



Collin County Purchasing

2020-237

Cisco Equipment and Installation

Issue Date: 5/12/2020

Questions Deadline: 5/29/2020 05:00 PM (CT)

Response Deadline: 6/4/2020 02:00 PM (CT)

Collin County Purchasing

Contact Information

Contact: Sara Hoglund, CPPB Senior Buyer

Address: Purchasing
Admin. Building
Ste.3160
2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071

Phone: (972) 548 x4104

Fax: (972) 548 x4694

Email: shoglund@co.collin.tx.us

Event Information

Number: 2020-237
Title: Cisco Equipment and Installation
Type: Request for Proposal - HT/INS
Issue Date: 5/12/2020
Question Deadline: 5/29/2020 05:00 PM (CT)
Response Deadline: 6/4/2020 02:00 PM (CT)
Notes:

This RFP includes equipment and installation for a Cisco Voice Upgrade, Audio Visual and Networking Equipment.

Billing Information

Address: Auditor
Admin. Building
Ste. 3100
2300 Bloomdale Rd.
Ste. 3100
McKinney, TX 75071

Bid Activities

Pre-Proposal Conference

5/27/2020 9:00:00 AM (CT)

Pre-Proposal Conference: A mandatory pre-proposal conference will be conducted by Collin County on Wednesday May 27, 2020 at 9:00 a.m. via Cisco Webex.

Please email purchasing@co.collin.tx.us and include 2020-237 Cisco Equipment and Installation in the subject line with your email address so that we may send you a link to attend.

It is the contractor's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. All contractors desiring to submit a proposal are encouraged to have a representative at the pre-proposal conference.

Bid Attachments

General_Instructions_Proposals.docx

General Instructions - Proposals

[View Online](#)

Terms_of_Contract_Proposals_-_3.25.20.docx

Terms of Contract - Proposals

[View Online](#)

Insurance updated 1-26-2015.doc

Minimum Insurance Requirements

[View Online](#)

Attachment A - Requirements Document Final.xlsx

Attachment A - Requirements Document

[View Online](#)

Specifications - Final.doc

Specifications

[View Online](#)

Attachment B - Pricing Sheet.xlsx

View Online

Attachment B - Pricing Sheet

Information Regarding Conflict of Interest Questionnaire.pdf

View Online

Information Regarding Conflict of Interest Questionnaire

CIQ_113015.pdf

View Online

Conflict of Interest Questionnaire

W9_2014.pdf

View Online

W-9

Requested Attachments

Proposal Response

(Attachment required)

Attachment A - Requirements Document

(Attachment required)

Attachment B - Pricing Sheet

(Attachment required)

COI

Conflict of Interest Questionnaire - Only if needed.

W9

(Attachment required)

Bid Attributes

1	<p>eBid Notice</p> <p>Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial.</p> <hr/> <hr/> <hr/> <p>(Required: Maximum 1000 characters allowed)</p>
2	<p>Contact Information</p> <p>List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and or offers in response to this solicitation.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Required: Maximum 4000 characters allowed)</p>

3 Solicitation Submittals

In an effort to avoid person-to-person interaction to comply with the latest Order issued to prevent the spread of COVID-19, Collin County Purchasing will temporarily only accept IFB, RFP, RFQ and Quote submittals electronically in Ionwave (eBid) or via parcel carrier until further notice. Please do not deliver your solicitation response in person. All bid openings will be completed on schedule and witnessed by Collin County Purchasing staff to ensure all procurement statutes, policies and state laws are followed. Please initial.

(Required: Maximum 1000 characters allowed)

4 Exceptions

Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions.

☐ Yes ☐ No

(Required: Check only one)

5 Insurance Acknowledgement

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.

(Required: Maximum 1000 characters allowed)

6 Subcontractors

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

(Required: Maximum 4000 characters allowed)

7 Reference No. 1

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

8 Reference No. 2

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

9 Reference No. 3

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

(Required: Maximum 4000 characters allowed)

10 Cooperative Contracts

As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?

☐ Yes ☐ No

(Required: Check only one)

1
1 **Preferential Treatment**

The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).

1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

(Required: Maximum 4000 characters allowed)

1
2 **Debarment Certification**

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

(Required: Maximum 1000 characters allowed)

1
3 **Immigration and Reform Act**

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County. Please initial.

(Required: Maximum 1000 characters allowed)

1
4 **Disclosure of Certain Relationships**

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

(Required: Maximum 1000 characters allowed)

1
5**Anti-Collusion Statement**

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

(Required: Maximum 1000 characters allowed)

1
6**Disclosure of Interested Parties**

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

(Required: Maximum 1000 characters allowed)

1
7**Notification Survey**

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

- ☐ Plano Star Courier ☐ Plan Room ☐ Collin County eBid Notification ☐ Collin County Website
☐ Other

(Required: Check only one)

1
8**Proposer Acknowledgement**

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal. Please initial.

(Required: Maximum 1000 characters allowed)

19	Cooperative Contract Name State the cooperative contract name this quote is offered under. (i.e. TX DIR, TXMAS, OMNIA Partners, Buyboard, TIPS/TAPS, HGAC, HCDE, etc.) If none, answer N/A. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 4000 characters allowed)</i></p>
20	Cooperative Contract Number State the cooperative contract number this quote is offered under. If none, answer N/A. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 4000 characters allowed)</i></p>
21	Cooperative Contract Website Please provide the website URL for the cooperative contract this quote is offered under. If none, answer N/A. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>

Bid Lines

1	State Total from Attachment B - Pricing Sheet <i>(Response required)</i>		
	Quantity: <u> 1 </u> UOM: <u> job </u>	Price: \$ 	Total: \$
	Supplier Notes: <hr/> <hr/>		<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called “offeror” is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Print Name

Signature

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Vendor/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your submittal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP/CSP, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to a Request for Proposal or Competitive Sealed Proposal and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than the date specified in the solicitation. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytx.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.18.1 have adequate financial resources, or the ability to obtain such resources as required;

1.18.2 be able to comply with the required or proposed delivery/completion schedule;

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of a RFP/CSP submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective offerors during the solicitation process is subject to release under the Act.

