



Bradford-Tioga Head Start, Inc



5 Riverside Plaza, Blossburg, PA 16912
(570)638-1400 (570)638-1425 Fax
www.bradfordtiogahs.org

September 16, 2024

Dear Vendor:

Bradford-Tioga Head Start, Inc. is accepting proposals from qualified dealers to supply:

New Phone System for Bradford-Tioga Head Start, Inc.

To facilitate this Proposal:

- A Specifications Listing is attached.
- All proposals must be received on the attached Proposal Form.
- Vendor Specification listing must accompany the Proposal Form.
- The Certification Regarding Debarment and Suspension must be signed/returned with Proposal.

Bradford-Tioga Head Start, Inc. is a non-profit organization and is ***tax exempt***. Pricing must include delivery, equipment, set-up, and introductory training.

Proposals may be mailed, emailed, or vendors may schedule time with the Information Systems Coordinator to deliver the written proposal and provide an oral presentation.

If interested in delivering a written proposal and providing an oral presentation or for additional information, contact:

Jill Wood
Information Systems Coordinator
jwood@bradfordtiogahs.org
570-638-1400 ext. 101

Bradford-Tioga Head Start, Inc. reserves the right to reject any and/or all proposals received and to waive any formalities connected with this process. ***Proposals must be received by October 25, 2024. Award notification is expected by November 1, 2024.***

If submitting proposal by email, fax, or mail, please send your proposal to:

Bradford Tioga Head Start, Inc.
Wendy Swingle, Executive Director
FAX #: 570-638-1425
5 Riverside Plaza
Blossburg, PA 16912
wswingle@bradfordtiogahs.org

Sincerely,

Wendy Swingle
Executive Director

Attachments: Proposal Form, Specifications Listing, Cert Regarding Debarment & Suspension



**SPECIFICATIONS LISTING
PHONE SYSTEM**

This proposal is for the provision of a new program-wide phone system covering 8 of the 15 locations served by Bradford-Tioga Head Start, Inc. All locations are currently grouped together for easy 3-digit extension dialing. Each of the eight locations are in commercial buildings and currently have phone lines supported by the local internet service provider. The remaining 7 locations are in school buildings.

Current Specifications:

Phones and Phone Lines Per Location	LOCATIONS	# CORDED PHONES	# CORDLESS PHONES	# PHONE LINES	# FAX LINES
	Athens 1 & 2	10	2	2	1
	Blossburg 1	2	1	1	1
	Canton 1	4	1	2	1
	Elkland 1 & 2	6	2	2	1
	Towanda	4	1	1	1
	Troy 1 & 2	7	2	2	2
	Wellsboro	6	1	2	1
	Main Office	20	2 Polycom	7	2
Functions	<ul style="list-style-type: none"> • Auto Attendant at each location • Location extension dialing • Shared Line appearances on each location's phones • Intercom, Conference calling, Transfer to any extension, DND • Multiple Ring tones • Caller ID • Phone extension specific mailboxes • Phone with access door controls at three locations 				

Proposed Specifications:

Equipment	<ul style="list-style-type: none"> • New Handsets (corded and cordless) • New Phone System equipment per location • Additional cabling • Phone System software and licensing • Additional parts and services as needed
Functions	<ul style="list-style-type: none"> • Auto Attendant at each location that can be managed by BTHS • Location extension dialing • Shared Line appearances on each location's phones • Call forwarding – ability for BTHS to forward a phone to a phone outside of office (example Main office line to a cell phone) • Intercom, Conference calling, Transfer to any extension, DND • Distinctive Ring tones • Caller ID • Music on hold • Individualized mailboxes for all users that can be accessed from any location • 911 Location Identification • Ability for phones to access door controls at three locations
Optional	<ul style="list-style-type: none"> • Potential to integrate with school district phone system • Potential to integrate with Microsoft Teams
Recurring Charges	<ul style="list-style-type: none"> • All recurring monthly charges must be explicitly listed as a separate line item.



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***PROPOSAL FORM
NEW PHONE SYSTEM***

I/We hereby submit the following proposal for the provision of a new phone system for the entire program (inclusive of 15 locations). I/We hereby certify that the prices quoted are for the entire phone system as set forth in the specifications provided by **Bradford-Tioga Head Start, Inc.** and include all costs including equipment, delivery, set-up, training, and support. Proposals are due by October 25, 2024, and the installation process begins as soon as possible in conjunction with Bradford-Tioga Head Start, Inc. Information Technology Department. Bradford-Tioga Head Start, Inc. is a non-profit organization and is *tax exempt*. I/We hereby certify that the proposal is submitted without preconditions; that I/We have not had contact with other providers; that this proposal has been developed exclusive of all other potential and actual suppliers.

Proposals will be evaluated on specifications, pricing, delivery, and past vendor performance.

Please complete the chart below for Color, Cost, Trade Value, and Total Cost

Type of System	Total Cost	Ongoing Costs associated with system, if applicable

Price quote(s) valid until _____ . Estimated time of installment/delivery _____ .

I/We hereby certify that the above proposal is submitted without preconditions.

Name/Address of Company _____

Phone _____ Email _____ Website _____

Salesperson (print name): _____ Signature _____ Date: _____



5 Riverside Plaza
Blossburg, PA 16912

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, "Debarment and Suspension" (Title 2 CFR Parts 180). These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

(1) The prospective participant certifies, by submission of this quote, that neither it nor its principals:

- (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (b) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) of this certification; and
- (d) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

(2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this quote.

Contractor/Vendor _____

Authorized Representative
(Print name) _____

Title _____

Signature _____

Date _____