

IRVING INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
2621 West Airport Freeway IRVING, TX 75062
PHONE: (972) 215-5440 FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

Please RESPOND on the following not later than **2:00 PM October 1, 2008**"

Mark sealed envelope "**CSP # 08-85 Local Telephone Service This proposal will open at 2:00 PM October 1, 2008**" and deliver to the Purchasing Office address at the top of this form or mail to:

MAIL TO:

Rick Powell, Director of Purchasing
Irving ISD
P.O. Box 152637
Irving, TX 75015-2637

OR DELIVER TO:

2621 West Airport Freeway
Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice.

In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code.

IRVING INDEPENDENT SCHOOL DISTRICT

By: 

Richard Powell, Director of Purchasing

Signing this document and returning certifies that the representative has the authority to submit proposal on behalf of the named vendor.

Vendor Name _____

Signature of authorized representative _____ Date _____

Printed rep name _____ Email _____

Phone () _____ Fax () _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

CONFLICT OF INTEREST

Effective May 25, 2007, Section 176.006, Local Government Code requires that persons or agents who enter or seek to enter into a contract with a local government entity shall file a completed conflict of interest questionnaire (Form CIQ), if they have an employment or other business relationship with an officer or family member of an officer of the entity or have given the officer or family member gifts in excess of \$250 aggregated over a twelve-month period. Failure to disclose this information is a Class C misdemeanor. This requirement will be addressed in all request for bids or proposals but vendors doing business with the district by purchase orders must also complete this form.

Negative responses are not required.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT

Approximately 37 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). Should any of these entities decide to participate in this bid, would you (the vendor) agree that all terms, conditions and specifications apply?

CSP 08-85 Local Telephone Service

_____ NO, _____ YES, with pricing valid until _____.

If vendor checks yes, the following will apply:

Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order their own materials/services as needed.



Competitive Sealed Proposal

08-85

Local Telephone Service

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1 OVERVIEW

- 1.1 The Irving Independent School District (IISD) is accepting responsive Competitive Sealed Proposals (CSP) from qualified Local Telephone Service providers to provide complete and turn-key local telecommunication services. The purpose of this competitive sealed proposal is to provide a standard from which to evaluate your company's local telecommunications services as they compare to other providers and as they pertain to the needs of our school district as defined in this document.
- 1.2 The intent of this CSP is to replace or supplement all telecommunication services currently operational within the Irving Independent School District. Those services are detailed in the Appendices.

1.3 CURRENT TELECOMMUNICATIONS OVERVIEW

- 1.3.1 IISD currently has over 3500 analog centrex type telephone lines throughout the school district. Each respective campus has from 23 to 223 analog phone lines for classrooms, administration, staff, fax machines, fire alarms, security alarms, elevators, and other devices that require local telecommunication services. The District currently utilizes two Avaya telephone systems. One Avaya telephone system is located at the Administration Building (224 Digital Telephones and 54 Analog Ports) and supports the telephone system located at Townsell Elementary (96 Digital Ports and 2 Analog Ports).
- 1.3.2 The District wide area network (WAN) is a fully managed gigabit Ethernet service provided by Verizon. Every District location is provided this service using a Verizon-owned fiber backbone. It operates over a suite of District-owned Cisco switches and routers. This network, although not part of this request for proposal, should be considered when architecting and proposing a phone solution for the District. It is the preference of the District for the vendor to use the existing District-owned Ethernet local area network (LAN) wiring at all locations to support this requested telecommunications system. The intent is to share Ethernet connectivity between the digital phone and a computing device (e.g. - a PC).

1.4 TELECOMMUNICATIONS OVERVIEW

- 1.4.1 The district desires to initiate an agreement with a single vendor to provide the following telecommunications services that meets the guidelines for Priority One Services as defined by the School and Libraries Divisions' Eligible Services List for the 2009-2010 Funding year. This program is commonly known as the Federal E-Rate Program.
- 1.4.2 This contract will be awarded to one vendor as determined to be the best value to Irving Independent School District. Irving Independent School District reserves the right to negotiate with any or all respondents and accept or reject any and/or all proposals, to waive any informalities, and to award based on the criteria included in Texas Education Code § 44.031. The evaluation form included in this document outlines the criteria, under which, the award decision will be made.
- 1.4.3 The vendor shall provide services as requested for the period July 1, 2009 to June 30, 2014. The agreement shall include the option to extend the agreement for one year by mutual agreement between Irving ISD and the Vendor. Said extension shall be automatic unless specifically terminated by either party 180 days prior to the termination date. If the contract is extended, the same terms and conditions shall apply or as otherwise negotiated prior to the renewal. Price may be negotiated to prices below the current pricing. Prices shall not exceed the then current best price provided to the State of Texas Department of Information Resources at any time during the length of contract for educational entities or political subdivisions of the State of Texas.
- 1.4.4 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the resulting contract.

1.4.5 Service Provider shall provide pricing in multiple sections which are specified in detail in paragraph 10 of this proposal and are as follows:

1.4.5.1 Local Telephone Services – Priority One “Telecommunication Service Providers and/or Internet Access Providers”

- 1.4.5.1.1 Analog (Alarms, elevators, critical circuits needing POTS lines)
- 1.4.5.1.2 Digital Telephone Lines (Teacher, Administration, Secretarial Positions, etc.)
- 1.4.5.1.3 Basic Voice Mail Boxes
- 1.4.5.1.4 Basic Unified Messaging Service (Voice Mail sent to E-Mail)
- 1.4.5.1.5 Pricing shall be based upon approximate quantities listed in “**Appendix A**”.
- 1.4.5.1.6 Pricing shall be based upon a ten to one trunking ratio

1.4.5.2 Digital Telephone Instruments

- 1.4.5.2.1 Digital Single Line Telephone Instruments (2 port network connector)
- 1.4.5.2.2 Digital Multi Line Instruments
- 1.4.5.2.3 Pricing shall be based upon approximate quantities listed in “**Appendix B**”.

1.4.6 This CSP includes a request for Voice Mail Services with an option for Unified Messaging Services.

1.4.7 This CSP includes a request for optional on-site support services as specified in paragraph 5.6..

2 INSTRUCTION TO VENDORS

2.1 Competitive Sealed Proposal is for:
Irving Independent School District
2621 W. Airport Freeway
Irving, TX 75062-6020

2.2 Vendor shall deliver one original proposal, marked “ORIGINAL – LOCAL TELEPHONE SERVICE – CSP # 08-85” and two copies of the response to:

Irving Independent School District
Attn: Director of Purchasing
2621 W. Airport Freeway
Irving, TX 75062-6020

2.3 Vendors are to direct any and all questions by 12:00 p.m., September 12, 2008, regarding this Competitive Sealed Proposal in writing via facsimile or email to:

Richard Powell, Director of Purchasing
Irving ISD Administration Building
Purchasing Department
2621 West Airport Freeway
Irving, TX 75062
Telephone: (972) 215-5440
Fax: (972) 215-5442

Email: rpowell@irvingisd.net

2.4 The Vendor shall not contact any other District employee, School Board member or District consultant during this proposal process without prior approval of Mr. Powell. Failure to comply may result in disqualification. The School District reserves the right to accept or reject any or all proposals.

