

Moniteau School District

1810 West Sunbury Road
West Sunbury, PA 16061



Request For Proposal

2024 Telephone System

PROPOSALS DUE BY: 10:00am, February 14, 2024

Overview

The Moniteau School District is requesting proposals for VoIP (Voice Over IP) telephones and a MLTS (Multi-Line Telephone System)/IP PBX (Internet Protocol Private Branch Exchange).

Submission Requirements

Vendors must adhere to the following guidelines to be considered:

- Submit two (2) copies of their proposal clearly marked "Telephone System Proposal"
- All proposals must be submitted on the Standard Required Proposal Form, attached as Exhibit "A". All supplemental information required shall be attached to the proposal submission. Omission of such information may provide cause for rejection of the proposal.
- A cost breakdown analysis, Exhibit "A.2" shall be attached to provide clarification of hardware and software prices. The cost breakdown analysis shall contain any and all costs for the devices and/or services included in the proposal.
- All bidders must submit a Non-Collusion Affidavit as required by 73 Pa.C.S.A 1615, which is attached hereto and marked Exhibit "C" and made a part hereof.
- Multiple options will be considered. Additions/variations should be highlighted and will be considered in evaluating all proposals.
- Proposals are due by 10:00am - Wednesday, February 14, 2024.
- Proposals submitted shall remain open and valid for up to ninety (90) days after February 14, 2024, and may not be withdrawn during such period.
- Mail or deliver proposals to:
Moniteau School District
Attn: Director of Technology
1810 West Sunbury Road
West Sunbury, PA 16061

The District reserves the right to reject any and all proposals or parts thereof for any reason, to negotiate changes to proposed terms or to waive minor inconsistencies. All questions concerning this proposal should be submitted in writing, via email, to Mr. Alix Greenawalt, Director of Technology, at the email address: ajgreenawalt@moniteau.org. Responses will be sent to all bidders.

Target Deliverable Schedule

Initial Review of Proposals: February 14 - February 16

Conduct interviews (if necessary): February 19 - February 21

Final Review: February 21 - February 23

Contract Awarded by Board: February 26 (date my change at the discretion of the district)

The anticipated project start date is July 1, 2024, and the completion date for the new VoIP Telephone System to be fully deployed, operational, and tested complete is no later than July 31, 2024. Minimal to no downtime is expected for telephone communications in and out of the district. Any interruption or downtime is to be clearly communicated in advance.

Request

Moniteau School District is soliciting proposals for the provision of a VoIP MLTS. Proposals shall be provided to cover the following if available:

- One-year service contract
- Three-year service contract
- Five-year service contract
- One-time sale

Proposals must include all minimum specifications as described in this proposal. The bidders may add additional services or provide for enhancement of contractual rights for the District, but may not propose a service which is less than specified herein, or limit the District's contractual rights below those specified herein.

This Request for Proposal includes the following:

- I. Description of Moniteau School District
- II. Description of Existing Telephone System & Services
- III. Minimum Specifications for this Proposal
- IV. Additions and Variations

I. Description of Moniteau School District

The School District comprises the following townships: Clay, Venango, Marion, Cherry, Washington, and Concord, as well as the boroughs of West Sunbury, Eau Claire and Cherry Valley, all located in the northern section of Butler County, Pennsylvania. The School District is approximately 18 miles north of Butler, Pennsylvania and shares common boundaries with Franklin, Slippery Rock, Butler,

Karns City, and Allegheny-Clarion Valley School Districts.

The area served by the School District encompasses approximately 156 square miles.

Moniteau School District is largely rural in nature with very little business or industrial development.

The District is financially stable. The 2023-24 real estate tax millage is 97.38 mills. The 2023-24 budget is \$24,405,535.00.

School District Facilities	Grades	Enrollment
Dassa McKinney Elementary 391 Hooker Road West Sunbury, PA 16061	K-6	583
Moniteau Jr/Sr High School 1810 West Sunbury Road West Sunbury, PA 16061	7-12	545

II. Description of Existing Telephone System & Services

The District currently operates on analog/digital PBX appliances on-premises. Primary SIP (Session Initiation Protocol) trunks are associated with 3 DID's (Direct Inward Dial) transported over a fiber internet connection via a contracted service provider. SIP trunks are 8 concurrent call paths with bursting up to 12. Average usage is between 3000-6000 minutes per month. Summer months average 1000-3000 minutes per month. The current SIP trunk contract expires January 2025. Backup/emergency trunks are served via emulated POTS (Plain Old Telephone Service) lines at each of the two buildings.

- 60 multi-line digital telephones, primarily used in offices
- 140 single-line analog telephones, primarily used in classrooms
- 2 paging/overhead intercom systems
- 2 levels of auto-attendants/IVR (Interactive Voice Response)(4 menus in total)

III. Minimum Specifications for this Proposal

All proposals shall include, at a minimum, the products and services described in this section. Contract proposals shall include the minimum specification below as well as full support and replacement of telephones when necessary for the entire duration of the contract. One-time sale proposals include the minimum specifications below and acknowledgement of manufacturer warranty. Bidders may include additional services or improved contractual rights in this proposal. Such additions should be highlighted and will be considered in evaluating all proposals. The District intends to award a contract to the lowest responsive and responsible

bidder. Lowest responsive and responsible bidder is defined as: The Bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost-benefit, based on the criteria stipulated in the bid documents.

