

Request for Proposal
for
Telephony/Voice over Internet
Protocol System Redesign
for the
PIKES PEAK LIBRARY
DISTRICTPIKES PEAK LIBRARY
DISTRICT
Colorado Springs, CO
PPLD RFP #520-18-01
May 4, 2018

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I. Terms & Conditions

A. Background and General Terms & Conditions

1. Purpose. Pikes Peak Library District (PPLD) invites qualified vendors to submit a response to a Request for Proposal (RFP) from vendors to replace the Mitel telephone and voicemail system with a Cisco Unified Communications Collaboration (UCC) suite or equivalent capability. **PPLD will not consider cloud or hosted solutions.** PPLD will execute a **firm fixed price contract** with the winning respondent for this RFP.

The total user count is 400 knowledge workers for the purpose of this project.

The winning bidder will identify warranty associated with installation. PPLD maintenance concept entails working directly with manufacturer support.

Current Mitel Telephony Equipment. Table below identifies PPLD Mitel equipment.

Mitel Telephone Equipment Table

1.	5330e
2.	5630e
3.	Mitel 3300 MXE III
4.	MP-114 FXS

Please see Attachment – PPLD Locations and Network Topology for additional information on PPLD telephony and supporting Information Technology (IT) infrastructure.

2. Background - PPLD Furnished Property and Services

a. Current Operating Environment. PPLD currently has 14 locations with datacenters at two of the locations (see Attachment for location addresses and top-level network diagram). PPLD currently has a Mitel MiVoice Business 3300 voice system servicing the district. PPLD currently does not have a Mitel supporting vendor. The IT infrastructure is Cisco based (Cisco network routers and firewalls).

b. Hardware. Bidders will use the following information on PPLD provided hardware in preparing their response:

(1) Category 5 (Cat5) Cabling. Existing Cat5 cabling used for the Mitel instruments.

(2) Equipment Racks. Rack space for contractor to install hardware. Bidder will identify their rack space requirements as part of their RFP response.

(3) Power and Uninterruptable Power Supply (UPS). PPLD will provide power and Uninterruptable Power Supply to the racks. Bidder will identify their power

and UPS requirements for equipment the bidder will install as part of their RFP response.

(4) Heating, Ventilation and Air Conditioning (HVAC). PPLD will provide HVAC services. Bidder will identify their HVAC requirements for equipment the bidder will install as part of their RFP response.

(5) Installation Standards. Hardware installation in accordance with Telecommunications Industry Association (TIA) standard for hardware installation.

(6) Software. PPLD will not provide any software or software services to support this RFP.

c. PPLD Furnished Information. PPLD IT Dept personnel shall be available for technical exchanges with the contractor. PPLD personnel shall provide technical input, answer questions, review and accept completed work, and provide feedback regarding contractor efforts.

d. PPLD Furnished Resources. Facilities. PPLD will provide the Contractor at least one on-site working space office (as needed) at Library 21c within the IT Dept. Contractor can request the following services access to PPLD telephones, fax machine, and/or computers, reproduction capability, electronic storage, internet access and Local Area Network (LAN) access. PPLD will evaluate requests and accommodate to the maximum extent possible.

e. Product Ownership. All products produced by the Contractor in the performance of this RFP are the property of PPLD.

f. Proprietary Data.

(1) Use of Proprietary Data. The Contractor shall request from PPLD PM and Technical Advisor approval prior to the use of any proprietary data or software tools to fulfill the requirements of this contract.

(2) Colorado Records Act (CORA). The Contractor shall not retain any PPLD information generated or received under this contract after the contract ends without approval of the PM and Technical Advisor.

(3) Contractor Proprietary Data. The Contractor is responsible for identifying any Contractor proprietary information the Contractor wants excluded in the event of a CORA request for information associated with this RFP.

(4) Deliverables and Materials. PPLD has unlimited rights to all deliverables developed under this RFP. The Contractor shall not use any materials pertaining to this RFP for business development or any other vendor strategic purposes to represent PPLD to any other person or entity, except for delivering a PPLD-approved message or position.

g. Access to PPLD Property and Facilities. Contractor will coordinate with the Project Manager access to PPLD Property and Facilities. PPLD will issue temporary badges to allow for unescorted access to PPLD facilities.

h. Management. The following table depicts the PPLD staff assigned to this project and their respective roles.

