

Montrose County School District RE-1J

930 Colorado Ave.
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Montrose, CO 81402-9701

(970) 249-7726 – phone
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May 8, 2015

Request for Proposals
Montrose County School District
Information Technology

Introduction

Montrose County School District RE-1J is seeking proposals and estimated costs for the upgrade of its current Cisco Unified Communications Manager Version 7.1.3 supporting approximately 750 phones across the district.

The district consists of 15 buildings, including 11 school sites plus support service buildings. The schools are separated 10 miles and are connected through T-1 and fiber connections.

Deliverables for the work should include:

1. A complete turn-key solution for the Cisco UCM upgrade/replacement
2. Software and Hardware maintenance for the 1st year
3. Optional components that vendor may recommend to improve the overall functionality of the system for the District

Interested and qualified Technology Firms who have demonstrated their ability at comparable work are invited to submit proposals.

May 8, 2015

Scope of Work

Provide a turnkey proposal for the replacement of the existing system with the latest Cisco Call Manager platform that best suits the needs of the District. The proposal should focus on only those components that are supported by Cisco or soon will be EOS or EOL. The district would like to reuse any equipment that continues to have useful life with the main goal of getting the call control elements up to date as required.

Proposals should include those materials necessary to demonstrate the expertise of the proposing firm. A minimum of 3 reference accounts with descriptive materials of the proposer's previous work of a similar magnitude and scope are required. At a minimum, please include the following information:

1. Name and address of firm.
2. Identification of professional staff assigned to the project and the role of each.
3. Statement of qualifications.
4. A list of current projects and all similar projects.
5. 3 references - preferably Public Sector accounts of similar magnitude and scope with contact information
6. A description of project approach.
7. A complete project plan and schedule of work to be performed.
8. Fee for services.
9. Proof of professional liability insurance.

Bidders Questions or Site Visits:

An inventory of the current system has been included as Attachment A of this RFP. If bidders require site visits or have questions please contact:

Chad Nutter, Technology Coordinator

Phone: 970-252-7910

Email: chad@mcsd.org

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Submission requirements:

Montrose County School District will receive proposals no later than 5:00 p.m., Friday May 29, 2015. Please submit 1 written copy and 1 electronic copy.

Address for submittals:

Attn: Steve McEwin
Director of Technology
Montrose County School District RE-1J
PO Box 10,000
Montrose, CO 81402
robert.mcewin@mcsd.org
Subject line: Cisco Call Manager

Evaluation Criteria and Weighting

Selection of Proposers to be interviewed and/or the selection of the top ranked proposer will be based upon the following criteria and relative importance.

- 1. Approach to Service 40%**
 - a. Completeness of the response to the RFP;
 - b. The project time-line and availability
 - c. Ability to perform the scope of work
 - d. Experience and qualifications of individual/firm and Project Team

- 2. Cost of Services 30%**
 - a. Total cost including project, travel, reimbursable and other expenditures

- 3. Quality of References 30%**
 - a. K-12 or higher education experience
 - b. Experience with past projects
 - c. Comments from references

LIABILITY INSURANCE

It is required that the proposer carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in the proposal.

1. Commercial General Liability of at least \$1,000,000 or \$2,000,000 in aggregate

2. Standard Form "Professional Liability Insurance" covering errors and omissions of at least \$1,000,000

May 8, 2015

PROPOSAL CONTACT

Requests for information or clarification should be addressed to:

Steve McEwin Director of Technology
Phone: 970-249-7726
Email: Robert.McEwin@mcsd.org
Fax: 970-249-7726

Technical Questions should be addresses to:

Chad Nutter, Technology Coordinator
Phone: 970-252-7910
Email: chad@mcsd.org