NOTICE OF REQUEST FOR PROPOSAL  
FOR AN INTERCOM SYSTEM HEADEND CONTROLLER  

FREMONT COUNTY SCHOOL DISTRICT NO. 2 - DUBOIS, WY

DUE DATE FOR PROPOSALS: 1:00 P.M. MT, JANUARY 15, 2020

1. GENERAL INFORMATION

Fremont County School District No. 2 (FCSD2) will consider all qualified responses to this RFP and score each response based on the evaluation criteria established in this RFP document. Sealed proposals are being solicited to replace FCSD2’s intercom headend controller. During the RFP process, vendors will conduct an on-site walk through in order to get a sense of the school district’s needs. In order to be considered, proposals must be received in the school district business office by 1:00 p.m. on January 15, 2020. Proposals will be opened and reviewed at that time. It is anticipated that the selection of a vendor will be completed January 21, 2020 at the regularly scheduled meeting of the Board of Trustees. Final award notification will take place January 22, 2020.

2. FCSD2 CONTACT INFORMATION

Please contact Caleb Neale, Technology Director for any questions, requests for clarification or interpretations. Responses will be handled as an addendum to this RFP and will be posted on the DISTRICT website (www.fremont2.org) under the Business Services Department, RFP’s.

Contact Name: Caleb Neale, Technology Director  
Email: cneale@fremont2.org  
Telephone Number: 307-455-5546  
Fax Number: 307-455-2178  
Address: P.O. Box 188, Dubois, WY 82513

**Vendors are encouraged to contact Mr. Neale to schedule an on-site walk through.

3. SUBMISSION OF PROPOSALS

1) One signed paper proposal and one electronic copy (in PDF format) shall be enclosed in a sealed envelope or package, addressed to Amanda Ysen, Business Manager, P.O. Box 188, Dubois, WY 82513. “Intercom Headend Controller RFP” shall be placed on the outside of the envelope. Please include a Proposal Form with your proposal as provided in Exhibit 1 of this RFP.

2) Proposals will be opened immediately on January 15, 2020 at 1:00 p.m. MT at the District, Administration Building, 700A N. First Street, Dubois, WY 82513. Only the names of respondents
will be read aloud at the time of opening.

3) Interested parties are advised that exceptions to any of the terms contained in this RFP must be identified in its response to the RFP. Failure to do so may lead the DISTRICT to declare any such term non-negotiable. Desire to take exception will not disqualify a party from consideration for award.

4) Coverage & Participation - The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the K12 Building and the School Administration Building. FCSD2 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.

5) Good Faith Statement - All information provided by FCSD2 in this RFP is offered in good faith. Individual items are subject to change at any time. FCSD2 makes no certification that any item is without error. FCSD2 is not responsible or liable for any use of the information or for any claims asserted there from.

6) Sales of goods to School Districts are normally exempt from state sales tax. State sales and use tax certificates of exemption will be issued upon request.

4. BACKGROUND

a) Fremont County School District 2 (FCSD2) has approximately 150 students and 50 employees. The main campus contains one co-located elementary school, middle school, and high school. Our small school district is located in Dubois, Wyoming (Fremont County).

b) Our current intercom system consists of a Dukane headend controller with a built-in amplifier, 85 ceiling mounted speakers

5. PROPOSAL MUST INCLUDE:

a) All RFPs shall be valid for a 90-day period beginning at 1:00 p.m., MT, January 15, 2020.

b) An authorized representative shall sign each RFP in ink. In case of a corporation, a duly authorized official of the corporation and bear the seal of the corporation shall sign the quote. In case of partnerships, a partner, whose title appears under the signature, shall sign the quote and the official address of the partnership must be shown below the signature.

c) Each proposal must include a Proposal Form (exhibit 1). By executing the proposal on the RFP
form, the bidder acknowledges that he/she has read the solicitation, understands it, and agrees to be bound by its terms and conditions.

d) Proposals should be organized as follows:

- Title Page – Show the RFP subject, name of the vendor, local address, telephone number, name of contact person, and the date.
- Table of Contents – Show a clear identification of the material by section and by page number.
- Profile of Vendor – Show vendor qualifications as stated in section 8, VENDOR QUALIFICATIONS & REFERENCES; state the location of the office that will be performing the installation and responding to requests for support.
- Complete copy of RFP – show a complete copy of the RFP in the order of the requirements set forth in section 7, SCOPE OF SERVICES AND BUDGETING/ESTIMATING THE PRICE OF THIS PROJECT (by building). Provide images and technical specifications of each type of hardware that is used in the proposed Intercom Headend Controller.
- Proposals 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. The selected Vendor may be asked to give an oral presentation of their proposal to FCSD2. FCSD2 will schedule the time and date of these presentations. Oral presentations are an option of FCSD2 and may or may not be conducted.

