

**REQUEST FOR STATEMENT OF PROPOSAL AND QUOTES
FOR
A PHONE AND INTERCOM COMMUNICATION SYSTEM**

Submission Due Date: Friday, May 12, 2023, by 3:00 P.M.

The Board of Education of Frankfort Community Unit School District No. 168, Franklin and Williamson Counties, Illinois, located at 900 North Cherry Street / P.O. Box 425, West Frankfort, Illinois, 62896, is requesting statements of proposal and quotes for options for a Voice Over Internet Protocol (VoIP) Phone and Intercom Communication System. Frankfort CUSD #168 is a public school district serving grades Pre-K through 12 with approximately 1,500 students and 200 staff members in four (4) separate schools (Frankfort Community High School (9-12), Central Junior High School (7-8), Frankfort Intermediate School (3-6), and Denning Elementary School (Pre-K-2)). The District also includes a Vocational Building, Weight Room facility, and a Football Field / Track at the high school, an Office of Student Services, and an Administrative Service Center.

To be considered, firms should submit statements of interest, qualifications, and performance data to **Mr. Matt Donkin, Superintendent of Schools**, on or before **3:00 PM, Friday, May 12, 2023**. Statements received after that time will not be accepted or considered by the Board. Information regarding the RFP/RFQ may be obtained by accessing the District's website at www.wfschools.org under the News heading.

Requests for additional information regarding the proposal should be directed to Mr. Matt Donkin at mdonkin@wfschools.org or at the District's Administrative Service Center. No oral representations made by the District shall be binding. To be considered:

1. One (1) copy must be submitted electronically to mdonkin@wfschools.org, and;
2. One (1) copy must be submitted to by mail or in person to:

Mr. Matt Donkin, Superintendent
Frankfort Community Unit School District No. 168
900 North Cherry Street / P.O. Box 425
West Frankfort, IL 62896

The Board is soliciting proposals and quotes for a for a new (VoIP) Phone and Intercom Communication System to replace an existing system with components that should include, but not be limited to:

- Office and Classroom Phones with the ability to communicate both internally and externally throughout the school system.
- Fire alarm monitoring and communication.
- Intercom system to communicate in classrooms, offices, and group gathering spaces.
- (Optional) Interface with an Access Control Door Entry System.
- (Optional) Interface with a Building Video Monitoring System.

Statement of Interest, Qualifications, and Performance Data

Except where space for responses is provided herein, please provide responses in a separate document. In order to be considered, two complete copies of the following information **must** be submitted in the following manner:

- One (1) copy provided by email; **and**,
- One (1) copy provided by **either** U.S. Mail **or** hand-delivered in person.

I. Background Description

A. Organization Overview

1. Name: Frankfort Community Unit School District No. 168
2. Address: 900 North Cherry Street / P.O. Box 425
3. City, State, ZIP Code: West Frankfort, IL 62896
4. Telephone Number: (618) 937-2421
5. Description: Frankfort CUSD #168 is a public school district serving grades Pre-K through 12.
6. Number of students and staff: Approximately 1,500 students and 200 staff members.
7. Organization: 4 school buildings: FCHS, CJHS, FIS, DES; a Vocational Building; a Weight Room; a football field and track; and two administrative office facilities.
8. Funding Sources: local, state, and federal funds to serve its mission of educating students.
9. Structure: Superintendent, Assistant Superintendent, Director of Special Education, School Building Administrators, with secretarial support and staff, faculty and staff.

B. Technical Background

1. Existing Hardware: Dell Server
2. Operating Software: Windows Based
3. Computer Support: Quality Network Solutions (QNS)

C. Current System

1. Analog Phone System with NEC Phones
2. Phone and Long-Distance Service Provided by Frontier.
3. Internet Service Provided by Clearwave.

D. Work-Related Information

1. Frankfort CUSD #168 has a Progress Labor Agreement (PLA) with the Egyptian Building and Construction Trades Council in Southern Illinois.
2. Criminal Background and State-wide Sex Offender Database Checks for any employees who will have direct, daily contact with students of the School District shall be required.

II. Desired Solution

- A. An integrated telephone and intercom system using a VoIP system that enhances communication in both normal and emergency situations.

III. Provider Profile:

- A. Provider Name: _____
- B. Provider Address: _____
- C. City, State, ZIP Code: _____
- D. Telephone Number: _____
- E. Description of Provider: _____
- F. Number of Years in Business: _____

G. Type of Organization / IRS Designation:

- Individual: _____
- Partnership: _____
- Corporation: _____

H. Person to Contact: _____

I. Personnel:

- Number of Employees: _____
- Locations: _____
- Organization Structure: _____

J. Number of Customers: _____

K. Technology and Communication Services Offered (Check Those That Apply)

- _____ VoIP and Traditional Telephone Systems
- _____ VoIP and Traditional Intercom Systems
- _____ FAX Communication Services
- _____ Fire Alarm Monitoring Communication Systems

L. List of Other Services Available: _____

M. How are client enhancement suggestions handled? _____

N. Please list five (5) references that utilize the proposed solution: _____

IV. Please identify estimated costs for the proposed solution: _____

V. Has your firm ever been dismissed by a client before a contract was completed? _____
If so, please describe the circumstances that caused this situation, including the nature of the project, the name of the owner, and a contact person. _____

VI. Does your firm have any lawsuits pending against it? _____
If so, please describe the nature and reason(s) for the lawsuit, as well as the parties involved. _____

VII. Has your firm had any judgements against it or settled any lawsuits against it over the past five years dealing with work it performed? _____
If so, please describe the final judgment or settlement terms. _____

VIII. References

- A. Please provide a list of five (5) current school clients, including the client's name, address, telephone number, and contact person.
- B. Please provide a list of **all** school districts in Illinois that you served during the last two (2) years, including client's name, address, telephone number, and contact person.
- C. Please provide examples of work and services that your firm has completed.

IX. Person Completing this Questionnaire:

Name: _____
Title: _____
Telephone Number: _____
E-Mail Address: _____
Date: _____

- X. Proposal is due on **Friday, May 12, 2023.**
- XI. Submit Proposal Copies to:
Mr. Matt Donkin, Superintendent
Frankfort Community Unit School District No. 168
900 North Cherry Street / P.O. Box 425
West Frankfort, IL 62896
mdonkin@wfschools.org

Schedule

The following is the proposed schedule for the selection of a firm to provide (VoIP) Phone and Intercom Communication System:

May 4, 2023	Issuance of Request for Qualifications Posted
May 12, 2023	Deadline for Submissions
May 12-15, 2023	Review of Submissions
May 15, 2023	Proposed Board of Education Action

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFP shall be directed in writing to:

Mr. Matt Donkin, Superintendent
Frankfort Community Unit School District #168
900 North Cherry Street / P.O. Box 425
West Frankfort, IL 62896
mdonkin@wfschools.org