1.22 The Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful Offeror agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County. Delivery to governmental entities located within Collin County will be at no additional charge or as otherwise provided for in the award document. Delivery charges, if any, for governmental entities located outside of Collin County shall be negotiated between the Vendor and each governmental entity.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful offeror upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

1.25 Offeror shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

2.0 TERMS OF CONTRACT

2.1 A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before

beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

- 2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible

transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect/Engineer may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send

completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

2.38 Force Majeure: Neither party shall be held responsible for any delay or failure in performance (other than payment obligations) to the extent that such delay or failure is caused, without limitation, including, acts of God or the public enemy, fires, floods, earthquakes, hurricanes, failure of transportation, explosion, war, epidemics, quarantine restrictions, strikes, freight embargoes, government regulation, civil or military authority, acts or omissions of carriers or other similar causes beyond its control.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP/CSP Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.4 **Professional/Errors & Omissions Liability** insurance with a two (2) year extended reporting period. If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

- Each Occurrence/Aggregate: \$1,000,000

3.1.5 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 EVALUATION CRITERIA AND FACTORS

- 4.1 The award of the contract shall be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Contractors may, at the discretion of the County, be contacted to submit clarifications or provide additional information. Once request has been made, contractors will have two (2) business days to respond. Incomplete or noncompliant RFPs may be disqualified.

LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements outlined in Section 6.0 including response to each item in Section 6.0.
- Submit completed Attachment A – Requirements and if applicable, Detailed Response to Requirements.
- Contractor shall provide documentation that you are a Cisco Partner

Contractors elevated to Level 2 may be asked to respond in writing to issues and questions raised by the county, as well as any other cost and implementation planning considerations in the proposal.

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT (Maximum 100 Points)

The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Proposals may earn up to 100 Points based on evaluated criteria. Criteria evaluated in Level 2 include:

Points	Evaluation Criteria
30	Response and compliance with Attachment A-Requirements (Proposal Format Item 6.7) (Maximum of 30 Points) <ul style="list-style-type: none"> • Telepresence • Other Items
20	Project Plan (Proposal Format Item 6.4)

25	Qualifications of the Firm/Experience/Similar Projects Involved With (Proposal Format Item 6.2; 6.6)
25	PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS (Proposal Format Item 6.3)

It is anticipated that Collin County will elevate proposals scoring at least 70 points (70%) to Level 3.

LEVEL 3 – COST (Maximum 25 Points)

Contractors who are elevated to level 3 will have their points combined from level 2 for a maximum of 120 points total.

Points	Evaluation Criteria
20	Total Cost for 3 years (Proposal Format Item 6.8)

LEVEL 4 – REFERENCES (Maximum 15 Points)

Points	Evaluation Criteria
15	References (Proposal Format Item 6.5)

References

The County will contact the references. These references will be asked a series of questions regarding their satisfaction with the solution and the performance of the implementation supplier.

As a part of the references, the County may choose to visit sites where the proposed software is in live production.

Proposals may be re-evaluated based upon Criteria in level 2 and 3.

The county reserves the right to bypass Level 4 in the evaluation process and move directly to Level 5.

LEVEL 5 – BEST AND FINAL OFFER

Contractors who are susceptible of receiving award will be elevated to Level 5 for Best and Final Offer. Contractor will be asked to respond in writing to issues and questions raised by the County as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. Proposals may be re-evaluated based upon Criteria in level 2 through 4.

Based on the result of the Best and Final Offer evaluation, a single contractor will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other contractors that have submitted proposals and enter into negotiations with them.

5.0 SPECIAL CONDITIONS AND SCOPE OF SERVICES

- 5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for **Cisco Equipment and Installation**.
- 5.2 Intent of Request for Proposal: Collin County's intent of this Request for Proposal (RFP) and resulting contract is to provide contractors with sufficient information to prepare a proposal for Cisco Equipment & Installation. Contractors are instructed to price all items as identified as a separate line item quote as identified in Attachment B. All equipment must be new (no used or refurbished equipment should be quoted).
- 5.3 Term: Provide for a term contract commencing on the date of the award and continuing until project is complete. County will enter into an annual maintenance contract for up to 36 months.
- 5.4 Pre-Proposal Conference: A **mandatory** pre-proposal conference will be conducted by Collin County on Wednesday May 27, 2020 at 9:00 a.m. at via Cisco Webex. Please send email to purchasing@co.collin.tx.us and put 2020-237 Cisco Equipment and Installation in the subject line and include your company name and email address so that we may send you a link to attend. It is the contractor's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. All contractors desiring to submit a proposal are encouraged to have a representative at the pre-proposal conference.
- 5.5 Point of Contact: Information regarding the procurement process and the contents of this RFP may be obtained from the Collin County Purchasing Department or email shoglund@co.collin.tx.us, Sara Hoglund, Senior Buyer.
- 5.6 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.7 Price Reduction: If during the life of the contract, the contractor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 5.8 Completion/Response Time: Contractor shall place product(s) and/or complete services at the County's designated location according to the schedule proposed by contractor in Section 6.4.
- 5.9 Delivery/Setup/Installation Location: Locations for delivery and installation will be stated on the Collin County Purchase Order(s). Delivery shall include assembly, setup and installation and shall be included in proposal. The equipment will be delivered to the address identified on the purchase order document.

