

Merrillville Community School Corporation

6701 Delaware Street, Merrillville, IN 46410-3586

(219) 650-5300 FAX (219) 650-5320

Bid# 572

NOTICE TO BIDDERS

The Board of School Trustees of the Merrillville Community School Corporation, with its office located at 6701 Delaware Street, Merrillville, Indiana, will receive sealed bids on or before 9:30 AM (local time) on November 21st, 2025, at which time they will be opened for the following:

Phone System Upgrade

Bids received after the above time and date will be returned unopened.

Specifications are on file at the Merrillville Community School Corporation, 6701 Delaware Street, Merrillville, Indiana, and may be picked up from 8:00 A.M. to 4:00 P.M., Monday through Friday.

Specifications can also be accessed on the website: www.mvsc.k12.in.us/bid

Bids must be submitted in a sealed envelope with a return address clearly indicated on the outside. A certified check or bid bond must be filed with each bid in the amount of at least five percent (5%) of the total bid amount. A non-collusion affidavit must be executed.

The Board reserves the right to accept or reject all or any part of any bid or bids presented, to reject all bids, or to waive all informalities or irregularities in the bidding process.

Dated this 27th day of October, 2025.

BOARD OF SCHOOL TRUSTEES MERRILLVILLE COMMUNITY SCHOOL CORPORATION

Alex Dunlap III, President

DeLena Thomas, Secretary

October 27th, 2025

Dear Vendor:

The enclosed packet of information includes an invitation to bid for the upgrade of the phone system. This Invitation to Bid should provide you with the necessary information regarding the terms and conditions upon our receipt and award of the bid.

Additionally, we have included a Bid Cover Sheet, a Non-Collusion Affidavit, Instructions, and specifications for Bidders. Questions regarding the specifications should be directed to:

Steven J. Kerr, Director of Technology

Email: sjkerr@mvsc.k12.in.us

Ph: 219.650.5355

The bid opening is scheduled for November 21st, at 9:30 AM local time. We look forward to receiving your bid.

Sincerely

Steven J. Kerr

Director of Technology

Merrillville Community School Corporation

Bid Cover Sheet

Owner:	Merrillville Community School Corporation
Project:	Phone System Upgrade 2025
Name of Bidder:	
Agent of Bidder (if applicable)	
Address:	
City/State:	
Telephone:	
Fax:	
Email:	
Total Cost of all Items Bid:	
Anticipated Start Date(s):	

The attached bid(s) conform(s) to the conditions as specified in the Invitation to Bid, the Instruction to Bidders, and the specifications furnished except where noted in the bid documents.

Signature of Bidder

Printed Name/Title

Date

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder (Firm)_____

Signature of Bidder or Agent_____

Subscribed and sworn to before me this____ day of_____ 20____ .

My Commission Expires:_____

Notary Public Signature:_____

County and State of Residence:_____

Instructions and Specifications for Phone System Upgrade

Bid # 572

Due: November 21, 2025

1. Scope

It shall be the intent of this specification to provide the Merrillville Community School Corporation a comprehensive migration and upgrade of the existing Cisco Unified Communications (UC) environment from version 11.5 to the latest supported major version, Cisco Unified Communications Manager (CUCM) 15.x, along with all associated services (IM&P, Unity Connection, etc., if applicable).

Due to the significant platform shift in CUCM 15.x, a direct in-place upgrade is not supported. The successful bidder must develop a migration strategy, preferably utilizing Cisco Prime Collaboration Deployment (PCD) or the Data Export/Import method, which may involve the deployment of new virtual machines (VMs).

2. Bid Form

The Non-Collusion Affidavit and Bid Form 96 shall be properly completed, signed, and notarized.

3. Bid Deposit

A Certified Check or Bid Bond in the amount of 5% of the Base Bid shall accompany each proposal. The Bonding Company, on issuing a Bid Bond, thereby obligated themselves to furnish a Performance, Labor and Material Bond in the full amount to the contract should the subject bidder be the low bidder.

4. Submission of Bids

Bids shall be submitted in sealed envelopes addressed to the Merrillville Community School Corporation and shall be clearly marked "Phone System Upgrade 2025". Bids will be received until 9:30 A.M. on November 21, 2025, at 6701 Delaware Street, Merrillville, Indiana 46410, at which time and place all bids will be opened and read aloud. Bids received subsequent to the date and time stated will be returned to the bidder unopened. No bid may be withdrawn for a period of thirty (30) days after the opening of the bids.

