



VILLAGE OF WINNECONNE

The Community of Opportunity

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www.winneconnewi.gov

The Village of Winneconne (Village) is issuing a Request for Information (RFI) from qualified vendors to offer to the Village their solution for IP phone system replacement. Services may include but are not limited to: phone servers, phone equipment, switches, unified communications software, and implementation services.

The sole purpose of this RFI is to gather information regarding possible solutions and implementation. This is not a solicitation to purchase services and/or goods. No contract will be awarded based on the responses to this RFI received. The Village may or may not choose to issue a solicitation to contract for these or similar goods or services. The Village may or may not choose to incorporate information gathered through this RFI into possible future requirements. Responding to this RFI is not a pre-requisite to submitting a proposal for any subsequent procurement. Respondents should not provide confidential or proprietary information.

BACKGROUND: The Village desires that the system be used throughout the Winneconne Municipal Center which houses the Administrative, Police, and Library departments. The Village currently utilizes an Avaya phone system with various capabilities and work flows. The system has been in place for over 15 years meaning they lack the features that a modern communications system can provide. Furthermore, some of the phone vendors no longer support the hardware in use, or the companies themselves have ceased operations.

OBJECTIVE: The intent of the RFI is to gather information; it is not a formal procurement. However, a formal procurement action may result from this information-gathering process. The purpose of this RFI is to:

- Obtain information regarding IP phones systems that can be used and utilized by a variety of departments with different communication needs and work flows.
- Obtain comprehensive information regarding features available in current IP phone systems.
- Obtain information on the types of phones and accessories available to handle multiple employee work situations.
- Obtain vendor/firm information regarding successful implementations and the maintenance of a system of similar size and scope
- Obtain information on requirements (infrastructure and so forth) to deploy a phone system across a wide area network in addition to unconnected locations.
- Obtain information regarding business continuity scenarios related to IP phone systems.
- Obtain information regarding availability to have informal presentations or demonstrations of relevant products.

REQUIREMENTS: The Village is requesting the key information below. Responders are encouraged to include additional information as necessary so as to provide as complete and valuable a response as possible. Information regarding additional features and capabilities is welcome. The goal is to have a phone system that can be deployed to cover the entire Municipal Center and also have the option of including our offsite facilities. The system should allow for redundancy in case there is a disruption of the infrastructure.

RESPONSES: Interested firms are encouraged to submit an electronic response to this RFI together with:

- Marketing materials (including information on your firm with a link to your website)
- Detailed description of the product(s), services and capabilities available
- Comments regarding functionality off system
- Representative cost estimates for a system-wide installation
- Recommended implementation strategy
- Timeline estimates
- Reference information for clients that the Village may contact to gather additional information that may help the Village further develop plans and requirements

Please note that this is not a Request for Proposal (RFP), but rather a Request for Information (RFI) giving vendors the opportunity to inform the Village of the current capabilities they provide as well as available in the general market.

DISCLOSURE OF SUBMISSION MATERIALS: Vendors agree that by responding to this RFI they are granting a license to the Village of Winneconne for all data, materials, and documentation originated and prepared for the Village pursuant to the RFI. Except for cost estimates, copyrighted or trademarked materials, such data, materials, and documentation shall be subject to public inspection in accordance with the Wisconsin Freedom of Information Act. Proprietary materials that are submitted must be identified by some distinct method such as highlighting or underlining and indicated only the specific words, figures, or paragraphs that constitute the cost estimates, copyrighted or trademarked materials in order for the Village to exempt them from disclosure.

QUESTIONS: Any questions regarding this RFI should be directed to:

Mitchell Foster, Village Administrator

Email: administrator@winneconnewi.gov

Phone (920) 582-4381

RESPONSE DUE DATE: Submissions are requested by 2:00 PM C.S.T, May 24, 2016

Please submit responses electronically to: administrator@winneconnewi.gov with subject "WINNECONNE PHONE RFI"