

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: **Information Technology Phone Systems Installation**

DATE TO BE ADVERTISED: **Friday, March 24, 2023**

DATE AND TIME TO BE OPENED: **Thursday, April 20, 2023 at 1:00PM**

SUBJECT MATTER EXPERT (NAME): **Molly Hannon, Director of Purchasing**

SUBJECT MATTER EXPERT (EMAIL): **Molly.Hannon@ppsd.org**

QUESTION DEADLINE: **Friday, March 31, 2023 at 1:00PM**

Questions will be answered via addendum posted on www.providenceschools.org BandNet Direct on or after **Tuesday, April 4, 2023**.

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed

2. Bidders must include at least one original, one copy, and a digital PDF copy on a flash drive.

3. Proposal responses must be ink or typewritten.

4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq](#)

_____, without exception and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.

5. Bid proposals that are not presented in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.

6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal Income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.

26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including but not limited to, damages of every kind and nature.

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Data). Certain portions of the Data may be considered Personally Identifiable Information (“*Personally Identifiable Information*”). De-Identified Data (“*De-Identified Data*”) is data generated from usage of Company Products from which all Personally Identifiable Information has been removed or obscured so that it does not identify an individual student and there is no way to identify an individual student from the Data.

- licensors as applicable. Neither party shall possess or assert any lien or other right against or to Confidential Information of the other party. No Confidential Information of either party or any part thereof, will be sold, assigned, leased, or otherwise disposed to third parties by the other party or commercially exploited by or on behalf of Company, its employees or agents.
- c. Method of Transfer Company will employ industry best practices, both technically and procedurally, to protect the Data from unauthorized physical and electronic access during transfer.
- d. Restrictions on Use The Receiving Party shall not use Confidential Information of the Disclosing Party for any purpose other than in furtherance of this Agreement, with the understanding that the Company also retains aggregate, de-identified, anonymized information for improvement, research and development purposes. The Receiving Party shall not disclose Confidential Information of the Disclosing Party to any third parties except as otherwise permitted hereunder. The Receiving Party may disclose Confidential Information of the Disclosing Party only to those employees, subcontractors or agents who have a need to know such Confidential Information and who are bound to retain the confidentiality thereof under provisions (including, without limitation, provisions relating to non-use and non-disclosure) not less restrictive than those required by the Receiving Party for its own Confidential Information. The Receiving Party shall maintain Confidential Information of the Disclosing Party with at least the same degree of care it uses to protect its own proprietary information of a similar nature or sensitivity, but with no less than reasonable care under the circumstances. Each party shall advise the other party in writing of any misappropriation or misuse of Confidential Information of the other party of which the notifying party becomes aware.
- e. Exclusions. Notwithstanding the foregoing, this Agreement shall not prevent a party receiving a judicial order or other legal obligation from disclosing Confidential Information of the other party, provided that the other party is promptly notified and cooperates to allow intervention to contest or minimize the scope of the disclosure (including application for a protective order). Otherwise, neither Company nor any of its personnel may release confidential data or results if such data or results include individual person, District- or state-identifiable data or results, either directly or inferentially, unless agreed by the parties in writing on a case-by-case basis. Notwithstanding the foregoing, nothing in this Agreement shall limit Company's ability to use De-Identified Data for product development and research purposes as permitted under FERPA.
- f. Destruction of Confidential Information At no cost to the party that owns the Confidential Information, the other party shall upon (a) written request by the owner at any time, and (b) upon termination or expiration of this Agreement, securely eliminate or return promptly in the format and on the media in use as of the date of the written request, all or any requested portion of Confidential Information that may be in the other party's possession or control.

BID FORM 1: BIDDER INFORMATION

Agree to Bid on: **Information Technology Phone Systems Installation**

DATE AND TIME TO BE OPENED: **Thursday, April 20, 2023 at 1:00PM**

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

I. Background

The Providence Public School Department is soliciting proposals for phone systems equipment and installation to support new school construction projects within the district.

The new phone system/systems will support classroom phones, office phones, and phones in other areas of the building (i.e. kitchen, custodial office, etc). The phone systems shall interconnect with other systems including PA/paging and intercom

II. Scope of Work & Key Deliverables

The Providence Public School Department is seeking phone systems/equipment products and services including but not limited to on premise phone systems, licenses and installation & configuration services. These products and services are for the purpose of efficiently creating, maintaining and improving the district's phone/communications systems at the below specified sites/locations.

A. Please see below for the site/location of the equiu02 Tw leas-6 (ce002 Tc -0.002 Tw Tw [(t)-2 e

Administration Building, 797 Westminster St., Providence, RI.

IV. Timeline for Implementation

Contract Term: 05/01/2023 – 09/01/2023

V. Proposal Requirements

An unbound original and three (3) bound copies of the bid proposals must be submitted with an electronic version (Flash drive) of the written proposal in MS Word format and the numerical information in MS Excel format. Please ensure that the electronic version of the proposal is labeled with Date, R v mentatensu with

VI. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contractor pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VII. Questions

Questions concerning this solicitation should be emailed to Molly Hannon, Director of Purchasing at Molly.Hannon@ppsd.org. Questions are due Friday, March 31, 2023 at 4:30PM. Questions will be answered via addendum that will be posted on www.providenceschools.org and BidNet Direct on or after Tuesday,

Providence Public Schools may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and in compliance with R.I. 17-4.5 (s) T.J. 07 ncomid [(thandr will
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