



LEBANON SCHOOL DISTRICT

ESTABLISHED 1870

March 20, 2024

Nathan Weaver
Lebanon R-III School District
777 Brice Street, Lebanon, MO 65536

OVERVIEW:

The Lebanon R-III School District is seeking bids for migrating our current on-prem Cisco Call Manager to the Cisco Webex Calling platform.

BIDDING INSTRUCTIONS:

Bids are to be submitted by 12:00 p.m. Wednesday, April 3, 2024, in a sealed envelope (late or electronic submissions may be rejected) marked and addressed to:

Nathan Weaver
Phone System Bid
777 Brice St.
Lebanon, MO 65536

GENERAL TERMS AND CONDITIONS:

Selection is, at a minimum, contingent upon a complete and satisfactory proposal. The District may choose to proceed with all or part of the projects, at the District's discretion. The District will make an award to a qualified and successful vendor as determined based on demonstrated ability to best achieve District goals, as determined under the sole discretion of the Superintendent and Board of Education. The Lebanon R-III School District reserves the right to reject any and all bids and/or waive any informalities or irregularities. For more information on the bidding process vendors may reference board policy DJF-1 [located here](#).

BID OPENING:

Bids will be opened Wednesday, April 3, 2024, at 2:30 p.m. in the Technology Office.

SPECIFICATIONS:

We are looking at migrating our current on-prem Cisco Call Manager (System version: 12.5.1.12900-115) to the Cisco Webex Calling platform.

Vendor will provide all necessary hardware, software and licenses needed to complete this project. Webex Calling licensing count of 425. Scope of work is listed below.

Scope Of Project

- Discovery
 - Review the existing Cisco CUCM environment and assess migration options
 - Complete the network discovery and site readiness assessment
 - Complete an inventory of users, extensions, and features
 - Document call flows and user workflows
 - Deliver a detailed deployment design and schedule based on discoveries
 - Run Site Readiness Script at all locations for QA validation
 - Create porting orders for existing telephone number to the Webex Calling Platform
- Firmware Migration of existing and compatible IP Phones
 - Existing compatible Cisco 8800 series IP Phones
 - Existing compatible Cisco 7800 series IP Phones
- Webex Calling Deployment
 - Prior to onsite installation
 - Provision Webex Calling Admin Hub Site for Calling
 - Verify Active Directory and Calendaring integration
 - Import End Users
 - Configure licensing for Calling
 - Configure Site Features per Location
 - Phone Numbers and Redsky E911 locations
 - Site calling policies
 - Configure User Features
 - Configure voicemail to email
 - Configure Automated Attendants
 - Configure Call Queues and/or Hunt Groups
 - Pre-Cutover Testing
 - Provision Direct-Inward-Dial (DID) phone numbers
 - Test all Automated Attendant Menus

- Test Call Flows
- Test Workflows

- System Cutover
 - Migrate/Port phone numbers to the Webex Calling Platform
 - Migrate Fax numbers to OneStream eFax service
 - Complete the inbound and outbound test plan
 - Validate E911 locations and messaging
- Training and Documentation
 - Provide end-user quick reference guides for meetings and calling
 - Provide (2) 1-hour end-user training sessions (virtual or classroom)
 - Provide (1) 2-hour system administration training session
 - Document all system components and call flows

CONTACT:

For further technical information, or bid questions, contact Nathan Weaver, User Support Specialist, at techbids@lebanon.k12.mo.us.

SELECTION:

DEVICE SCORING GUIDE

Type of Device	Possible Points	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Price of Equipment/Services	30					
Service History	20					
Expertise of Company	25					
Understanding of Needs/ Completeness of Bid	25					
POINTS	100					