PPLD Staff Points of Contact Table		
NAME CONTACT	INFORMATION	ROLE
Mr. David Burling	dburling@ppld.org 719-531-6333 x6663	Project Manager (PM) and Technical Advisor (TA)
Ms. Nancy Gulick	ngulick@ppld.org	Networking Technical Advisor
Mr. Richard Peters	rpeters@ppld.org	Chief Information Officer
Mr. Michael Varnet	mvarnet@ppld.org	Chief Financial Officer and Chief Contracting Officer

i. Hours of Work. Work outside of normal operating hours requires coordination with Project Manager (Mr. David Burling). The contractor shall identify during implementation meeting any exceptions to the standard workweek.

3. Interested Parties. PPLD invites all interested companies to submit a proposal in accordance with the terms, conditions, and specifications contained herein. Prospective bidders can access an electronic version of this document at: <http://www.ppld.org/request-for-proposals>. Bidders must check this site periodically for any updates associated with this RFP.

4. Sole Point of Contact. Prospective bidders will address questions and requests for clarification regarding this RFP to David Burling, dburling@ppld.org, with courtesy copy to Tatiana Zonte, tzonte@ppld.org. Prospective bidders will include in the subject line the RFP number, title, and the word “question” or “clarification.” PPLD will not respond to questions or clarifications **not** meeting these criteria.

David Burling will respond to all questions and requests for clarification to all prospective bidders using the PPLD RFP website (<http://www.ppld.org/request-for-proposals>). PPLD will make available to prospective vendors all questions and answers via PPLD RFP website. PPLD will amend the RFP responses PPLD staff considers a change in the terms, conditions, and specifications of this RFP, and all addendums, if any, using the PPLD RFP website. Prospective bidders will only receive formal written addendum changes to the terms, conditions, and specifications in this RFP using the PPLD RFP website.

5. Tax Exemption. PPLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers, as necessary, from whom they expect to obtain services or supplies of the tax-exempt status of PPLD. Following the contract award, PPLD can furnish, upon contractor request, an exemption certificate.

6. Expenses. PPLD assumes no liability for payment of expenses incurred by proposers in the preparation and submission of proposals in response to this invitation.

7. Conflict of Interest. Any contractual relationship with any PPLD personnel in the twelve (12) months preceding the distribution of this RFP, or any similar or potential conflicts of interest, may be grounds for rejection of the proposal and/or termination of any contract awarded.

8. Non-Discrimination. The Contractor agrees not to refuse to hire, discharge, promote, or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

9. Governing Law. The laws of the State of Colorado shall govern any contract executed between the successful proposer and PPLD. Further, the place of performance and transaction of business is in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction are State of Colorado, and more specifically, El Paso County, Colorado.

10. RFP Schedule.

RFP Schedule

Event	Milestone Date
RFP Specifications Released	May 4, 2018
Notification of Intent to Bid 4:00 pm local time	May 11, 2018
Deadline for Receipt of Questions	May 18, 2018
Response to Questions	May 23, 2018
Proposal Due Date: at 4:00 pm local time	June 1, 2018
Board of Trustee Vendor Selection Approval	June 12, 2018
Bid award (vendor notified)	June 13, 2018

11. Intent to Bid. Prospective respondents will submit an intent to bid via e-mail to bids@ppld.org. PPLD will only consider bidders who submit an intent to bid no later than 4:00 pm local on May 11, 2018.

PPLD can provide access to the East and 21c Data Centers upon request. Mr. David Burling is the focal point for coordinating this access. Bidders wanting to access East and 21c Data Centers will identify this requirement via e-mail to bids@ppld.org.

B. Proposal Preparation

1. Substantive proposals. By submitting a proposal, the proposer guarantees that (a) its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid; (c) it has not solicited or induced any other person, firm, or corporation from proposing; and (d) it has not sought by collusion to obtain for itself any advantage over any other proposer or over PPLD.

2. Insurance Requirements. The successful proposer shall have and provide evidence of worker compensation insurance, general liability insurance (minimum \$1,000,000.00) and fidelity bonding insurance (minimum \$100,000.00).

