

OWENS VALLEY CAREER DEVELOPMENT CENTER

TUNIWA NOBI FAMILY LITERACY, NÜMÜ YADOHA LANGUAGE PROGRAM, AFTERSCHOOL PROGRAM, TRIBAL TANF, CAREER EDUCATION, EARLY HEAD START, KERN INDIAN EDUCATION CENTER

Request for Proposals 18-19-72

DATE: November 15, 2018

PROJECT TITLE: VOIP Upgrade Migration/Mentorship Consulting

PROPOSAL DUE DATE: Proposals will be evaluated as received with a close date of November 30, 2018 @ 5:00 pm PST if sufficient qualified proposals are received. This RFP will remain open until an agreement is awarded. Email (electronic) responses are preferred.

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDCD receives and administers several Federal and State Grants including a Early Head Start Program Grant, California Department of Education Indian Education Grant and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties. **OVDCD is seeking bids from qualified vendors to provide: Consulting services including oversight, training & mentorship of OVDCD IT staff on the upgrade of OVDCD Cisco Unified Communications servers, applications to the latest versions and assist with mass phone configuration and deployment. OVDCD IT staff will install servers in rack and mount, run, and connect cables. OVDCD has purchased all equipment and accessories and it is in OVDCD's possession awaiting installation.**

OVDCD will upgrade from OVDCD's current Cisco UC servers, applications and phones (which are):

- 2 Call Manager Servers MCS-7816-I4 - System version: 9.1.2.13900-10 Unrestricted
- 1 Unity Connection Server MCS-7825 H4 - System version: 8.6.1.20000-109
- 1 Unified Presence Server MCS-7816-H3 - System version: 9.1.1.71900-2 Unrestricted
- 1 Cisco WebEx – System version: 2.8.1.1034.B-AE - Not to be upgraded, for informational purposes only

Cisco IP Phone 7962

Cisco IP Phone 7942

Cisco Wireless IP Phones Cisco 7921G plus accessories

Cisco IP Conference Station 7937 Global Conference IP Phones

Installation of new VOIP servers, applications and phones:

- 2 Cisco Systems Part# BE6m-MK-K9 Servers with software & accessories
- 15 Cisco CP-8821-K9-BUN Wireless Phones
- 10 Cisco CP-8831-K9++ Conference Phones
- 210 Cisco CP-8841-K9++ Desk Phones

Consultant will oversee and instruct/mentor OVDCD staff in the upgrade of the existing UC Application environment consisting of Cisco Communications Manager, Cisco Unity Connection Cisco Unified IM and Presence and migrating the UC applications to new servers and upgrading firmware and software to the latest versions. Consultant will ensure OVDCD utilizes best practices. Consultant will assist with testing basic operation and management access following the upgrade. Please state if Consulting/Mentoring can be done remotely or on site. If work on site in Bishop is required, please estimate time and costs associated with onsite services in Bishop for TERO purposes. A 4% fee will apply to these on reservation services which can be added to the proposal.

EVALUATION CRITERIA- Proposals will be evaluated by OVCDC using the following criteria:

1. Responsiveness of proposal in clearly stating an understanding of the work to be performed and ability to perform the work; (15 Points)
2. Qualifications/experience of firm & key personnel to be assigned to the project; (15 Points)
3. Capabilities, Resources and Reliability to Perform Services; (40 Points)
 - a) Demonstrated Capabilities to Provide Service (10 Points)
 - b) Demonstrated Resources/Capacity to Perform (10 Points)
 - c) Firm commitment to meet delivery schedule including to meet deadlines and operational requirements (10 Points),
 - d) Past Performance (5 Points)
 - e) Financial Stability (financial statements may be requested) (5 points);
4. Price (including cost & expenses); (25 Points)
5. Experience working with a Tribe or Tribal Organization and in multi-cultural environments. (5 points)
6. Preference (Preference will be implemented by award to Bids up to 10% higher in price than the lowest bid or by adding up to 10 points to base score. [Documentary proof of eligibility must be submitted with Proposal]
 - a) Is your business or organization minority owned?
 - b) Is your business or organization woman owned?
 - c) Is your business or organization Native American owned?
 - d) Does your business or organization partner with or provide services for any other Native American Organization?

Total

100%-100 Points

This project will be funded entirely with Government Grant funds.

All OVCDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (**25 USC 450e (b)**) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises, **2 CFR Section 200.321** requiring OVCDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible and **45 CFR 75.327 to 75.340**. All preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made.""

For all contracts awarded where all or a portion of the contract requires services to be provided within Tribal territory (specifically Bishop Paiute Tribe and Big Pine Paiute Tribe Territory), applicable **Tribal TERO (Tribal Employment Rights Ordinance)** requirements must be met by vendor(s) awarded a contract and **prior** to providing any on reservation services. Tribal TERO will require submission of a compliance plan, payment of a 4% fee based on the total contract price for on reservation labor. Please see <http://bishoptero.com/>. Other contract items including equipment, materials, travel and any other costs listed in the contract must be fully

*GUIDELINES AND REQUIREMENTS FOR CONTRACTING WITH
OWENS VALLEY CAREER DEVELOPMENT CENTER*

disclosed and may be subject to tribal taxes. When practical, use of Indian services is encouraged. Proposals must include this TERO fee in cost proposals.

LOCAL BUSINESS ENTERPRISE PROGRAM OVDCDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVDCDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVDCDC’s service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

After evaluation of Best and Final Offers, the purchase will be awarded to the most responsive and responsible vendor whose offer is the most advantageous to OVDCDC. The OVDCDC reserves the right not to make any award. An award may be split between multiple firms. To receive preference documentary proof is required to be submitted with the proposal. For example, a copy of valid enrollment card from a federally recognized Tribe or proof of more than 51% Indian ownership in a business is required for Indian Preference.

Any agreement awarded will be required to contain the following agreement language or substantially similar language as may be negotiated:

“SOVEREIGN IMMUNITY WAIVER LIMITATIONS: Contractor acknowledges that OVDCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVDCDC can only be provided by the written consent of the OVDCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVDCDC or any consortium member Tribe.”

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVDCDC:

PROPOSALS SHOULD BE SENT TO:
Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA
E-MAIL: contracts@ovcdc.com

CONTACT FOR FURTHER INFORMATION:
Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 275
FAX: 760-873-3231
E-MAIL: contracts@ovcdc.com