



ADDENDA 1  
PRE-PROPOSAL CONFERENCE QUESTION & ANSWER SUMMARY  
TELEPHONE COMMUNICATIONS SYSTEMS RFP #12-230  
September 20, 2011

A Pre-Proposal vendor conference was held September 20, 2011 at the KCDA main office. The conference could be attended by teleconference or by physical attendance. Attendees were:

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DEAGLE  
Issaquah  
School District 411

Division 4  
ED  
BARNEY  
Federal Way  
School District 210

Division 5  
SUE  
BUSKE  
Northshore  
School District 417

- Jim Borrow, KCDA Executive Director (Evaluation team member)
- John Flanagan, KCDA (Evaluation team member)
- Charlene Turner, KCDA Purchasing Manager (Evaluation team member)
- Judy Peterson, Kent School District (evaluation team member)
- Aleck Johnson, Ed Tech Strategies, LLC (telephone consultant)
- Christine Ness, Frontier
- Scott Grieben, Tri-Tech
- Bill Clark, Blackbox
- Zack Ketter, Blackbox
- Dave Budke, Mitel
- Chris Young, Avaya
- Allen Rich, ShoreTel (by phone)
- Neal Underwood, ShoreTel

**Corrections & clarifications of bid document noted by KCDA were:**

1. Tab 2 – Change Customer Reference Form due date to October 26, 2011.
2. Tab 4 was in the document but not listed in the Table of Contents.
3. Tab 4- Part 1B- (Page 116), ACD Station. The quantity should be 6
4. Section 9, Pricing: Reference the two pricing documents (the price list and the price models). The dollar amounts on these documents should be totally compatible. There are no limits as far as what vendors can propose. If it exceeds the boundaries of what is being requested, it may or may not be included.
5. Attachment A is a sample only demonstrating what the preferred format should be. Columns are the key.



**Questions asked by vendors at the Pre-Proposal conference:**

1. E-rate: Shouldn't KCDA file a 470?

**Answer:** KCDA is not filing a Form 470. The filing of the Form 470 will be the responsibility of the KCDA member purchasing services off this contract.

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2. What does the opening date mean?

**Answer:** This is the date and time the vendor bid response is due to be submitted to KCDA. Vendors may attend the opening. The vendor's bids will be opened and recorded.

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3. Do we only respond where it says vendor response?

**Answer:** Vendors must respond to wherever a response is required. Vendors must respond to all Tabs and Attachment E. The Vendor checklist provided in the RFP document should be a helpful guide.

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4. May we have a copy of the RFP in MS Word format so we can answer more easily? (pages 1-65)

**Answer:** Yes. An e-mail will be sent Wednesday, September 21 to vendors attending the Pre-Proposal conference that Pages 1 through 65 of the RFP have been posted on the KCDA website as a Word document. The Word document will be found following the same path as vendors followed when they printed the RFP document. The remaining pages of the RFP are already posted in Word.

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- 5. How do vendors submit RFP for formatting in order to provide consistency for evaluation team?  
**Answer:** The format is outlined below. It will also be posted on the KCDA website. Each vendor must submit their response in the following format for consistency of evaluation.

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**Cover letter from the vendor submitting the Proposal.**

**Response to 4.36**

**Response to all questions in section 5**

**Response to all questions in section 6**

**Response to all questions in section 8**

**Response to 9.2 (Schedule A price list)**

**Attachment E (Prevailing Wage Requirements for Washington and Oregon)**

**A.1.a through f. (Washington Public Agency Responsibilities)**

**A.2.b (Subcontractor Responsibilities in Washington State)**

**A.3.a. 1 through 10 (Supplemental Vendor/Bidders Responsibilities Criteria)**

**A. 3.a.10.v (Termination for Cause)**

**TAB 1 Signature Required**

**TAB 2 is submitted directly by client references no later than October 26, 2011**

**TAB 3**

**TAB 4**

**TAB 5 Signature Required**

**TAB 6 Signature Required**

**TAB 7**

**TAB 8**

**TAB 9 Signature Required**

**TAB 10 Signature Required**

**TAB 11**

**TAB 12**

**TAB 13**

- 6. Section 8.2: How much manufacturer documentation must be submitted?  
**Answer:** The vendor must provide a copy of the manufacturer’s documentation for all proposed equipment and software at the time the project is awarded by the KCDA customer to the vendor. The documentation needs to be sent to each site where equipment is installed. Do not include this documentation in your response to KCDA. There shall be no additional charge for these documents or any document updates.



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7. 9.2.1.1: Schedule A, #9, % of E-rate discount – Why are there different E-rate percentage rates requested?

**Answer:** We want a percentage of eligibility vs. ineligibility for items. Some items are wholly eligible or ineligible. Sometimes, however, there are bundles which will have both eligible and ineligible components (e.g. 75% eligible & 25% ineligible). A link to the current eligible services list is in 5.13.8.

8. Clarify how the 2% KCDA service fee works.

**Answer:** We want the 2% imbedded in your pricing. Vendor will invoice customer the exact price on the price list. KCDA is sent a check for 2% of the total price.

9. 10.6 Award of Points. Why are E-rate eligible items weighted more heavily?

**Answer:** This is largely an E-rate contract and needs to follow E-rate regulations. It is the primary factor so that’s why the E-rate component is more heavily weighted than the other components.

10. Will each e-rate customer file their own 470? Does it vary by state?

**Answer:** Yes.  
**Answer:** The federal program requirements for E-rate are the same state to state. Each state may have additional requirements.

11. Tab 4: Is installation included in the 3 models provided?

**Answer:** Yes and it is separated by E-rate and Non E-rate. Installation and training must be included in each vendor’s final price list (Tab 12). Specify how the installation price is derived (e.g. per hour, etc). Installation is explained in 8.3. Training is explained in 8.5.

12. May the date of RFP be extended?

**Answer:** Yes. Revised schedule is below:

Deadline for submission of Optional Vendor Letter of Intent:	October 7, 2011
Publish Answers to Vendor RFP questions:	October 14, 2011
Deadline for receipt of Customer References:	October 26, 2011
Opening of RFP:	October 26, 2011
Anticipated Award Date:	November 17, 2011



13. Section 8. Should the vendor develop a standard approach to pricing? Example: Should it be by product group (e.g. but not limited to materials, maintenance services, voicemail software, communication manager software, etc). Product groups often have different discount structures. We are suggesting because we believe it to be a more efficient price model when submitting pricing quotations to customers.

Answer: Yes.

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14. Are vendors required to submit a Letter of Intent for response prior to the opening of the RFP?

Answer: It is encouraged but not required.

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### End of Addenda 1

Addenda must be signed and returned in their entirety (all pages) with the RFP document or the RFP document will be non-responsive.

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Company

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BARNEY  
Federal Way  
School District 210

Printed Name and Title

E-mail

Phone

Fax

Division 5  
SUE  
BUSKE  
Northshore  
School District 417

Signature