

**Attachment 2B - Open Market  
Request for Quotations (Products)  
Lowest Price, Technically Acceptable**

RFQ Number: MDPA20081507

Request Date: 7/15/2008

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To: FedBizOpps.gov

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**Special Notes:**

This is a request for **Open Market Pricing**.

All items should be quoted **F.o.b. Destination**

Quotes may be faxed or e-mailed to the below listed address by **August 15, 2008 by 5:00PM**. However, handcarried quotes are to be delivered by the same time at the Federal Building & U.S. Courthouse to Fred Skaluba, Director of IT.

**Submit a quotation by using the attached quote sheet.**

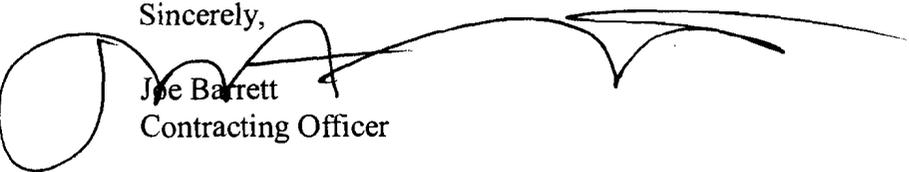
**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

**Quotes and questions concerning this RFQ should be addressed to:**

ATTN: Fred Skaluba or Denise Kester  
William J. Nealon Federal Building & U.S. Courthouse  
235 North Washington Ave.  
First Floor, Clerk's Office room 101  
Scranton, PA 18503  
Purchasing Office's routing symbol  
570-207-5622, 570-207-5629 (FAX)  
Fred\_Skaluba@pamd.uscourts.gov or Denise\_Kester@pamd.uscourts.gov

The **Delivery Address** for this purchase will be the address listed above

Sincerely,



Joe Barrett  
Contracting Officer

Quote Sheet for RFQ Number: MDPA20081507

<u>Item No.</u>	<u>Short Description</u>	<u>Detailed Product Specification or Product Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	Upgrade of Nortel Option 11 Phone Switch and Meridian Mail to Call Pilot and install Telephony 3.0 manager software. Provide training.	Upgrade of existing Meridian Option 11 telephone switch from software release 25.40B to the latest software release 5 and upgrade existing Meridian Mail to the latest version of call pilot. Program the existing BRI card to add another 384K ISDN port. Install Telephony 3.0 manager software on a court supplied PC and provide training for Call Pilot and Telephony 3.0.	1	Each		
2						
3						
4						
5						
					Total	

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Quantity Discount or Trade -in amount

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
Delivery Date

\_\_\_\_\_  
Data Universal Numbering System (DUNS) Number

**PURCHASE ORDER TERMS AND CONDITIONS**  
**Provisions and Clauses**

**I. REQUIRED PROVISIONS AND CLAUSES FOR ALL OPEN MARKET SMALL PURCHASES**

**1) JP3 Provision B-1, Solicitation Provisions Incorporated by Reference (AUG 2004)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

**2) JP3 Clause B-5 Clauses Incorporated by Reference (OCT 2006)**

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement/clauses.htm>

**3) The following clause is included by reference:**

**JP3 Clause 3-3, Provision, Clauses, Terms and Conditions - Small Purchases (OCT 2006)**

*(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the JP3 Clause 3-3. CO Note: Before including additional provisions or clauses refer to the JP3 Appendix B matrix to determine, if the provision or clause can be included by reference or must be included in full text. If provisions are included by reference, then B-1 also must be included)*

## Statement of Work

July 15, 2008

**Re: Upgrade of existing Nortel Meridian Option 11 switch from software release 25.40B, to latest software release 5, and upgrade existing Meridian Mail to Call Pilot and install Telephony 3.0 management software for the United States District Court, Middle District of Pennsylvania, Scranton, PA**

The United States District Court for the Middle District of Pennsylvania invites your company to submit an open market proposal to upgrade the existing Nortel Meridian Option 11 phone switch located at 235 North Washington Ave., Scranton, PA. The upgrade will include all parts, labor, travel costs, and any other costs associated with the upgrade. Any work involving downtime of the telephone switch will be performed during non-business hours.

Included in the upgrade will be programming for an additional 384K ISDN port. Programming is needed to activate the 4 remaining ports on an existing BRI card.

The upgrade will also include installation of the Telephony Manager 3.0 software for telephone switch programming. Training will be provided for the software by the vendor.

As an aid in building your proposal, a detailed OPI report generated from the OrderPro software run against the Option 11 phone switch will be provided on request. Remote access to the phone switch will not be allowed for security reasons.

After the upgrade has been fully completed and tested, training will be provided on the new CallPilot voicemail system. The upgrade will be warranted for a full year starting on the day after the training occurs.

The successful vendor will be responsible for supplying all items needed for the upgrade including delivery and installation within 45 days of the award.

Bids are to be submitted to Fred Skaluba or Denise Kester, U.S. District Court, Middle District of Pennsylvania for review by a Contracting Officer. Please fax your proposal to 570-207-5629. You may also e-mail your proposal to Fred\_Skaluba@pamd.uscourts.gov or Denise\_Kester@pamd.uscourts.gov.

If at any time, clarification is needed as to the scope of the work, design, intent, etc, please do not hesitate to contact our office at 570-207-5620. A clarification notice will be sent to all bidders for any questionable items that may arise.