3. Indemnification. The proposer agrees to, and shall, defend, release, and indemnify, and save and hold harmless PPLD, its officer, agents, and employees from and against any and all damages to property or injuries to or death of any person or persons, including property and officers, employees, and agents of PPLD, and further agrees to, and shall, defend, indemnify, and save and hold harmless PPLD, its officers, agents, and employees, from and against any and all claims, costs, demands, liabilities, suits, actions, causes of action, and other legal or equitable proceedings of any kind or nature whatsoever, of or by anyone whomsoever, including, but not limited to claims arising out of and/or predicated upon negligence, breach of contract, tort, or strict liability, in any way resulting from, connected with, or arising out of the contractor's operations or performance in connection herewith.

4. Continuity. By submitting a proposal, the proposer will identify key team members and make its best efforts to ensure that these member(s) remain assigned to the PPLD account for the duration of contract. PPLD will approve in advance any changes to key team member(s).

5. Submission Information and Documents.

Bidders will submit a comprehensive proposal addressing all elements requested in Section II, Specifications/Features, and Section III, Proposal Requirements. The proposal will include, but not limited, to the submission of the following signed documents:

Addendum A – Proposal Cover Sheet

Addendum B – Immigration Clause for Contracts

The bidder response will include all line items of Section II and III of this RFP and any additional clarifying information relating to the solution such as appendices, charts, diagrams, cut sheets, etc.

6. Signatures. An officer of the proposing company must sign the proposal.

7. Withdrawal of Proposal. A proposer may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a **period not less than 90 calendar days** after the proposal due date.

8. Proposal Submissions. Bidder will submit the signed original with all attachments, and four (4) complete hard copies of the proposal in sealed envelopes, identified with the proposal number and title, on the forms provided herein, with all attachments, no later than **4:00 pm local time on June 1, 2018** to:

Mr. Michael E. Varnet, CPA
Chief Financial Officer
Pikes Peak Library District
1175 Chapel Hills Drive
Colorado Springs, CO 80920

Vendor will submit an electronic copy to bids@ppld.org no **later than 4:00 pm local time on June 1, 2018.**

PPLD will reject for lateness proposals delivered after **4:00 pm local time** for either the hard copy or electronic copy.

10. Confidentiality. All Materials submitted in response to this RFP become the property of PPLD, upon delivery, and PPLD will append to any formal documentation that would further define or expand any resulting contract from a successful bid.

Proposals are public information. If a vendor needs to submit proprietary information to support their proposal, ***the vendor will label as "CONFIDENTIAL" and package separately any proprietary information.*** PPLD will return such labeled items at the end of the selection period.

C. Selection

1. Right of Acceptance and Rejection. PPLD reserves the right to accept or reject any or all proposals and to waive any formalities, informalities, and deviations, which, in its opinion, best serve the interests of the PPLD.

2. Proposal Selection. It is the intent of the PPLD to select only responsible and responsive proposals. PPLD is not bound to accept the lowest priced proposal. Your proposal should include your most favorable terms and conditions.

3. Basis of Award. An evaluation team will judge the merit of proposals received in accordance with the general criteria defined within this invitation. The Chief Information Officer will forward recommendations of this committee to the Board of Trustees for approval. The evaluation team will use the following criteria when making proposal evaluations (this is not a PPLD exhaustive list of criteria):

- a. Pricing
- b. Company Experience and References
- c. Quality of Services
- d. Completeness of Proposal
- e. Key Staff (certification level and experience of staff)
- f. Preferred project start date is July 1, 2018 (scheduled contract award).

- g. Any other items deemed in the best interests of PPLD.

D. Contract Formation

1. Agreement in Writing. The successful candidate is required to enter into a written contract with PPLD for maintenance services.

PPLD will include and integrate the winning Bidder's proposal into the final contract documents. It is in the Bidder's best interest to ensure the proposal is accurate to allow for the integration with minimal changes.

The vendor will include (if available) a Service Level Agreement (SLA) or Contract typically used to deliver similar services specified in this RFP. A SLA is not a condition of accepting a proposal.

If, in PPLD's sole discretion, the selected proposer has not executed the contract documents within a reasonable time after selection, PPLD reserves the right to rescind the award and select another supplier.

2. Amendments to Contract. Parties hereto reserve the right to make amendments or modifications to the contract by written amendment signed by both parties. No amendment shall be effective unless approved by PPLD.

3. Termination. Either party may terminate the contract without cause by giving written notice thirty (30) days in advance of termination.

In the event of termination pursuant to this section, the sole compensation to the Contractor will be for any unpaid portion of services performed or delivered at the date of termination.