2.5 Pre-Proposal Meeting: IISD will hold a pre-proposal meeting on September 5, 2008, at 1:00 p.m. at the Irving ISD Administrative Building, Administrative Conference Room, 2621 West Airport Freeway, Irving, TX 75062. Attendance is strongly recommended.

2.6 It is the responsibility of the vendor to check the Irving ISD purchasing department website at <http://www.irvingisd.net/purchasing/default.htm> on tab "Bids/RFPs" for any addenda or notices under this CSP #08-85.

2.7 Timetable:

Release CSP	August 26, 2008
Pre-Proposal Meeting	September 5, 2008 – 1:00 p.m.
Deadline for Questions	September 12, 2008 - 12:00 p.m. (Noon)
Respond to Questions by	September 19, 2008
Deadline for Submittal of Proposal	October 1, 2008 - 2:00 p.m.
Contract Negotiations	October 14-November 21, 2008
Board Approval	December 15, 2008
Contract Effective Start Date	July 1, 2009

2.8 All respondents to this CSP must be fully qualified and capable of performing any and all functions, reporting, documentation as may be required under the provisions of the Universal Service Act established by the Telecommunications Act of 1996. RESPONDENTS WHO DO NOT, OR CANNOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED.

2.9 Irving ISD will apply for discounts from the School and Library Corporation (E-Rate) to offset the direct cost to the district. Vendor must provide its appropriate Service Provider Identification Number (SPIN) in its proposal.

2.10 Vendors are required to provide information in their proposals in the format outlined in CSP Section 9 – Proposal Response Format. You may also provide any additional sales and engineering documentation.

2.11 Vendor may include its **proposed contract** in its response to this CSP. The contract form should already have been used, and approved with other Texas school districts, other units of local government, and/or State Agencies.

2.12 All results from subsequent negotiations to the CSP response, agreed to by the parties, shall be reduced to writing and signed by authorized representatives of each party. A list of representatives authorized to negotiate and agree to negotiated points shall be provided to each party prior to any negotiation session for the purpose of altering the proposal.

2.13 Vendor must include any addenda issued during the time of bidding in its proposal. All addenda then shall become a part of the contract proposal. All addenda shall be acknowledged in the proposal.

2.14 **The District is requesting a totally turn-key implementation.** The successful Vendor shall provide and install any/all equipment, materials, and/or services enumerated. Any equipment or services required to provide a complete and operational system will be provided by Vendor, regardless if the equipment or service has been specifically itemized in the proposal response.

2.15 Vendor must list and indicate the use of any proposed sub-Contractors and the scope of work for which they will be responsible. Irving ISD reserves the right to approve all sub-Contractors in writing prior to the commencement of work.

2.16 Vendor submittal must meet the following definition for telecommunication services and meet the requirements of a telecommunications carrier as defined by the School and Libraries Division of the

Universal Service Administration Corporation. Service Providers and/or Service Provider Submittals that do not meet this requirement will be rejected.

- 2.17 To be eligible for support, Telecommunications Services must be provided by a telecommunications carrier, that is, one who offers telecommunications on a common carriage basis.
- 2.18 A telecommunications service is “the offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public...” [47 U.S.C. 153(46)]. Telecommunications is defined as “the transmission, between or among points specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received” [47 U.S.C. 153(43)].

2.19 Insurance

- 2.19.1 Vendor must submit proposed insurance coverage to be in place during the performance of the contracted work that will flow from this proposal upon award. The vendor must provide, at a minimum, coverage for Commercial General Liability Insurance, Workers Compensation Insurance at statutory limits, and Commercial Automobile Liability Insurance.
- 2.19.2 District will expect that before commencing work and within 10 working days of the executed contract, the Vendor shall be required, at the Vendor’s own expense, to furnish insurance certificates acceptable to Irving ISD for Workmen’s Compensation, General Liability, and Automobile.
- 2.19.3 Please include in proposal any information regarding recommended indorsements of policies, notifications, subrogations and assignments that may be applicable.
- 2.20 Nothing stated or implied in these specifications is to be interpreted as requiring or permitting the use of any lead or asbestos containing material of any kind. Since some of Irving ISD’s schools may contain asbestos.
- 2.21 Professional requirements: The Vendor represents and warrants that performance of the contract work shall not require Vendor to provide design services constituting the practice of architecture as defined in Tex. Rev. Civ. Stat. Ann. Art. 249A or the practice of engineering where public health, welfare, or safety are involved as defined in Tex. Rev. Civ. Stat. Ann. Art. 3721A. In the event that design services constituting the practice of architecture are required to perform the contract work, Vendor agrees that such design services shall, at Vendor’s sole expense, be performed by a licensed architect qualified to practice in the State of Texas. In the event that design services constituting the practice of engineering involving public health, welfare or safety are required to perform the contract work, Vendor agrees that such design services shall, at Vendor’s sole expense, be performed by a registered professional engineer qualified to practice in the State of Texas, and that any such engineering construction shall be directly supervised by a registered professional engineer.
- 2.22 References: Please provide three (3) references, preferably from customers having 2,000 or more telephones, who have used similar services within the last three years. Additional references may be required. List the customer, primary contact name, contact name telephone number and e-mail address.
- 2.23 Pursuant to Section 38.022 of the Texas Education Code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender shall be denied access into the school. Local law enforcement will be contacted should this occur. Compliance with Texas SB 9 is required.

3 EVALUATION CRITERIA

Irving ISD will use the following criteria when evaluating the proposal.

- 3.1.1 Weighted x5 - Purchase price - **the primary criteria for selection.**
- 3.1.2 Weighted x4 - Extent to which the goods or services meet the district's needs.
- 3.1.3 Weighted x3 - Total long term cost to the District to acquire the vendor's goods and services.
- 3.1.4 Weighted x3 - Quality of the Vendor's goods and services.
- 3.1.5 Weighted x2 - Vendor's past relationship and performance with the district.
- 3.1.6 Weighted x1 - Reputation of the vendor and of the vendor's goods or services.
- 3.1.7 Weighted x1 - Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.

The raw score will be 1 through 4 and may be infractional increments, and will be multiplied by the weight to give the total score. The performance criteria are listed in the attached Evaluation Form.

