

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS (RFP) 16140  
COMMUNICATIONS NETWORK EQUIPMENT AND VOIP TELEPHONE SYSTEM  
NORTH CENTRAL WEST VIRGINIA ADVANCED TECHNOLOGY CENTER  
FEBRUARY 1, 2016**

**A. CLARIFICATIONS AND MODIFICATIONS TO THE RFP**

1. This Addendum is posted on the West Virginia Higher Education Policy Commission (HEPC) purchasing webpage at the following URL. The name of the successful vendor(s) will also be posted on the HEPC purchasing webpage and will constitute official notification of the contract award.

<https://wvhepc.org/purchasing/>

2. Sealed Proposals will be received until 3:00 PM, Eastern Time, February 9, 2016 by:

Chief Procurement Officer  
RFP 16140  
West Virginia Community and Technical College System  
1018 Kanawha Boulevard, East, Suite 700  
Charleston, WV 25301

Electronically transmitted (faxed or emailed) proposals will not be considered.

3. If questions were submitted by the deadline, 5:00 PM, Eastern Time, January 28, 2016, but are not answered in this Addendum please contact the Chief Procurement Officer immediately but not later than 5:00 PM, Eastern Time, February 2, 2016: [rich.donovan@wvhepc.edu](mailto:rich.donovan@wvhepc.edu)
4. The pre-proposal meeting held at 1:30 PM, January 27, 2016, was a non-mandatory pre-proposal meeting. The sign-in sheet for this meeting was posted to the purchasing webpage January 29, 2016.
5. Cost proposal forms for base bid and alternates and schedules of values have been provided for the convenience of the Offerors in an Excel format and are posted on the HEPC purchasing webpage at the URL in item 1 above. It is the Offeror's responsibility to ensure the accuracy and completeness of its costs/price proposal and schedule of values.
6. During the pre-proposal conference, a question was asked about the requirement to supply patch cords. Patch cords are required to be installed in this contract. The structured cabling contractor is supplying the data patch cords on the equipment and workstation end as well as the fiber patch cords. Patch cords are also being supplied for the equipment end of the VoIP telephone system. The workstation side patch cords for telephones shall be provided by the VoIP provider.
7. During the pre-proposal conference, a question was asked about what type of wireless network is required. The wireless network shall be 802.11 ac Wave 2.
8. During the pre-proposal conference, a question was asked about the requirement for a network management tool. A network management system shall be provided that allows for managing a multi-vendor environment and shall be configured to manage all equipment being supplied. The system shall be Solarwinds or equivalent.

**B. DRAWING REVISIONS INCLUDED**

None

### C. VENDOR QUESTIONS AND ANSWERS TO QUESTIONS

**Q1.** Can our project manager have 5 years of combined project management experience even if it isn't all within VoIP phone systems?

**Answer:** Yes.

**Q2.** Are we able to provide anything other than an audited financial statement? We do not give these out.

**Answer:** Audited financial statements are requested. Another independently verified report or documentation that supports your statements of financial stability it may be substituted; however, the CTCS will be the determiner if the substituted document meets the requirement.

**Q3.** Will an extension on questions be granted?

**Answer:** No.

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**Answer:** No.

**Q4.** On section 6.03, can you please clarify what headings are expected in the RFP?

**Answer:** Please use the headings in Sections 6.05, 6.06, 6.07, 6.08, 6.09, 6.10 and 6.11.

**Q5.** How many phones are going to be wall mounted?

**Answer:** The wall phone locations are indicated on the T-series drawings at the end of the RFP.

**Q6.** What is the current paging system?

**Answer:** The only paging system requirement is the ability to page through the telephone system handsets. Building overhead paging is not required.

**Q7.** Is there any reason for the varying degrees of manufacturer's partnership certification variance?

Avaya is silver  
Cisco's is Gold  
Extreme Networks is Platinum?

**Answer:** Contractor certifications are listed in order to provide a manufacturer validated, competent level of contractor. Alternate partner levels will be allowed but should be accompanied by a letter from the manufacturer that the vendor is certified by them and recommended for a higher education project.

**Q8.** Is there somewhere to ascertain how many APs are required or is that the responsibility of the seller?

**Answer:** The WAPs are shown on the T-series drawings at the end of the RFP.

**Q9.** It appears as though this RFP is written for a Cisco or similar premise based phone system. Will you and the institution be open to hosted solutions?

**Answer:** A hosted solution is not the approach we want to take for this project.