



INVITATION FOR BID NUMBER AEPA IFB #010-H-PARENT NOTIFICATION

PARENT NOTIFICATION

PART B – BID SPECIFICATIONS

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1. IFB Goal

1.1 The general goal of this IFB is to establish multi-state purchasing contracts for qualified agencies of the participating AEPA agencies located in twenty-two member states. AEPA state organizations serve all levels of public educational institutions, governmental agencies and non-profit organizations that have been authorized to utilize AEPA contracts accepted and awarded by the individual state agency to assist their educational clients in implementing appropriate technology to support parent notification systems. Likewise, due to the limited financial resources available to these clients, they are asking the various AEPA state agencies to acquire and establish cooperative purchasing contracts with highly qualified and experienced providers who have a proven track record in providing effective parent notification systems.

2. IFB Intent

2.1. It is the intent of this solicitation to award a contract to interested providers of parent notification systems to provide volume discounts on top of the line services to meet the current and future needs of the qualified AEPA customers as understood by the responding Offeror, as well as relating to the manufacturer terms, conditions, specifications and the line item product pricing requests outlined in this IFB. The contracted services are to meet or exceed all federal, state and industry standards and requirements as defined, established, set forth and adopted by individual governmental agencies and/or industry organizations.

- 2.2 It is further the intent of the specifications and expectations enumerated within this IFB to allow AEPA member agencies and their clients to have as an option the highest quality, most complete and comprehensive product line of technology, software, hardware and support services for implementing parent notification systems at cooperative purchasing volume pricing.
- 2.3 It is further the intent of the AEPA to award a contract to the best responsible Offeror(s) meeting specifications and qualifications, provided the response to the IFB has been submitted in accordance with the requirements of these procurement documents. The AEPA shall have the right to waive any informality or irregularity in any response to the IFB received and to accept the IFB which, in the group's judgment, is in its own best interest. The AEPA reserves the right to advertise for a new IFB upon which the acceptance, rejection, waiving, or re-award will be based on, but not necessarily limited to, the following:
 - 2.3.1 Adherence to all requirements of the IFB specifications as proposed and defined by industry standards.
 - 2.3.2 Knowledge of the Offeror in terms of past performance of the products and services to include market place success in the AEPA states.
 - 2.3.3 Ability to service and meet or exceed the current and future needs or requirements of the AEPA member agency's clients geographically located in all twenty-two states as defined.
 - 2.3.4 Completeness of information provided in response to this IFB.
 - 2.3.5 Financial standing, capacity and bond rating of the Offeror.
 - 2.3.6 Nature and extent of company data furnished upon request of AEPA.
 - 2.3.7 Evaluation of the quality of products and services offered and proven track record.
 - 2.3.8 Overall ability of products and services offered to meet, comply and fulfill the needs and requirements of individual clients within the twenty-three states.
 - 2.3.9 Ability, past performance, track record and commitment to the research and development of new technologies, products and support services to better meet clients' needs.
 - 2.3.10 Offeror's ability to demonstrate a proven track record and past performance relating to its quality and variety of products, delivery timelines, warranty work, performance over time, customer service history and satisfaction, industry awards and acknowledgements.
 - 2.3.11 General reputation and experience of the Offeror and its delivery network from a national perspective.
 - 2.3.12 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the Agencies and individual members within the twenty-two AEPA member states with the type and level of assistance and support required for AEPA member agencies to offer their clients a complete and comprehensive cooperative procurement option.
 - 2.3.13 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the individual facility owners within the twenty-two AEPA member states with the type and level of assistance and support required for AEPA member agencies to offer their clients a complete and comprehensive cooperative procurement option.
 - 2.3.14 Offeror's ability to communicate and demonstrate it and its distribution network understanding of the types, level and quality of products and services requested, the expectations and various current and future needs and requirements of the AEPA member agency's clients.
 - 2.3.15 Offeror's willingness, ability, commitment and track record in developing and operating within a collaborative and cooperative market place and entering into an AEPA-type business relationship.
- 2.4 A response to this IFB is an offer and commitment to contract with participating AEPA agencies based upon the terms, conditions, scope of work and specifications contained and

referenced in this bid. The awarded Offeror will be required to deliver supplies, materials and services proposed in its response and accepted by AEPA to all qualified AEPA member agency clients as applicable to the award and in accordance with the pricing established for each state and the specific terms, conditions, construction regulations and other applicable laws that are applicable to each state. In the event that the awarded Offeror and AEPA are not able to come to an agreement with regard to an executable contract, AEPA reserves the right to recommend rejecting the awarded Offeror and making the award to the second responsive Offeror(s) based on the 1,000 point evaluation system, or rejecting all bids.

