

Crossroads Charter Academy

215 N State St, Big Rapids, MI 49307

Request for Proposal E911 Telecom System RFP-VOIP/Hybrid RFP-VOIP2019

Closing Date: August 1st, 2019 Closing Time 4:00 p.m. EST

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1 Statement of Work

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply an on-premises E911 compliant VOIP/Hybrid Telecom System to Crossroads Charter Academy. The RFP provides vendors with the scope of work, specifications, and requirements of the system.

This RFP also includes an option for a 5 year lease/purchase agreement. Crossroads Charter Academy owns equipment at the end of the lease.

1.2 Coverage & Participation

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at Crossroads Charter Academy. Crossroads Charter Academy reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

2 General Information

2.1 Original RFP Document

Crossroads Charter Academy shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 The Organization

Crossroads Charter Academy is a local Public School Academy that serves students grades K-12. We have two (2) physical buildings with approximately 90 staff members.

Currently, we use a Toshiba Strata CIX System which is working, but is not E911 capable. We are looking to:

- Upgrade our system to current and repairable hardware.
- Have a scalable system for future growth.
- Deliver new communications features to our staff that will aide in better communication.
- Operate with an E911 compliant system.

2.3 Existing Technology Environment

The following is a listing of our current telecom environment.

- Toshiba Strata PBX which is physically located in our High School building.
- 72 Handsets in our Elementary building
- 51 Handsets in our Middle school / High school building
- 1 Telephone in our Elementary building elevator

2.4 Schedule of Events

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the organization's needs or unforeseen circumstances. Changes will be communicated by email and website to all prospective bidders.

Issuance of RFP - July 10th, 2019

REQUIRED On-site walk thru - July 18th, 2019 at 10 a.m. EST

[Notice of Intention](#), *Schedule A* - Due July 18th, 2019 at 12:00 p.m. EST

Technical Questions/Inquiries - July 24th, 2019 at 4:00 p.m. EST

RFP Closes - August 1st, 2019 at 4:00 p.m. EST

(schedule continued on next page)

Complete Initial Evaluation - August 8, 2019 at 2:00 p.m. EST

Board Vote on Award - August 8, 2019 at 6:00 p.m. EST

Final Award Notification - August 12, 2019 by 4:00 p.m. EST

Projected Installation Date Range - September thru December 2019

Installation Complete - December 2019

3 Proposal Preparation Instructions

3.1 Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Crossroads Charter Academy as necessary to gain such understanding. Crossroads Charter Academy reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Crossroads Charter Academy reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Crossroads Charter Academy.

3.2 Good Faith Statement

All information provided by Crossroads Charter Academy in this RFP is offered in good faith. Individual items are subject to change at any time. Crossroads Charter Academy makes no certification that any item is without error. Crossroads Charter Academy is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 Vendors' Inquiries. Applicable terms and conditions herein shall govern communications and inquiries between Crossroads Charter Academy and vendors as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Crossroads Charter Academy
Attention: Technology Coordinator
215 N State Street
Big Rapids, MI 49307

or by email at: tingleya@ccabr.org

3.3.2 Informal Communications shall include, but are not limited to: requests from/to vendors or vendors' representatives in any kind of capacity, to/from any Crossroads Charter Academy employee or representative of any kind or capacity with the exception of IT Staff for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time.

3.3.3 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing and be received prior to July 24th, 2019 at 4:00 p.m. EST.
- Errors and omissions in this RFP and enhancements. Vendors shall recommend to Crossroads Charter Academy any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to Crossroads Charter Academy any enhancements, which might be in Crossroads Charter Academy best interests. These must be submitted in writing and be received prior to July 24th, 2019 at 4:00 p.m. EST.
- Inquiries about technical interpretations must be submitted in writing and be received prior to July 24th, 2019 at 4:00 p.m. EST. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

3.3.4 Addenda: Crossroads Charter Academy will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within 5 business days. All questions, answers, and addenda will be shared with all recipients.