The equipment will be installed at the following locations:

Administration Building, 2300 Bloomdale Rd, McKinney, TX 75071
Bloomdale Courthouse, 2100 Bloomdale Rd, McKinney, TX 75071
Healthcare Annex, 825 N McDonald St, McKinney, TX 75069
Public Works, 700-A Wilmeth Rd, McKinney, TX 75069
PW/Red Barn Annex, 700-A Wilmeth Rd, McKinney, TX 75069
PW/Farmersville Barn, 1269 State Hwy 78 N, Farmersville, TX 75442
Medical Examiner, 700-B Wilmeth Rd, McKinney, TX 75069

Justice Center, 4300 Community Ave, McKinney, TX 75071
Juvenile Detention, 4700 Community Ave, McKinney, TX 75071
Animal Services, 4750 Community Ave. McKinney, TX 75071
JJAEP, 4690 Community Ave, McKinney, TX 75071
Central Plant, 4600 Community Ave, McKinney, TX 75071
Central Plant/Shops, 4600 Community Ave, McKinney, TX 75071
Minimum Security, 4800 Community Ave, McKinney, TX 75071
Myers park Facilities, 7117 CR 166, McKinney, TX 75071
Plano 900 Bldg, 900 E. Park Blvd, Plano, TX 75074
Plano 920 Bldg, 920 E. Park Blvd, Plano, TX 75074
JP-2 Farmersville, 406 Raymond St, Ste A, Farmersville, TX 75442
JP-4 Frisco, 8585 John Wesley Dr, Ste 130, Frisco, TX 75034
Elections, 2010 Redbud Blvd, Ste 102, McKinney, TX 75069
Frisco Tax, 6101 Frisco Square Blvd, Ste 2000 Frisco, TX 75034

- 5.10 Freight/Delivery charges: shall be included in the submitted pricing. No additional fees for delivery/freight/fuel surcharge or other fees shall be invoiced or paid by Collin County.
- 5.11 Testing: Testing may be performed at the request of Collin County, by an agent so designated, without expense to Collin County.
- 5.12 Samples/Demos: When requested, samples/demos shall be furnished free of expense to Collin County.
- 5.13 Approximate Value/Usage: Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Estimated expenditure is \$1,000,000.
- 5.14 Criminal Background Check: The following Criminal Background Check specifications shall be completed post-award, prior to services being rendered.

All contractor-designated personnel performing work for Collin County to include on-site or remote access will be required to undergo a Criminal Justice Information Services (CJIS) Criminal Background Check. Contractor shall not provide any person, to work at Collin County facilities, who has any felony conviction or misdemeanor conviction(s) involving moral turpitude.

5.14.1 The contractor's personnel shall be defined as an employee and / or sub-contractor.

5.14.2 Contractor shall provide information, including, but not limited to, legal name, date of birth, social security number, driver's license number and E-verify form for each individual who will be performing work for Collin County.

5.14.2.1 The contracting personnel shall need to complete the following via the Texas Department of Public Safety; CJIS Security Addendum, pass and clear a fingerprint based background check and be made aware of the following regulating codes; Contractor Employee Certification, Contractor Employee Reference Documentation CFR, Contractor Employee Reference Documentation NCIC2000 Manual, and Contractor Employee Reference Documentation Texas Government Code.

5.14.2.2 The contracting personnel must receive, completed and passed the online Texas Department of Public Safety "Security Awareness Training".

5.14.3 Personnel who perform work for Collin County must submit to and pass a CJIS Criminal Background Check. All Contractor Personnel must maintain that status for the duration of the contract.

5.14.4 Criminal Background checks conducted by the Contractor for vetting purposes are desired but are not acceptable due to particular requirements. Collin County reserves the right to conduct additional Criminal Background Checks, as it deems necessary.

5.14.5 If the County becomes dissatisfied by any personnel provided by the Contractor, County may upon written notice to Contractor, revoke the Contractor employee's right to work within County facilities.

5.14.6 Failure of the Contractor to supply personnel who pass a CJIS Criminal Background Check could result in termination of the contract.

Note: The CJIS Criminal Background Check applies to the individual and not the Company.

- 5.15 Subcontractors: Contractor shall state names of all subcontractors and the type of work they will be performing. If an contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No contractor whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful contractor further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful contractor's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

- 5.16 Confidential or Proprietary Information: Collin County is subject to the Texas "Public Information Act", Texas Government Code Chapter 552. Contractors shall identify those portions of their proposals that they deem to be confidential, proprietary information or trade secrets. Contractors shall clearly indicate each and every section to which this applies. It is not sufficient to preface the entire proposal with a proprietary statement. State of Texas Attorney General retains the final authority as to the extent of material that is considered proprietary or confidential.

5.17 PROPOSAL SCHEDULE

Collin County reserves the right to change the schedule of events as it deems necessary.

RFP Released	Tuesday, May 12, 2020
Pre-Proposal Meeting	Wednesday, May 27, 2020 at 9:00 am
Deadline for submission of questions	Friday, May 29 2020 at 5:00pm CST
Proposals Due	Thursday June 4, 2020 at 2:00pm CST
Award of RFP	August 2020

5.18 PURPOSE/SCOPE OF WORK

Introduction/Background

Basis for Action: The basis for action is existing Cisco 10.5 and Collin County desires to upgrade to the latest stable version of Cisco voice to provide improved functionality and support. Mainly to allow Cisco Attendant console to work with Windows 10, Unity and Exchange 2016, and to upgrade the CallCenter software to Window Servers 2016.

The County requires professional services and hardware/software for this upgrade. Contractor shall be fluent in Cisco's Best Practices and be required to adhere to said practices. Contractor must be a Cisco Partner.

Collin County has current maintenance on the 10.5 software and hardware. Voice will be need to be upgraded to the latest version.

5.19 CURRENT VOICE SYSTEM

UCM Ver 10.5.2.10000-5

One publishers with four subscribers

Approximately 2110 phones (7811, 7925, 7936, 7937, 7942, 7945, 7962, 7965, 8821, 8831, 9951, IP Communicator, Jabber, Telepresence DX70, Telepresence DX80

Approximately 138 Analog Lines

Connected to Active Directory – Creates users from Active Directory; Admin access is granted through Active Directory authentication.

