configurations by site. Within each site, RTSD has also established a mix of various models of IP sets. The level of IP sets is as follows:

- Office Station - High Traffic/Function
- Office Station - Medium Traffic/Function
- Classroom station

Vendors are requested to propose the most appropriate manufacturer model for each application based on their experience in similar environments and construct the pricing models accordingly. Additional IP station options should be provided and can be discussed based on merits of price and functionality.

### **Telephone Company (Tel CO) Design**

As part of this more hub centric design, RTSD requires a platform that will utilize the fiber MAN to connect all locations. Dial tone must be delivered to the network via two (2) or three (3) Primary Rate Interface (PRI) T1 circuits. These circuits must be physically delivered to two (2) different locations, but must support inbound and outbound traffic at all sites. The new Tel CO design must be based upon a broad use of Direct Inward Dialing (DID) services, with a unique DID number assigned to select extensions on the network.

In addition, each school must be equipped with a single analog CO (Central Office) trunk for Emergency 911 purposes. This “911 trunk” must be connected to the telephone system platform. There must also be a second analog trunk delivered to each site, outside of the telephone system configuration, to support fax or alternate access. This second line is present to provide an additional level of manual redundancy in case the initial 911 circuit fails.

### **Automated Attendant (AA) Design**

RTSD anticipates a very broad utilization of Automated Attendant (AA) functionality at each school. The design must accommodate:

- The use of a standard answering template at each school to improve communications with families, staff, and the community;
- The ability to access information on events being held at district locations, directions, weather-related updates, etc.

Training and support services for the AA functions must be included in the base bid.

### **Training Approach**

Vendors are required to provide a detailed explanation of how they plan to provide end user training to RTSD staff. Training plans must include:

- Instructor-led classes to be held on site for all faculty and staff;
- Coverage of the proper use of that user group’s model telephone and messaging;
- Installation of at least one (1) live telephone in the area(s) where training will be held;
- Augmentation of training with web-based tools for follow up instruction;
- A detailed plan for providing RTSD IT staff the training necessary to provide basic, long-term, system support. The plan must define the skill set RTSD staff should be expected to learn and commitment of time the training will require.

**Service Level Agreement (SLA)**

RTSD requires a response within two (2) hours to a service interruption once reported by RTSD IT staff. Service response must be available on a continuous 24-hour basis. Should the selected vendor(s) fail to respond within the two (2) hour SLA window, it agrees to provide RTSD a \$500.00 credit. This credit can be applied by RTSD to any open invoice with the selected vendor(s).

The selected vendor(s) must supply a trouble reporting process, escalation procedures, and contact information for new service needs or trouble reporting.

**Metropolitan Area Network (MAN)**

RTSD currently utilizes a private, fiber-based MAN for traditional data communication purposes. This MAN (presently provided by Sunesys) is equipped with network connectivity at each site that is not currently designed to support voice traffic. Vendors are required to incorporate into their design the proper equipment to access this fiber network and allow it to support the new voice application.

**Warranty Term and Conditions**

Warranty must include a minimum of twelve (12) months of parts and labor coverage for all reported faults of the new platform. Coverage will include either the repair or replacement of parts that fail due to normal wear and tear.

RTSD also requires that the selected vendor(s) serve as the single point of contact for all warranty issues. The selected vendor(s) will be accountable to interface with network service providers as necessary to resolve any troubles. The selected vendor(s) is required to provide onsite resources as may be required at no charge to RTSD for the duration of the warranty term.

**Project Plan and Schedule**

The target start date for the project is June 2012 with a completion date of August 15, 2012.

**Single Point of Contact**

RTSD requires a single point of contact for project management functions, regardless of the number of subcontractors or partners.

## **Installation Requirements**

### **Installation**

All permits, right of ways, licenses, agreements, site surveys, engineering, design planning, applications, and all other appurtenances and inspections required for the successful delivery of the vendor's proposal are the sole responsibility of the vendor and shall be furnished at the vendor's expense. Evidence of meeting all of the above referenced requirements must be provided to RTSD prior to the commencement of work.

### **Debris**

At its own expense, the selected vendor(s) must remove all debris associated with the installation, including but not limited to equipment boxes, unused material, old equipment, etc.

### **School Operations**

School operations may not be disrupted during normal school hours without the express written approval of RTSD administrative personnel. All work areas and materials shall be secured in a safe environment for students and staff.

### **Codes**

All internal and external work performed must conform to all local and Commonwealth codes and guidelines.

### **Costs for Service**

RTSD will apply for E-Rate funding, therefore all vendors are required to propose the full system costs (as defined by E-Rate) so funds may be applied accordingly.