Crossroads Charter Academy will not respond to any questions or requests for clarification that require addenda, if received by Crossroads Charter Academy after July 24th, 2019 at 4:00 p.m. EST.

All addenda will be posted to our Web site only: <http://www.ccabr.org/> > Contact Us > Telecom RFP 2019

3.4 Proposal Preparation and Submission

3.4.1 In order to be considered for selection, vendors must submit the Notice of Intention (Schedule A) by July 18th, 2019 at 10:00 a.m. EST and a complete response to this RFP by August 1st, 2019 at 4:00 p.m. EST. Proposals must be signed by an authorized representative of the proposal and be delivered sealed to:

ATTN: Board President
Crossroads Charter Academy
215 N State St, Big Rapids, MI 49307

Vendors are to submit six (6) copies that must be individually bound. Please provide one electronic copy via email: tingleya@ccabr.org.

3.4.2 Proposals shall be organized as follows:

1. Title Page – Show the RFP subject, the name of the vendor, local address, telephone number, name of contact person, and the date.
2. Table of Contents – Show a clear identification of the material by section and by page number.
3. Profile of the Vendor – Show vendor qualifications as stated in Section 5 of this RFP; state the location of the office that will be performing the installation and responding to requests for support.
4. Complete copy of RFP - Show a complete copy of the RFP in the order of the requirements set forth in Section 4 of this RFP. Provide images and technical specifications of each type of proposed hardware that is to be used in the proposed system.

5. Vendor Certification – Completed and signed [Vendor Certification](#) (Section 8).

6. Additional information - Phone System Bid Sheets, Schedule A, B and Appendix C at the end of this document.

All information requested in the Section 4 of this RFP should be submitted. Any respondent to the RFP that fails to submit all information requested, may be required to promptly submit missing information which may result in a low evaluation of the proposal. Crossroads Charter Academy may reject proposals, which are substantially incomplete or lack key information.

Proposal should be prepared simply, providing a clear and concise description of capabilities that meet the criteria of this RFP. All pages of the response to this RFP are to be numbered. Vendors submitting a response to this RFP may be required to give an oral presentation of their response to Crossroads Charter Academy. Crossroads Charter Academy will schedule a time and date if these presentations are to occur. Oral presentations are an option of Crossroads Charter Academy and may or may not be conducted.

3.5 Criteria for Selection

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Crossroads Charter Academy with an E911 compliant VOIP Telecom System identified in the Scope of Work. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:

All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the Academy;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders

- A. which use a Michigan-based business as the primary contractor.
- B. which use one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L.A. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

3.6 Selection and Notification

Bids shall be sealed and shall be opened by the Board President in the presence of at least one (1) witness.

Vendors determined by Crossroads Charter Academy who possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via email. Those vendors not selected for the negotiation phase will also be notified via email.

4 Scope of Work, Specifications & Requirements

Crossroads Charter Academy is requesting proposals from qualified firms interested in providing an E911 compliant VOIP/Hybrid Telecom System, including Voicemail. Our preference would be VOIP, however, because of cabling constraints, Hybrid components may be acceptable. This system will replace our current telephone system. In addition, Crossroads Charter Academy requires a VOIP/Hybrid system that provides three or four-digit dialing between buildings, a centralized voicemail system that can be used transparently by both buildings, and the ability for both buildings to appear to be part of a single phone system. The two buildings are as follows:

The Crossroads Charter Academy High School/Middle School

The Crossroads Charter Academy Elementary

4.1 Overview of Proposed Solution

Crossroads Charter Academy is seeking an E911 compliant VOIP/Hybrid Telecom System that is scalable for future growth in the organization. The solution should contain the basic telephony functions that include but are not limited to hands-free calling, voicemail message indication, call forwarding, intercom, call transfer, unified messaging and conferencing. The solution must also be secure and must provide adequate voice quality for all calls.