3. Scope of Bid

To assist Members in their effort to meet their needs, AEPA is seeking Offerors that possess and can demonstrate they have the knowledge, background, experience, and qualified and properly licensed staff to provide facility electronic systems to include, but not be limited to, security, fire, intercommunication, media management/distribution, clocks and permanent sound systems to educational institutions. Offerors must be willing and able to provide the planning, design, engineering, installation and maintenance of these systems.

AEPA believes that no single Offeror has either the expertise or capability to provide all the planning, design and implementation skills and the latest equipment to meet all of the requirements of both current and future facilities. Therefore, a company that responds to this RFP must have as a primary goal to deliver the very best equipment and services to meet the public's need through partnerships with both the CES Member and other contractors.

Categorical Definitions

ADSL: Asymmetrical Digital Subscriber Line.

ANSI: American National Standards Institute.

Architecture: The logical structure of the communications system of a network including protocols, formats and sequences of operations.

ATM: Asynchronous Transfer Mode.

AWG: American Wire Gauge.

Bridge: A networking device that connects two LANs by forwarding or filtering data packets.

Campus Area Network: A network designed to provide for connectivity between buildings located in the same general area.

CAN: Campus Area Network.

CCIA: Computer Communications Industry Association.

CCTV: Closed Circuit Television.

Client: A device that requests services from a server.

Closed Architecture: One that is compatible with only the hardware and software from a single Offeror.

Connection Oriented Network: Data is transferred following the same pre-established path between two points.

Connectionless Network: Specified by IEEE 802 standards; communications which do not require a logical connection to be established between two stations before transmission takes place.

DCE: Data Communications Equipment – Equipment found at the transmission sources and destination that allows communications to occur. It is responsible for establishing, maintaining and terminating connections. It performs signal conversion and coding between the transmission medium and the DTE.

De facto Standard An informal standard created by large public popularity and acceptance.

De jure Standard: A formal standard developed and produced by a committee.

Distributed Architecture: A LAN that uses shared communications medium and shared access methods.

DSU/CSU: Data (Digital) Service Unit and Channel Service Unit.

DTE: Data Terminal Equipment – The device that produces data to be transmitted across an internet work.

EIA: Electronics Industries Association.

EISA: Extended Industry Standard Architecture.

FDDI: Fiber Distributed Data Interface.

Groupware: Applications software designed for use in a LAN environment.

Hub: Provides connections to and from multiple network devices.

IEEE: Institute of Electrical and Electronics Engineers.

ISA: Industry Standard Architecture.

ISO: International Standards Organization.

ITU: International Telecommunications Union.

LAN: A data communications system allowing a number of independent devices to communicate directly with each other within a moderately sized geographic area over a physical communications channel of moderate data rates. These devices include servers, CD-ROM drives, computers, facsimile machines, printers and telephones.

MAC: Media Access Control.

MAN: Metropolitan Area Network.

NEC: National Electric Code.

NFPA: National Fire Protection Association.

Open Architecture: One that is compatible with the hardware and software from any and many Offerors.

Packet Switching: A data transmission method that routes packets along the most efficient path and allows a transmission channel to be shared by multiple connections.

PCM: Pulse Code Modulation.

Peer-to-Peer LANs: Where any PC can contribute to or share network resources; all network devices are able to work as equals.

Protocol: A set of rules, procedures or conventions relating to format and timing of data transmission between two devices.

Repeater: A network device used to repeat signals from one cable to another.

Router: A network device used to channel messages from one cable link to another.

SACII: American Standard code for Information Interchange.

SMDS: Switched Multi-Megabit Data Services.

SNMP: Simple Network Management Protocol.

Telecommunications: Any transmission, emission or reception for signs, signals, writings, images and sound that is information of any nature by cable, radio, optical or other electromagnetic systems.

TIA: Telecommunications Industry Association.