Cost/pricing information is required to be completed in the Microsoft Excel spreadsheet provided as an attachment to this RFP and available at [www.rtsd.org/phonesystem](http://www.rtsd.org/phonesystem). The spreadsheet must include applicable part numbers and pricing. Cost will be the most heavily weighted factor in selecting the vendor(s). This is in keeping with RTSD's preference and the requirements of the E-Rate program.

### **Long-Term Cost of Ownership**

Vendors must include a section defining the on-going, or long-term, cost of ownership for RTSD. This should include items such as hardware support and maintenance, software support and maintenance, annual service and support agreement with vendors, etc.

### **3. CRITERIA FOR SELECTION**

Each RFP response will be evaluated against predetermined set of criteria, as specified below. **In accordance with E-Rate regulations, price will be the most heavily weighted factor.**

- Technical solution;
- Cost/pricing;
- Project plan and schedule;
- Vendor experience in similar environments.

## 4. ADDITIONAL RESPONSE REQUIREMENTS

Vendors must submit the following as part of their response:

- Non-Collusion Affidavit
- Financial Information
- Tax Certification

### **Non-Collusion Affidavit**

Vendors are required to submit a Non-Collusion Affidavit with their proposals. A copy of this form is located in Section 8.

### **Financial Information**

In order to ensure financially stable vendors, RTSD requires the submission of at least three (3) years of audited financial statements with each response. This submission must reflect both the manufacturer and the channel partner. Failure to provide this material may result in the rejection of the submission as non-compliant.

### **Tax Certification**

The selected vendor(s) is/are required to execute a tax certification in accordance with the applicable laws for the Commonwealth of Pennsylvania and the United States. The selected vendor(s) must also attest in writing that they are not in default of the current or prior year tax payment to any level of government.

Additionally, please note that RTSD reserves the right to require vendors to submit additional information, drawings, etc. for the purpose of clarifying their RFP response.

## **5. GENERAL AGREEMENT CONDITIONS AGREEMENT EXECUTION**

The vendor understands the intent of this RFP is to solicit proposals for the successful implementation of IP Telephony based solution.

The selected vendor must agree to execute the agreement with RTSD and issuance of purchase order by December 23, 2011.

### **Proof of Insurance**

RTSD requires a Certificate of Insurance evidencing limits of insurance no less than:

- General Liability: \$1,000,000 occurrence and \$2,000,000 aggregate;
- Auto Liability: \$1,000,000 limit;
- Umbrella: \$9,000,000;
- Workers' Compensation limits: \$500,000.

The **School District of Radnor Township** must be named as an additional insured.

## 6. TELEPHONE SET CONFIGURATION

Building	Telephone Station Types			Total New Phones
	Office Station - High Traffic/Function	Office Station - Medium Traffic/Function	Classroom / Basic Station	
High School	10	74	101	185
Middle School	6	7	102	115
Ithan Elementary	1	21	41	63
Wayne Elementary	4	18	49	71
Radnor Elementary	3	42	49	94
Transportation Building		4		4
Administration Building	3	49		52
			<b>Total</b>	<b>584</b>

**Note:** The above numbers are estimates only, subject to change, and must be verified by finalist vendor(s) during onsite visits prior to final presentation.

## 7. OFFICIAL PROPOSAL SUBMISSION FORM

All vendors must indicate whether or not their proposal meets the following criteria by checking “Yes” or “No.” If “No,” vendor must attach an explanation of how the issues would be addressed.

<p>Single scalability. The vendor certifies proposed system provides that the equipment model bid will be able to expand to support approximate 20% increase in users. The vendor certifies that this growth can be achieved with the incremental addition of stations, blades, and software licenses. This growth does not require additional systems to network to, or server upgrades or replacements.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>A redundant design is required to enable the system to function with the loss of any single facility. The vendor certifies that redundant call processor located in two different RTSD facilities can be achieved with this system.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The vendor certifies proposed system provides survivability at each location, so the stations in the building are operational in the event of a failure of the fiber MAN and/or the central CPU.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The vendor certifies proposed system provides interchangeability (the ability to redeploy all IP sets from one site to another) without facing the challenge of models that are incompatible to be used in a different scale configuration.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The vendor certifies proposed system provides IP sets in every classroom in every school per Section 6, Telephone Set Configuration.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The vendor certifies proposed system provides emergency notification to the classrooms via the IP set display, with the ability to quickly reach designated subsets (i.e., classrooms by building, wing, floor, grade level, facility-wide, etc.).</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**RTSD District IP Telephony Solution  
Request for Proposal**