4 RESERVATION OF RIGHTS

- 4.1 Irving ISD reserves the right to expand or reduce the quantities of locations without penalty as may be required. The District requests that Vendor provides a mechanism to implement telecommunication additions or deletions. An example would be to give pricing for adding a new phone line to a campus site for non-POTS line or the addition of a POTS line to a site.
- 4.2 Irving ISD reserves the right to procure any item or services by other means to meet time-sensitive requirements.
- 4.3 Vendor agrees that time is of the essence and agrees to meet all timelines as setout in this agreement or addendum(s) to this agreement. Further, the Vendor agrees for Irving ISD to qualify for E-Rate funding under the Universal Services Fund, certain deadlines must be met, otherwise funding may be withdrawn or reduced, causing Irving ISD to lose funding.
- 4.4 **Non-appropriation of Funds:** Agreement and all Addenda shall be subject to all applicable federal, state and local laws, ordinances, and regulations, and shall be construed in accordance with the laws of the state of Texas. Customer will make reasonable effort to obtain and appropriate funds each fiscal year for payment of its contractual obligations. In the event that Customer does not appropriate funding for the next fiscal year for the services specified in the Agreement and all Addenda, then the affected Agreement and all Addenda shall terminate at the end of the last fiscal year for which funding is appropriated - see Texas Local Government Code section 271.903. The rates and charges, terms and conditions of this Agreement are subject to the review and/or approval by the regulatory authorities of the state of Texas.

- 4.5 **E-Rate:** It is Irving ISD's intent to submit the contract for Priority One Telecommunications Services that is awarded to the successful vendor to the Federal Communications Commission (FCC) for funding under the Universal Service Fund (USF). The Vendor is responsible for cooperating with the District on all submittals and information required by the USF. The Vendor shall **directly invoice the USF** for the approved discounted portion of this contract utilizing the **Service Provider Invoice** method and manage all administrative tasks necessary for payment from the USF.
- 4.6 In the event E-Rate funding is withdrawn, or if qualifications and terms are changed resulting in ineligibility for USF funding, Irving ISD shall have the right without prejudice and penalty to cancel its agreement with the Vendor in whole or in part should it deem necessary.
- 4.7 A portion of the payment for this contract shall come from the School and Libraries Program(SLD) administered by the Universal Service Administrative Company(USAC). IISD is eligible for a certain percentage of discount, to be verified by the SLD. The contracted service provider shall acknowledge acceptance of this process. Service Provider agrees to populate any service provider e-rate data gathering forms during each funding year with current billed and/or working telephone numbers.
- 4.8 The Universal Service Fund is administered by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). This not-for-profit corporation was appointed by the Federal Communications Commission (FCC) to ensure that the benefits of telecommunications services reach students and communities across the country. Service providers responding to this CSP must be currently registered with the SLD and provide valid SPIN identification in the proposal response. For more information, visit the Schools and Libraries Division Website at: www.sl.universalservice.org.
- 4.9 Billing cycle shall go from the first of the month to the last day of the month. Bill will be received no later than Seven (7) business days after the end of the month. Provider must include a breakdown with detailed expenses, and a summary billing by Irving ISD facility. Billing for costs incurred under this proposal shall not commence prior to July 1, 2009, unless otherwise authorized by the District. This clause is designed to comport with the SLD E-Rate billing cycle and any variance from this schedule must be approved by the District in writing.
- 4.10 Vendor agrees to resolve within 60 calendars days any formal written billing dispute provided either electronically, or via the United States Postal Service with return receipt requested. Vendor shall provide the mailing address for formal billing disputes within the response. Vendor shall provide an escalation list for the billing dispute resolution process. Escalation list shall at a minimum include the Vice-President of your organization responsible for billing disputes. In the event a formal billing dispute is not resolved within 60 days, vendor agrees to issue a credit to service providers bill to IISD's. This credit must appear on the first billing cycle after the expiration of the 60 days allowed for the billing issue resolution process. In the event service provider does not provide the credit requested, IISD shall subtract said credit from the next month's bill.
- 4.11 All invoices must be submitted to IISD's Billing address:

Irving ISD
Attn: Accounts Payable
P.O. Box 152637
Irving, TX 75015-2637

If your company uses any other billing address, Irving ISD will not be responsible for late payments, service charges, etc. IISD's purchase order number must be referenced on the invoice.

4.12 The Irving Independent School District reserves the right to use and duplicate as often as necessary any material that is submitted by the awarded vendor.

5. Service Offerings

- 5.1 The Vendor provided solution must include all necessary outside plant and entrance facilities infrastructure as may be required. Solutions for backup, redundancy and monitoring equipment to meet the required Service Level Agreement (SLA), and related switching equipment to provide connectivity to the Public Switched Telephone Network (PSTN). The vendor should provide a redundant or dispersed solution for telecommunications connectivity in the event that one or more points of entry be made unavailable.
- 5.2 Vendor's proposed solution should be compatible with existing facsimiles, modems and standardized telecommunication devices.
- 5.3 Vendors shall include a detailed list of all engineering, construction, project management costs and all costs for materials, labor, and possible electronic equipment (hardware and software) needed for intercampus connectivity.
- 5.4 Vendor's proposals must provide for complete connectivity of all Irving ISD identified locations and provide an installation time line indicating adherence to this proposal.
- 5.5 The Vendor's solution must utilize the existing IISD dial plan. The intent is to port all existing numbers to the new system.
- 5.6 Vendor shall provide an option for on-site support to assist District staff with all the functions required to support, operate and maintain the new telecommunications system for the period July 1, 2009 – Jun 30, 2010, with the option for extending such services for one additional year. The vendor shall itemize the cost for such services at paragraph 10, Unit Pricing, Table D.
- 5.7 **Telecommunication Features:** The Vendor shall respond to each of the features detailed in Appendix D. If the feature is provided in the Vendor's proposed solution respond as **yes**, or if not provided by the vendor's solution respond as **no**. Provide any additional information in the section marked "Comments".
 - 5.7.1 Any proposed system must have the capability to silence the single line telephones during classroom instruction via the telephone instrument and/or system feature such as Do Not Disturb and/or Call Forward All Calls to voice mail. The system shall also have the capability to override this feature for emergency calls directly to the classroom phone.
- 5.8 Service Provider shall indicate any additional cost associated with features for local telephone service that are not included in the base price pricing sheets.
- 5.9 **Voice Mail Service.** Service Provider must indicate a separate unit price for basic Voice Mail Service that includes the features listed in Appendix D.
- 5.10 **Enhanced Voice Mail.** Service Provider is encouraged to provide pricing for enhanced voice mail service package that shall be listed separately from the required basic voice mail service..

5.11 Telephone Instrument Preferred Specifications. The vendor shall provide itemized costs for telephone instruments as specified. Vendor may provide alternative solutions. However, the following shall be applicable to all proposed telephone Instruments:ADA Compliant

5.11.1 Compatible with the Service Providers Service Offering

5.11.2 Each phone shall be configured, installed and tested by the vendor

5.11.3 If VoIP phones are proposed, each instrument shall provide an integrated two-port Ethernet switch, built-in auto-sensing Power over Ethernet circuitry, with the ability to be centrally configured from a network-connected server.