CUAC version 10 and 11 (approximately 39 users)

PLM

PCD

Unity with Failover – Version 10.5.2.10000-5

2000 Licenses

72 ports

Call handlers for some sites (auto attendant)

User Templates

Connected to Active Directory and Exchange 2016

CALL CENTER - IPCC/CVP Enterprise

300 ports/agents/VXML ports

CVP/VXML 10.5

ICM 10.5

Studio/Audium 10.5

Cisco Agent Desktop 10.0, Supervisor, and IP Phone Agent

Servers in HA, with Side A and Side B

2 - CUSP routers

6 – PG1A, PG2A PG3A, PG1B, PG2B, PG3B

2 – MR Outbound

2 - CAD

2 – Rogers A & B

2 - CVP/VXML/Audium

2 - AW/HDS

1 – OAMP

2 – CUIC with Webview reporting

Two IVR-API self-service applications to other applications, (Jury Management and Jury On-Call not in use but using script) – both communicate through SQL

Auto attendant scripts are built along with ICM scripting – Approximately 120 individual scripts

Applications allowing users to record prompts for the scripts through their desk phones

All County ingress gateways are processed thru the CUSP for routing to IPCC or UCM

CER

Version 10.5.1.10000-5 – Publisher/Subscriber

Presence

Version 10.5.2.22900-2 – Publisher/Subscriber

INFRASTRUCTURE

13 gateways (2900 series) – exist in multiple locations in Collin County

VG Gateways – VG248, VG224

Collin County has standardized on Cisco infrastructure equipment

Most sites are connected with gigabit fiber connections to Collin County datacenter in a highly available configuration

2 sites – T1 or 10m connected sites with a limited number of users

5.20–5.27 – See Attachment A – Requirements. Complete and submit in accordance with section 6.7.

Attachment References:

Attachment A – Requirements – Please note the 2 Tabs on the Excel Spreadsheet.

Attachment B – Pricing Sheet

6.0 PROPOSAL FORMAT

In accordance with the directions below, contractor shall provide a response for each item in Section 6.2 – 6.9 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. **Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information.** If an item is “not applicable” or “exception taken”, contractor shall state that and refer to Section 7.0 Exceptions, with explanation.

Contractor shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If contractor does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the contractor to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

Proposal shall include but not be limited to information on each of the following:

6.2 FIRM OVERVIEW

Contractor shall define the overall structure of the firm to include the following:

- 6.2.1 A descriptive background of your company's history.
- 6.2.2 State your principal business location and any other service locations.
- 6.2.3 State the address and normal business hours of your local service location and list the number of technical support personnel assigned to this work location. Should a service location not exist in the Collin County region please list your nearest service location to the county.
- 6.2.4 What is your primary line of business?
- 6.2.5 How long have you been selling product(s) and/or providing service(s)?
- 6.2.6 State the number and location of installations where your services are in use.
- 6.2.7 Are you a Cisco partner, provide documentation.
- 6.2.8 Describe how your firm is fluent in Cisco's best practices.
- 6.2.7 Identify any terminated public sector projects that were terminated for cause or for breach of contract. Disclose the jurisdiction and explain the termination.
- 6.2.8 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 6.2.9 List of all lawsuits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.

6.3 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

The County requires responding Contractors to have a certified PMP Project Manager to manage this project. The County also requires responding Contractors to have a CCVP, CCIE voice, IPCC/CVP Enterprise Specialist Certified Engineer for the move, new installation, design and configuration of equipment for the IP Telephony migration.

The engineer must be strong on all IPCC software versions, scripting logic in ICM, IVR, Cisco Call Studio/Audium, and API programming. The voice specialist must be dedicated to Collin County, support no other projects and onsite for most IP Telephony implementation activities.

- 6.3.1 Provide copy of all certifications, credentials, qualifications as well as experience for each team member or key personnel on the project.
 - 6.3.1.1 Certified PMP Project Manager
 - 6.3.1.2 CCVP
 - 6.3.1.3 CCIE voice
 - 6.3.1.4 IPCC/CVP Enterprise Specialist Certified Engineer
 - 6.3.1.5 Master Unified Communications Specialization

- 6.3.2 Provide name, job title, responsibilities, project management practices, role on the project, and number of years they have been in the role.

6.4 **PROPOSED PROJECT PLAN**

- 6.4.1 Provide an implementation plan for the proposed product(s)/service(s) to include but not limited to the following areas:

- 6.4.1.1 Project Plan (preferably a GANTT Chart) in MS Project or other suitable format that describes the project level tasks, duration, resources and appropriate dependencies. Project Plan shall include all necessary components to render it a complete and operational system.

- 6.4.1.2 Proposed Project Plan showing, at a minimum, the following key areas:

- 6.4.1.2.1 Installation
 - 6.4.1.2.2 Education and Training
 - 6.4.1.2.4 Development of any customizations
 - 6.4.1.2.5 Implementation
 - 6.4.1.2.6 Post-Implementation
 - 6.4.1.2.7 Testing
 - 6.4.1.2.8 Support and service level agreements for implementation issues both immediate and on-going
 - 6.4.1.2.9 Disaster Recovery Plan

- 6.4.1.3 Documentation samples showing the work product the county may expect to receive covering:

- 6.4.1.3.1 Maintenance
 - 6.4.1.3.2 Sample system acceptance test plan

6.5 **REFERENCES**

- 6.5.1 Provide a minimum of three (3) references. Include the following information for each reference; the name and address of the organization, as well as the name, position, email and telephone number of the contact in the referred organization. References with similar projects and users are preferred.

- 6.5.1.1 Describe the services provided, the start date, months to complete and the total cost of project. Include organizations that have completed similar in scope projects in the last 2 years.

6.6 **SIMILAR PROJECTS INVOLVED WITH**

- 6.6.1 Contractor must have previous installation experience of the Cisco latest stable software release that will allow for the upgrade requirements. Provide a list of other similar projects that you have been involved with that meet this requirement.

6.7 **REQUIREMENTS & DETAILED RESPONSE TO REQUIREMENTS**

- 6.7.1 Contractor shall respond to all requirements in Attachment A - Requirements. Please note the 2 tabs on the Excel Spreadsheet.

- 6.7.1.1 Requirements that require a detailed response shall be submitted as an attachment titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of

response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.

