

PROPOSALS SHOULD BE DIRECTED TO:

Downriver Community Conference

**Bob Heck
DMA SYSTEM ADMINISTRATOR
15100 Northline Rd. Suite 136
Southgate, MI 48195**

**REQUEST FOR PROPOSAL
VOIP Phone Equipment and Hardware**

RFP # 14-10

**Bob Heck
I. GENERAL**

A. Purpose

The Downriver Community Conference (DCC) invites sealed proposals from qualified vendors for the purchase of the following equipment:

Quantity 18, Cisco ASA 5505 Security Plus ASA5505-SEC-BUN-K9
Quantity 18, Cisco PoE WIC EHWIC-4ESG-P
Quantity 28, Cisco SPA Handset SPA514G
Quantity 2, Cisco 2921 Router CISCO2921/K9
Quantity 8, Audio codes MP-118 FXS MP118/8S/SIP
Quantity 2, HP Server 670856-S01
Quantity 6, HP Server Disks 652572-B21
Quantity 2, APC Smart UPS 1500 LCD-1 KW 1500V with UPS
Network management APC #1500R2X180

B. RFP Terms

1. Closing Submission Date

Proposals must be submitted no later than 4:00 P.M. on Wednesday June 25th, 2014.

2. Inquiries

Inquiries concerning this RFP should be directed to Bob Heck (734) 362-3432 or Bob.Heck@dccwf.org

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the DCC.

4. Instructions to prospective contractors:

If the proposal is mailed or hand delivered, it is important that the proposal be submitted in a **sealed** envelope **clearly marked with the following information:**

Request for Proposal
VOIP phone equipment and hardware
Downriver Community Conference
June 25th 2014 4:00 P.M.

All proposals must be hand delivered, or mailed and be valid for a period of sixty days (60) from the above date. It is the responsibility of the Offeror to insure that the DCC receives the proposal by the date and time specified above. Mailed proposals must be received, not postmarked, by 4:00 P.M. June 25th, 2014 or it will be considered late. Late and/or faxed or emailed proposals will not be considered.

C. Description of Entity

The Downriver Community Conference is a private, nonprofit organization serving twenty communities in the Downriver area and has been determined to be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

. SYSTEM REQUIREMENTS

Must meet exact part descriptions and specifications as Listed

PROPOSAL EVALUATION

A. Submission of Proposal

The proposal should include an itemized quotation of all listed equipment by part number. No bulk quotations will be accepted.

B. Evaluation

Evaluation of each proposal will be based on the following criteria:

<u>FACTORS</u>	<u>POINT RANGE</u>
1. Prior experience with DCC	0 – 20
2. Price	0 – 30
3. Offeror's understanding of products Requested.	0 - 20
4. Product Requirements	0 -10
5. Overall completeness of RFP	<u>0 - 20</u>
MAXIMUM POINTS	100

C. REVIEW PROCESS

The DCC, may, at its discretion, request presentations by or Meetings with any or all Offerors, to clarify or negotiate Modifications to the Offerors proposals. However, DCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from the both technical and price standpoints, which the Offeror can propose.

DCC contemplates award of the contract to the responsible Offeror with the highest points.

The DCC is not obligated to award a contract and may, at its discretion, reject all proposals if it is in their best interest to do so.