The awarded Bidder shall:

- Have sufficient resources in order to complete the Scope of Work within the allotted timeframe (Determined after award of the project) and shall, upon request, demonstrate that they have the resources necessary to complete the Scope of Work within the specified timeframe.
- Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the Telephone system installed at the District.
- Test (100%) all hardware for defects in installation and to verify performance under installed conditions.
- Provide installation, administration, testing, and “As-Built” documentation required from and/or maintained by the selected vendor/contractor during the course of the entire network electronic installation project.

4.2 Technical Specifications

4.2.1 Capacity and Scalability

The VOIP/Hybrid/Hybrid solution should be capable of handling a minimum of 200 or more phones across the Crossroads Charter Academy two (2) buildings with the possibility of expansion in the future. The solution should have the hardware components that are hot-swappable wherever possible.

4.2.2 Connectivity

The vendor must be able to coordinate and negotiate on behalf of Crossroads Charter Academy in acquiring WAN, PRI or other proposed communication services necessary to successfully implement a turnkey VOIP/Hybrid system. The vendor must depict how the proposed system will give the appearance of one large system, rather than many separate systems, to the internal and external callers.

4.2.3 Security

Confidentiality of this system is of utmost importance since Crossroads Charter Academy processes information that is confidential in nature. The vendor must demonstrate the security standards being used,

the system access controls, and how the system will meet confidentiality requirements as described in the following: FERPA, COPPA, etc.

4.3 Communications Features

Please describe in detail how the proposed E911 compliant VOIP/Hybrid Telecom System will meet requirements for the following communications features and functionalities and meet requirements for E911 capabilities stated in “Guidelines for Multi-Line Telephone Systems,” which can be reviewed here:

https://www.michigan.gov/documents/msp/FINAL_MLTS_Guidelines_503991_7.pdf

4.3.1 Call Control Features

The system the vendor proposes to the Crossroads Charter Academy must have the following call control features:

- A. The system must be capable of handling a minimum of 40 concurrent calls and must be scalable to handle more lines as needed without a major upgrade.
- B. Three or Four-digit dialing from any site to any site on the network.
- C. Ability to function seamlessly across all sites with a centralized voicemail system, including the ability to have a voicemail waiting for indicator light for each site.
- D. The voicemail system must provide the capacity to handle a voicemail box for each user who must have the ability to access the voicemail box remotely and be able to fast forward/skip message playback.
- E. Call waiting ability.
- F. Supports Direct Inward Dialing as well as Caller-ID for all incoming calls.
- G. Support for analog fax machines and analog conference phones; provide a description of your method.
- H. Speakerphone capabilities on designated phones. I. Ability to provide music or pre-recorded messages at each site while a customer is on hold.
- I. Fail-over capabilities in the event that there is a power outage or loss of connectivity.
- J. Access to 911 services – The Crossroads Charter Academy must be able to obtain emergency service/assistance by dialing 911.
- M. Ability to allow the phone number to be blocked from Caller-ID when placing external calls.
- N. Allow various levels of calling privileges such as long distance and international calls to be programmable by extension.
- O. Compatibility with headsets for hands-free operation on most phones.
- P. Compatibility with Soft Phone technology is optional
- Q. Extension portability by allowing end users to log in at any phone is optional

4.3.2 Messaging Features

The system the vendor proposes to the Crossroads Charter Academy must have the following messaging features:

- A. Users must be required to enter a passcode to access their voicemail.

- B. Ability to access voicemail remotely with the means to change passcodes and greetings remotely.
- C. The system must have the ability to stamp each new message with time and date.
- D. The system must assign a default password for users, and provide a mechanism to reset passwords for users that have been locked out of their mailboxes.
- E. The system must allow users to transfer a call directly to their own voicemail or another user's voicemail.
- F. The system must provide the ability for a user to transfer messages to multiple users and append their own comments.
- G. System providing notification that the limits of voicemails retained is, almost at the maximum is optional.

4.3.3 Conferencing Capabilities

The system the vendor proposes to Crossroads Charter Academy must have the following conferencing capabilities:

- A. Ability to include a minimum of four (4) inside or outside callers in a conference call.
- B. The proposal must describe the maximum number of conference call participants and simultaneous conference calls.
- C. The proposal must include pricing for two (2) conference phones, at least one for each building.