- 6.7.1.2 Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.

6.8 PRICING/FEES

Contractor shall state pricing in the appropriate categories below. Any travel costs shall be not to exceed and included in the implementation services cost. Contractor shall clearly state whether their proposal is on-premise solution and/or cloud-based on the pricing sheet.

- 6.9.1 Hardware Cost – See Attachment A
- 6.9.2 Implementation Services
 - 6.9.2.1 Installation and Configuration
 - 6.9.2.2 Training
 - 6.9.2.3 Post Go-Live Support
 - 6.9.2.4 Not to Exceed Travel Cost
- 6.9.3 Annual reoccurring licensing, subscriptions and maintenance fees years 2-5.
- 6.9.4 Optional - Hourly rate for future customizations/modifications.
- 6.9.5 Optional - Hourly rate for Project Manager
- 6.9.8 Optional - Value Added Technology

7.0 EXCEPTIONS

Instructions for completing section:

The exception table shall be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the contractor has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service Contractor is Unable to Perform	Steps Taken to Meet Requirement

Attachment A- Requirements

Reference Number	<p><u>IMPORTANT INFORMATION:</u></p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	<p><u>Yes</u></p> <p>System currently performs these functions and/or agree to requirement</p>	<p><u>No</u></p> <p>System does not perform this function and/or cannot agree to requirement</p>	<p><u>Written Response:</u> Include additional comments below.</p> <p>If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
5.20	GENERAL REQUIREMENTS			
5.20.1	Vendor to provide a complete project, including but not limited to County specifications, design, ordering, delivering, installing (with coordination and assistance from Collin County's Information Technology department), and testing of systems described herein. Vendor requirements demand a "best practice" solution in terms of design, implementation, and deployment which is well documented in the Preferred Architecture documents collaboration Solution Reference Network Design by Cisco.			
5.20.2	Vendor responsible for production, implementation, documenting and warranting all systems and applications proposed.			
5.20.3	Vendor to perform all tasks necessary for migration and integration to the Collin County network with coordination and assistance from Collin County's Information Technology department.			
5.20.4	Vendor to meet with all relevant stakeholders to gather the information necessary to complete all final configurations of design for all systems and applications that may be a part of any contract resulting from this RFP.			
5.20.5	Vendor to develop and conduct training programs and manuals specifically designed for the system(s) being installed, including system administration, reporting, list of all configuration settings, recordings, etc. and fine-tuning application database(s) prior to production implementation.			
5.20.6	Vendor to provide reasonable changes to software or physical equipment as needed for example but not limited to modifying software changes or hardware installation at Collin County's request for thirty (30) calendar days after the final phase of cutover at no additional charge to Collin County.			
5.20.7	Vendor to provide Collin County with a comprehensive, final detailed system configuration, and all associated application systems prior to start of system installation and in accordance with an agreed upon delivery schedule reviewed and approved by Collin County.			
5.20.8	All purchased equipment and materials shall be new, never used or refurbished from the Vendor. All Vendor equipment, components, materials and software provided shall be the latest models and versions and shall conform to current applicable industry standards. Defective or damaged equipment and materials shall be replaced or repaired by the Vendor, prior to final System Acceptance, in a manner that meets the approval of Collin County and at no additional cost to the County.			
5.20.9	The Vendor shall be responsible for providing any additional hardware, software, or service necessary to provide specified functionality.			
5.21	FUNCTIONAL REQUIREMENTS			
5.21.1	Vendor is responsible for mounting of any equipment in the Data Center location of existing equipment rack and shall provide all necessary hardware and incidentals for such.			
5.21.2	Vendor to follow Cisco best practices on entire telepresence network quality of service for LAN and WAN. QOS is vital throughout the network. If reconfiguration is needed please provide information for County review before acceptance.			
5.21.3	Vendor to register endpoints to new system.			
5.21.4	Existing SIP and H323 protocols to be implemented in new system by the Vendor.			
5.21.5	Collin County IT to provide assistance to the Vendor in network addressing, passwords, firewall changes etc.			
5.21.6	Collin County to provide any DNS SRV record assistance to the Vendor to provide URI dialing capabilities.			
5.21.7	Vendor to review current protocols and firewalls to identify any concerns to make the telepresence collaboration system work properly.			
5.22	REQUIREMENTS FOR NEW CISCO TELEPRESENCE			

Attachment A- Requirements

5.22.1	Vendor to install new Expressway Communication virtual servers replacing the legacy Video Communication Server Control and Video Communication Server Expressway.			
5.22.2	Vendor to Migrate as necessary Legacy Video Communication Servers configurations and registrations from existing VCSC and VCSE to the new virtual servers.			
5.22.3	Vendor to help configure static views for Multipoint calling and Recording of Jail Arraignments and Pleas.			
5.22.4	Vendor to leave existing TCS recordings on existing server as is for Collin County to decommission when retention is met.			
5.22.5	Vendor to install new Cisco Hybrid Media Server as required.			
5.22.6	Vendor to migrate existing configurations, make changes as needed, and register endpoints to new cloud system.			
5.22.7	Vendor to install new hardware and software for Hybrid Media Node on-premise inside network.			
5.22.8	Vendor to configure the new Hybrid Media Node using Cisco best practices.			
5.22.9	Vendor to configure the new Webex Hybrid Calendar Service using Cisco best practices for Microsoft Exchange, and VCS Control as needed.			
5.23	REQUIREMENTS FOR ATTACHING TELEPRESENCE HARDWARE THE COLLIN COUNTY NETWORK			
5.23.1	Any network cabling required by the new system shall be new Panduit Cat6 UTP and shall be connected as necessary to the existing patch panels in cabinets provided by the Vendor and installed.			
5.23.2	All cables, runs, and terminations shall be according to County standards and shall be provided by the Vendor.			
5.23.3	The Vendor shall configure all software or hardware used to connect the Telepresence system to the Collin County network and work with the County I.T. department to obtain IP network ranges.			
5.24	TECHNICAL REQUIREMENTS			
5.24.1	Vendor to provide system redundancy if necessary built into the proposed system to account for hardware failure.			
	SYSTEM INSTALLATION AND TESTING PLANS			
5.24.2	Vendor to Install, configure, test and make operational the systems in Collin County's environment.			
5.24.3	Vendor to provide a checklist for system testing. This is a test for system operations, features, application integration, etc.			
5.24.4	Vendor to thoroughly test entire system. For system acceptance testing, the Vendor shall provide a test plan to verify that the system has performed to functional requirements.			
	IMPLEMENTATION REQUIREMENTS			
5.24.5	Vendor to supply a Project Manager who will work with Collin County departments for the duration of this project.			
	TRAINING REQUIREMENTS			
5.24.6	Onsite system and user training shall be provided by the Vendor to Collin County personnel.			
5.24.7	Vendor to provide detailed system documentation that describes all system administration functions.			
5.24.8	Vendor to provide Collin County with an electronic copy of documentation to all hardware and software tasks accomplished to making systems function.			
	MAINTENANCE/WARRANTY/SERVICE RESPONSE REQUIREMENTS			
5.24.9	Warranty and Maintenance to be provided by Cisco Tac Support.			