This agreement will automatically terminate on the occurrence of any of the following events: bankruptcy or insolvency of either party, sale of the business of either party, failure to comply with federal, state or local laws, regulations or requirements.

II. Specifications/Features

A. Requirements.

1. Redesign Technical Solution. This RFP requires replacing the current Mitel voice system hardware, software and services with a Cisco (or equivalent) voice system. The vendor solution will include identifying all contractor purchased hardware and software (including software licensing). PPLD requires RFP solutions include installation and initial configuration, and user/administrator training. The RFP respondent will identify any recurring support, licensing, or software assurance costs beyond the initial installation, with estimated life-cycle sustainment costs for a minimum of five years (2018 to 2022). For example, installation plus year 1 cost is the base year with years 2 through 5 costs (assume yearly maintenance support cost for years 2 to 5).

a. Rack and Power Requirements. Vendor will include Rack Unit requirements in solution plus power requirements.

b. Required Unified Communications (UC) Features. The following UC features are required:

(1) Instant Messaging (IM) and Presence. IM and Presence for 400 desktops (combination of personal computers (PC) and Apple computers) and 50 mobile IM devices using a Smart Phone application. Bidders will assume that PPLD has the capability to push out IM and Presence for desktops (PCs and Apple computers) and smartphones.

(2) Voicemail and Automated Attendant Call Flow. Interactive voice response (IVR) will manage the voicemail and attendant call flow. The operators will need operator console software to route queued calls. The three personnel from the reference staff take calls from the PPLD IVR. They need to login\activate\”go ready” and have queued calls delivered to them to answer reference questions from patrons. The 40 service points will receive calls from PPLD IVR and internal staff. Top level call flow follows:

Step 1: Staff/patron selects IVR option on initial call.

Step 2: Menu driven option will get the call to destination (i.e., one option for branch hours, second option to access staff at location, etc.).

Step 3. If staff does not respond to call at which point the voice system will place the call in queue until answered.

(3) Basic Automatic Call Distributor (ACD). Basic ACD queue functionality to support 2 operator workstations and 3 reference desk workstations to enable call reception and call routing. ACD will support basic call queueing for 40 service points across the district. PPLD has three (3) ACD users taking reference calls from patrons calling into PPLD and two Operators that will take incoming calls from patrons calling into PPLD when patrons press “0” to talk to an operator.

(4) Emergency Notification. Solution requires Mass and Emergency notification using Text and Short Message Service (SMS), PC and Apple Computer screen popups, phone audio and screen notification, smart phone application for two-way alert communications and emergency notification integrated with overhead Public Address (PA) system (Table below identifies current PA location and equipment). Bidders will explain how emergency notification will integrate with PPLD’s existing public address (PA) system.

PA Location and Equipment

Location	Equipment	Requirement
21c	Standard Analog system Amplifier\Mixer: QSC CX602V	PA systems are not network based. VOIP

	Mixer: Ashly MX-206	switch must integrate with PA system to accommodate paging access from the new phones.
Penrose	Standard Analog system Amplifier\Mixer: Bogen AMP	
East	Standard Analog system Amplifier\Mixer: Bogen AMP	

c. Redundancy. Bidders will explain how redesign will provide redundancy between PPLD datacenters and ensure design captures the hardware required to provide redundancy; equipment to provide telecommunications on-ramp connectivity for the Session Internet Protocol (SIP) and PRI (Premise Rate Interface) trunks; and Direct Inward Dial (DID) services.

d. Miscellaneous Voice System Requirements. Voice system requires capability to provide instant messaging, voice and video calls, voice messaging, desktop sharing, conferencing, and presence. The following table depicts minimum requirements.

Minimum Miscellaneous Voice System Requirements

400 - IM and softphone Clients with connectivity for Mobile application for PC, MAC, IOS, and Android Devices.
400 - phones with the ability to utilize wired or wireless (Bluetooth) headsets
10 - Line Key expansion module
40 - Wireless phones for staff use when interacting with patrons
5 - Conference room phones
3 – 8 port and 1 – 4 port analog to VoIP gateways for analog voice and facsimile (FAX)
400 - Extension Mobility user Licenses

(1) Security Appliance Requirement. Bidders will explain how they will implement security device in the demilitarized zone (DMZ) to manage voice traffic coming from internet sources and another security device on the voice network that will manage traffic from the rest of internal WAN. Note: Phones are already included in the voice network and do not require security device filtering.