5.11.4 Preferred Digital Single Line Telephone Classroom / Teacher Instrument

5.11.4.1 Digital telephone

5.11.4.2 Two way speakerphone

5.11.4.3 Hold button

5.11.4.4 Redial button

5.11.4.5 Transfer button for transferring

5.11.4.6 Call Forward All Calls to Voice Mail Button (or Do Not Disturb)

5.11.4.7 Message Waiting Indicator Light - Red

5.11.4.8 Volume control button

5.11.4.9 Caller ID Display (*Provide Cost for this Option if not a Standard Feature*)

5.11.5 Preferred Clerical / Secretarial Answering Position Digital Telephone Instrument

5.11.5.1 Multi-line digital telephone with 8 call appearance/feature buttons.

5.11.5.2 Two-way speakerphone with display

Six standard fixed feature buttons as follows:

5.11.5.3 Speaker button

5.11.5.4 Mute button to mute the handset or speakerphone microphone

5.11.5.5 Hold button,

5.11.5.6 Redial button

5.11.5.7 Call transfer button for transferring

5.11.5.8 Conference Call button for setting up a conference call

5.11.5.9 Message Waiting Indicator Light - Red

5.11.5.10 Volume control button

5.11.6 Preferred Administrative Position Digital Telephone Instrument

5.11.6.1 Multi-appearance digital telephone with 12 call appearance/feature buttons.

5.11.6.2 Two-way speakerphone with display

Six standard fixed feature buttons as follows:

5.11.6.3 Speaker button

5.11.6.4 Mute button to mute the handset or speakerphone microphone

5.11.6.5 Hold button,

5.11.6.6 Redial button

5.11.6.7 Call transfer button for transferring

5.11.6.8 Conference Call button for setting up a conference call

5.11.6.9 Message Waiting Indicator Light - Red

5.11.6.10 Volume control button

5.11.7 Preferred Main Answering Point Digital Telephone Instrument

5.11.7.1 Multi-appearance digital telephone with 24 call appearance/feature buttons.

5.11.7.2 Two-way speakerphone with display.

Six standard fixed feature buttons as follows:

5.11.7.3 Speaker button

5.11.7.4 Mute button to mute the handset or speakerphone microphone

5.11.7.5 Hold button,

5.11.7.6 Redial button

5.11.7.7 Call transfer button for transferring

5.11.7.8 Conference Call button for setting up a conference call

5.11.7.9 Message Waiting Indicator Light - Red

5.11.7.10 Volume control button

6 Preferred SERVICE LEVEL AGREEMENT (SLA)

Irving ISD considers both the quality and availability to be critical factors influencing the selection of a Vendor to provide the services described in CSP Section 5. The District relies heavily on communication both inside and outside the district in day-to-day support of its operations. Ability to communicate with parents and community as well as vendors, suppliers and potential emergency services is of paramount importance. Equipment/service outage can result in the inability to provide services in the event of an emergency, delay the ordering and delivery of supplies, food and other services resulting in an irreplaceable loss of planned time and services rendered.

6.1 The District requires the selected Vendor to provide and maintain the referenced services on a 24 hour a day, seven day a week basis, including weekends and holidays unless otherwise provided.

6.2 Scheduled maintenance is defined as those times that the Vendor needs to make modifications to the services and or equipment to ensure delivery of services prior to any service problems. Vendor shall be required to coordinate maintenance windows ahead of time with Irving ISD so that the District's operational requirements will not be hindered

6.3 Expected uptime for each of the telecommunication service types, as specified by CSP Service will be 99.99% on a 24x7 basis. Uptime is defined as full usage of the service and at full capacity as stated herein, with the exception of scheduled maintenance.

6.4 Vendor response time is defined as the time the Vendor's qualified technician reports to the appropriate site at Irving ISD if either of the following events occur:

6.4.1 An authorized representative of Irving ISD contacts the Vendor's technical services organization to report a problem.

6.4.2 The Vendor, through its monitoring functions, becomes aware of a system failure or potential system failure.

6.5 Preferred Service Levels

6.5.1 Irving ISD business hours are defined as 7:00 a.m. through 5:00 p.m. Monday through Friday, excluding holidays.

6.5.2 Service Priorities

- 6.5.2.1 **Priority 1** – Any equipment or service failure of this priority has a critical impact to Irving ISD operations. Vendor response time shall be no more than two (2) hours and repairs complete within four (4) hours after the initial response. Where communication performance is impaired yet most operations remain functional, Vendor response time shall be no more than four (4) hours and repairs complete within twenty-four (24) hours after the initial response.
- 6.5.2.2 **Priority 2** – Any equipment or service failure of this priority has an important impact to Irving ISD operations. Vendor response time shall be no more than four (4) hours and repairs complete within twenty-four (24) hours after the initial response.
- 6.5.2.3 Vendor response time for any events logged outside of normal business hours shall be no than two (2) hours on the next business day.
- 6.5.3 Vendor shall identify a technical contact assigned to the District, that will be accessible during normal business hours and a secondary contact for emergency situations and out of hour events.
- 6.6 Vendor shall conduct scheduled repairs and upgrades during off hour periods not affecting the District's operation or use of technology in the classrooms. All scheduled repairs shall be subject to notification of the District's representative in advance. Vendor shall coordinate all repairs involving access to district faculties in advance with the District's contact and facilities manager.
- 6.7 In the event the Vendor is unable to respond and/or make corrections to the operation of the contracted services to the substantial satisfaction of the District, the Vendor shall immediately make available a supervisor with the authority to obtain the resources required to make such repairs as may be necessary.
- 6.8 Termination of service by the Vendor, for any reason, shall require no less than six (6) months notification to enable the Irving ISD to make other service arrangements. Both parties agree that substantial effort will be required on the District's behalf to seek out, negotiate and install a suitable replacement service in the event of termination of service by the Vendor. Further, it is agreed by the Vendor that this termination notice does not in any way change, alter or subjugate any and all remedies that may be legally available to the District.

7 MANAGEMENT REQUIREMENTS

- 7.1 Irving ISD shall appoint one (1) individual to perform as the Irving ISD contact for the Vendor. All communication between the Vendor, and any of its sub-contractors, shall be with and through the Irving ISD manager. The Irving ISD manager may delegate work to others including outside parties.
- 7.2 The Vendor shall appoint one (1) highly qualified individual to perform as the vendor project manager to remain with the project from inception until 3 months after implementation. All coordination and communication by Irving ISD and the Irving ISD manager shall be with and through the Vendor manager.
- 7.3 In addition to the aforementioned Vendor project manager, the Vendor shall assign sufficient staff to provide for any and all management requirements that may arise during the course and term of the agreement. This shall include, but is not limited, to design, implementation and trouble management.
- 7.4 The Vendor shall conduct status meetings on an as needed basis. The attendance shall include, at a minimum, the Irving ISD project manager and the Vendor project manager. Irving ISD, through the Irving ISD project manager, may request the attendance of any and all members of the proposed system vendor staff assigned to the Irving ISD project.
- 7.5 The Vendor shall schedule meetings in advance and shall distribute an agenda mutually agreed upon by the Irving ISD project manager and the Vendor project manager. The Vendor project manager shall be

responsible for maintaining all records of any and all official project meetings and shall include applicable information in a progress report.