4.3.4 Unified Communications

Vendor shall include information of Unified Communications features that may benefit Crossroads Charter Academy

4.3.5 End User Devices

The system the vendor proposes to Crossroads Charter Academy must have the following desk phone and conference phone capabilities:

- A. Provide an attendant console or GUI for the Elementary and Highschool Receptionist desks.
- B. Attendant console or GUI must display call presence and extension status for all location extensions.
- D. Provide SIP-compliant phones that feature a message waiting indicator light and intercom calls.
- E. Offer to page through the phone system, through the phone speakers with the option to mute the speaker so pages do not come through.
- F. Proposed phones must provide a built-in switch for PC connectivity.
- G. Proposed phones must offer programmable buttons that are customizable on a per extension basis.
- H. Preferred solutions will incorporate a local, workstation GUI which allows users all of the call control capabilities available via the telephone set.

4.3.6 Mobility

Vendors must list the workplace mobility features and capabilities offered by the proposed system.

4.4 Systems Management

The proposed system should describe the administration/management interface that will be used. Crossroads Charter Academy is looking for a system that will centrally manage all sites where the IT staff or designee will be able to perform self-administration to include moves, adds and changes. Preference will be given to systems that are easy to use, preferred will integrate with Active Directory or Google for Education Domains, provide an automated attendant for specific departments and access to the administrator's GUI/console from a networked workstation. Additionally, the system must be able to do the following:

- A. Provide easy installation for server and clients.
- B. Provide centralized reporting for all site's calls, system events, user activity, and other call details with the option to export to a PDF, CSV or Excel.
- C. Provide multiple levels of administrators that will have varying roles in the system.
- D. Provide email notification of critical system events.

4.5 Training for End Users

Please include in your proposal 2 staff training sessions. One to be held after initial install and one to be held 2 months after initial install.

4.6 Support and Maintenance

Crossroads Charter Academy requires the vendor to provide 1st-year maintenance agreement in proposal, with a locked in rate for 5 years. Please include a detailed description of standard and extended support, maintenance, and the average response time for a support request.

4.6.1 Service Provider

Please state the name of the company which will be delivering service and on-site support for this solution. If service has been outsourced to another firm, how long has this relationship been in effect?

4.6.2 Product History

Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor's current product lifecycle?

Please provide a list of policies on firmware updates for the proposed solution. How often are changes released? How is the customer notified about changes? How are they applied?

4.7 Engagement Methodology

Crossroads Charter Academy is looking for a turn-key solution. The vendor will be responsible for any necessary cable runs, as well as the installation of networking equipment at each site. The vendor will be responsible for coordinating with the Network Administrator in configuring the networking equipment to work with existing LAN. The vendor will be required to work with any proposed communications service provider in the ordering and installation of all WAN, PRI, and other communication services needed for this project.

5 Vendor Qualifications & References

All vendors must provide the following information in order for their proposal to be considered:

1. A brief outline of the vendor company and services offered, including:
 - Full legal name of the company
 - Year business was established
 - Number of people currently employed
 - Certificate of Insurance
 - Eligibility to work in a school setting
 - Income statement and balance sheet for each of the two most recently completed fiscal years certified by a public accountant.
2. An outline of the product line-up and/or services they currently support.
3. A description of their geographic reach and market penetration.
4. An outline of their partnerships and relationships to date.
5. An outline of their current and future strategies in the marketplace.
6. Information on its current clients, including:
 - Total number of current clients.
 - A list of clients with similar needs using similar products and/or services.
 - Evidence of successful completion of a project of a similar size and complexity.
7. References: Contact information for four (4) references (if possible) from projects similar in size, application, and scope and a brief description of their implementation.

