

## Memorandum for General RFP Configuration

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**To:** Vendor with current valid proposal for General RFP #3509 for Telephone Equipment/Services

**From:** David L. Litchlitter 

**CC:** ITS File Numbers 37119 and 37137

**Date:** November 26, 2007

**Subject:** Letter of Configuration (LOC) Numbers 37119 & 37137 for AVAYA Universal Remote Modules

**Contact Name:** Paula Conn

**Contact Phone Number:** 601-359-4411

**Contact E-mail Address:** conn@its.state.ms.us

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The Mississippi Department of Information Technology Services (ITS) is seeking the hardware described below. Our records indicate that your company currently has a valid proposal on file at ITS in response to General RFP #3509 for Telephone Equipment/Services. Our preliminary review of this proposal indicates that your company offers products, software, and/or services that may meet the requirements of this project; therefore, we are requesting your configuration assistance for the components described below.

### 1. GENERAL LOC INSTRUCTIONS

- 1.1 Beginning with Item 4.1, label and respond to each outline point as it is labeled in the LOC.
- 1.2 The Vendor must respond with "ACKNOWLEDGED," "WILL COMPLY," or "AGREED" to each point in the LOC.
- 1.3 If the Vendor cannot respond with "ACKNOWLEDGED," "WILL COMPLY," or "AGREED," then the Vendor must respond with "EXCEPTION." (See attached instructions regarding Vendor exceptions.)
- 1.4 Where an outline point asks a question or requests information, the Vendor must respond with the specific answer or information requested.

- 1.5 In addition to the above, Vendor must provide explicit details as to the manner and degree to which the proposal meets or exceeds each specification.

## 2. GENERAL OVERVIEW AND BACKGROUND

ITS is seeking the AVAYA equipment listed in item 4 below. This equipment will be installed at 515 Amite Street and 700 North State Street in Jackson, Mississippi. These two buildings, currently under renovation by the Department of Finance and Administration's Bureau of Building, Grounds, and Real Property Management (BOB), will be occupied by the Mississippi Department of Environment Quality (MDEQ) in the mid-January 2008 time frame.

The equipment installed in these two buildings will interface directly with the host processor located in the Robert E. Lee Building at 239 North Lamar Street, Jackson, Mississippi. The Telecommunications Services Division of ITS (ITS TS) will manage the equipment.

Funding will be provided through BOB and instructions for submitting invoices and other paperwork are included in item 6.10.

## 3. PROCUREMENT PROJECT SCHEDULE

Task	Date
Release of LOC	Monday, November 26, 2007
Deadline for Vendors' Written Questions	Wednesday, November 28, 2007
Addendum with Vendors' Questions and Answers	Friday, November 30, 2007
Proposals Due	Wednesday, December 5, 2007
Proposal Evaluation	December 6-7, 2007
Notification of Award	Tuesday, December 11, 2007
Equipment Delivery	Friday, January 4, 2008

## 4. TECHNICAL SPECIFICATIONS

- 4.1 Vendor must propose AVAYA equipment that is 100% functionally equivalent to the equipment below. Vendors must propose **refurbished** circuit cards that are warranted as new. All other proposed equipment must be new.
- 4.2 Equipment must be delivered by January 4, 2008. ITS Telecommunications Services requests that all equipment be delivered to ITS, Attention Dennis Bledsoe, 239 North Lamar Street, Room 401, Jackson, Mississippi 39201. Dennis may be reached by dialing 601-359-2885.
- 4.3 Vendors must be aware that ITS reserves the right to purchase this equipment from multiple vendors if advantageous to the State.

- 4.4 Installation and maintenance services shall be provided by AVAYA direct.
- 4.5 Immediately following are the tables listing the equipment required for each location, including additional equipment required for the host processor located at 239 N. Lamar Street, Jackson, Mississippi.