(2) Session Internet Protocol (SIP) Trunk Telecommunication (Telco) Requirement. Bidder will explain how the solution will interface with PPLD SIP trunk provider. Solution must support 50 simultaneous SIP sessions with a minimum of 25 at each location with fail over and redundancy capabilities. Bidder will include procedures for transferring the Three Primary Rate Interface (PRI) lines to SIP.

(3) Conferencing Requirement. Audio and Video conferencing to support 50 logged in Users with a maximum of 500 meeting participants (accessible internally and externally).

(4) E911 Dialing. The solution will provide for E911 dialing from all devices (Cisco Emergency Responder preferred). Minimum requirement is for

identification of PPLD library location initiating 911 calls and alerting capability to inform staff of 911 call initiation. Bidders can include other services providing building plus location within building.

2. Executable Schedule. The RFP respondent will submit an executable schedule compatible with MS Project for evaluation. Bidders will use a notional start date of July 1, 2018 in developing their schedule (actual start date subject to negotiation after contract award negotiations). As a minimum, the bidder will deliver an operational system no later than November 1, 2018.

3. Work Breakdown Structure (WBS). The bidder will submit a WBS identifying high level tasks and estimated time each task will take. Bidder will identify any risks associated with WBS tasks and any proposed mitigation to risks identified. As a minimum, the WBS elements must include the following:

- a. Installation Activities.
- b. Cutover.
- c. Equipment Turnover.
- d. Hardware Inventory (serial number, model number, etc.) documentation.
- e. Software Inventory (version number, hardware software installed, model number, etc.) documentation.
- f. Documentation. Documentation of final solution, "As Built" provided to PPLD at the end of the project along with training material for PPLD to maintain VOIP solution.

4. Transition Plan. The RFP respondent will identify how a transition will occur during implementation of the new switch including the SIP trunk transition from Mitel to Cisco for migration period. PPLD will provide Mitel programming required to support transition. Vendor will identify any risks with transition plan and risk mitigation factors. Vendor will propose how to achieve a transition to allow continued library operations or a minimum impact to library operations.

B. Solution and Alternatives

1. Infrastructure Impact. Bidders will describe any infrastructure changes required for proposed solution. Examples include but are not limited to additional telecommunications circuits, additional internal wiring, or additional network hardware.

2. Phone Options. List recommended options for phones for the following phone types as defined in the requirements:

Office phones – assigned to one employee with mostly desk duties when in office

Conference phone – used in a conference room setting
Service desk phones – used at a customer service desk, where most customer calls are answered by multiple staff, including mobile options

If the proposed solution includes additional connectivity requirements (voice access lines or bandwidth), these changes should be explicitly stated in the solution, along with initial and recurring costs.

C. Implementation

1. Implementation. Bidders will describe implementation process and anticipated task list. Specifically address any outages or cutover time (use a July 1, 2018 notional project start time after contract award).

2. Timeline. Provide a timeline.

3. Facility Access Requirements. Describe any steps or events required by any party that would involve access to any PPLD Libraries location. Include anticipated day/time and duration.

III. Proposal Requirements

A. Company Background and Experience.

1. Organizational Structure. Describe your organizational structure. Show how your organization will be responsive to the requirements of this RFP, including contact information.

2. Functional Staff and Technical Resources. Describe your organization's financial, staff, and technical resources. Show how those resources support proposed services.

3. Organization Qualification and Experience. Describe your organization's qualifications and experience. If you have experience with PPLD Libraries, describe your current or past relationship. Describe any similar implementations of proposed services performed by your organization.

4. Customer References. Provide a minimum of three (3) references, including name, telephone number and a brief statement describing their association with your company. References from at least three clients of a similar nature (type and scope) to the PPLD are preferred, (e.g., other library, educational or public sector clients). References from the Colorado Front Range are also preferred.

