

Request for Proposal

# Plain Old Telephone Service (POTS)

***Central Administration Offices***

Cape Girardeau Public School District #63

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Due:

January 16<sup>th</sup>, 2018 @ 2:00 PM

Prepared by:

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**Cape Girardeau, MO 63701**

**(573) 519-0770**

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## Overview

This Request for Proposal (RFP) documents Cape Girardeau Public Schools' requirements for Plain Old Telephone services.

The acceptance of a proposal does not obligate Cape Girardeau Public Schools to purchase a system from any vendor. Cape Girardeau Public Schools reserves the right to reject all proposals and not make a decision. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposal, and prior to signing the contract, Cape Girardeau Public Schools reserves the right to modify the system requirements by adding or deleting specific equipment or optional features. Cape Girardeau Public Schools will be filing for E-rate service, the agreement to purchase will hinge upon receipt of E-rate funding.

Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support. Preference will also be given to companies that can provide local support.



# 1 Cape Girardeau Public Schools' Request for Proposal

**Cape Girardeau Public Schools will be filing for E-rate Plain Old Telephone Service (POTS) and agreement to purchase will hinge upon receipt of E-rate funding.**

## 1.1 RFP Overview

This Request for Proposal (RFP) documents Cape Girardeau Public Schools' requirements for 50 POTS lines, or more, including faxes, security systems, fire alarms, and elevators.

This Request for Proposal (RFP) is intended to provide a standard base from which to evaluate alternatives for POTS lines and to allow the vendor flexibility in proposing the most appropriate and cost-effective system. The acceptance of a proposal does not obligate Cape Girardeau Public Schools to purchase a system from any vendor. Cape Girardeau Public Schools reserves the right to reject all proposals and not make a decision. All costs for proposal preparation are the responsibility of the bidder. After receipt of the proposal, and prior to signing the contract, Cape Girardeau Public Schools reserves the right to modify the system requirements by adding or deleting specific equipment or optional features. Cape Girardeau Public Schools will be filing for E-rate phone service and long distance, and agreement to purchase will hinge upon receipt of E-rate funding.

Bidders should use their extensive knowledge and experience within the networking industry to recommend a solution that will meet or exceed Cape Girardeau Public Schools' requirements.

Preference will be given to the vendor that provides a comprehensive, cost-effective solution for current specifications, future capacity requirements, and ongoing service and support. Preference will also be given to companies that can provide local support.

## 1.2 Customer Contacts and Contract Requirements

For questions about the Request for Quote or system requirements, contact:

Contact Name: Brian Hall  
Address: 401 N. Clark Avenue, Cape Girardeau, MO 63701  
Phone Number: (573) 335-1867  
Fax number: (573) 335-1820  
e-mail address: [hallb@capetigers.com](mailto:hallb@capetigers.com)

**Requests for clarifications should be e-mailed. Clarifications will be sent to all bidders.**



### 1.3 Proposal Filing Date

All proposals must be received at the Board of Education offices by 2:00pm, January 16, 2018.

### 1.4 Number of Copies

2 copies of the proposal are to be delivered to Cape Girardeau Public Schools  
Alternatively, submissions may be emailed to [hallb@capetigers.com](mailto:hallb@capetigers.com)

### 1.5 Schedule of Events

Event	Date
Request for Proposal Issued	12/15/17
Last Day for Questions/Clarifications	1/12/18
RFPs Due to Purchaser	1/16/18

### 1.6 Overview of Current Environment

Cape Girardeau Public Schools currently has a Toshiba telephone system with 69 PRI lines and numerous pots lines for emergency, fax, and security located in 11 buildings.

### 1.7 Requirements for Cape Girardeau's Long Distance

PRI lines are located at:

301 N. Clark

Cape Girardeau, MO 63701

ITEM	QTY
POTS lines located across district	Up to 50

- POTS lines are connected to numerous systems that do not work well with digital to analog converters,



## **2 VENDOR SERVICE**

### **2.1 Maintenance and Warranty**

**2.2 Service Contract/Support -A complete maintenance and warranty agreement must be included as part of the bidder's proposal, including all options available and full pricing details for each level of coverage.**

### **Acceptance of Proposals**

The acceptance of a proposal by the school district does not bind the district to purchase. Only a Purchase Order from the district is a legitimate order for purchasing.