Reference Number	<p>IMPORTANT INFORMATION:</p> <p>Requirements that require a detailed response shall be submitted as attachment with titled "Detailed Response to Requirements". The responses shall be in order and include the reference numbers within this document. Acknowledgement of response on this sheet is required and reference of location of response shall be referenced in the comment section of this document.</p> <p>Any responses that are answered as a yes mean that the system will fully comply with no setup required, configurable with no changes to source code, or are provided with reporting tool. If the functionality is not available at this time the response shall be answered as no and shall be included in your proposal as "exceptions" with further explanation. Refer to Section 7.0 of the specifications for more details on Exceptions.</p>	Yes System currently performs these functions and/or agree to requirement	No System does not perform this function and/or cannot agree to requirement	<p>Written Response: Include additional comments below. If you need additional space please include with your submittal attachment titled "Detailed Response to Requirements" and note accordingly below.</p>
5.25	GENERAL REQUIREMENTS			
5.25.1	In the process of moving components from the existing to the new considerations, Vendor shall take into account the 25x7 operations at the Justice Center. Collin County expects this to be a phased cutover.			
5.25.2	The Vendor shall conduct necessary planning and discovery sessions with Collin County project lead to understand the current Cisco system and to plan for the creation of new Cisco Voice Upgrade. The vendor shall present Collin County with a list of new features that are included in the new voice system. Collin County will then choose how and what features are deployed as part of the migration. The planning sessions will also develop a project plan to begin work on the project and determine a final completion date for the project.			
5.25.3	The selected Vendor shall be required to provide a soft copy of all hardware documentation including device configurations, Visio network diagrams, reference documents, call/work flow diagrams, IP addresses, passwords, and as builds			
5.25.4	All source code created for this solution is to be the sole property of Collin County.			
5.25.5	Vendor shall provide SME time for knowledge transfer during the entire project so the County is able to support their voice systems and components after the completion of the project.			
5.25.6	The IP Telephone solution must encompass all tasks required to move and reconfigure all telephony components from the current phone system to the upgraded phone system.			
5.26	FUNCTIONAL REQUIREMENTS			
5.26.1	All existing features and configurations are to be migrated over except where new features supersede existing functionality or the features is no longer available. When the features are no longer available the vendor shall be responsible for providing a solution to keep functionality unless the Collin County project lead determines it is not needed.			
5.26.2	Upgrade, install, configure, and deploy Presence/CUPS/Jabber			
5.26.3	Install, configure, and deploy new Cisco phones needed for the upgrade from Cisco Agent Desktop to Finesse. Any firmware updates/installs for existing and new phones.			
5.26.4	Upgrade outbound dialing capability on ICM (not in use)			
5.26.5	Install, configure, and deploy new VG310 and VG326s			
5.26.6	Install, configure, and deploy new UCS servers			
5.26.7	Upgrade, install, configure, and deploy Unity Connection with AD and Exchange 2616			
5.26.8	Upgrade, install, configure, and deploy Cisco Unified Attendant Console			
5.26.9	Install, configure, and deploy Cisco Finesse, Supervisor and/or Finesse IP Phone Agent.			
5.26.10	Upgrade, configure, and deploy, IPCC Enterprise/CVP Upgrade, Scripts – Testing			
5.26.11	Upgrade, install, configure, CER – Testing			
5.26.12	Upgrade, configure, and changes (example IOS) needed on Routers and/or CUSP due to upgraded software.			
5.26.13	Upgrade, install, configure, and deploy latest CUCM software, any changes needed for the upgraded software.			
5.26.14	Vendor shall be responsible for un-racking and disconnecting existing equipment to move to a staging area and to remove after project completion to the data center.			
5.26.15	Vendor shall be responsible for racking and connecting of all new equipment.			
5.26.16	Vendor shall be responsible for labeling all equipment and connections according to Collin County specifications. This includes serial numbers, hardware model numbers, and descriptions for interfaces.			
5.27	TECHNICAL REQUIREMENTS			
5.27.2	When possible all infrastructure devices shall use AAA to authenticate to Collin County's Cisco ACS servers. When possible all servers shall use Active Directory to authenticate the users/administrators.			
5.27.3	Vendor shall be responsible for installing licenses and coordinating with Cisco to make sure all of Collin County's licenses are installed and setup properly.			
5.27.4	All networking equipment (routers, etc) shall be installed with the most current SSH enabled Cisco operating systems for its role.			
5.27.5	Vendor to install, configure, test and make operational the systems in Collin County's environment and be responsible for cleanup of test, move, and temporary configurations.			
5.27.6	Vendor to provide a checklist for system testing. This is a test for system operations, features, application integration, etc.			
5.27.7	Vendor to thoroughly test entire system. For system acceptance testing, the Vendor shall provide a test plan to verify that the system has performed to functional requirements.			
	IMPLEMENTATION REQUIREMENTS			
5.27.8	Collin County will provide a lead engineer/project lead that the vendor will coordinate with for the design, installation, migration, and testing during the project. All work shall be done under the direction of the Collin County technical lead and industry best practices. Where the two diverge, the Collin County lead shall be responsible for making the decision on which to use. All admin accounts and passwords needed for this project will be generated by the Collin County project lead. All IP address ranges till be provided by the Collin County project lead. Any deviations from the existing Collin County SOW must be approved by the Collin County project lead.			
5.27.9	Vendor shall be onsite for the first three days of turn-up of each phased cutover and available by phone for the next two days.			
	MAINTENANCE/WARRANTY/SERVICE RESPONSE REQUIREMENTS			
5.27.10	All work regarding software shall be warranted 90 days after project sign off.			