6 Budget & Estimated Pricing

All vendors must fill out the following Total Cost Summary for the implementation of their solution for the Crossroads Charter Academy VOIP project as described in this RFP. Costs should be identified as either capital or non-capital in nature. The vendor must agree to keep these prices valid for 30 days as of August 1st, 2019. The following information must be included and mailed as specified in Section 3.4 of this RFP.

6.1 Lease Terms

Crossroads Charter Academy is seeking a 4 or 5-year lease term. Crossroads Charter Academy owns equipment at the end of the lease.

6.1.1

All equipment and leases to be made out in Crossroads Charter Academy name to ensure a zero sales-tax liability as we are non-profit.

6.2 Total Cost Summary

When creating supporting documentation for the [Phone System Bid Sheets](#), please use this itemized list as a guideline:

Hardware: List, describe, and record the cost of each piece of hardware that is required.

Software Licensing: List, describe, and record the licensing, implementation, maintenance, support, and training fees associated with your proposed solution.

Installation: Describe any labor, equipment, supplies, or other costs associated with installing your proposed solution.

Maintenance: Describe and cost out any other ongoing costs associated with the operation and maintenance of your proposed solution.

Documentation & Training: If there are fees associated with your user or technical documentation, list them here.

Project Management: If there are project management fees associated with your proposed solution, list and describe them here.

Miscellaneous: List and describe any other costs associated with your proposed solution.

7 Additional Terms & Conditions

7.1 Personal Information

7.1.1 General

Depending on the circumstances, Crossroads Charter Academy may require information related to the qualifications and experience of persons who are proposed or available to provide services. This may include, but is not limited to, resumes, documentation of accreditation, and/or letters of reference. The Respondent should not submit as part of its Response any information related to the qualifications, experience of persons who are proposed or available to provide services unless specifically requested.

7.1.2 Requested Personal Information

Any personal information that is requested from each Respondent by Crossroads Charter Academy shall only be used to consider the qualified individuals to undertake the project/services and to confirm that the work performed is consistent with these qualifications. It is the responsibility of each Respondent to obtain the consent of such individuals prior to providing the information to Crossroads Charter Academy. Crossroads Charter Academy will consider that the appropriate consents have been obtained for the disclosure to and use by Crossroads Charter Academy of the requested information for the purposes described.

7.2 Costs

The RFP does not obligate Crossroads Charter Academy to pay for any costs, of any kind whatsoever, which may be incurred by a Respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of Crossroads Charter Academy, subject to claims of confidentiality in respect of the Response and supporting documentation.

7.3 Intellectual Property

The Respondent should not use any intellectual property of Crossroads Charter Academy including, but not limited to, all logos, registered trademarks, or trade names of Crossroads Charter Academy, at any time without the prior written approval of Crossroads Charter Academy, as appropriate.

7.4 Respondent's Responses

All accepted Responses shall become the property of Crossroads Charter Academy and will not be returned.

7.5 Governing Law

This RFP and the Respondent's Response shall be governed by the laws of the State of Michigan.

7.6 No Liability

Crossroads Charter Academy shall not be liable to any Respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

7.7 Nondiscrimination of Contractors

A bidder, vendor, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

7.8 Tax Exempt Status

Sales of goods to Crossroads Charter Academy are normally exempt from State sales tax. State sales and use tax certificate of exemption, will be issued upon request.

7.9 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

8 Vendor Certification

This certification attests to the vendor's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP-VOIP2019 issued by Crossroads Charter Academy. The undersigned is a duly authorized officer, hereby certifies that:

Vendor Name: _____

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of August 1st, 2019.

The undersigned further certify that their firm (check one): IS IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Crossroads Charter Academy of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Phone System Bid Sheet

60 Month - Five Year Lease

Crossroads Charter Academy School District
REQUEST FOR PROPOSAL

NAME OF BIDDER: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

60 - MONTH LEASE FOR EQUIPMENT OPTION: Please itemize the monthly lease cost

MONTHLY PAYMENT: \$ _____

MAINTENANCE Cost for the length of the contract: \$ _____

TOTAL Monthly Payments and the Maintenance of the lease over the 5 years : \$ _____

Please attach an Itemized sheet of equipment and cost. Attach a sheet with the plan for number of IP phones and Hybrid Phones. All wiring needed and not existing is to be part of the bid. Crossroads Charter Academy reserves the right to add/subtract and make adjustments to all quantities of Phones in the final PO.

