

Jackson Public School District



**Jackson Public School District
662 South President Street
Jackson, MS 39201**

Contact Information:
Project Administrator: Mrs. Erin Mason
Telephone: 601-960-8831
E-mail: eclark@jackson.k12.ms.us

**RFP 2022-19
Title: Hosted Voice Over IP Phone System**

Issue Date: June 13, 2022

Submission Deadline: June 30, 2022

Time: 2:00 p.m. (Central Standard Time)

**PLEASE SUBMIT ORIGINAL RFP DOCUMENTS IN THE FORMAT/DESIGN ISSUED
ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO THE
PROPOSAL, BY MAIL, HAND DELIVERY OR BY UPLOADING TO
www.centralbidding.com**

If you would like the tabulation for this RFP after Board Approval, please go to www.jackson.k12.ms.us. Double click on Departments and select Business Office. Open the Purchasing page. Select Purchasing Approved Bids/RFPs. These documents will give you the tab sheet approved by the Jackson Public School District Board of Trustees. If the RFP in question is not listed, contact the Purchasing Office at 601-960-8799 for assistance.

Questions regarding proposal specification are to be addressed to the Project Administrator, Mrs. Erin Mason listed above.

PROPOSAL FORM

**Board of Trustees
Jackson Public School District
Jackson, Mississippi**

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this rfp document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addendum if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the time frame agenda (if applicable).

All items contained in this rfp shall be as specified or JPSP approved equal. For any item(s) proposed which is other than as specified, a complete and detailed cut and description for each item(s) must accompany the rfp, if the item(s) is to be considered. Please carefully read each section of this rfp.

Acceptance of Proposals:

The Jackson Public School District reserves the right to:

- Have sole discretion to waive minor irregularities in proposals. A minor irregularity is a variation from the proposal that does not affect the proposal, or gives one offeror an advantage or benefit not enjoyed by other offerors, or adversely impacts the interests of the school district.
- Accept the "lowest and best" rfp which in their judgment assures JPSP the product(s) or service(s) having the best performance and the highest level of function, quality and value.
- Not accept the lowest priced proposal. Proposals that do not comply with the requirements stated within this RFP subject to disqualification. Proposals that do not meet the deadline date/time will be returned to the vendor unopened.
- Request additional information or conduct discussions with one or more respondents after the RFP deadline, to secure a final selection to award RFP should such action be in the best interest of JPSP.
- See Pages eleven (11) and twelve (12) for further instructions

I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS RFP TO ME/US BY THE DISTRICT'S BOARD OF TRUSTEES NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS RFP SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN JPSP AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH JPSP AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

RESPECTFULLY SUBMITTED,

COMPANY _____

ADDRESS _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

PRINTED SIGNATURE _____

WRITTEN SIGNATURE _____

TITLE _____

DATE _____

CIRCLE THE OPERATING STATUS OF YOUR BUSINESS AS INDICATED: WOMAN OWNED NON-MINORITY MINORITY



Post Office Box 2338 - Jackson, Mississippi 39225-2338
Telephone: 601-960-8799 ☎ Fax: 601-960-8967
Email: bjones@jackson.k12.ms.us

REQUEST TO ADD VENDOR

To be completed by JPS School/Location:
School/Department Requesting Vendor Addition _____

To Be Completed by Vendor: Please complete all sections and return by fax or email.

Will your company accept purchase orders? ☐ Yes ☐ No

Note: An original JPS purchase order is required for all material purchases. Do not accept any order without a purchase order.

Are you an employee of the Jackson Public School District? ☐ Yes or ☐ No

Product Line _____

PARENT COMPANY NAME: _____

Doing Business As (dba) NAME: _____

Order Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

REMITTANCE ADDRESS:

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: (____) _____ Fax (____) _____

Email Address: _____

Parent Company Tax ID# _____

D/B/A Federal Tax ID/Social Security #: _____

Select One **This information will be used to track purchases from minority vendors.**

Minority Code: ☐ Woman & Minority ☐ Minority
☐ Non-Minority ☐ Woman

Select One

Type of Entity ☐ Individual/Sole Proprietor ☐ Corporation
☐ Partnership ☐ Other _____

******JPS accepts no responsibility for orders filled without a valid purchase order******

Submitted By: Signature _____

Date _____

FOR INTERNAL USE ONLY

Vendor Number: _____ 1099: ☐ Yes ☐ No

Completed By: _____ Date: _____

Company's W-9 must accompany this form for IRS purposes.