Topology: The physical appearance and/or manner of operation of a network.

Transmission Channel: The physical infrastructure providing the foundation for the connection of all other network devices, usually cables, although certain wireless transmission channels are available.

Transmission Medium: The type of cable or wireless system used to connect the network devices.

Uplink: Signals transmitted from ground stations to satellites.

UPS: Battery back-up system to provide continuous power in the event of a power failure, often included with surge protection.

USTSA: United States Telecommunications Suppliers Association.

WAN: A data communications system allowing a number of LANs to communicate directly with each other over long distances using telecommunications links such as telephone lines, satellites or microwave rather than a lengthy cable.

4. Type of Bid

YES	NO	TYPE OF BID
	√	CATALOG: A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer's price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. The AEPA Bid Oversight Committee should be aware of any changes as they are made.
√		LINE ITEM: A line item bid shall be identified as specific line items that prices are requested for in the bid documents. Vendors may only request adjustments to the prices once a year at the time of renewal at the December AEPA meeting and must submit a written request to the AEPA Bid Oversight Committee in November for any changes in pricing. The request must document why the prices changes are warranted such as based on raw material cost, etc. Vendor may also submit new products or technologies to be added to the current bid at this time pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership.

5. Anticipated AEPA Member Agency participating

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$50,000	Nebraska	Yes	\$55,000
Colorado	Yes	Unknown	New Jersey	Yes	\$500,000
Connecticut	Yes	\$50,000	New Mexico	Yes	\$50,000
Florida	Yes	\$75,000	North Dakota	Yes	\$50,000
Iowa	Yes	\$15,000	Ohio	Yes	\$25,000
Indiana	Yes	\$10,000	Oregon	Yes	\$10,000
Kansas	Yes	\$10,000	Pennsylvania	Yes	\$50,000
Kentucky	Yes	Unknown	Virginia	Undecided	
Michigan	Yes	Unknown	Washington	No	
Minnesota	Yes	\$250,000	Wyoming	No	
Missouri	Yes	\$100,000			
Montana	Yes	\$10,000	Total estimated known first year purchasing volume		\$1,310,000

5.1. Please note that the above stated indication interest of indication in participation in any contract awarded under this solicitation does not guarantee or mean that the individual AEPA Agency will enter into a contract with any AEPA approved Offeror. Each AEPA Member Agency will make that determination after reviewing Offeror responses and AEPA’s recommendation for acceptance and bid award. The AEPA Member Agency’s contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two through four (2-4). This information is provided as an aid to Offerors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful Offeror’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

6. Product Specifications

Note: All costs for 1 year of service must be represented upfront in bid price including support, training, unlimited staff/ student calling, and attendance feature.

REQUIRED FEATURES

Please specify any required features you do not support on Form E (Part C).

1. Must be a fully hosted web-based model. No client desktop install.
2. Must have at least 3 redundant and hardened telcom facilities.
3. Must have web and phone interface.
4. Must have traditional ISDN phone lines - No VOIP.
5. Must have ability to schedule calling and Immediate Launch capabilities.
6. Must have capacity to call 10,000 students within one hour on all supplied numbers.
7. Must have direct client access.
8. Staff and faculty calling included.
9. Must have time and date stamping on each broadcast.
10. Must have list management tools.
11. Caller ID must show school or district for all outgoing calls.
12. 24X7X365 support.
13. Must support automatic data integration
14. 128 bit SSL Encryption required.
15. Must be able to customize auto retry.
16. Must dial work extensions.
17. Have Cell phone carrier identification to enhance call throughput to cell phones.
18. Must have unlimited call package / Plan.

19. Text to speech capabilities.
20. Must support Alternate Language Translation when calling.
21. Support enhanced parent survey.
22. Support real time reporting.
23. All equipment must be owned and operated - No outsourcing.
24. Poll response, IVR and connect back features.
25. Automated attendance and lunch balance modules available.
26. Customized intro/disclaimer for messages.
27. Unlimited phone numbers for students, faculty and staff.

7. Glossary of Terms

No other terms other than those listed in section 3, "Scope of Bid," are defined.

8. Special Terms and Conditions.

No special terms and conditions are defined.

9. Pricing

See Part C Forms for proper format.

(End Part B)