Material No	Qty.	Description: 515 Amite Street
113090	1	ENTERPRISE CONFIG TO QUOTE
185446	1	AVAYA COMMUNICATIONS SOLUT
104164	1	BCS INSTL CUSTMR SOLUTION
185840	1	CM MODEL ADDITIONS
102689569	2	WIRING BACKBOARD 188B1
107058950	1	SWRM AUX FIELD
193806	1	UTILITY TRIGGER REM GATEWA
195250	1	IPSI2 CP TN2312BP RHS
195251	1	C-LAN INTF CIRCUIT PACK TN
195311	2	INTEGRATED CSU RHS
700393770	2	120A5 CSU MOD RHS
700406101	2	DS1 LOOPBACK JACK 700A RHS
700417140	2	ICSU MOD DOC 03-601208
196886	3	SWRM 110AC ADMIN RHS
103895504	3	DESIGNATION STRIPS 188 UT
700413206	3	TERMINAL BLOCK CONN GC 110
203071	1	IP 320 MEDIA RESOURCE TN26
405362641	4	PWR CORD USA
700178056	1	CABLE GREEN 25 METER
700393408	1	FACILITY TEST CP TN771DP R
700394497	2	BUS TERMINATOR CP AHF110 R
700394646	2	24PT DIGITAL LINE CP TN222
700394729	14	24PT ANALOG LINE CP TN793C
700394794	2	DS1 INTFC TN464HP RHS
700394950	2	G650 MEDIA GATEWAY RHS
700395445	2	120A CSU CABLE 50FT RHS
700397284	1	G600/G650 TDM LAN CABLE KI
700406135	2	G650 AC/DC PWR SUPPLY 655A
700406416	28	CABLE ASSY B25A 25FT RHS
700406747	2	WIRE 1 PR 24 GAUGE SPOOL 1
201251	1	IMPL SVCS PKG MODEL
200570	9,874	CIS ADDITIONS PKG STD
205500	423	CIS STDALN PWR PKGIndustr
184816	1	POWER MODEL
194384	1	UPS ONLINE 1500VA W/SNMP/R
408357077	1	PWR BYP DIST MOD 120V 700-
700404429	4	UPS EXT BAT MOD W/1500-2KV
700404502	4	UPS 4-POST RK MT KIT W/700
700434798	1	UPS ENVIRONMENTAL PROBE

Material No.	Qty.	Description: 700 North State Street
113090	1	ENTERPRISE CONFIG TO QUOTE
185446	1	AVAYA COMMUNICATIONS SOLUT
104164	1	BCS INSTL CUSTMR SOLUTION
185840	1	CM MODEL ADDITIONS
102689569	2	WIRING BACKBOARD 188B1
107058950	1	SWRM AUX FIELD
193806	1	UTILITY TRIGGER REM GATEWA
195250	1	IPSI2 CP TN2312BP RHS
195251	1	C-LAN INTF CIRCUIT PACK TN
195311	2	INTEGRATED CSU RHS
700393770	2	120A5 CSU MOD RHS
700406101	2	DS1 LOOPBACK JACK 700A RHS
700417140	2	ICSU MOD DOC 03-601208
196886	2	SWRM 110AC ADMIN RHS
103895504	2	DESIGNATION STRIPS 188 UT
700413206	2	TERMINAL BLOCK CONN GC 110
203071	1	IP 320 MEDIA RESOURCE TN26
405362641	2	PWR CORD USA
700178056	1	CABLE GREEN 25 METER
700393408	1	FACILITY TEST CP TN771DP R
700394497	2	BUS TERMINATOR CP AHF110 R
700394646	2	24PT DIGITAL LINE CP TN222
700394729	4	24PT ANALOG LINE CP TN793C
700394794	2	DS1 INTFC TN464HP RHS
700394950	1	G650 MEDIA GATEWAY RHS
700395445	2	120A CSU CABLE 50FT RHS
700406135	1	G650 AC/DC PWR SUPPLY 655A
700406416	14	CABLE ASSY B25A 25FT RHS
700406747	1	WIRE 1 PR 24 GAUGE SPOOL 1
201251	1	IMPL SVCS PKG MODEL
200570	6,394	CIS ADDITIONS PKG STD
205500	216	CIS STDALN PWR PKG INDUSTR
184816	1	POWER MODEL
408357077	1	PWR BYP DIST MOD 120V 700-
700290273	1	S9RM MODEL 1000VA 120V W/S
700404411	1	UPS EXT BAT MOD W/700-1000
700404502	2	UPS 4-POST RK MT KIT W/700
700434798	1	UPS ENVIRONMENTAL PROBE

Material No.	Qty.	Description: REL, 239 N. Lamar St.
113090	1	ENTERPRISE CONFIG TO QUOTE
185446	1	AVAYA COMMUNICATIONS SOLUT
104164	1	BCS INSTL CUSTMR SOLUTION

Material No.	Qty.	Description: REL, 239 N. Lamar St.
185840	1	CM MODEL ADDITIONS
177616	1	DEF CC VRU C&D TONES TRACK
203071	1	IP 320 MEDIA RESOURCE TN26
Vendor provide	65	2410 DIGITAL SETS, GRAY
Vendor provide	26	2420 DIGITAL SETS, GRAY
Vendor provide	8	EXP. MODULES FOR DIGITAL SETS, GRAY

## 5. EQUIPMENT WARRANTY AND MAINTENANCE

- 5.1 Vendor must state the warranty period for each item proposed (both hardware and software), during which time maintenance need not be paid. Vendor must provide a brief description of warranty (include days, hours, onsite, response time, etc.)
- 5.2 Post-warranty maintenance shall be provided by AVAYA direct due to the fact that ITS TS will require remote expert systems support.