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal Requests for Proposals (RFP) from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed rfp's shall be received by JPSD, in the Business Office of the Jackson Public Schools, 662 South President Street, Jackson, Mississippi, until the time specified on the RFP Opening Schedule (front page of the formal rfp document), at which time all rfp's shall be publicly opened and read aloud. Neither dating of the rfp form nor placing the rfp in the mail by this date shall meet legal requirements; the formal rfp document must be **received in the Business Office** of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all rfp's received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this rfp document prior to submitting an rfp proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal rfp proposals submitted and base all decisions on the "lowest and best" rfp concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this rfp has met all legal requirements (Mississippi Code of 1972, Annotated, §31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit rfp's via this rfp document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this rfp document to clearly define "open" and "competitive" product or service rfp specifications. All items on this rfp are to be **as specified or JPSD approved equal**.

Addendum: Vendor shall acknowledge the receipt of all addendums which were issued during the course of this rfp. If specified in the text of the addendum, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the rfp (e.g., pricing), in which case the Addendum shall not only be acknowledged below but shall be completed and attached to the rfp at the time the rfp proposal is submitted. Receipt of the following Addendum issued during the course of this formal rfp is hereby acknowledged:

Addendum Number		Date	
Addendum Number		Date	
Addendum Number		Date	

It is acknowledged that this rfp proposal consists of the following sections: **PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS** and any **ADDENDUM** (if applicable).

Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing. Vendors are instructed to **round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only**. JPSD will only accept pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the rfp analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this rfp document; JPSPD shall make remittance in a **single lump sum** payment **following satisfactory delivery of all items** listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSPD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

It is mutually understood that invoices submitted against Multi-Year or Open Purchase Orders, remittances are processed based on the contracted scheduled agreement prior to the purchase order being generated. Only **Multi-Year** and **Open Purchase Orders** have multiple invoices received for remittance for payment. Professional Services, materials and other such services; invoices are submitted for payment in intervals following satisfactory delivery of ALL services and /or performance of ALL services indicated in the contracted agreement between said vendor and JPSPD for that time period, following inspection if applicable.

Performance Penalty

The Consultant is subject to a 10% penalty on this Agreement for the **2022-2023** school year if the academic objectives of this agreement are not satisfied. The District will withhold 10% of the total contract for final payment to be made after the academic objectives are satisfied.

Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSPD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSPD whether said cost is the same as originally accepted or any excess cost.

Damage to School Property

Any damage or loss to JPSPD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications shall be repaired or replaced to the satisfaction of designated JPSPD personnel, at the Vendor's cost, within a reasonable time.

Guarantee

Each Vendor, by presenting an rfp under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSPD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor. The Vendor shall agree to guarantee and warrant all equipment provided as a result of this rfp for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

Acceptance and Award of RFP Proposals

The Vendor's rfp proposal, once submitted and accepted as a valid rfp by JPSPD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSPD as per the terms of the rfp specifications, all products and/or services contained therein. RFP proposals are subject to acceptance by JPSPD at any time within forty-five (45) calendar days following the rfp opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All rfps must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose rfp, conforming to the specifications, is deemed to be the most advantageous to JPSPD, price and all other factors considered. The Vendor acknowledges the right of JPSPD to reject the rfp, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the rfp is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any service as specified in these specifications without written authorization from JPSPD (i.e., a duly issued purchase order or signed contract). All RFPs shall be approved by the Board of Trustees prior to the final award.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the rfp proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this rfp. However, if in the opinion of JPSPD a contract document is required to authorize the award of the rfp, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: If Vendor policy requires that JPSPD sign Vendor contract documents, a sample of all such documents shall be included with the rfp proposal and shall become a part of the Vendor's rfp proposal.

All awards are based on the availability of funding. In the event of a reduction of funds, this award can be rescinded at any time.