5. Board's Right Reserved

The Board of School Trustees of the Merrillville Community School Corporation reserves the right to reject any or all bids and to waive any informality in the bidding. This includes the right to extend the date and time for receipt of the bids.

6. Award of Contract - Rejection of Bids

The contract will be awarded to the lowest responsible bidder or bidders on an item-by-item basis, provided they comply with the conditions of these specifications and the bid is reasonable, and it is in the best interest of the owner to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The owner also reserves the right to reject the bid of any bidder who had previously failed to perform correctly, or complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded their obligation to subcontractors, material men, or employees. In determining the lowest responsible bidder, the following elements, in addition to those previously mentioned, will be considered:

1. Maintains a permanent place of business;
2. Has a suitable financial status to meet the obligations incident to the work;
3. Has appropriate technical expertise.
 - Cisco Gold or Premier Partner status with a Collaboration specialization.
 - Proof of successful completion of at least three (3) CUCM migrations from 11.x/12.x to 14.x or 15.x in a VMware environment within the last 24 months.
 - Engineers assigned must possess a valid Cisco CCNP Collaboration or equivalent certification.

7. Detailed Specifications

- Brand names and Model Numbers are provided for comparison purposes only and are not intended to limit competition. However, other products must meet and/or exceed the specifications of the ones listed.
- Bid prices must include all delivery charges. Warranty information is to be provided for review. All warranties described in product literature are to be in effect. Warranty information should consist of all details of the warranty procedure for any warranty claims.

- The vendor must execute a full migration project, including but not limited to the following phases:

7.1 Discovery and Planning Phase

- **Readiness Assessment:** Conduct a comprehensive audit of the existing CUCM 11.5 cluster, virtual environment (VMware/Dell/Pure Storage), and dependent applications (e.g., CUBE, Contact Center, LDAP integration, SIP trunks) to ensure compatibility with CUCM 15.x.
- To qualify for submission, vendors should schedule a review of the current system with the MCSC Technology Staff. The vendor must submit all questions arising from the specification during this meeting. Any and all questions from this meeting will be posted for all to view.
- **Licensing Verification:** Verify current Cisco Smart Licensing status and confirm the process for migrating and applying licenses to the new CUCM 15.x cluster.
- **Migration Strategy:** Document the chosen migration method (PCD or Data Export/Import) and a detailed rollback plan.

7.2 Implementation and Migration Phase

- **New VM Deployment:** Deploy all new CUCM 15.x, IM&P, and CUC virtual machines according to the validated Cisco Collaboration Virtualization OVA templates for the specified size/scale, ensuring the Dell/VMware hosts meet all vCPU, vRAM, and disk requirements.
- **Storage Configuration:** Ensure new VMs are configured and perform optimally on the Pure Storage datastores, verifying all I/O performance (IOPS) standards defined by Cisco for the CUCM 15.x cluster size are met.
- **Voice Gateway Replacement and Configuration:** Supply and deploy the specified quantity of new Cisco VG400 Analog Gateways (or equivalent Cisco-approved current replacement) to replace the existing analog voice infrastructure. The corporation will work collaboratively with the vendor to physically rack the new VG400 equipment. Configure these new gateways for full operation within the CUCM 15.x environment.
- **Configuration Migration:** Migrate all existing configurations (users, devices, route groups, gateways, dial plans, CUC Call Handlers,

CTI/SIP/SCCP settings) from the CUCM 11.5 environment to the new CUCM 15.x cluster.

- Unified Messaging with Google Workspace Configuration: Configure Cisco Unity Connection (CUC) for Unified Messaging integration with Google Mail (Google Workspace) using OAuth 2.0 authentication. This includes creating the necessary application/service accounts in Google Workspace (in collaboration with the client's Google admin team) and fully testing the single-inbox voicemail delivery and synchronization.
- XMedius Fax Server Integration Verification: Verify and re-establish the existing integration between the new CUCM 15.x cluster and the in-place XMedius Fax Server software, ensuring call routing (SIP/T.38) and fax delivery/receipt functionality are fully operational and tested post-migration.
- Endpoint Cutover: Execute the cutover of all registered endpoints and dependent systems (e.g., Voicemail, Contact Center) to the new CUCM 15.x cluster during an agreed-upon maintenance window, minimizing disruption.
- New Features Activation: Implement and configure new mandatory features, such as 64-bit OS platform settings and any necessary certificate changes (including SHA-256), and confirm support for modern Webex integration features.