- 7.6 The Vendor shall assign a project manager during the Installation phase of the service providers proposed service. The Vendor shall include any and all cost associated with the project management within the vendors response if any.
- 7.7 The Vendor shall include a plan within the response for training all Irving ISD employees. This plan should identify the vendors strategy to train all employees and clearly identify any cost associated with training all Irving ISD employees.

8 GENERAL REQUIREMENTS

- 8.1 Vendor shall comply in every way with the requirements of local laws and ordinances, the laws of the State of Texas and all Federal laws and OSHA regulations.
- 8.2 Vendor shall insure that all records and reports, engineering, metering, inspections, testing, quality or service standards and safety measures comply with standards applicable for the State of Texas Irving, Texas.
- 8.3 Vendor shall coordinate with Irving ISD or its designated assignee on the proposed placement of any equipment at each site's main equipment room. Vendor shall obtain written approval from Irving ISD project manager prior to beginning installation work in all Irving ISD facilities.
- 8.4 Vendor shall install its equipment in accordance with the manufacturer's specifications for the systems.

9 CSP RESPONSE FORMAT

- 9.1 The Vendor shall provide a proposal according to the following outline. Vendor's Proposal Response Sections shall be tabbed as follows:
- 9.2 Overview of Company and Services Offering. The Vendor should provide information related to how it can provide and support the services Irving ISD is requesting in this CSP. Include the following in this section:
 - a) Vendor References
 - b) Vendor Service Provider Identification Number (SPIN)
 - c) Description of service capabilities and abilities to provide services that Irving ISD is requesting in CSP Sections 5 and 6.
 - d) Describe Vendor's system monitoring capabilities
 - e) Detail any value added propositions
- 9.3 CSP Requirements. Vendor should reiterate all CSP sections and acknowledge their acceptance
- 9.4 No Data - Intentionally Blank
- 9.5 Price Summary. Vendor must supply all unit pricing in this proposal response, paragraph 10. Vendor will also complete the Price Summary tables in Appendix C, Price Summary.
- 9.6 Installation Plan. Vendor is to supply an installation plan indicating how it will meet the schedule requirements in order to substantially begin service by July 1, 2009. Include the name and qualifications of the proposed project manager. System must be fully operational by August 19, 2009.

- 9.7 Training Plan. The Vendor shall include a plan for recommended training for Irving ISD employees. This plan should identify the vendors strategy to train employees and clearly identify all cost associated with training these Irving ISD employees.
- 9.8 Forms. Complete, Sign and Date all included forms.
- 9.9 CSP Addenda Provide appropriate responses as per paragraph 2.13.
- 9.10 Vendor Contract. Vendor is permitted to include a sample language version of a service contract with their proposal. A sample language contract is for illustrative purposes only and is not intended to represent the final negotiated version of a service contract.

10. **Unit Pricing:** The vendor shall complete each of the pricing break-outs listed below. These summaries shall break out the specific costs per unit and are to be used to complete Appendix C, Pricing Summary.

LOCAL TELEPHONE SERVICE PRICING SHEET

UNIT PRICING TABLE A – Analog TELEPHONE LINE SERVICE

Price based upon the quantities listed in Appendix A “Quantity Matrix for Telephone Service Pricing”.	Unit Cost Per Line
Base ANALOG telephone line	
Feature Package (if applicable)	
Subscriber Line Charge	
Subscriber Line Charge credit	
Emergency Service Charge	
Cost of Service Surcharge	
Federal Universal Service Fee	
Municipal Fee	
List any and all taxes / fees / surcharges and special construction charges not included above.	
Discount(s) available to District	
TOTAL MONTHLY COST PER ANALOG TELEPHONE LINE	

UNIT PRICING TABLE B – Digital TELEPHONE LINE SERVICE

Price based upon the quantities listed in Appendix A “Quantity Matrix for Telephone Service Pricing”.	Unit Cost Per Line
Base DIGITAL telephone line	
Feature Package (if applicable)	
Subscriber Line Charge	
Subscriber Line Charge credit	
Emergency Service Charge	
Cost of Service Surcharge	
Federal Universal Service Fee	
Municipal Fee	
List any and all taxes / fees / surcharges and special construction charges not included above.	
Discount(s) available to District	
TOTAL MONTHLY COST PER DIGITAL TELEPHONE LINE	

UNIT PRICING TABLE C – VOICE MAIL SERVICE

Voice Mail Service based upon a minimum of 3,000 voice mail boxes to be utilized with the telephone line services provided in Pricing Table A	Unit Cost Per Voice Mail Box
Voice Mail Box	
Federal Universal Service Fee	
List any and all taxes / fees / surcharges and special construction charges not included above.	
Discount(s) available to District	
TOTAL MONTHLY COST PER BASE VOICE MAIL BOX SERVICE.	
Monthly Cost for an additional Voice Mail Box in excess of the initial 3,000 voice mail boxes.	

UNIT PRICING TABLE D – Support Services/VOICE MAIL SERVICE – OPTIONAL PRICING

Voice Mail Service – Optional Pricing – Vendors may list additional Voice Mail Service or other Optional Pricing Below. Unified Messaging shall be priced based on an initial quantity of 200	Unit Cost – Optional Pricing
Unified Messaging Service (Voice Mail to E-Mail)	
On-Site Support Services – Year 1 (see paragraph 5.6)	
On-Site Support Services – Year 2 (see paragraph 5.6)	

PRICING TABLE D – TELEPHONE INSTRUMENT(S)

SERVICE PROVIDER MUST INCLUDE A PRODUCT BROCHURE FOR EACH TELEPHONE INSTRUMENT PROPOSED.

SERVICE PROVIDER MAY INCLUDE AS MANY DIGITAL TELEPHONES AS THE SERVICE PROVIDER DEEMS APPROPRIATE FOR THE CONFIGURATION SPECIFIED. TOTAL ANTICIPATED TELEPHONE QUANTITY PURCHASES ARE LISTED IN APPENDIX B.

SERVICE PROVIDER MUST AT A MINIMUM PROVIDE PRICING FOR ALL OF THE TELEPHONE INSTRUMENT TYPES AS SPECIFIED IN PARAGRAPH 5.10.