Grievance Procedure

JPSPD has adopted a Vendor Grievance Procedure to address and resolve any Vendor grievances or disputes resulting from or arising out of JPSPD's rfp process. If Vendor disagrees with any aspect of the rfp process, Vendor shall adhere to the following procedure. Vendor shall submit a letter or written statement of protest to the Purchasing Agent, with a copy to the Superintendent, identifying the rfp, including rfp number, title, opening date and, if applicable, the item number(s) at issue, and explaining, in detail, the nature of and/or reason(s) for the protest. No verbal protest shall be acknowledged by JPSPD. Vendor protests must be received by the Purchasing Agent not later than five (5) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. A review committee, appointed by the Superintendent, shall evaluate the protest and render a decision expeditiously. The decision of the review committee shall be based on evidence presented by the Vendor, the Purchasing Agent and other appropriate parties, to be determined in the discretion of the committee. In the sole discretion of the committee, the committee may conduct a hearing on Vendor's protest. The decision of the review committee shall be submitted to the Superintendent for approval. The protesting Vendor shall be informed, in writing, of the Superintendent's decision not later than two (2) business days prior to the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the protest. The Superintendent's decision shall be final unless Vendor appeals such decision to the Board of Trustees. If Vendor wishes to appeal the Superintendent's decision, Vendor shall deliver its appeal, in writing, to the Office of the Superintendent not later than 12:00 p.m. on the date of the Board meeting at which the Board is to act upon the rfp that is the subject of the appeal. Appeals shall be presented to the Board at the meeting at which the Board acts upon the rfp that is the subject of the appeal and Vendor, upon written request, will be granted up to five (5) minutes to appear and present to the Board at such meeting its protest and/or appeal. After the Board takes final action upon an rfp, no appeals or protests will be acknowledged by JPSPD. The decision of the Board shall be final, subject to Vendor's right to pursue a legal remedy.

Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Printed Signature

CONFIGURATION SUMMARY

Vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.

ASSURANCES AND SIGNATURE FORM

In submitting this application I certify that:

1. The organization will comply with applicable federal, state, and local policies and procedures.
2. Services will be provided under the supervision of highly qualified teachers and/or administrators.*
3. The organization will maintain professionalism and confidentiality.
4. The organization is fiscally sound and will be able to complete services to the local educational agency.
5. The organization will ensure that the services provided are aligned the Mississippi Curriculum Frameworks and scientifically research based practices.*
6. The organization will comply with applicable federal, state, and local health, safety, and civil rights laws.
7. Provisions that subject all individuals employed by or otherwise associated with the approved provider, including volunteers, support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check contained in law, including, Education Laws 305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(11), 1950(4)(mm), 2503 (18), 2503(19), 2554(25), 2554(26, 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), and 3035.
8. All services will be secular, neutral, and non-ideological.
9. The organization will provide the local educational agency with information regarding implementation of proposal initiatives in increasing achievement, in a format, and to the extent practicable, a language or other mode of communication such that district personnel, parents / legal guardians, and community members can understand.*

The undersigned hereby certifies that I am an individual authorized to act on behalf of the organization in submitting this application and assurances. I certify that all of the information provided herein is true and accurate, to the best of my knowledge. I understand that the discovery of deliberately misrepresented information contained herein may constitute grounds for denying the applicant's request for approval.

Name of Organization

Printed Name of Authorized Representative

Signature of Authorized Representative

Date Signed

*For Educational/Instructional proposals



**JACKSON
PUBLIC SCHOOLS**
Transforming lives through
excellent education

INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If, no please register and provide documentation of registration status. (State/Other fund requirement)	

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District(JPS) that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS) that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

PARTNERSHIP DEBARMENT CERTIFICATION:

CONTRACTOR hereby certify that all entities who are in partnership through this contract or grant with the Jackson Public School District(JPS) (subcontractors, subrecipients, et al.) are not on the federal debarment list on www.sam.gov – System for Award Management or the State of Mississippi debarment list. Proof of documentation of partnership verification with SAM shall be kept on file and the debarment status shall be checked prior to submission of every contract/subgrant and modification to JPS.

Original Signature of Contractor or Authorized Official

Date



INDEPENDENT CONTRACTOR DEBARMENT VERIFICATION FORM*

(Please print clearly or type)

***Appropriate signatures shall certify statements below.*

Subgrantee's/Contractor's Name	
Authorized Official's Name	
Complete Address	
Contact Number	
Are you currently registered with www.sam.gov (Yes or No) If yes, attach supporting documentation and DUNS number must be Active with open access. (Federal fund requirement)	
Are you currently registered to do business in the State of Mississippi? (Yes or No) If yes, attach supporting documentation of registration status. If not, please register and provide documentation of registration status. (Federal and State/Other fund requirement)	

FEDERAL DEBARMENT CERTIFICATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for federal debarment on www.sam.gov – System for Award Management.