## 6. ADDITIONAL REQUIREMENTS

- 6.1 ITS acknowledges that the specifications within this LOC are not exhaustive. Rather, they reflect the known requirements ITS must have met by the proposed system. Vendors must specify, here, what additional components may be needed and are proposed in order to complete each configuration.
- 6.2 Vendor must specify the delivery interval proposed by Vendor's company, particularly if Vendor cannot meet the January 4, 2008, deliver date.
- 6.3 Vendor must specify the discounted price for each item.
- 6.4 Freight is FOB destination. No itemized shipping charges will be accepted.
- 6.5 Vendor must provide all technical specifications and manuals (documentation) at the point of sale.
- 6.6 All items necessary for a successful implementation not included in the list above must be included in the Vendor's proposal. This includes, but is not limited to, all cables, connectors, and interfaces to render the configuration fully operational, excluding vertical and horizontal cables.
- 6.7 The awarded Vendor must provide to AVAYA direct an "exploded" equipment list to be used for an onsite inventory prior to implementation. If there are any discrepancies, issues, or missing parts, the awarded Vendor will work directly with AVAYA to a resolution.
- 6.8 The awarded Vendor must agree to the return of any items not needed or required during or immediately after implementation. Vendor will not invoice BOB for these returned items nor will Vendor charge a restocking fee.

- 6.9 **Please be aware that this procurement, in its entirety, is a component of a construction or renovation project being managed by BOB. The estimated completion date provided herein is a good-faith estimate based on the current project schedule. Construction delays may occur due to unforeseen circumstances outside of ITS' and the awarded Vendor's control that prevent the Vendor from completing some or all of the obligations for this award by the projected date (e.g., delay in need for delivery of equipment).**
- 6.10 Vendor will invoice the Mississippi Department of Finance and Administration, Bureau of Building, Grounds and Real Property Management (BOB) with **GS #369-004 and #371-109**. These GS numbers must be used on all correspondence and invoices to BOB. **The invoice must be sent to ITS for processing. Additional information regarding invoicing will be provided at time of award.**

## 7. PROPOSAL EXCEPTIONS

- 7.1 Please return the attached Proposal Exception Summary Form with any exceptions listed and clearly explained or state "No Exceptions Taken." If no Proposal Exception Summary Form is included, the Vendor is indicating that no exceptions are taken.
- 7.2 Unless specifically disallowed on any specification herein, the Vendor may take exception to any point within this memorandum, including a specification denoted as mandatory, as long as the following are true:
- 7.2.1 The specification is not a matter of State law;
  - 7.2.2 The proposal still meets the intent of the procurement;
  - 7.2.3 A Proposal Exception Summary Form is included with Vendor's proposal; and
  - 7.2.4 The exception is clearly explained, along with any alternative or substitution the Vendor proposes to address the intent of the specification, on the Proposal Exception Summary Form.
- 7.3 The Vendor has no liability to provide items to which an exception has been taken. ITS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Vendor and ITS will discuss each exception and take one of the following actions:
- 7.3.1 The Vendor will withdraw the exception and meet the specification in the manner prescribed;

- 7.3.2 ITS will determine that the exception neither poses significant risk to the project nor undermines the intent of the procurement and will accept the exception;
  - 7.3.3 ITS and the Vendor will agree on compromise language dealing with the exception and will insert same into the contract; or,
  - 7.3.4 None of the above actions is possible, and ITS either disqualifies the Vendor's proposal or withdraws the award and proceeds to the next ranked Vendor.
- 7.4 Should ITS and the Vendor reach a successful agreement, ITS will sign adjacent to each exception which is being accepted or submit a formal written response to the Proposal Exception Summary responding to each of the Vendor's exceptions. The Proposal Exception Summary, with those exceptions approved by ITS, will become a part of any contract on acquisitions made under this procurement.
- 7.5 An exception will be accepted or rejected at the sole discretion of the State.
- 7.6 Prior to taking any exceptions to this procurement, ITS requests that, to the extent possible, the individual(s) preparing this proposal first confer with other individuals who have previously submitted proposals to ITS or participated in contract negotiations with ITS on behalf of their company, to ensure the Vendor is consistent in the items to which it takes exception.

## 8. SCORING METHODOLOGY

ITS will use cost to determine the lowest and best proposal.