Unit cost shall include configuration, installation and testing by the vendor.

TELEPHONE INSTRUMENT PRICING	UNIT COST FOR TELEPHONE INSTRUMENT	UNIT COST TO INSTALL AND PROGRAM TELEPHONE INSTRUMENT –
Digital Single Line Telephone Classroom Teacher (Para 5.10.5)		
Clerical / Secretarial Digital Telephone (Para 5.10.6)		
Administrative Position Digital Telephone (Para 5.10.7)		
Main Answering Point Digital Telephone Instrument (Para 5.10.8)		

UNIT PRICING TABLE E – All Other Pricing not listed in Tables A-D

Pricing for Items not included in Tables A-D . Refer to the listed paragraph number in this CSP.	Cost
Para 5.3. Vendor shall include a detailed list of all engineering, construction, project management costs and all costs for materials, labor, and possible electronic equipment (hardware and software) needed for intercampus connectivity. Itemize these costs if they are not included in Tables A-D.	
Para 5.7. Service Provider shall indicate any additional cost associated with features for local telephone service that are not included in the base price pricing sheets.	
Para 7.7 and 9.7. <u>Training Plan</u>. The Vendor shall include a plan for recommended training for Irving ISD employees. This plan should identify the vendors strategy to train employees and clearly identify all cost associated with training these Irving ISD employees.	
Other (Specify)	

APPENDIX A, Local Telephone Service

Quantity Matrix for Pricing					
Irving ISD Facilities	Address	Quantity of Analog Lines Required	Quantity of Digital Lines Required	Quantity of Digital and Analog Lines Required	Quantity of Voice Mail Boxes Required
High Schools					
Union Bower CL	101 E. Union Bower	5	68	73	68
Irving High School	900 O'Connor	6	223	229	223
MacArthur High School	3700 N. O'Connor	6	223	229	223
Nimitz High School	100 West Oakdale	7	224	231	224
The Academy of Irving	4601 N. MacArthur	7	171	178	171
Middle Schools					
Austin Middle School	825 E. Union Bower	5	116	121	116
Bowie Middle School	600 E. Sixth Street	5	110	115	110
Crockett Middle School	2431 Hancock	5	108	113	108
de Zavala Middle School	707 W. Pioneer	5	93	98	93
Houston Middle School	3033 W. Country Club	5	105	110	105
Lamar Middle School	219 Crandall	5	99	104	99
Travis Middle School	1600 Finley	5	107	112	107
Elementary Schools					
Barton Elementary School	2931 Conflans	5	83	88	83
Brandenburg Elementary School	2800 Hillcrest	5	86	91	86
Britain Elementary School	631 Edmondson	5	89	94	89
Brown Elementary School	2501 W. Tenth	5	84	89	84
Davis Elementary School	310 Davis	5	79	84	79
Elliott Elementary School	1900 S. Story	5	91	96	91
Fairne Elementary School	615 Metker	5	85	90	85
Gilbert Elementary School	1501 E. Pioneer	5	81	86	81
Good Elementary School	1200 E. Union Bower	5	91	96	91
John Haley Elementary School	1100 Schulze	5	78	83	78
Thomas Haley Elementary School	3601 Cheyenne	5	72	77	72
Hanes Elementary School	2730 Cheyenne	6	71	77	71
Johnston Elementary School	2801 Rutgers	5	80	85	80
Keyes Elementary School	1501 N. Britain	5	83	88	83
Lee Elementary School	1600 Carlisle	5	79	84	79
Lively Elementary School	1800 Plymouth	5	88	93	88
Schulze Elementary School	1200 S. Irving Heighs	5	81	86	81
Stipes Elementary School	3100 Cross Timbers	5	89	94	89
Townley Elementary School	1030 Vilbig	5	88	93	88
Townsell Elementary School	3700 Pleasant Run	5	99	104	99
Early Childhood Centers					
Clifton Early Childhood School	3950 Pleasant Run	5	42	47	42
Kinkeade Early Childhood School	2333 Cameron	5	45	50	45

IRVING INDEPENDENT SCHOOL DISTRICT**LOCAL TELEPHONE SERVICE – page 19****CSP 08-85**

Pierce Early Childhood School	901 Britain	5	44	49	44
Other Facilities					
Ratteree Career Development Center	2121 S. MacArthur	5	26	31	21
Secondary Reassignment Center	3207 West Pioneer	4	26	30	26
Transportation	3207 West Pioneer	2	10	12	10
Elementary Development Center	1600 E. Shady Grove	2	12	14	12
Wheeler Transitional Center	1600 E. Shady Grove	3	16	19	16
Special Education Offices	1600 E. Shady Grove	1	25	26	25
Hands on Science	1600 E. Shady Grove	1	12	13	12
Administration Building	2621 W. Airport Freeway	51	223	274	223
Administrative Annex	820 O'Connor	5	24	29	24
Food Service	800 O'Connor	6	30	36	36
Facilities Service Center	3620 Valley View	4	40	44	40
TOTALS		266	3,899	4,165	3,900

APPENDIX B, Telephone Instruments

Quantity Matrix for Pricing					
Irving ISD Facilities	Address	Digital Single Line Telephone Classroom Teacher (Section 5.12.4)	Clerical / Secretarial Digital Telephone (Section 5.12.5)	Administrative Position Digital Telephone (Section 5.12.6)	Main Answering Point Digital Telephone Instrument (Section 5.12.7)
High Schools					
Union Bower CL	101 E. Union Bower	64	2	2	0
Irving High School	900 O'Connor	205	12	3	3
MacArthur High School	3700 N. O'Connor	205	12	3	3
Nimitz High School	100 West Oakdale	206	12	3	3
The Academy of Irving	4601 N. MacArthur	153	12	3	3
Middle Schools					
Austin Middle School	825 E. Union Bower	99	12	2	3
Bowie Middle School	600 E. Sixth Street	93	12	2	3
Crockett Middle School	2431 Hancock	91	12	2	3
de Zavala Middle School	707 W. Pioneer	76	12	2	3
Houston Middle School	3033 W. Country Club	88	12	2	3
Lamar Middle School	219 Crandall	82	12	2	3
Travis Middle School	1600 Finley	90	12	2	3
Elementary Schools					
Barton Elementary School	2931 Conflans	67	11	2	3
Brandenburg Elementary School	2800 Hillcrest	70	11	2	3
Britain Elementary School	631 Edmondson	73	11	2	3
Brown Elementary School	2501 W. Tenth	68	11	2	3
Davis Elementary School	310 Davis	63	11	2	3
Elliott Elementary School	1900 S. Story	75	11	2	3
Fairne Elementary School	615 Metker	69	11	2	3
Gilbert Elementary School	1501 E. Pioneer	65	11	2	3
Good Elementary School	1200 E. Union Bower	75	11	2	3
John Haley Elementary School	1100 Schulze	62	11	2	3
Thomas Haley Elementary School	3601 Cheyenne	56	11	2	3
Hanes Elementary School	2730 Cheyenne	55	11	2	3
Johnston Elementary School	2801 Rutgers	64	11	2	3
Keyes Elementary School	1501 N. Britain	67	11	2	3
Lee Elementary School	1600 Carlisle	63	11	2	3
Lively Elementary School	1800 Plymouth	72	11	2	3
Schulze Elementary School	1200 S. Irving Heights	65	11	2	3
Stipes Elementary School	3100 Cross Timbers	73	11	2	3
Townley Elementary School	1030 Vilbig	72	11	2	3
Townsell Elementary School	3700 Pleasant Run	83	11	2	3