STATE OF MISSISSIPPI REGISTRATION:

CONTRACTOR hereby certifies that at the execution of a contract with the Jackson Public School District (JPS), that the CONTRACTOR is not on the list for debarment on www.sos.ms.gov for doing business with the State of Mississippi or with any Mississippi State Agency.

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Original Signature of Contractor or Authorized Official

Date

****Project is being supported with federal funds***

Submission of RFP Proposals Instructions if not emailed to the email address listed:

- Responses, once completed, should be placed in an opaque, sealed envelope
- On the outside of the envelope, list the company's name/address, RFP number, title, opening date and addressee information as they appear in the RFP proposal in order that the response may be accurately delivered and registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting sealed proposal.
- Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to appropriate file or received timely. The original documents must be displayed in front of all copies submitted by interested parties.
- Please submit Original RFP Documents in the Format Outlined along Six (6) Copies and any Documentation submitted with Proposal when Mailed or Hand Delivered to:
- Any proposal not received by the stated submission deadline/time will not be considered and/or opened. The proposal will be returned to the vendor at the vendor's expense.
- The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service or any other delivery methods.

Page (25): Cover page is to be placed on the very front of the vendors submitted proposal. In the event this page is not displayed when the opening of proposal occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically Uploaded. Submitted proposal must be signed by an authorized official to bind the offeror to the proposed provisions.

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed copies will be accepted. The Proposal Cover Page (25)

Please submit proposal when mailed or hand delivered to the below address:

**Jackson Public School District
Business Office
Attn: Bettie Jones
662 S. President Street
Jackson, MS 39201**

Or

Mailed or hand delivered proposal must include the Original and six (6) copies. Proposals may be uploaded to www.centralbidding.com before the designate date and time. No copies are warranted if uploaded electronically.

Please follow the proposal submittal instructions.

INSERT PAGE NUMBERS WHEN SUBMITTING ELECTRONIC PROPOSALS. PLEASE SUBMIT RFP DOCUMENTS IN THE ORIGINAL FORMAT ALONG WITH OTHER SUPPORTING DOCUMENTS ATTACHED TO PROPOSAL AND UPLOADED TO www.centralbidding.com. For any questions concerning the process, or how to register, please contact Central Bidding at 225-810-4814.

Until further notice, all hand delivery proposals delivered between 9:00 a.m. until 9:59 a.m. (local prevailing time) the date the bid is scheduled to open, must be delivered to JPSD Board Room, 621 South State Street, Jackson, MS 39201.

RFPs will be video recorded for the public to view on the above date and time at Jackson Public School District, Central Office 621 S. South State Street, Jackson, Mississippi 39201.

For questions contact the project administrator. See below.

*Jackson Public School District
662 South President Street
Jackson, MS 39201
Information Technology
Mrs. Erin Mason, Executive Director
Phone: 601-960-8831
Email: eclark@jackson.k12.ms.us*

Introduction and Purpose

The Jackson Public School District (JPSD), located in Jackson, Mississippi, is the second largest and only urban school district in the state of Mississippi. The District has seven high schools, ten middle schools, thirty-one elementary schools, and four special schools serving approximately 19,600 students in grades PreK- 12. There are approximately 2000 certified staff and 1500 non-certified staff members.

The Jackson Public School District (District) is seeking a new, cloud hosted voice over internet protocol phone system (VOIP) to replace our current on-premises VOIP system. The District will be selecting the new VOIP system based on features, functionality, implementation, and price. The District reserves the right to make a recommendation of a solution that is deemed in the best long-term interest of the District, which may not necessarily be made on the basis on the lowest overall cost.

Proposed Timeline of Events

Description of Events	Date
RFP Released	June 13, 2022
Written Proposals Due	June 30, 2022 – 2:00 PM
Vendor Presentations (only if selected)	No earlier than July 18, 2022, and no later than July 29, 2022
Best and Final Offers Due	August 5, 2022
Board of Trustees Approval*	No later than September 30, 2022

**(Contingent on legal approval of any contracts, terms and conditions documents, data sharing agreements, and other legally required documents)*

Scoring Rubric

Criteria	Possible Points
Implementation Plan – including projected service interruptions	20
Implementation Cost (year one)	10
Annual Cost (recurring)	10
Proposal – complete, informative, clear, and well organized	5
Feature sets and phone system options	15
Security and technical information	20
The ability of the proposed solution to meet the goals of the proposal.	20

Required for All Submissions to be Scored

For a proposal to be scored, it must have each of the following elements. Each element must be clearly labeled.