B. Pricing/cost information.

RFP respondents will include the following pricing information in their proposal:

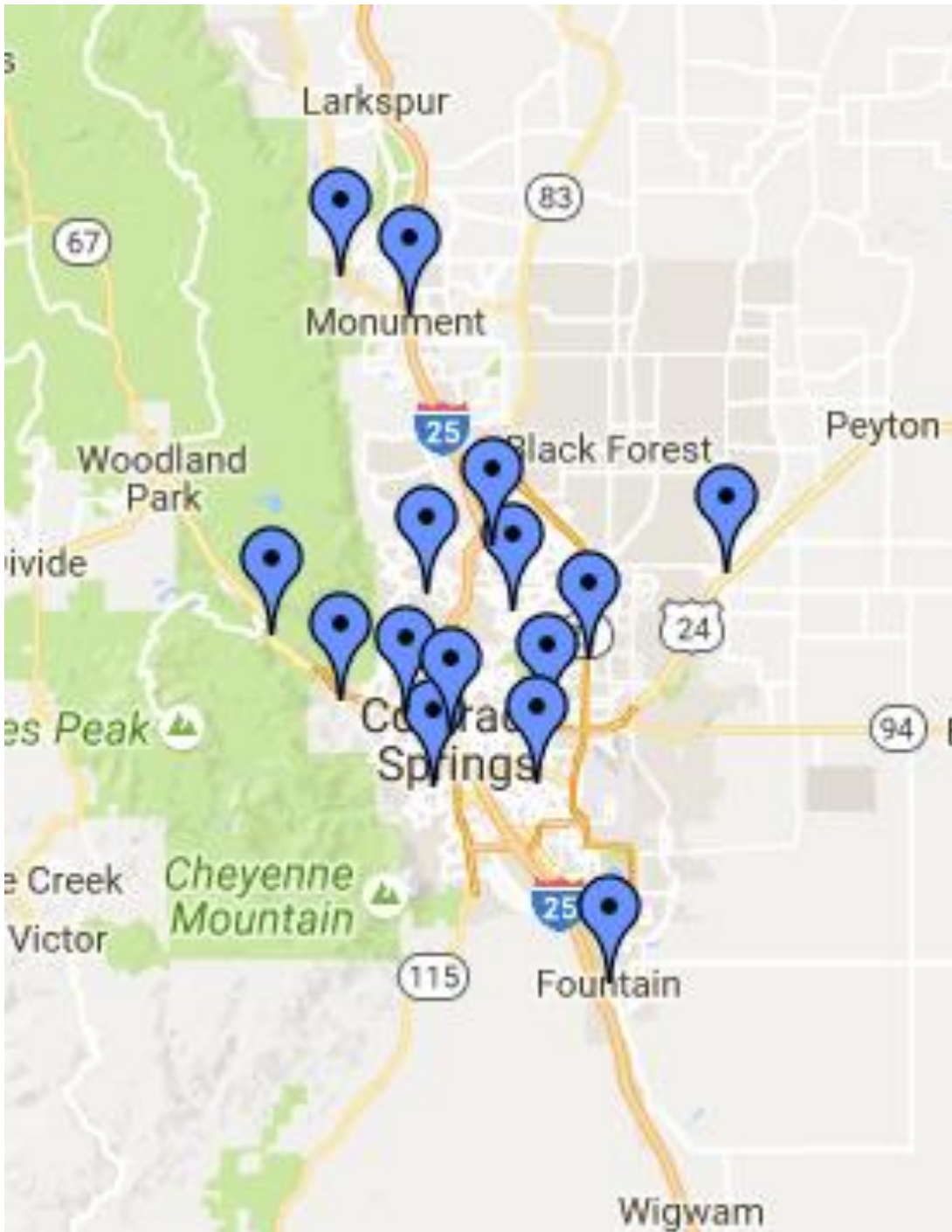
1. Line-Item Pricing Information. Provide line-item pricing for all non-recurring costs for recommended hardware and software options.
 2. Labor Cost. Provide labor costs for installation and initial configuration.
 3. Instrument Installation Pricing. Vendor will provide pricing for instrument installation for PPLD evaluation.
 4. Cost Recoupment or Credit. Vendor will identify any opportunities for recouping costs from existing Mitel equipment either as credit or trade-in.
 5. Life-cycle Cost. Additionally, provide yearly or multi-year cost estimates for any recurring costs required by implementation not already included in the current operating environment. Include estimate for yearly support renewal for years 2-5.
 6. Warranty. Vendor will include in their submission all warranties to include the following:
 - a. Installation's original warranty for hardware and software.
 - b. Maintenance and support: First year and following four years (installation and year 1 licensing considered base year).
- C. Other Information
1. Quality Issuance. Describe the firm's philosophy for servicing a client and commitment to customer service and quality assurance.
 2. Miscellaneous Information. Any other information that bidder wants included for consideration in the selection process.