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Phone System Bid Sheet

Purchase

Crossroads Charter Academy School District
REQUEST FOR PROPOSAL

NAME OF BIDDER: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

EQUIPMENT OPTION:

COST: \$ _____

MAINTENANCE Cost per year: \$ _____

Is the maintenance cost for the first year covered in the purchase YES / NO

Please attach an Itemized sheet of equipment and cost. Attach a sheet with the plan for number of IP phones and Hybrid Phones. All wiring needed and not existing is to be part of the bid. Crossroads Charter Academy reserves the right to add/subtract and make adjustments to all quantities of Phones in the final PO.

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Schedule A - Notice of Intention RFP-VOIP2019

NOTICE OF INTENTION REQUEST FOR PROPOSAL

Name of Company: _____ Date: _____

Company Address: _____

City, State & Zip: _____

Name of Authorized Representative, Title: _____

Phone Number: _____

Email: _____

Please state your intention with regard to the Request for Proposal RFP-VOIP2019 by selecting one of the following:

- Intends to respond to Crossroads Charter Academy Request for Proposal
- Does not intend to respond to Crossroads Charter Academy Request for Proposal

MAIL TO:

Crossroads Charter Academy
C/O Andrew Tingley, Technology Coordinator
215 N. State Street
Big Rapids, MI 49307

Alternatively, vendors are welcome to email the intent to bid document to:

tingleya@ccabr.org

Schedule B - BID SIGNATURE PAGE

I have examined the RFP Bid conditions and specifications herein and agree that if my company is awarded a contract to provide any of the products and/or services sought in this RFP, my company will provide the District with the products and/or services according to the Invitation to Bid, Bidder Instructions, General Conditions, Scope of Work, Timeline Requirements, Awarded Contract Requirements, and Products and Services.

Specifications of this RFP and the Bid submitted herewith. Any and all deviations from the RFP Bid specifications are in writing and attached.

Submitted By:

Name of Company: _____ Date: _____

Company Address: _____

City, State & Zip: _____

Name of Authorized Representative, Title: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____

Do not write below this line: For District Use Only

The following items are enclosed and/or included on the Bid:

- | | |
|---|---|
| <input type="checkbox"/> Proposal(s) | <input type="checkbox"/> Section 8 - Vender Certification |
| <input type="checkbox"/> Received Intent to Bid Form (Schedule A) | <input type="checkbox"/> Bid Signature Page (Schedule B) |
| <input type="checkbox"/> Bid Sheets - Lease vs Purchase Option | <input type="checkbox"/> Familial Disclosure Affidavit (Appendix C) |
| <input type="checkbox"/> Four (4) references | <input type="checkbox"/> All added amendments after initial RFP release |

Appendix C - FAMILIAL DISCLOSURE AFFIDAVIT

Pursuant to MCL 380.1267, all Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the Crossroads Charter Academy Board and/or the Superintendent of the District.

Bids without this disclosure statement will not be accepted.

The undersigned, owner or authorized officer of _____
(the Bidder), hereby represent and warrant, except as provided below, that no familial relationships exist between the Bidder or any employee of the Bidder, and any member of the Crossroads Charter Academy Board and/or the Superintendent, Dr. Christopher White.

The following are the Bidders familial relationship(s) with Crossroads Charter Academy:

	Bidder/Employee	Name Related to:	Relationship
1.	_____	_____	_____
2.	_____	_____	_____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the Bidder and/or any employee of the Bidder and any member of the Crossroads Charter Academy Board and/or the Superintendent.

Bidder:

Name of Company: _____

Name of Authorized Representative, Title: _____

Signature: _____ Date: _____

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan

My commission expires: ____/____/_____