

Addendum #1

Consultant for Communications Systems Assessment

Issue Date: Wednesday, January 12, 2022

Bids Due: Wednesday, January 26, 2022 at 1:00PM

The bid due date for this solicitation has been extended to Wednesday, January 26, 2022 at 1:00PM. Bids must be submitted in accordance with the instructions on page 1 of the original solicitation. No electronic bids will be accepted.

1. Under General Terms: Item #9 states that: A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended. **Question: Can we delay registration until/if we are selected?**

Yes, you can complete registration if/after you are the selected vendor.

2. Item #17 states; Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools. **Question: Can Providence Schools provide more detail on what insurance levels will be required?**

Vendors should submit a Certificate of Liability Insurance outlining their types and amounts of coverage and this will be reviewed by the review team. Any changes or additions required will be determined as part of the bid review process.

3. Under Scope of Work Item 2: Visit each school/site to review communications systems and provide guidance/recommendations to the best course of action and most suitable products to be used to replace the phone and other communications systems within each school/site. Communications systems should include, but may not be limited to: phone, intercom, bells, and clocks. The district would be looking to the vendor to provide a recommendation as to which systems should be integrated and in which ways. **Question: Many of our school and Public Sector clients do not want outside personnel on premise during the pandemic. Does Providence Schools**

require on site personnel present for all activities identified above or is documentation available to review remotely? Alternatively, some of our clients have us visit one high school, one middle school, one elementary school, then recommend standards that would apply to all schools. Would this approach meet the District goals?

At this time, we expect that every school/building will need to be visited in person. You will need to visit all schools and you must wear a mask before entering the schools. Site visits will be coordinated and possibly conducted together with members of the PPSD Technology department.

4. **Item 3: Perform an analysis of the current phone/intercom/communications systems in each school. Questions: Can Providence Schools provide a general overview on the following in advance:**

- a. **How many end users and end points are employed on the current system(s)?**

Unknown and will need to be captured by the selected vendor.

- b. **Total number of individual sites that will need to be visited and documented?**

We anticipate 40 schools that will need to be visited.

5. **Are there any contact centers in use? If yes can you provide a brief description of function and staffing.**

No, we don't have contact centers in use.

6. **Will Providence Schools need the consultant to interview departmental or team leaders for input on system design and needs?**

Selected vendors will be working with dedicated PPSD resources that support all communications systems.

- a. **If yes, can you provide a count of expected meetings that will need to occur?**

Unknown

7. **Will there be a requirement to assess the data network infrastructure?**

A true assessment of the district's network infrastructure will not be needed but some review may be required.

8. **Will there be a requirement to perform a telecom audit expense review that may result in a carrier redesign?**

No

9. **Does the District desire that all school sites be visited? If yes, do they have an estimate on the amount of time that will needed to be scheduled for all of the site visits?**

Yes, all schools will need to be visited. We anticipate at least 2 to 4 hours per site depending on the site.

10. **Will all questions asked and answered be provided to all prospective bidders?**

Yes, via addendum.