ATTACHMENT**Library Locations and Network Topology**

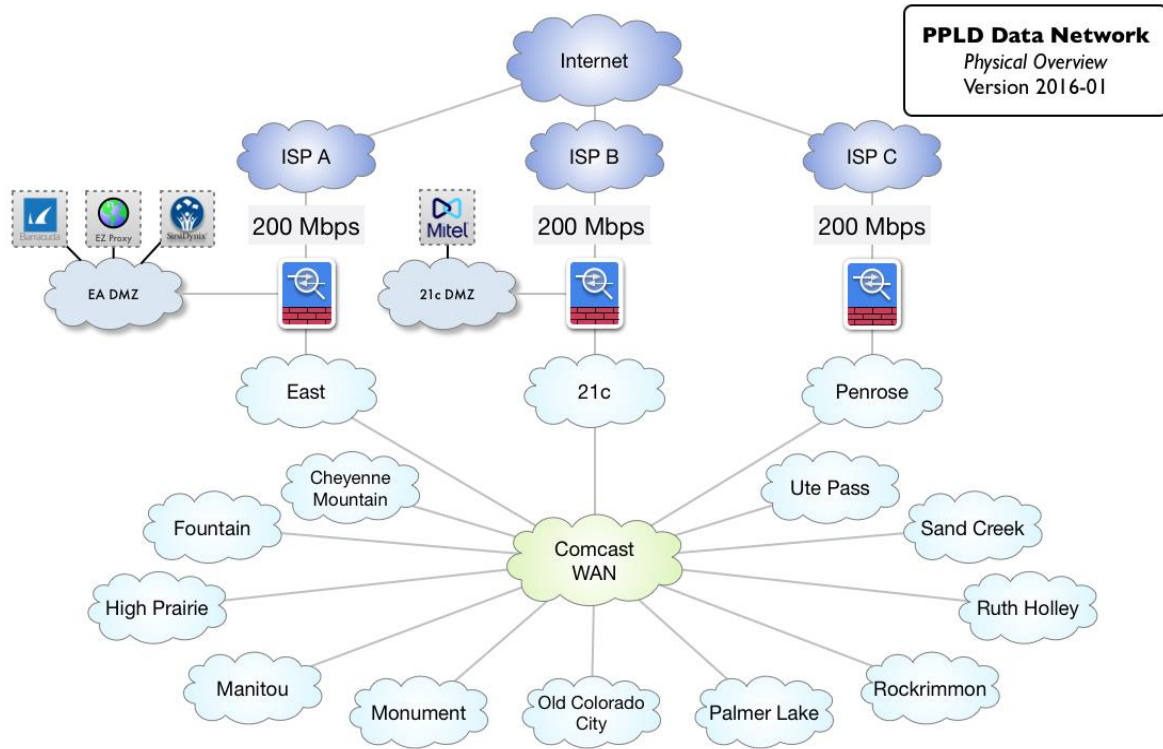
Pikes Peak Library District Locations and Mitel Devices

Library Name	Acronym	Location	Mitel Devices
Cheyenne Mountain Community Library	CH	1785 South 8th Street, Suite 100 Colorado Springs, CO 80905	9x 5330E 2x 5224 dual mode
East Library	EA	5550 N. Union Blvd. Colorado Springs, CO 80918	61x 5330E 1x MP-114 FXS
Fountain Community Library	FO	230 South Main St. Fountain, CO 80817	9x 5330E
High Prairie Community Library	HI	7035 Old Meridian Rd. Peyton, CO 80831	8x 5330e 1x MiTel-DECT-SIP/02.00 Cordless Phone
Library 21c	21c	1175 Chapel Hills Drive Colorado Springs, CO 80920	119x 5330E 8x 5360e 1x 5610 SIP 2x UC360 Conference phones 1x Mitel 3300 MXE III Server appliance/voice gateway 1x MP-114 FXS 1x MP-114 FXS New in Box
Manitou Springs Community Library	MA	701 Manitou Ave. Manitou Springs, CO 80829	4x 5330e 1x 5224 dual mode
Monument Community Library	MO	1706 Lake Woodmoor Dr. Monument, CO 80132	10x 5330E
Old Colorado City Community Library	OL	2418 West Pikes Peak Ave Colorado Springs, CO 80904	7x 5330E
Palmer Lake Community Library	PA	66 Lower Glenway Palmer Lake, CO 80133	3x 5330E
Penrose Library	PE	20 N. Cascade Ave Colorado Springs, CO 80903	74x 5330e 3x 5360e 1x UC360 Conference phones
Rockrimmon Community Library	RO	832 Village Center Drive Colorado Springs, CO 80919	8x 5330E
Ruth Holley Community Library	HO	685 North Murray Blvd. Colorado Springs, CO 80915	9x 5330E
Sand Creek Community Library	SA	1821 South Academy Blvd. Colorado Springs, CO 80916	12x 5330E
Ute Pass Community Library	UT	8010 Severy Rd. Cascade, CO 80809	2x 5330E