1. All required JPS Business Office forms and signature pages in the order and manner prescribed in the documentation.
2. Any required vendor contracts needed to implement the proposed solution.
3. Clearly understandable responses to proposal requirements 1.0 – 6.0 either in narrative or quote format.
4. Three references from school districts of a similar size. (any geographic location is acceptable)

On-Site Presentation Requirements

All complete proposals will be evaluated by committee. After the initial proposal evaluation, vendors selected by the committee will be invited to present their solution to the committee. Presentations must be made in person at the District office.

Presentations will be time limited. Each presentation will include:

- Vendor responses to a set of specific District questions.
- Discussion of the most common feature sets of the proposed solution.
- Free time for the vendor to present additional information of their choosing.
- Time for the District to ask clarifying questions about the costs of the proposed systems.
- Time for the District to ask clarifying questions about any functionality of the proposed systems.
- Time for the offeror to ask clarifying questions of the District.

Following the vendor presentations, vendors will have the option to submit a *Best and Final Offer* to the District by the deadline outlined in the proposal timeline. Vendors not selected to present may also submit a *Best and Final Offer*.

Contracts

Please include copies of all required contracts with the proposal.

References

Vendors must provide at least 3 references from school districts of similar size and demographics.

Project Goals

Specific goals for this project are below. It is anticipated that a clearly defined scope of work for the project will be developed based on the goals of the project and the system selected in coordination with the vendor after the RFP is approved by the JPS Board of Trustees.

The JPSD has the following goals for this project:

- Transition the District from an on-premises VOIP solution to a 100% cloud hosted solution.
- Transition the District from District supported and managed phone system to a vendor supported and managed phone system.
- Implement a cloud hosted voice solution that includes survivability for one phone line for all locations in the event of a power failure or loss of internet connectivity. This line must be able to make and receive calls.
- Implement a hosted voice solution that ensures the District is compliant with all federal laws including but not limited to Kari's Law and Ray Baum's Act.
- Implement a phone system that can provide one, all-inclusive bill that includes all charges for monthly phone service, including but not limited to long distance calling charges, local calling charges, licensing fees, support and maintenance fees, hardware, fax service, installation charges, cloud service fees, taxes and fees, and any other charges or costs to the District that are a direct cost resulting from the implementation of the cloud hosted solution.
- Migrate from PRI to SIP as part of the new 100% cloud hosted solution.
- Maintain current telephone numbers and 4-digit dialing patterns.
- Transition from our current on-premises fax solution to a hosted solution provided by the new VOIP provider.
- Partner with a vendor that can provide all design, planning, system architecture, installation, network analysis, training, and post installation support for the entire VOIP transition as well as provide long-term management of the VOIP system.

Current Network and District Technical Information

1. The District has managed an on-premises VOIP solution for over 10 years. The current system is the Cisco Unified Communications Manager (CUCM).
 - The current CUCM version is: 10.5.2.10000-5.
 - There are approximately 1300 phones registered in the CUCM.
2. The District has a 10 GB internet connection and a 2 GB WAN connection between sites. There is a hub and spoke network design in which all locations connect to a hub site, and all hub sites connect to the District data center.
3. Individual sites do not have generators and limited back-up battery power.
4. The District currently has one school with classroom phones set up to make and receive phone calls outside the building. Handsets in each of those locations may need to be replaced, however, the ability to make external calls will not be continued with the new VOIP solution unless that functionality is necessary to maintain the intercom functionality. Pictures of this system are included with the RFP. Vendors can request a site visit by emailing eclark@jackson.k12.ms.us.
5. Additional information about the current JPS phones:
 - The *CUCM Export Phones – All Details* report is available to all respondents upon request by emailing eclark@jackson.k12.ms.us

- A CUCM phones and licenses reports is available to all respondents upon request by emailing eclark@jackson.k12.ms.us
 - A list of DIDs is available to all respondents upon request by emailing eclark@jackson.k12.ms.us. This list is a “best effort” list of numbers and locations.
6. Current phone numbers are “owned” by both AT&T and C Spire.
 7. The District currently has 6 PRIs. Four PRIs are hosted by AT&T and two are hosted by C Spire.
 8. Elevators and alarm panels use separate lines and are not a part of this project.
 9. The District currently uses the program Rightfax and the District’s Canon ImageRunner Advance copiers to handle faxing. Copiers are used to send faxes. Faxes are received via email through Microsoft O365.
 10. All existing phones are Cisco handsets and are owned by the District.
 11. District voice traffic is currently routed through a separate VLAN.
 12. The District uses Microsoft Office 365 for District email.
 13. The District uses Rapid Identity for MFA for all District email accounts.
(<https://www.identityautomation.com/>)
 14. The District has ~60 distinct locations. Some locations, such as transportation facilities and the Central Office complex have multiple buildings, but there is only one MDF closet at each location.
 15. The District has its own law enforcement agency (LEA) that must get all 911 notifications simultaneously with other local LEAs and first responders. JPS Campus Enforcement (LEA) has a 24-hour dispatch center.

