

Brad Baquial  
Director of Data & Technology  
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April 25, 2022

Dear Vendor:

Please accept this welcome letter and attached Request for Proposal (RFP) as a formal written request from Albert Einstein Academies (AEA) to provide a proposal for a Cisco VoIP system on our elementary campus.

AEA, is a public non-profit charter organization, consisting of three schools: Albert Einstein Academy Charter Elementary School (AEACES), Albert Einstein Academy Charter Middle School (AEACMS) and Albert Einstein Academy Charter High School (AEACHS, opening fall 2024). All are high-performing public charter schools located near downtown San Diego, CA. We are proud to offer the world-renowned International Baccalaureate (IB) curriculum to all students. The motto that distills our mission and vision is *“Teaching our children today to advance our shared humanity tomorrow.”*

For more information, we welcome you to visit [www.aeacs.org](http://www.aeacs.org)

We look forward to receiving your proposal.

Respectfully,

Brad Baquial  
Director of Data & Technology

In reply please reference: RFP- Cisco VoIP system



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**AEA hereby solicits your proposal for a Cisco VoIP System on our AEACES campus.**

## **I. SPECIAL NOTICE TO OFFEROR**

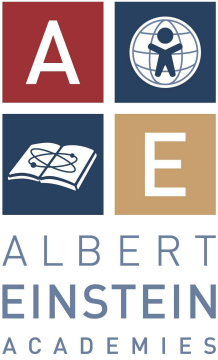
Offeror is to quote in strict accordance with the quantities and specifications set forth herein. All prices, delivery, and conditions must be clearly shown. AEA may, at its complete discretion, accept or reject any or all bids or quotations. Offerors are requested to notify AEA of no bid by email to the buyer. This Request for Proposal is not an order for goods or services nor is it an offer by AEA to purchase the same. It is rather a request for an offer to be made to AEA. The Request for Proposal may be canceled at any time without notice or liability. Your priced quote is a firm offer made to AEA with a validity period of 90 days. You are hereby advised that this Request for Proposal does not commit AEA to pay for any cost associated with the preparation and submission of your response, and that AEA Purchasing Representatives (Superintendent and/or Board of Trustees) are the only individuals authorized to legally commit AEA to the expenditure of funds related to any subsequent award of contract. This solicitation is not an authorization to proceed with work.

## **II. SPECIFICATIONS, TERMS AND CONDITIONS**

### **Cisco VoIP System for our AEACES campus:**

We are looking to replace an aging analog phone system on our AEACES campus with a Cisco VoIP system that is built off of our existing system at our AEACMS campus. Here is a summary of that system:

1. Voice Gateway 1: Cisco 2911 (Primary)
2. Voice Gateway 2: Cisco 2911 (Failover)
3. Cisco Emergency Responder (CER)
4. Cisco Unified Communications Manager (2)
5. Cisco Unity (2)
6. Cisco Prime Collaboration Provisioning
7. 39 endpoints



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The system at the AEACMS campus will serve as the headquarters for what will eventually be three total campuses in the AEA organization, so the phone system should be configured so it can scale to include the third campus by the 2024-2025 school year.

The AEACES campus will need approximately 56 endpoints, with a standard model in classrooms/offices and at least two models appropriate for a front desk/reception work flow.

In addition to installation and configuration, we are looking for on-going support of the system, including:

- Monitoring
- Troubleshooting
- Configuration edits as needed

In addition, by submitting a proposal in response to the RFP, the offeror is certifying that they have:

1. Read the above terms and conditions
2. Notified AEA in writing of all conflicts, errors, ambiguities, omissions or discrepancies in the RFP documents

**Insurance requirements:** Contractor agrees to maintain, in full force and effect during the term hereof, insurance for Workers Compensation with statutory limits and personal injury and property damage with \$1,000,000.00 combined single limit liability. Contractor has the right to be self-insured where and as permitted by State Law. Contractor shall furnish to customer (Owner) a Certificate of Insurance evidencing such coverage and specifying that 30 days prior notice of cancellation shall be sent to Customer. Contractor shall name Albert Einstein Academies and it's managing agent, as Additional Insured Endorsements to Customer. Further all such policies must not contain any exclusion for work performed for at a common interest subdivision. All Contractors employees shall be fidelity bonded.

### III. BIDDING INSTRUCTIONS

1. Your proposal should include a fixed price and be in accordance with the services requested above.
2. Indicate if you have any exceptions to the proposed RFP.



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#### IV. SUBMISSION INSTRUCTIONS

- Your proposal must be submitted by email no later than **June 1, 2022**
- Please send proposals via email to: **bbaquial@aeacs.org**