



**Sterling Community School**  
251 Sterling Road  
Sterling, CT 06377

“Our mission is to foster a safe and  
engaging learning environment”

Telephone: (860) 564-2728  
Fax: (860) 564-1989  
Website: [www.sterlingschool.org](http://www.sterlingschool.org)

Theodore Friend, Superintendent  
Cory Luba, IT Director

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# INVITATION FOR PROPOSALS

## 25-26 Phone System

Sterling Community School invites bids from qualified vendors for the purchase of  
a new phone system.

**Please return proposals to:**

Sterling Community School  
ATTN: Cory Luba  
251 Sterling Road  
Sterling, CT 06377

**By May 1st, 2026**

## **LEGAL NOTICE**

Sterling Community School invites bids for the purchase of a new telephone system to support the needs of the school district. The bidding window opens on **March 31, 2026** and closes on **May 1st, 2026** at **11:00 AM EST**. All bids must be submitted electronically, mailed, and/or hand-delivered before the bid deadline.

A copy of the RFP is available on our website at [www.sterlingpsct.gov/rfp](http://www.sterlingpsct.gov/rfp) or in-person by visiting Sterling Community School, 251 Sterling Road, Sterling, CT 06377. Please consult the school calendar for in-session days. Typical business hours are Monday through Friday from 8:00 AM to 4:00 PM. You may call (860) 564-2728 to confirm whether the building is open.

Sterling Community School retains the right to modify or terminate this Invitation for Proposals, accept any or all portions of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the contract to the lowest proposal that meets the criteria specified in the Invitation for Proposals and serves the best interests of the school.

### **1. Products Requested**

The products listed below are desired by Sterling Community School:

#### **Software**

- 3CX ENT/AI with 24 Simultaneous Calls
- VOIP Tools 3CX 911 Notifier

#### **Handoff Equipment**

- 1x Patton SmartNode 4171
- 1x Patton SmartNode 4141 4 FXO
- 1x Grandstream HT818

#### **Telephones**

- 70x Snom D735
- 16x Snom D785
- 12x Snom D7C
- 2x Yealink CP925

### **2. Information**

Sterling Community School currently operates a legacy Cisco phone system that has become outdated and requires replacement or upgrade. The existing system is overly complex to manage, and relies on service contracts that exceed the annual cost of the phone lines themselves, making long-term maintenance inefficient for in-house IT Staff. Sterling Community School is seeking proposals to replace the current system with a modern VOIP solution such as 3CX or an equivalent platform that is appropriately scaled for a school district of this size (75-100 extensions). The proposed solution should simplify system management and reduce ongoing support costs.

The district currently has a total of 20 external phone numbers on a 24-channel PRI, which will be migrated to SIP once our contract is up for renewal. Of those 20 external lines, four FXS lines are dedicated for Fire,

Security, Elevator, and Faxing. An FXO handoff is also in-use to dial into the paging system on-premises. Any quoted system must have the following available for analog connectivity:

- 1x PRI (T1)
- 8x FXS Ports
- 8x FXO Ports

All PBX systems should be capable of handling analog and digital (SIP) lines, and be sized for 75-100 total extensions on the system. The requested phones for this project are flexible, but must be compatible with the PBX system quoted. The district does not require a system with a failover, but will accept and consider those bids as part of this RFP. If quoting an equivalent product or system, please be sure to match specifications as closely as possible.

### **3. Requirements**

The following are requirements of the RFP:

1. The School District will accept only new originally manufactured contract equipment, materials and/or goods. The District will not accept any equipment, materials or contract goods that have been refurbished, rebuilt, restored, or renovated in any manner.
2. Bids may be broken down to include one or more areas of the scope of work, bids submitted must be inclusive of all items requested for that area, with the exception of 3CX and VOIP Tools (Software). VOIP Tools (911 Notifier) and/or 3CX do not need to be included in quotes.
  - a. **Software**
  - b. **Handoff Equipment**
  - c. **Telephones**
3. The district reserves the right to deny any or all proposals associated with this RFP, even with funding approval.
4. An alternative design proposal may be offered for consideration and must be clearly marked with detailed explanations of how it differs yet still meets the needs and expectations of the School District's Desired Proposal.
5. We reserve the right to enter into discussions and/or negotiations with one or more qualified vendors at the same time. This agreement may be revised, including, but not limited to dates, terms, services, and pricing levels. Any contract revisions or amendments are considered a minor contract modification and permitted under the agreement.
6. Implementation is not included as part of this RFP, and is not needed by the district for this project.

### **4. Questions**

If any questions, comments, or clarification is needed, please contact Cory Luba via e-mail at [cluba@sterlingschool.org](mailto:cluba@sterlingschool.org). All questions, comments, and clarification must be received at least two days prior to the RFP's close date or by **May 29, 2026** at 11:00 AM EST.

### **5. Submission Instructions**

All mailed, shipped, or delivered RFPs must be submitted in a sealed envelope and include the bidder's first and last name, company name, the words **25-26 Phone System**. If mailing or shipping, please send your proposal to

Sterling Community School ATTN: Cory Luba, 251 Sterling Rd, Sterling, CT, 06377. If you will be hand-delivering the proposal, please stop by Sterling Community School located at 251 Sterling Rd, Sterling, CT 06377 during normal business hours and inform the Main Office that this is a submission to the 25-26 Phone System RFP.

Bids may also be sent via e-mail to [rfps@sterlingschool.org](mailto:rfps@sterlingschool.org). Bids received via e-mail will be opened following any mailed, shipped, or hand-delivered proposals. A confirmation email will be sent on or after the closure of the RFP to verify receipt of any proposals. Proposals will not be opened until on or after May 1st, 2026 regardless of submission method. Faxed bids will not be accepted for this RFP.