Specific System and Proposal Requirements

Vendors must respond to all requirements. **Please label each response.**

1.0. General Information

1.1. Recommended Solution

Provide a BRIEF narrative/introduction that outlines and identifies the proposed VOIP system and why it benefits the District.

1.2. Feature Sets

Provide materials and/or descriptions of the feature sets available for the proposed system. Responses can be flyers, brochures, sales materials, or other promotional materials that outline the available features. If different features are available for different licenses, that should be included.

2.0. Implementation and Installation

2.1. Conversion from the Existing On-Premises Cisco UCM

Respondents should include the time, methodology, and cost of converting the entire District on-premises hosted voice system to the new cloud hosted VOIP system. The brief narrative should include all the technical services and costs associated with moving from the existing Cisco UCM system to the new cloud hosted system. These are one-time costs that include things such as porting numbers, configuring the new system with the old data and phone numbers, and transition to SIP. The District desires a turn-key implementation in which all configuration, implementation, and installation is provided by the vendor.

Any interruptions of service that will result as part of the implementation process should be included.

2.2. Proposed Timeline

Include a proposed timeline for implementing the proposed solution. Timelines should begin with a hypothetical “kick-off” date of September 1, 2022. The end date should coincide with a 100% complete implementation of all elements of the project.

2.3. End User Training

Outline the options available for user training. Training for both phone system managers (IT staff) and end users should be included. If there is an additional cost for this training, it must be included in the proposal.

3.0. Specific System Requirements

3.1. Survivability

Please describe how the proposed solution offers survivability for one phone line at each physical location. Additional costs for this functionality must be included with the proposal.

3.2. Fax Service

The District no longer desires to manage or maintain an on-premises fax service and expects the new VOIP provider to take over that service. Please describe how the offeror proposes to take-over faxing services. Any additional costs for this service must be included with the proposal. Any hardware or services required to manage faxing for the District must be included in the description and managed by the vendor.

3.3. 911 Calls to JPS Campus Enforcement

Describe how the proposed system can notify the District's LEA of all 911 calls simultaneously with other local LEAs and first responders.

3.4. Technical Requirements: Technical and Security Information

Include a description of the cloud environment used to host the proposed solution. Respondents should include all publicly available Information about the technical and physical security of the proposed solution, including but not limited to:

- Disaster recovery procedures
- System redundancy and business continuity plans
- Data breach procedures including notification procedures
- How the proposed system complies with federal guidelines
- Type of encryption for calling
- Data center locations and physical security
- Security options available for users (MFA, SSO, etc.)

5.0. Cost

All costs must be clearly labeled to be understood by the JPS committee. All costs must be entered in the *6.0. Total Cost Tables* and in *5.4. Handset Model Pricing Options*, but vendors can provide quotes as explanation for each heading. Narrative descriptions are not required.

5.1. Year One Cost

The District recognizes there will be annual cost associated with a cloud hosted phone system.

As stated in the introduction, the District wishes to, "Implement a phone system that can provide one, all-inclusive bill that includes all charges for monthly phone service, including but not limited to long distance calling charges, local calling charges, licensing fees, support and maintenance fees, hardware, fax service, installation charges, cloud service fees, taxes and fees, and any other charges or costs to the District that are a direct cost resulting from the implementation of the cloud hosted solution.

There is an expectation that the year one cost will include one-time implementation costs. Respondents should include the annual total cost for the "one District bill" for the first year.

Offerors can include a narrative with this requirement, but a detailed quote or a sample bill is sufficient. Two prices can be included if there is an option to both lease and purchase phones.

5.2. Year Two and Beyond Annual Cost (estimate based on number of phones, lines, users, etc.)

The District recognizes there will be annual cost associated with a cloud hosted phone system. The District no longer wants to manage the daily operation of the phone system, however, all options for managing the phone system should be presented, including options for the District to manage some phone functions.