El Paso County Pikes Peak Library District Locations



Attachment Network Diagram
Top Level Network Diagram



Datacenters located at 21c Library and East Library

ADDENDUM A
REQUEST FOR PROPOSAL FOR
VoIP SYSTEM REDESIGN
Proposal Cover Sheet

I. GENERAL INFORMATION

1. FIRM NAME

2. ADDRESS

3. PHONE

4. FAX

5. E-MAIL AND WEBSITE

6. CONTACT

II. STATEMENT OF MINIMUM QUALIFICATION

I, _____ (printed name) hereby declare

that I am the _____ (title) of

____ (Name of firm) submitting this profile and declaration, and that I am duly

authorized to sign this profile and declaration on behalf of the above named firm. All information set forth in this profile and declaration and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The signer further certifies that (please initial):

a. _____ The Company has carefully examined all instructions, requirements, specifications, and terms and conditions of the RFP for which this proposal is submitted. The company understands all instructions, requirements, specifications, and terms and conditions of the RFP, and hereby offers and proposes to furnish the goods and services described herein at the prices, fees, and/or rates identified in this proposal, in accordance with the instructions, requirements, specifications, and terms and conditions of the RFP.

b. _____ This proposal is a valid and irrevocable offer that will not be revoked and shall remain open for the PPLD's acceptance for a period of ninety (90) calendar days from the proposal due date.

c. _____ The Company is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances governing business practices.

d. _____ All statements, information, and representations prepared and submitted in this proposal are current, complete, true, and accurate.

e. _____ Submission of this proposal indicates the signer's acceptance of the evaluation technique and that some subjective judgments may be made by the PPLD as part of the evaluation.

f. _____ Evidence of worker compensation insurance, general liability insurance (minimum \$1,000,000.00) and fidelity bonding insurance (minimum \$100,000.00).

g. _____ There have been no claims, litigation, or other issues filed or pending against our company in the past 5 years except as listed below.

j. _____ The company is aware of Colorado's Immigration / illegal alien laws pertaining to public contracts. Addendum B (Colorado Statutes 8-17.5 – 102) is signed and attached.

Authorized Signature

Date

ADDENDUM B
REQUEST FOR PROPOSAL FOR
VoIP SYSTEM REDESIGN
Immigration Clause for Contracts

Pursuant to Colorado Revised Statutes Section 8-17.5-102, the Pikes Peak Library District (“PPLD”) shall not enter into or renew a public contract for services with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien to perform work under the contract.

Accordingly, Contractor agrees that it shall not:

Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

Enter into a contract with a subcontractor for work under this Agreement that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Further, Contractor agrees that it shall comply with the following:

Contractor has verified or attempted to verify through participation in the Basic Pilot Employment Verification Program (the “Basic Pilot program”) of the U.S. Department of Homeland Security that Contractor does not employ any illegal aliens and, if Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, that Contractor shall apply to participate in the Basic Pilot Program every three months until Contractor is accepted or the services under this Agreement have been completed, whichever is earlier. This requirement shall terminate if the Basic Pilot Program is discontinued.

Contractor shall not use Basic Pilot Program procedures to undertake pre-employment screening of job applicants while the services under this Agreement are being performed.

Should Contractor obtain actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall:

Notify the subcontractor and the PPLD within three days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

Terminate the subcontract with the subcontractor if within three days of receiving the notice pursuant to Paragraph 1(b)(iii)(1) the subcontractor does not stop employing or contracting with the illegal alien; except that Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation that the Department may undertake pursuant to its authority under Colorado Revised Statutes Section 8-17.5-102(5).

Authorized Signature

Date