

Belmont-Redwood Shores School District



Request for Proposal: Telephone System

The Belmont-Redwood Shores School District (District) is seeking to replace the existing leased phone system, with a 3 or 5 year term \$1 buy out (lease to purchase), including maintenance services. Please accept this letter as an invitation for you to submit a proposal to the district office by 4:00 March 27, 2009.

In order to participate in this proposal your organization must have an existing "piggy-backable" contract with a California government agency, preferably with a school district for the telephone equipment you include in your proposal. If you decide to participate in this process, your company is expected to respond to specifications as outlined below in question or statement format:

1. Your organization must have an existing piggy-backable contract for telephone equipment with a California government agency, preferably with a school district.
2. The proposal must have an option for an exclusive single district-wide 3 year term \$1 buy out lease agreement for telephone equipment as well as an option for an exclusive single district wide 5 year term \$1 buyout lease agreement for telephone equipment.
3. Phone system features, District priorities:
 - Display-less phones for Standard classrooms/conference rooms
 - Display (6 line display) phone for Admin stations
 - Dynamic use of T1 (or other) circuit to maximize co-use with data connectivity
 - Utilization of existing CAT3 phone cabling infrastructure
 - Voice Mail system capable of containing a minimum of 300 voice mail boxes, with capacity to expand to at least 400 in the future
 - Voice Mail system has capacity to allow a minimum of 24 concurrent voice mail connections
 - All handsets are digital
 - One phone in each site main office will fail over to PSTN if phone switch dies (Emergency Phone)
 - Connectivity: Elementary Schools: 8 Trunks - External, T1 – Internal Calls
 - Connectivity: Middle School: 16 Trunks - External, T1 – Internal Calls
 - Connectivity: District Office: 8 Trunks - External, T1 – Internal Calls
 - Training will be provided to two classes of staff:
 - Technical staff (up to 2)
 - Operational staff (up to 8)
 - User and Technical Documentation
 - Maintenance provision
 - 24 x 7 Phone support
 - 2 day handset replacement (stock of spares may be provided in lieu of 2 day handset replacement policy)
 - Flexibility in the lease to add in one additional school (being built) in 2009/10.
4. Lease (straight) terms: Indicate the cost of a straight lease at a term of 3 and 5 years with \$1 buy out for the following equipment:
 - Central Elementary with a total of: 2 Admin phones, 31 Standard phones
 - Cipriani Elementary with a total of: 2 Admin phones, 25 Standard phones
 - Fox Elementary with a total of: 2 Admin phones, 33 Standard phones
 - Nesbit Elementary with a total of: 2 Admin phones, 37 Standard phones
 - Sandpiper Elementary school: 3 Admin phones, 34 Standard phones
 - Ralston Middle school: 5 Admin phones, 78 Standard phones
 - District Office: 21 Admin phones, 4 Standard phones

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5. Three year (Lease to purchase) Lease Total:
6. Five year (Lease to purchase) Lease Total:
7. Interest rate:
8. Installation:
 - Cost for installation and programming extensions are included in the proposal.
 - Installation may take place starting in April 2009, with all equipment installed by August 15, 2009. Change in date is acceptable if approved by District.
 - Schools are in operation through June 13, 2009; any installations must not impede the telephone capacity for all classrooms and offices while school is open.
9. Service and Maintenance:
 - Agreement to include all parts, phone handsets, base units, wires, switching hardware, and voicemail "server" unit.
 - Cost per hour for additional service calls.
 - Estimated turn-around time for service between a call for service and repair service appearance.
10. Please describe the type of in-service (training for staff to utilize and maintain equipment) if selected by the District to provide telephone system.
11. Please list references (high preference for nearby School Districts) currently being served by your company. Please list name of district, contact personnel, and phone number for contact.

Should you have any questions, please contact me at 650-637-4800 x1024.

Sincerely,

Sean Colt
Belmont-Redwood Shores School District
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