As stated in the introduction, the District wishes to, “Implement a phone system that can provide one, all-inclusive bill that includes all charges for monthly phone service, including but not limited to long distance calling charges, local calling charges, licensing fees, support and maintenance fees, hardware, fax service, installation charges, cloud service fees, taxes and fees, and any other charges or costs to the District that are a direct cost resulting from the implementation of the cloud hosted solution.

Vendors should include an estimated annual total cost for the “one District bill” for year 2.

Vendors can include a narrative with this requirement, but a detailed quote or a sample bill is sufficient. Two prices can be included if there is an option to both lease and purchase phones.

5.3. Handset Installation Options

The Jackson Public Schools is interested in all options for deploying handsets in schools, although the preferred method is for the provider to deliver and set up all handsets at all locations. Please describe all options available for deploying handsets at all locations. Pricing should be included for all available options.

5.4. Handset Model Pricing Options

The district is requesting pricing for both purchasing and leasing handsets. Offerors can supply multiple options for handsets as well as recommend models for different locations such as shared school office phones, executive phones, or administrative phones. Camera phones can be listed as an option; however, they are not required.

Complete the blank table below with the recommended handsets for the system being proposed. The District does not have a preference as to handset manufacturer or model.

Vendors may include additional information such as flyers, brochures, or technical specifications for all proposed handsets, but the table must be completed for the handsets recommended for most locations.

Additional available items such as additional handsets, audio-conferencing phones or headsets can be included with the proposal. Clearly identify them as optional items that are available for purchase. Do not include them on this form. Quotes can be included as supporting information.

Recommended Handset Model Prices and Options				
Manufacturer and Model	Recommended For Locations	Annual Lease Cost (12 months)	Purchase Cost	Includes Licensing?

5.5. Extra Costs Associated with Survivability

The District requires one phone line at each school location (~50) that can be used to make and receive calls in the event of a power failure or loss of internet connectivity. If this is an extra cost, it must be clearly outlined in the response.

5.6. Extra Costs Associated with Fax Services

The District requires the new VOIP provider to take over and manage all fax services for the District. If this is an extra cost, it must be clearly outlined in the response.

5.7. Training

If there is an extra cost for training, it must be clearly outlined in the response.

5.8. Additional Costs

If there are any additional one-time or annual costs, please ensure they are clearly provided and outlined.

6.0. Total Cost Table

The cost tables below are for the solution the vendor is recommending as the best option for the District. There is a table for a lease option for phones, and a purchase option for phones. Vendors are not required to complete both tables.

Costs for Implementing the Recommended Solution - Purchasing Phones

Description	Total Cost Proposed
5.1 Year One Cost (includes licenses)	
5.2 Year Two and Beyond Annual Cost (includes licenses)	
5.3 Handset Installation Costs	
5.5 Extra Costs Associated with Survivability (annual or one time)	
5.6 Extra Costs Associated with Fax Services (annual or one time)	
5.7 Training	
5.8 Additional Costs	

Costs for Implementing the Recommended Solution - Leasing Phones

Description	Total Cost Proposed
5.1 Year One Cost (includes licenses)	
5.2 Year Two and Beyond Annual Cost (includes licenses)	
5.3 Handset Installation Costs	
5.5 Extra Costs Associated with Survivability (annual or one time)	
5.6 Extra Costs Associated with Fax Services (annual or one time)	
5.7 Training	
5.8 Additional Costs	

School Intercom Systems with Classroom Handsets – Peebles Middle School

Voice calls can be made from in and out of the classroom. ***The District does not intend to continue this capability unless it is required to maintain the intercom functionality.*** Vendors can request an on-site inspection by emailing eclark@jackson.k12.ms.us.



Jackson Public School District Proposal Submission Cover Page



Jackson Public School District
662 South President Street
Jackson, MS 39201

RFP Proposal # _____

RFP Title _____

Submission Deadline Date and Time: _____

Participating Vendor Name _____

Address _____

Hand written Signature _____

Addendums Acknowledge Yes _____ or No _____

Combined Proposal Total Cost _____

This cover page is to be placed on the very front of the vendors submitted proposal. In the event that this page is not displayed when the deadline opening date occurs; it will not be acknowledged or allowed to be presented. Place this page on the very front of the submitted documents. This applies to all submitted proposals weather mailed, hand delivery or electronically emailed.