



Seminole Nation of Oklahoma

Procurement Office

P.O. Box 1498, Wewoka, OK 74884

**REQUEST FOR PROPOSAL – UNIFIED COMMUNICATIONS
SYSTEM**

Date Issued: January 26, 2013

Date Due: March 1, 2013

I. Introduction

A. General Information

The Seminole Nation of Oklahoma is requesting proposals from firms to design, configure, and deploy a fully redundant unified communications solution.

To be considered, one (1) original proposal must be received by Joseph Farani, Procurement Specialist, Seminole Nation, PO Box 1498, Wewoka, OK, 74884, at or before 12:00 pm (CST), the 1ST day of March 2013. Faxed or e-mailed proposals will be accepted. Absolutely no exceptions shall be made for proposals not received by the appointed time. The Seminole Nation reserves the right to reject any and all proposals submitted.

The Seminole Nation reserves the right, where it may serve the Nation's interest, to request additional information or clarifications from proposers, or to allow corrections of error or omissions. At the discretion of the Seminole Nation Procurement Office, firms submitting proposals may be requested to make oral presentations as part of the evaluation and negotiation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained herein unless clearly and specifically noted in the proposal submitted.

It is anticipated the selection of a firm will be completed by March 4, 2013.

B. Point of Contact

All communication and correspondence should be directed to:

Joseph S. Farani
Procurement Specialist
PO Box 1498
36645 Hwy 270
Wewoka, OK 74884
405.257.7285
procurement@sno-nsn.gov

II. Scope of Work

A. Summary

This scope of work covers professional services and products Seminole Nation of Oklahoma ("Nation") is requesting from the vendor. Beginning on a mutually agreed upon date, the vendor will provide one or more technical consultants and/or project management personal

on a “fixed fee” basis to design, configure, and install a unified communications solution for Nation.

All expected work not explicitly stated in this solicitation should be included in each vendor’s proposal. Other work not included in this statement of work or the chosen vendor’s proposal will be considered out-of-scope and may require a negotiated change order from the Nation to be completed.

The Nation has two locations that will be affected by this project. Location A is the Seminole Nation Tribal Complex Located at 36645 HWY 270 in Wewoka, Oklahoma 74884. Location B is the Seminole Nation Mekusukey Mission located at 12555 NS 3540 Seminole, Oklahoma 74868.

The Nation’s goals for this project include but are not limited to the following.

- Acquire the ability to use 4 digit extensions to call between locations
- Use one dedicated receptionist to answer and transfer calls
- Voicemail for every extension with the ability to forward voicemail as an attachment to email
- call forwarding to mobile devices when out of the office
- voice conferencing
- On hold music options
- System Paging
- Multilevel Administrator Access
- Extensive call logging
- compatibility with fax and other analog devices
- Internal video call conferencing
- Standard greeting message ability
- Holiday greeting messages
- automated attendant for use when receptionist isn’t available
- Support up to 300 end devices (phones, video phones, conference phones, fax and analog devices), scalability for integration with future projects.

The Nation prefers Cisco brand equipment be used in this project. The Nation will consider any alternative brands and solutions for its communications system. Substitution of equipment should include comparison data between the substitute equipment and the Cisco equipment.

B. Technology Overview

Current Technology

The Nation is currently implementing a site-to-site connection between Location A and Location B as well as a 150mb/s optical internet connection. Location A includes three buildings. These three buildings are linked using Motorola Canopy Radio Technology. Internal wiring of each building is Cat 6 cable. Location B includes 10 buildings linked through multimode fiber optic cable. Internal building wiring at location B varies from cat 5e to cat 6 depending on the building.

Current phone technology ranges from a few stand-alone Avaya installations over POTS lines, an IWATSU phone system running over a PRI, to normal phones over POTS lines. Our Transportation Department located at Mekukey Mission current uses a Cisco Call Manager Express with 7962 model phones and a Cisco 2911 router. This system is powered over 6 POTS lines.

C. Voice Infrastructure

The vendor will work with the Nation's Information Technology personnel to develop a plan for implementing a unified communications system into existing networks complete with a layout of necessary service and hardware changes to implement the system to its fullest extent.

This includes but is not limited to the following.

- Developing and implementing data and voice segmentation
- Documenting ideal backup schedules for solution server and/or configuration files
- Determining number of possible SIP trunks needed to be added to the Nation's ISP account for optimal solution use.

D. Hardware Preferences

The following lists desired hardware features.

Phones

- Power over Ethernet compatible
- Available power injectors for areas that PoE isn't supported
- Multiple speed dial buttons
- Transfer call button
- Do not disturb function
- Customizable ring tone and volume
- Provide 3 types of phones: "Normal" IP phones for everyday use, Video IP Phones for departmental directors, and IP conference stations.

Note: Vendor shall provide unit pricing for each type of phone

Switches

- Power over Ethernet compatible
- VLAN Tagging
- 24 Ports or higher
- Multiple GBIC slots for multimode fiber

III. Submission of Proposals

The following material is required to be received by March 1, 2013 at 12:00PM (CST).

- a. A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm offer.
- b. Qualifications of the firm and of the particular staff to be assigned to this contract.
- c. The firm should provide an affirmative statement that it is independent of the Seminole Nation of Oklahoma.
- d. The proposal should state the size of the firm, or number of staff assigned to assist the Nation. The proposal should also include proof of professional liability insurance covering any error or omissions committed. At contract award, professional liability insurance naming the Nation as secondary insured must be submitted.
- e. The proposal should include a list of similar engagements with other Tribes. Indicate the name and telephone number of the principal client contact.
- f. The proposal should set forth a work plan and project schedule, including an explanation of the methodology to be followed to perform the requested services.
- g. If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal.

IV. Evaluation

Proposals submitted will be reviewed jointly by the Procurement Office and the Information Technology Office for selection.

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Seminole Nation of Oklahoma. The following point range will be used during the evaluation process:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
0 to 40 Points
2. Technical experience of the firm.
0 to 40 Points
3. Qualifications of staff, including consultants, to be assigned to the Nation.
0 to 40 Points
4. Cost of the Services.
0 to 30 Points
5. Indian Preference and/or all other Federally Recognized Preferences.
10 Points