6. 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 FCSD2 with an Intercom Headend Controller unit identified in the Scope of Work section. Selections will be based on the capability of the vendor to meet the following criteria:

Evaluation Criteria:
1. Vendor conducted a walk-through of the project location (10 points).
2. Capability of vendor to provide an Intercom Headend Controller compatible with our existing wiring and speakers (5 points).
3. Capability of vendor to integrate proposed Intercom Headend Controller with our existing VOIP phone system. (5 points).
5. Vendor’s depiction of average response times for support requests via phone and in person (10 points).
6. Vendor’s ability to demonstrate timeline and implementation strategy for the proposed system (5 points).
7. Ease of operations, management and support of the Intercom Headend Controller (10 points).
8. Capability of vendor to provide administrator and/or end user training (5 points).
10. Quality of feedback from references (10 points).

7. SCOPE OF WORK, SPECIFICATIONS, & REQUIREMENTS

FCSD2 is requesting proposals from qualified firms interested in providing and installing a new Intercom Headend Controller along with technical support, yearly maintenance, warranty, and training. This system will replace our existing Dukane Controller.

7-A) Technical Specifications

1. Capacity and Scalability
   i. The Intercom Headend Controller should be capable of handling 50 or more speakers across the district. The solution should have the capability to add speakers as deemed necessary by FCSD2.

2. Existing System Integration
   i. The proposed Intercom Headend Controller must integrate with the following:
      1. Existing speakers and wiring
      2. Polycom 3CX VOIP Phone System

7-B) Intercom Headend Controller administration/management

1. The proposed solution should describe the administration/management interface that will be used. Preference will be given to RFPs that demonstrate systems that are easy to use and can be managed remotely.

7-C) Support and Maintenance

FCSD2 requires 3-years support and onsite support with the option to continue annual support after the 3-year period has ended. The vendor should provide a detailed description of standard and extended support, maintenance, and the average response time for a support request.

1. Please provide a technical roadmap for the proposed solutions. How does the proposed solution fit into the vendor’s current product life cycle?
2. 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?
7-D) Engagement Methodology
FCSD2 is looking for a turn-key solution. The vendor will be responsible for the Intercom Headend Controller hardware, any necessary cable runs, installation and mounting (if applicable) of Intercom Headend Controller, any additional hardware needed to connect to our existing VOIP system, as well as the copying of all existing zone and schedule configurations from our Dukane controller to the new Intercom Headend Controller. The vendor will be responsible for coordinating with FCSD2’s Technology Director in configuring any new hardware to work with the District’s existing VOIP system.

8. VENDOR QUALIFICATIONS & REFERENCES

1. A brief outline of the vendor company and services offered, including:
   a. Full legal name of the company
   b. Year business was established
   c. Number of people currently employed
   d. 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.

4. Information on its current clients, including:
   a. Total number of clients.
   b. A list of clients with similar needs using similar products and/or services (prefer at least two school districts).
   c. Evidence of successful completion of a project of a similar size and complexity.

5. Reference: Contact information for five references (2 of which are school districts if possible) from projects similar in size, application, and scope and a brief description of their implementation. Reference should include a telephone number and email address for each contact.

9. BUDGETING & ESTIMATED PRICING

All vendors must fill out the following Total Cost Summary for the implementation of their solution for FCSD2’s Intercom Headend Controller project as described in this RFP. The vendor must agree to keep these prices valid for 90 days as of January 15, 2020.
Total Cost Summary
For all available deployment models, provide a three (3) year cost summary as displayed below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
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<tbody>
<tr>
<td>Hardware</td>
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<td>Software Licensing</td>
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<td>Miscellaneous</td>
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<td>Other (specify)</td>
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**Totals:**

**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 and 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.
10. ADDITIONAL TERMS & CONDITIONS

1) Costs
The RFP does not obligate FCSD2 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 FCSD2, subject to claims of confidentiality in respect of the Response and supporting documentation.

2) Governing Law
This RFP and the Respondent’s Response shall be governed by the laws of the State of Wyoming.

3) No Liability
FCSD2 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;
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

4) Tax Exempt Status
Sales of goods to FCSD2 are normally exempt from State sales tax. State sales and use tax certificates of exemptions will be issued upon request.

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