IRVING INDEPENDENT SCHOOL DISTRICT**LOCAL TELEPHONE SERVICE – page 21****CSP 08-85**

Early Childhood Centers					
Clifton Early Childhood School	3950 Pleasant Run	34	5	1	2
Kinkeade Early Childhood School	2333 Cameron	37	5	1	2
Pierce Early Childhood School	901 Britain	36	5	1	2
Other Instructional & Other Facilities					
Ratteree Career Development Center	2121 S. MacArthur	18	3	0	0
Secondary Reassignment Center	3207 West Pioneer	23	1	0	2
Transportation	3207 West Pioneer	3	7	0	0
Elementary Development Center	1600 E. Shady Grove	11	1	0	0
Wheeler Transitional & Development Center	1600 E. Shady Grove	14	2	0	0
Special Education Offices	1600 E. Shady Grove	24	1	0	0
Hands on Science	1600 E. Shady Grove	11	1	0	0
Administration Building	2621 W. Airport Freeway	117	164	37	3
Administrative Annex	820 O'Connor	21	3	0	0
Food Service	800 O'Connor	31	5	0	0
Facilities Service Center	3620 Valley View	38	1	1	0
TOTALS		3227	558	109	104

APPENDIX C, Price Summary

TABLE	UNIT PRICE	QTY	EXTENDED PRICE
Digital Phone Line Services			
PRICING TABLE "A" - TOTAL MONTHLY PRICE	\$ -	266	\$ -
ANALOG TELEPHONE SERVICE			
PRICING TABLE "B" - TOTAL MONTHLY PRICE	\$ -	3,899	\$ -
DIGITAL TELEPHONE SERVICE			
PRICING TABLE "C" - TOTAL MONTHLY PRICE	\$ -	3,900	\$ -
VOICE MAIL SERVICE			
PRICING TABLE "D" - TOTAL <u>OPTIONAL PRICING</u>			
Optional UNIFIED MESSAGING SERVICE per Month	\$ -	200	\$ -
Optional Support Services – for Year 1		12 months	\$ -
Optional Support Services – for Year 2		12 months	\$ -
TOTAL COST PER MONTH	\$ -		\$ -
TOTAL COST PER YEAR	\$ -		\$ -
Telephone Instruments			
Unit cost shall include <u>configuration, installation and testing</u> by the vendor.			
(Para 5.10.5) - Digital Classroom Telephone - Desk / Wall	\$ -	3,227	\$ -
(Para 5.10.6) - Clerical / Secretarial Digital Telephone	\$ -	558	\$ -
(Para 5.10.7) - Administrative Position Digital Telephone	\$ -	109	\$ -
(Para 5.10.8) - Main Answering Point Digital Telephone	\$ -	104	\$ -
TOTAL INSTRUMENT COST			\$ -
All Other Costs from Table E (Itemize All)			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL OTHER COSTS			\$ -

Appendix D, Service Features Questionnaire

Item #	Service Feature Description	Yes	No	Comments
	See paragraph 5.6 for instructions for completing questionnaire			
1	Direct Inward Dialing to IISD for a minimum of 4000 station numbers.			
2	Four (4) digit dialing between all Irving ISD station numbers			
3	Within Group Call Forwarding: Forward calls originating from within the business group to a predetermined destination. Calls originating from outside the group are completed as if the Call Forwarding were not in effect.			
4	Call Alteration: Allows users to place one call on hold, make a second call, and talk alternately between the two parties.			
5	Call Forwarding: Allows users to transfer calls to another station when their number is busy or not answered. Call Forwarding variations include All Calls, Busy, and No Answer.			
6	Call Hold: Allows users to place a call in progress on hold.			
7	Call Pick-Up: Allows users to dial a code to answer a call ringing at another station within a group.			
8	Call Transfer: Users can directly transfer a call to another party.			
9	Call Waiting: Places an audible tone on the line to signal that an internal caller is waiting to be connected.			
10	Consultation Hold: Allows users to be the initiator of a three-way call or transfer to speak privately with a third party.			
11	Direct Inward Dial: Allows incoming calls from the exchange network to reach users without attendant assistance.			
12	Direct Outward Dial: Allows users to place an external call without attendant assistance.			
13	Directory Number Hunting: If the number dialed is busy, the system searches for an available line within the hunt list.			
14	Distinctive Ringing: Provides distinctive ringing so users can distinguish between internal and external calls.			
15	Last Number Redial: Allows users to redial the last number dialed by dialing a code instead of the entire number.			
16	Pilot Number Hunting: Calls dialing the pilot number will be distributed evenly across the hunt group.			
17	Speed Calling: Allows users to use designated codes to dial six to eight frequently called numbers.			
18	Station-to-Station Calling: Allows users to call internal stations using abbreviated dialing.			
19	Three-Way Calling: Allows users to establish a three-way conference.			
20	Toll Restriction: Prevents customer designated stations from placing chargeable toll calls.			
21	Touch Call: All stations are equipped for touch call dialing.			
22	Automatic Call Back: If users receive a busy signal when making an internal call, you can dial an access code allowing the system to connect you when both stations are idle.			
23	Call Back: Allows users to place a call on hold and retrieve it from another station within the group.			
24	Call Park: Lets a user place a call on hold, switch phones, and resume the call at another location.			
25	Circular Hunting: Searches for an idle line beginning with the number dialed.			

