

SCOPE STATEMENT FOR IP Based Phone System USAF Academy Eisenhower Golf Course

The USAF Academy 10th Force Support Squadron is soliciting bids for a Small Business IP based phone system address for the Eisenhower Golf Course Clubhouse's facility and extension to outlying maintenance offices at the U.S. Air Force Academy, CO 80840. The scope requires the initial installation of a Voiceover IP (VoIP) Phone system.

Assumptions:

The facility is currently under construction with roughed in walls and a dropped ceiling expected by late November 2017, and completion expected in March 2018. The construction contractor will furnish and install the majority of building communication wiring and conveniences:

The building will be wired with Cat 6 cable to all required locations.

4-8 Lines of service will be provided by current TelCo. service provider.

The Offeror when awarded will:

1. The Offeror will Engineer, Furnish, Install, and Test Building IP Phone System.
2. The Offeror will provide head end equipment and installation of new equipment telephones, Cable Management and labeling of the equipment in the communications Closet.
 - a. Telephone Equipment to support multi-line interfaces (4-8 Service lines)
 - b. Minimum 25 Extension lines
 - c. 15 Individual voice mail boxes
 - d. Caller ID
 - e. Hold Music
 - f. Call Forwarding
 - g. Paging/intercom
 - h. Intercom Groups
 - i. Menu Tree
3. Phones will be Power over Ethernet (PoE) similar to AT&T Synapse phones, or equivalent devices.
4. Phone Locations and Features
 - a. Managers Office Synapse 67035 Feature Desk set
 - b. Asst. Manager Synapse 67035 Feature Desk set
 - c. Function Manager Synapse 67035 Feature Desk set
 - d. Admin Office Synapse 67035 Feature Desk set
 - i. Dedicated Fax Line Connected to Multi-Function Device
 - e. Food Service Manager Office Synapse 67035 Feature Desk set
 - f. Food Service Counter Synapse 67025 Desk set

- g. Kitchen wall Phone (WLP) Synapse 67025 Desk set
- h. Pro-shop Counter (Quantity 2) Synapse 67035 Feature Desk set
- i. Tournament Inventory Synapse 67025 Desk set
- j. Patron Courtesy/Bar Phone Meeting Room, Synapse 67025 Desk set

- 5. 11 Phones Total
 - a. 4 Synapse 67025 Desk set
 - b. 7 Synapse 67035 Feature Desk set

- 6. Install and program phone switch voice mail

The offeror shall establish and execute [or recommend] a Project Management Plan (PMP) to ensure that all activities from the kick-off meeting to acceptance are executed properly as planned.

Acceptance Criteria

The offeror will provide a test plan and ensure full functionality at the completion installation.

The offeror will provide End user and administrator training shall follow phone deployment.

The offeror shall provide a detailed list of all equipment with serial number for inventory management purposes.

Coordination with current construction contractor may be necessary.

Bids

At time of submission the offeror will submit:

- 1. A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- 2. Terms of any express warranty;
- 3. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions, including alternative line items, or alternative commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- 4. Offeror may be open market or a GSA vendor, if offeror is a GSA contract vendor for this proposal, include GSA contract information with the proposal.

Bid will include

- 1. Detailed list of materials by MFG and Part number and cost,
- 2. Optional line item for extended warranty of major component to 5 years
- 3. Line item for installation, labor and programing.
- 4. 90 days post installation support and programing