7.3 Optional Scope (To be Priced Separately)

The vendor must provide separate, clearly itemized pricing for the following two optional services in addition to the mandatory migration SOW.

- Endpoint Refresh Proposal: Provide a dedicated proposal for the planned refresh of all legacy Cisco 7931 endpoints, replacing them with a modern, Cisco-approved equivalent IP Conference Phone model. The proposal will include the cost for these devices, MCSC will distribute and install.

Qty	Model
8	Cisco 7821 Phone
2	Cisco 7841 Phone

52	Cisco 7861 Phone
16	Cisco 9861 Phone
16	Cisco 9800 Key Expansion Module

- InformaCast Fusion Implementation: Provide a dedicated proposal to Design, install, configure, and integrate Singlewire InformaCast Fusion with the new CUCM 15.x cluster, ensuring full compatibility and testing of mass notification capabilities, including connectivity to building PA System, Mobile Devices, Cisco Phones, and desktop alerting.

7.4 Post-Migration and Documentation Phase

- Post-Migration Testing: Complete a full battery of post-migration testing, including registration, call flow, emergency calling (911/E911), voice quality, and replication status checks.
- Cluster Decommissioning: Securely decommission the old CUCM 11.5 cluster after a validation period has been completed.
- Documentation and Knowledge Transfer: Provide comprehensive, updated "As-Built" documentation and conduct a knowledge transfer session with the client's UC team.
- The vendor must provide one (1) year of comprehensive technical support, commencing from the cutover date. This support covers the resolution of any defects, performance issues, or functional failures directly attributable to the migration and upgrade project, as well as answering technical or operational questions related to the migrated CUCM 15.x environment.

7.5 Deliverables

The following deliverables must be provided upon project completion:

- Detailed Project Plan and Rollback Strategy (Pre-implementation).
- Post-Migration Test Plan and Sign-off documentation.
- Updated "As-Built" Network Diagram and Configuration Documentation.
- Confirmation of CUCM 15.x Smart Licensing compliance.
- Evidence of successful VMware ESXi/Dell Host firmware upgrade (if applicable).
- InformaCast Fusion Configuration and Testing Report.
- VG400 Gateway Configuration and Deployment Report.

- Knowledge Transfer sign-off sheet.

7.6 Items for BOM

This is a partial list of items needed for the BOM. The vendor is responsible for completing the remaining items related to the migration process.

QTY	Description
12	VG400-4FXS/4FXO
12	8X5XNBD Support for VG400
1	VG410-24FXS
1	8X5XNBD Support for VG410
1	Cisco Catalyst 8200L with 1-NIM Slot and 4x1G WAN Ports
1	2 Port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module
1	64 Channel DSP Module
1	Cisco DNA Advantage On-Prem Lic 3YR - up to 25M
	Solution Support for SW - DNA Advantage On-Prem
1	24x7x4 Support for Cat 8200
800	EntW On-Premise Calling
10	On-Premise Unity Connection Add-on

8. Bid Response Structure

The bidder's response must be structured as follows:

- Mandatory Inclusions and Pricing
 - Bill of Materials (BOM): A detailed, line-item Bill of Materials for all proposed hardware, software, and services (including the replacement 7931 phones and VG400 units) must be generated and submitted as a distinct attachment to the bid response.
 - Detailed Scope of Work (SOW): The bid must include a comprehensive and detailed Scope of Work narrative that describes the vendor's methodology, timeline, and resource allocation for executing both the mandatory and any optional components included.
 - Comprehensive Pricing: The submitted pricing must include all findings, clarifications, and requirements identified or discussed during the review meeting. No additional costs related to items clarified or specified during the meeting will be accepted after the bid submission.
 - Licensing Options (Mandatory): The proposal must include separate, detailed pricing options for both three (3) year and five (5) year terms for the required Cisco Unified Communications Manager Flex Licensing.

Bid Sheet

Merrillville Community School Corporation
6701 Delaware Street
Merrillville, Indiana 46410
Student Chromebooks

Bid# 572

Due: November 21, 2025

Bid Item #1 Phone System Upgrade and Migration

Bid Price \$_____

Bid Item #2 Optional Cisco Phone Endpoing Refresh

Bid Price \$_____

Bid Item #3 Optional Informacast Fusion

Bid Price \$_____

Total for items bid

Bid Price \$_____