## 9. INSTRUCTIONS TO SUBMIT PRODUCT AND COST INFORMATION

Please use the attached RFP Information Form to provide cost information. Follow the instructions on the form. Incomplete forms will not be processed.

## 10. DELIVERY INSTRUCTIONS

- 10.1 **Vendor must deliver his response to Paula Conn at ITS by Wednesday, December 5, 2007, by 3:00 P.M. (Central Time).** Responses may be delivered by hand, overnight mail, regular mail, email, or fax. Fax number is (601) 354-6016. **ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS.** It is solely the responsibility of the vendor that proposals reach ITS on time. Vendors should contact Paula Conn to verify the receipt of their proposals. Proposals received after the deadline will be rejected.
- 10.2 If you have any questions concerning this request, please e-mail Paula Conn of ITS at [conn@its.state.ms.us](mailto:conn@its.state.ms.us). **Any questions concerning the specifications detailed in this LOC must be received by Wednesday, November 28, 2007, by 3:00 P.M. (Central Time).**

Enclosures: RFP Information Form  
Proposal Exception Summary Form

**RFP INFORMATION FORM - 3509**

Please submit the **ITS** requested information response under your general proposal #3509 using the following format.

Send your completed form back to the Technology Consultant listed below. If the necessary information is not included, your response cannot be considered.

**ITS Technology Consultant Name:** Paula Conn

**RFP#** 3509

**Company Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact E-mail:** \_\_\_\_\_

Material No	Qty.	Description: 515 Amite Street	Unit Cost	Total Cost
113090	1	ENTERPRISE CONFIG TO QUOTE		
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104164	1	BCS INSTL CUSTMR SOLUTION		
185840	1	CM MODEL ADDITIONS		
102689569	2	WIRING BACKBOARD 188B1		
107058950	1	SWRM AUX FIELD		
193806	1	UTILITY TRIGGER REM GATEWA		
195250	1	IPSI2 CP TN2312BP RHS		
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408357077	1	PWR BYP DIST MOD 120V 700-		
700404429	4	UPS EXT BAT MOD W/1500-2KV		
700404502	4	UPS 4-POST RK MT KIT W/700		
700434798	1	UPS ENVIRONMENTAL PROBE		
		<b>Total for 515 Amite Street</b>		

Material No.	Qty.	Description: 700 North State Street	Unit Cost	Total Cost
113090	1	ENTERPRISE CONFIG TO QUOTE		
185446	1	AVAYA COMMUNICATIONS SOLUT		
104164	1	BCS INSTL CUSTMR SOLUTION		
185840	1	CM MODEL ADDITIONS		
102689569	2	WIRING BACKBOARD 188B1		
107058950	1	SWRM AUX FIELD		
193806	1	UTILITY TRIGGER REM GATEWA		
195250	1	IPSI2 CP TN2312BP RHS		
195251	1	C-LAN INTF CIRCUIT PACK TN		
195311	2	INTEGRATED CSU RHS		
700393770	2	120A5 CSU MOD RHS		
700406101	2	DS1 LOOPBACK JACK 700A RHS		
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196886	2	SWRM 110AC ADMIN RHS		
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700394950	1	G650 MEDIA GATEWAY RHS		
700395445	2	120A CSU CABLE 50FT RHS		
700406135	1	G650 AC/DC PWR SUPPLY 655A		
700406416	14	CABLE ASSY B25A 25FT RHS		
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184816	1	POWER MODEL		

Material No.	Qty.	Description: 700 North State Street	Unit Cost	Total Cost
408357077	1	PWR BYP DIST MOD 120V 700-		
700290273	1	S9RM MODEL 1000VA 120V W/S		
700404411	1	UPS EXT BAT MOD W/700-1000		
700404502	2	UPS 4-POST RK MT KIT W/700		
700434798	1	UPS ENVIRONMENTAL PROBE		
		<b>Total for 700 North State Street</b>		

Material No.	Qty.	Description: REL, 239 N. Lamar St.	Unit Cost	Total Cost
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177616	1	DEF CC VRU C&D TONES TRACK		
203071	1	IP 320 MEDIA RESOURCE TN26		
Vendor provide	65	2410 DIGITAL SETS, GRAY		
Vendor provide	26	2420 DIGITAL SETS, GRAY		
Vendor provide	8	EXP. MODULES FOR DIGITAL SETS, GRAY		
		<b>Total for REL, 239 N, Lamar St.</b>		

**PROPOSAL EXCEPTION SUMMARY FORM**

ITS LOC Reference	Vendor Proposal Reference	Brief Explanation of Exception	ITS Acceptance (sign here only if accepted)
(Reference specific outline point to which exception is taken)	(Page, section, items in Vendor's proposal where exception is explained)	(Short description of exception being made)	