26	Data Line Security: Users can restrict features such as Call Waiting, Busy Override, etc., from interrupting a data call in progress.			
27	Multiple Classes of Service: Assigns each station a class of service which defines its calling privileges and any restricted features.			
28	Saved Number Redial: Allows users to store a number in memory and then later redial it using a code.			
29	System Speed Call 30: Allows a business group to share a list of up to 30 numbers which may be dialed using access codes.			
30	Uniform Call Distribution: Routes an incoming call to the station which has been idle longest.			
31	Executive Busy Override: Allows users to "break-in" on an existing conversation between two parties. The system sends an alert tone to the conversing parties and creates a three-way call.			
32	Incoming Call Forwarding: Forwards incoming calls from outside to an alternate number within the group when a user's number is busy.			
33	Multi-level restriction: Fully or partially restricts individual lines by selecting one of the Call Restriction Options.			
34	Off-Hook Queuing: Allows a station user to remain off-hook and wait for an idle trunk in order to complete a dialed call.			
35	Ringback Queuing: Allows users to hang up and wait for an available trunk to become idle, signaled through a distinctive ringback.			
36	Speed Calling 30-Individual: Allows users to dial an individually selected list of up to 30 telephone numbers by dialing two to four digits.			
37	Call Tracing Service: Allows a user to trace the last incoming call by dialing an access code. When users invoke this service, a trace is delivered over a data link to an authorized agency.			
38	Calling Number ID delivery: Displays the telephone number of the caller.			
39	Calling Name and Number ID delivery: Displays the telephone number or telephone number and name of the caller.			
40	Conference Calling: Allows users to initiate conference calls of up to six parties, without an attendant's assistance.			
41	Pilot Number of Hunt Groups: Is a directory number used to access a hunt group			
42	Preferential Hunt: If an incoming call comes in to a busy line, this feature checks every station in the hunt group, in the assigned order. If no stations are available, a busy signal is returned.			
43	Stop Hunt: Stops hunting at the line that is assigned this function.			
44	Terminal Make Busy: Allows a station or group of stations to appear busy to incoming calls.			
	Features for Voice Mail Service			
45	Minimum of two-minute message length			
46	Minimum Message capacity of 30 new and saved messages			
47	Date and Time Stamp			
48	Attendant Transfer			
49	Reminder Service			
50	Create/Send/Reply features			
51	Broadcast options			
52	Multiple message review options			
53	Pager Notification			
54	Remote Call Notification			
55	Visual Messaging Waiting Indicator			
56	Ability to deliver voicemail to a voice mail user e-mail inbox			

APPENDIX E, Non-Binding Bidding Certificate

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034. Notification of Criminal History of Contractor.

- a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
Vendor response (initial): negative _____ or see attached information _____
- b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for _____ services performed before the termination of the contract.
- c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

Signature below certifies to all three sections above.

Signature	_____
Printed Name	_____
Company Name	_____
Telephone Number	_____

APPENDIX F: Evaluation Summary Sheet
 EVALUATION FORM FOR BIDS/PROPOSALS

CSP 08-85

Bid/Proposal # _____

Title _____

Vendor's Name _____

Evaluator's Initials _____

Weights: 2-5 weights are used only if included in Request for Bids or Proposal, otherwise all 1s. Point Scoring is indicated below:

Criteria	Justification for ± rating				Points	Weight	Total Score
1. Purchase price	Lowest price vendor will receive the highest rank points and the remaining vendors will be ranked in order from lowest to highest price.					x5	
Points	4	3	2	1			
2. Reputation of vendor and vendor's goods or services	Vendor provides at least 3 letters of reference from similar districts; is regarded by other districts for quality work and excellent support	Vendor provides at least 3 letters of reference; is regarded by other districts for quality work and good support	Vendor provides less than 3 letters of support; is regarded by other districts as providing adequate service	Vendor provides no letters of reference; is known to have issues with other districts or provides poor service and support		x1	
3. Quality of vendor's goods and services.	Vendor has provided excellent service in the past	Vendor has provided good service in the past	Vendor has provided adequate service in the past	Vendor has provided poor service in the past		x3	
4. Extent to which the goods and services meet district's needs.	Product meets all of the district's specifications and/or needs; vendor has value-added product or service	Product meets all of the district's specifications and/or needs	Product meets most of the district's specifications and/or needs	Product does not adequately meet district's specifications and/or needs		x4	
5. Vendor's past relationship with the district.	Vendor has worked with district on more than 3 occasions in the past; Vendor has had excellent working relationship with district in the past	Vendor has worked with district on 2 or 3 occasions in the past; Vendor has had a good working relationship with district in the past	Vendor has worked with district on only 1 occasion in the past; Vendor has had an adequate working relationship with district in the past	Vendor has never worked with district before		x2	
6. Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	Vendor has submitted an HUB form and if an HUB company, has demonstrated compliance with all laws and rules	-	-	Vendor has not submitted HUB form and could not comply with all laws and rules		x1	
7. Total long term cost to the district to acquire the vendor's goods or services	Vendor with lowest long term costs will receive the highest rank points and the remaining vendors will be ranked in order from lowest to highest price.					x3	
8. Any other relevant factor specifically listed in the request for bids or proposals.						n/a	
Grand Total Score							

TO BE SIGNED AND RETURNED

**Irving ISD Purchasing Department
2621 West Airport Freeway, Irving, Texas 75062
972-215-5440 VOICE 972-215-5442 FAX**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:
Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (§ .36).

Vendor Name

Vendor Address

Vendor E-mail Address

Vendor Telephone

Fax Number

Authorized Company Official's Name: (Printed)

Signature of Company Official: Date:

Irving Independent School District

Purchasing Department

2621 West Airport Freeway * Irving, Texas 75062 * 972-215-5440 Voice * 972-215-5442 Fax

CONFIDENTIAL OR PROPRIETARY DOCUMENTS

The Public Information Act, Texas Government Code, Chapter 552, gives you the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information.

IF A VENDOR BELIEVES THAT A BID, PROPOSAL, OFFER OR SPECIFICATION CONTAINS INFORMATION THAT SHOULD BE WITHHELD FROM DISCLOSURE AND THAT WITHHOLDING IS NOT IN VIOLATION OF THE TEXAS PUBLIC INFORMATION ACT, A STATEMENT ADVISING THE MUST BE INCLUDED BELOW AND ALSO NOTED ON THAT PAGE OF THE DOCUMENT ITSELF. IF THIS IS NOT DONE, ALL OF THE INFORMATION PROVIDED IN THIS DOCUMENT WILL BE CONSIDERED PUBLIC INFORMATION.

The information on the pages listed below is not available for public disclosure. Because of a copyright, patent or otherwise confidential ingredient, if released, it would give an unfair advantage to a competitor or bidder.

I, the undersigned for the firm named below, certify that the information on the pages listed above is not available for public disclosure in accordance with the Texas Public Information Act.

Name of Vendor: _____
(please type or print)

Name of Company Official: _____
(please type or print)

Signed, Company Official:

Irving Independent School District

Purchasing Department

2621 West Airport Freeway * Irving, Texas 75062 * 972-215-5440 Voice * 972-215-5442 Fax

To Be Signed and Returned

Notification of Criminal History

State of Texas legislative Bill No. 1 Section 4.034, Notification of Criminal History, Subsection (a) states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space

I, the undersigned agent for the firm named below, certify; that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name (Printed): _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

OR

A. My firm is not owned nor operated by anyone who has been convicted of a felony.

OR

A. My firm is owned and/or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Authorized Company Official: _____ Date: _____