Attachment B - Pricing Sheet

Part Number	Description	Service Duration (Months)	Qty	Unit Price	Extended Net Price
VG310	Modular 24 FXS Port VoIP Gateway with PVDM3-64	---	3	0.00	0.00
CON-SSSNT-VG310ICV	SOLN SUPP 8X5XNBD Modular 24 FXS Port VoIP Gateway with PVDM	12	3	0.00	0.00
PVDM3-64	64-channel high-density voice DSP module	---	3	0.00	0.00
HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR	---	3	0.00	0.00
SL-VG3X0-IPB-K9	Cisco VG3X0 IP Base License	---	3	0.00	0.00
SL-VG3X0-UC-K9	Cisco VG3X0 Unified Communications License	---	3	0.00	0.00
SVG3XUK9-15603M	Cisco VG3X0 UNIVERSAL	---	3	0.00	0.00
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	---	3	0.00	0.00
MEM-CF-256U2GB	256MB to 2GB Compact Flash Upgrade for Cisco 1900,2900,3900	---	3	0.00	0.00
VG320	Modular 48 FXS Port VoIP Gateway with PVDM3-128	---	7	0.00	0.00
CON-SSSNT-VG320ICV	SOLN SUPP 8X5XNBD Modular 48 FXS Port VoIP Gateway with PVDM	12	7	0.00	0.00
SVG3XUK9-15603M	Cisco VG3X0 UNIVERSAL	---	7	0.00	0.00
MEM-CF-256U2GB	256MB to 2GB Compact Flash Upgrade for Cisco 1900,2900,3900	---	7	0.00	0.00
CAB-AC	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	---	7	0.00	0.00
PVDM3-128	128-channel high-density voice DSP module	---	7	0.00	0.00
HWIC-BLANK	Blank faceplate for HWIC slot on Cisco ISR	---	7	0.00	0.00
SL-VG3X0-IPB-K9	Cisco VG3X0 IP Base License	---	7	0.00	0.00
SL-VG3X0-UC-K9	Cisco VG3X0 Unified Communications License	---	7	0.00	0.00
CP-8851-K9=	Cisco IP Phone 8851	---	173	0.00	0.00
CON-SNT-CP8851K9	SNTC-8X5XNBD Cisco UC Phone 8851	12	173	0.00	0.00
BE7M-M5-K9	Cisco Business Edition 7000M (M5)	---	7	0.00	0.00
CON-SNT-BE7MM5K9	SNTC-8X5XNBD Cisco Business Edition	12	7	0.00	0.00
BE7K-PSU	Cisco UCS 1050W AC Power Supply for	---	14	0.00	0.00
BE7K-NIC1	Intel i350 Quad Port 1Gb Adapter	---	14	0.00	0.00
BE7K-PCIERISER	Riser 1B incl 3 PCIe slots (x8, x8, x8); all	---	7	0.00	0.00
BE7K-RAIDCTRLR	Cisco 12G Modular RAID controller with	---	7	0.00	0.00
BE7K-DISK	300GB 12G SAS 10K RPM SFF HDD	---	98	0.00	0.00
R2XX-RAID5	Enable RAID 5 Setting	---	7	0.00	0.00
BE7K-RAM	16GB DDR4-2666-MHz RDIMM/PC4-	---	42	0.00	0.00
BE7K-CPU	2.6 GHz 6132/140W 14C/19.25MB	---	7	0.00	0.00
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15	---	14	0.00	0.00
VMW-VS6-FND-K9	Embedded License, Cisco UC Virt.	---	7	0.00	0.00
CON-ECMU-VMWVS6FN	SWSS UPGRADES Embedded License,	12	7	0.00	0.00
N9K-C93180YCFXB18Q	2 Nexus 93180YC-FX with 8 QSFP-40G-	---	3	0.00	0.00
CON-SNT-N93YCFXQ	SNTC-8X5XNBD 2 Nexus 93180YC-FX w	36	3	0.00	0.00
CON-SNT-N93YCFXB	SNTC-8X5XNBD Nexus 93180YC-FX bun	36	3	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC	---	6	0.00	0.00
CON-SNT-N93YCFXB	SNTC-8X5XNBD Nexus 93180YC-FX bun	36	3	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC 10A, C14-C13 Connectors	---	6	0.00	0.00
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU front and rear removal	---	3	0.00	0.00
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU front and rear removal	---	3	0.00	0.00
SVS-B-N9K-ADV-XF	EMBEDDED SOLN SUPPORT SWSS FOR ACI NEXUS 9K	---	6	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS Software Rel 9.3.3	---	3	0.00	0.00
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS Software Rel 9.3.3	---	3	0.00	0.00
NXA-FAN-30CFM-B	Nexus Fan, 30CFM, port side intake airflow	---	12	0.00	0.00
NXA-PAC-500W-PI	Nexus NEBs AC 500W PSU - Port Side	---	6	0.00	0.00
NXA-FAN-30CFM-B	Nexus Fan, 30CFM, port side intake	---	12	0.00	0.00
NXA-PAC-500W-PI	Nexus NEBs AC 500W PSU - Port Side	---	6	0.00	0.00
C1A1TN9300XF-3Y	DCN Advantage Term N9300 XF, 3Y	---	6	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
N9K-C93108TCFXB18Q	2 Nexus 93108TC-FX with 8 QSFP-40G-	---	5	0.00	0.00
CON-SNT-N93TCFXQ	SNTC-8X5XNBD 2 Nexus 93108TC-FX w	36	5	0.00	0.00
CON-SNT-N93TCFXB	SNTC-8X5XNBD Nexus 93108TC-FX bun	36	5	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC	---	10	0.00	0.00
CON-SNT-N93TCFXB	SNTC-8X5XNBD Nexus 93108TC-FX bun	36	5	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC	---	10	0.00	0.00