The vendor certifies proposed system provides Call Accounting Reports so RTSD can generate reports of all calls or all long distance calls by department across all sites.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides the ability to trace incoming calls and outgoing calls (such as 911) on an immediate basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor accepts responsibility to work with RTSD to design a logical building and extension number scheme.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides the ability to connect by spoken name.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides dial tone will be delivered to the network via two (2) or three (3) Primary Rate Interface (PRI) T1 circuits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides a Centralized Voice Messaging platform.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides fax server functionality as an option for consideration by RTSD.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides that circuits will be physically delivered to two (2) different locations, but must support inbound and outbound traffic at all sites.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides a design (i.e., Tel Co) for a broad use of Direct Inward Dialing (DID) services, with a unique DID number assigned to select extensions on the network.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides the capability for each building to be equipped with a single analog CO (Central Office) trunk for Emergency 911 purposes. This "911 trunk" must be connected to the telephone system platform.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**RTSD District IP Telephony Solution  
Request for Proposal**

The vendor certifies proposed system provides a second analog trunk delivered to each site, outside of the telephone system configuration, to support fax or alternate access.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides each school platform will be equipped to provide direct dial access from the new IP platform to the current school intercom/paging system to support an overhead announcement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed AA provides the use of a standard answering template at each building to improve communications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed AA provides access to information on events being held at district locations, directions, weather-related updates, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system provides that training and support services for the Automated Attendant functions are included in the proposal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies system training will held on site for all faculty and staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The system training will instruct staff on that user group's model telephone and messaging system.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The system training will include the installation of at least one (1) live telephone in the area(s) where the training will be held.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The system training will be augmented with web-based tools for follow-up instruction.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor will submit a detailed plan for providing RTSD IT staff with training necessary to provide basic, long-term system support. The plan will define the skill set RTSD staff should be expected to learn and the commitment of time the training will require.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**RTSD District IP Telephony Solution  
Request for Proposal**

The vendor certifies the availability of service response on a continuous 24-hour basis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor will supply a trouble reporting and escalation procedures process.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor certifies proposed system includes a warranty that covers a minimum of twelve (12) months of parts and labor for all reported faults in the new platform. (If warranty exceeds twelve months, please state warranty period here: _____.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor will interface with network service providers as necessary to resolve any troubles.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor will provide onsite resources as may be required at no charge to RTSD for the duration of the warranty term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor agrees that all permits, right of ways, licenses, agreements, site surveys, engineering, design planning, applications and all other appurtenances and inspections required for the successful delivery of the vendor's proposal are the sole responsibility of the vendor and shall be furnished at the vendor's expense. (Evidence of meeting all of the above referenced requirements shall be provided to RTSD prior to commencement of work.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor guarantees that school operations will not be disrupted during normal school hours without prior written approval of RTSD administrative personnel.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendor will secure all work areas and materials to maintain a safe environment for students and staff.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The vendors certifies the proposal includes time and cost associated with the creation of a cabling design specification to support its proposed system. The vendor understands that required detailed cabling specifications must be	<input type="checkbox"/> Yes	<input type="checkbox"/> No



- What level Partner designation do you currently hold with this manufacturer?

---

---

---

---

- What level of certifications do you hold with this manufacturer?

---

---

---

---

- What other manufacturer platforms do you support?

---

---

---

---

- List all subcontractors you would retain if awarded this project.

Name of Sub Contractor	Location and Contact Information	Proposed Project Role


- Provide a reference list of at least three VoIP installations that your firm supports in the five county area of Southeastern Pennsylvania that service more than 250 users.

Name	Address	Contact Person (phone number and email)

**Specific Cost Proposal**

A spreadsheet has been created to ensure consistency of responses. A copy of the spreadsheet must be downloaded at <http://www.rtsd.org/phonesystem>. Please note the multiple worksheets to be completed.

Below are the project cost components that are included in the spreadsheet:

Network Hardware/Software-servers, PoE switches, routers, operating system software, UPS devices, etc.

Project Management/Installation Labor

1<sup>st</sup> Year Maintenance & Support

Training

Telephone stations

Phone Installation/Misc

Call Acctg/Management Software



Additionally, please note that RTSD reserves the right to require vendors to submit additional information, drawings, etc. for the purpose of clarifying their RFP response.

## 8. NON-COLLUSION

### NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_ : Contract/Bid Title: \_\_\_\_\_  
County of \_\_\_\_\_ : S.S. \_\_\_\_\_  
I state that I am \_\_\_\_\_ of  
(Title) (Name  
of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not  
(Name of firm)

under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and acknowledges that the above  
(Name of firm)

representations are material and important, and will be relied on by Radnor Township School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Radnor Township School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Signature, Name & Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF



\_\_\_\_\_  
(Notary Public)