1. Telephones

The bidder shall provide the appropriate number of telephone devices to replace all current telephones that are incompatible with a modern VoIP solution. Different feature sets are required for the use of receptionists, office staff, teachers, etc.

- Of the current 60 multi-line digital telephones:
 - a) 6 receptionist desks. Require additional programmable buttons for BLF (Busy Lamp Field), remote pick-up, etc.
 - b) 6 conference/board rooms. Can be the same model as other office phones if the speaker phone is adequate. Option to use handset preferred.
 - c) Remaining devices are in offices used by administrators, secretaries, technicians, etc.
- Of the current 140 single-line analog telephones:
 - a) Majority of devices are used in classrooms, some rooms are not used full time. Basic telephone functionality required.
 - b) A select few locations may not have a feasible way of connecting Ethernet or power to a VoIP phone. These locations may require use of a traditional analog telephone. (see Interoperability below)

2. Interoperability

The bidder shall provide hardware interfaces compatible with a modern VoIP solution to allow for the use of a minimum of two (2) POTS lines in each of the two (2) buildings for backup/emergency purposes.

The bidder shall provide hardware interfaces compatible with a modern VoIP solution to allow for the use of a minimum of eight (8) existing analog telephones, in each of the two (2) buildings, for locations where it is not feasible to connect a VoIP device.

3. PBX/Phone System (Contract proposals)

- The District is currently evaluating a "FreePBX" system. The bidder may choose to provide support for this system
- OR -
- The bidder shall provide a PBX/Phone System that allows for the use of existing contracted SIP trunks OR compensation to port away DIDs from current service provider and end contract early.
- If the bidder does not support using existing SIP trunks, the bidder shall also provide additional DIDs and E911 registrations to support compliance with Kari's Law and RAY BAUMS Act.
- If individual DIDs are not provided with every telephone, the District anticipates requiring approximately 35 DIDs.

4. Feature Requirements

- Scheduled announcements
- IVR Auto Attendant (Minimum of 2 levels & 4 menus)
- Caller ID
- Call history
- Call park/retrieve
- Call forwarding
- Ring groups
- Call queues / cascading
- Voicemail email notifications
- Automatic emergency call recording
- On-demand call recording
- Administrator web portal
- User web portal (to customize programmable buttons)

5. Performance Bond

On or before February 26, 2024 the successful Bidder must:

- Execute and deliver to the School District a Performance Bond in a form attached hereto as Exhibit "B", as principal, with an insurance company licensed to do business in the Commonwealth of Pennsylvania as surety in an amount equal to 5 percent (5%) of the base contract value (the Proposal price) to guarantee performance of the Contract.
- Failure to perform by March 22, 2024, shall be cause for the School District to nullify the Contract and seek alternative telephone services. TIME IS OF THE ESSENCE.

- At the time of submission of the Proposal, the Bidder must provide evidence from a surety (as provided above) or a Bank or Savings and Loan that the Bidder can supply the Performance Bond or Irrevocable Letter of Credit required above.
- Upon the awarding of a contract to the successful vendor, bonds will be returned to those Contractors who were not awarded the final contract.

The successful bidder must provide evidence of Commercial General Liability Insurance within 10 days of being notified that they were selected.

IV. Additions and Variations

In addition to the minimum specifications, bidders may include additional services or improved contractual rights in this proposal. Such additions/variations should be highlighted and will be considered in evaluating all proposals. Such additions/variations can include, but are not limited to:

1. Telephone models/feature options
2. Cloud vs. On-Premise centralization/administration
3. Setup and installation of telephone devices
4. Levels of telephone/system support options
5. Training for system administrators
6. Training for end users
7. Additional telephone services such as SIP trunks, DIDs, E911 registration, etc.
8. Visual Voicemail
9. Mobile app

EXHIBIT A - PROPOSAL FORM

Moniteau School District
2024 Telephone System

Proposals will only be received on this form.

Due Date: Proposals are due by 10:00am - Wednesday, February 14, 2024

Proposals must be sent to the District Administration Office at the following address:

ATTENTION: Director of Technology
Moniteau School District
1810 West Sunbury Road
West Sunbury, PA 16061

The following items must accompany this proposal form or it will not be accepted:

1. Cost breakdown analysis (Exhibit A.2)
2. Performance Bond information (Exhibit B)
3. Non-Collusion Affidavit (Exhibit C)-INCLUDED
4. Assurance to adhere to provisions of written contract (Exhibit D)
5. Financial statement, school district references, past contract compliance (Exhibit E)

Please complete:

Name of Bidding Company _____

Address _____

Phone Number _____

Fax Number _____

Printed Name of owner/officer _____

Signature of owner/officer _____

Total Base Bid \$ _____

EXHIBIT C - NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding not to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this _____ day of _____ , _____

(Name of Organization)

(Title Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____ , _____

Notary Public Signature

My Commission Expires: _____