Part Number	Description	Service Duration (Months)	Qty	Unit Price	Extended Net Price
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU	---	5	0.00	0.00
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU	---	5	0.00	0.00
SVS-B-N9K-ADV-XF	EMBEDDED SOLN SUPPORT SWSS	---	10	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS	---	5	0.00	0.00
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS	---	5	0.00	0.00
NXA-FAN-30CFM-B	Nexus Fan, 30CFM, port side intake	---	20	0.00	0.00
NXA-PAC-500W-PI	Nexus NEBs AC 500W PSU - Port Side	---	10	0.00	0.00
NXA-FAN-30CFM-B	Nexus Fan, 30CFM, port side intake	---	20	0.00	0.00
NXA-PAC-500W-PI	Nexus NEBs AC 500W PSU - Port Side	---	10	0.00	0.00
C1A1TN9300XF-3Y	DCN Advantage Term N9300 XF, 3Y	---	10	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
QSFP-100G-CU3M=	100GBASE-CR4 Passive Copper Cable,	---	32	0.00	0.00
N9K-C9336C-FX2-B2	2xNexus 9336C-FX2 w/ 8x 100G Optics	---	2	0.00	0.00
CON-SNT-N9336FB2	SNTC-8X5XNBD 2xNexus 9336C-FX2 w/	36	2	0.00	0.00
CON-SNT-N9336FB	SNTC-8X5XNBD Nexus 9336C-FX2	36	2	0.00	0.00
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS	---	2	0.00	0.00
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU	---	2	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC	---	4	0.00	0.00
CON-SNT-N9336FB	SNTC-8X5XNBD Nexus 9336C-FX2	36	2	0.00	0.00
NXOS-9.3.3	Nexus 9500, 9300, 3000 Base NX-OS	---	2	0.00	0.00
NXK-ACC-KIT-1RU	Nexus 3K/9K Fixed Accessory Kit, 1RU	---	2	0.00	0.00
CAB-C13-CBN	Cabinet Jumper Power Cord, 250 VAC	---	4	0.00	0.00
SVS-B-N9K-ADV-XF	EMBEDDED SOLN SUPPORT SWSS	---	4	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
NXA-FAN-65CFM-PI	Nexus Fan, 65CFM, port side intake	---	6	0.00	0.00
NXA-PAC-1100W-PI2	Nexus AC 1100W PSU - Port Side Intake	---	4	0.00	0.00
NXA-FAN-65CFM-PI	Nexus Fan, 65CFM, port side intake	---	6	0.00	0.00
NXA-PAC-1100W-PI2	Nexus AC 1100W PSU - Port Side Intake	---	4	0.00	0.00
C1A1TN9300XF-3Y	DCN Advantage Term N9300 XF, 3Y	---	4	0.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term					
QSFP-100G-ER4L-S=	100GBASE QSFP Transceiver, 40KM	---	4	0.00	0.00
R-HMN-K9	Spark Hybrid Media Node support	---	1	0.00	0.00
CTI-CMS-1000-M5-K9	CMS 1000 M5 Server	---	1	0.00	0.00
CON-SNT-CTICMSM5	SNTC-8X5XNBD CMS 1000 M5 Server	12	1	0.00	0.00
CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15	---	2	0.00	0.00
VMW-VS6-CVSTD-K9	Embedded License, Cisco Collab Virt.	---	1	0.00	0.00
CON-ECMU-VMWVS6CV	SWSS UPGRADES Embedded License,	12	1	0.00	0.00
CMS1K-SW-HMN	Cisco Meeting server 1000 HMN sw	---	1	0.00	0.00
CIT3-CPU-6140	2.3 GHz 6140/140W 18C/24.75MB	---	2	0.00	0.00
CIT3-HD300G10K12N	300GB 12G SAS 10K RPM SFF HDD	---	2	0.00	0.00
CIT3-PSU1-770W	770W AC Hot-Plug Power Supply for 1U	---	2	0.00	0.00
CIT3-MR-X16G1RS-H	16GB DDR4-2666-MHz RDIMM/PC4-	---	8	0.00	0.00
CIT3-RAID-M5	Cisco 12G Modular RAID controller with	---	1	0.00	0.00
R2XX-RAID1	Enable RAID 1 Setting	---	1	0.00	0.00
Equipment Total					0.00
Services				\$	-
Installation & Cofiguration				\$	-
Training				\$	-
Post Go-Live Support				\$	-
Not to Exceed Travel Cost				\$	-
Grand Total				\$	-

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Caren Skipworith – Chief Information Officer
Steve Ganey – Deputy Chief Information Officer
Casey Stone – Infrastructure Supervisor
Melinda Clancy – Unified Communication Administrator
Matt Hiserote – Network Engineer
Steve Abrego – Audio/Visual Administrator

Purchasing:

Michalyn Rains, CPPO, CPPB – Purchasing Agent
Michelle Charnoski, CPPB – Asst. Purchasing Agent
Sara Hoglund, CPPB – Senior Buyer

Commissioners' Court:

Chris Hill – County Judge
Susan Fletcher – Commissioner Precinct No. 1
Cheryl Williams – Commissioner Precinct No. 2
Darrell Hale – Commissioner Precinct No. 3
Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	Social security number [][][] - [][] - [][][][][][] or Employer identification number [][] - [][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	Signature of U.S. person ▶ Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.