

The house of the Good Shepherd is happy to announce a Request for Proposal to install Teams phones on our 1550 Champlain Avenue Campus in Utica NY.

HGS has been providing care for foster children in the Central New York region for over 150 years. We have a residential campus in Utica NY that consists of a School and 5 residential buildings where our foster children live.

installation to submit bids to install a Teams phone system on the campus. There are a total of 159 lines that need to be brought onto the Teams telephone system. 96 lines are already VOIP enabled and will not need any cabling. However 60 lines will need cable run from the switch to the telephone location.

The actual phones need to be equivalent to the Yealink MP50 or better. Refurbished devices are acceptable, however should have a usable life (hardware and software) for at least 5 years.

accomplished while children are in residence and residential installation can take place while the children are in school. Some of our children have behavioral and psychiatric disorders and in this context keeping all materials, equipment and tools secure at all times is required.

Pricing should be clear and include detailed line items for equipment, software and labor.

Evaluation Criteria:

Price

Fit between RFP and Bid

Prior Experience with Vendor (referrals)

Reliability - reputation

159

96

60

Does this line need a hard phone at the location or can the person use their computer as a soft phone option

Extension	Phone Type	VOIP	POTS	Does this line need a hard phone at the location or can the person use their computer as a soft phone option
2112	500 RES NDID NV			1 Phone on Desk
2115	1408 NDIDVM PG1		1	Soft Phone Only
2117	1408 NDID VM		1	Phone on Desk
2124	500 NDID NVM			1
2126	500 NDID NVM			1 Phone on Desk
2127	1408 NDIDVM PG2		1	Phone on Desk
2128	1408 NDID VM		1	Phone on Desk
2129	1408 NDID VM		1	Phone on Desk
2131	1408 NDIDVM PG1		1	Phone on Desk
2134	500 NDID NVM			1
2135	1403 NDID NVM		1	Phone on Desk
2136	1403 NDID NVM		1	Phone on Desk
2137	1403 NDID NVM		1	Phone on Desk
2138	1403 NDID VM		1	Phone on Desk
2139	1408 NDIDVM PG1		1	Phone on Desk
2141	500 NDID VM			1 Phone on Desk
2142	1403 NDID VM		1	Phone on Desk
2146	500 NDID VM			1 Phone on Desk
2148	500 NDID VM			1 Phone on Desk
2149	500 NDID VM			1 Phone on Desk
2152	500 NDID VM			1 Phone on Desk
2158	1403 NDID VM		1	Phone on Desk
2163	500 NDID VM			1 Phone on Desk
2166	500 NDID VM			1 Phone on Desk
2167	500 NDID VM			1 Phone on Desk
2168	500 NDID VM			1 Phone on Desk
2169	500 NDID VM			1 Phone on Desk
2171	500 NDID VM			1 Phone on Desk
2172	500 NDID VM			1 Phone on Desk
2178	500 NDID VM			1 Phone on Desk
2182	500 NDID VM			1 Phone on Desk
2183	500 NDID VM			1 Phone on Desk
2184	500 NDID VM			1 Phone on Desk
2185	500 NDID VM			1 Phone on Desk
2186	500 NDID VM			1 Phone on Desk
2187	500 NDID VM			1 Phone on Desk
2189	500 NDID VM			1 Phone on Desk
2193	500 NDID VM			1 Phone on Desk
2194	500 NDID VM			1 Phone on Desk
2195	500 NDID VM			1 Phone on Desk
2196	500 NDID VM			1 Phone on Desk

2199	1408	NDID	VM	1		Phone on Desk
2200	1416	NDID	VM	1		Phone on Desk
2202	1408	NDID	VM	1		Phone on Desk
2206	1408	NDID	VM	1		Phone on Desk
2208	500	NDID	VM		1	Phone on Desk
2209	1408	NDID	VM	1		Phone on Desk
2210	500	NDID	NVM			Phone on Desk
2211	1408	NDID	VM	1		Phone on Desk
2215	1408	NDID	VM	1		Phone on Desk
2217	500	NDID	NVM		1	Phone on Desk
2218	500	NDID	NVM		1	Phone on Desk
2219	500	NDID	NVM		1	Phone on Desk
2264	1403	NDID	NVM	1		Phone on Desk
2266	1408	NDID	VM	1		Phone on Desk
2270	1408	NDID	VM	1		Phone on Desk
2271	500	NDID	VM		1	Phone on Desk
2272	1403	NDID	VM	1		
2273	1403	NDID	NVM	1		Phone on Desk
2274	500	NDID	VM		1	Phone on Desk
2275	500	NDID	NVM		1	Phone on Desk
2277	500	NDID	VM		1	Phone on Desk
2278	500	NDID	VM		1	Phone on Desk
2279	500	NDID	NVM		1	Phone on Desk
2280	1403	NDID	NVM	1		Phone on Desk
2281	1408	NDID	VM	1		Phone on Desk
2283	500	NDID	NVM		1	Phone on Desk
2285	500	NDID	NVM		1	Phone on Desk
2325	1408	NDID	NVM	1		Phone on Desk
2329	1408	NDID	NVMPG5	1		Phone on Desk
2393	1403	NDID	VM	1		Phone on Desk
2420	1408	NDID	VM	1		
2716	500	NDID	NVM		1	
2721	1408	NDID	VM	1		Phone on Desk
2742	500	NDID	NVM		1	Phone on Desk
2746	9621G	NDID	VM	1		Phone on Desk
7601	1408	DID	VM	1		Phone on Desk
7602	1408	DID	VM	1		Phone on Desk
7603	500	DID	VM		1	Phone on Desk
7604	1408	DID	VM	1		Phone on Desk
7608	1408	DID	VM	1		Phone on Desk
7609	500	DID	NVM		1	
7610	500	DID	NVM		1	
7611	1408	DID	VM	1		Phone on Desk
7612	1408	DID	VM	1		Phone on Desk
7613	1408	DID	VM	1		Phone on Desk
7614	1408	DID	VM	1		Phone on Desk
7615	500	RES	DID	VM	1	Soft Phone Only

7619	500	DID	NVM		1	Phone on Desk
7621	1408	DID	VM	1		Phone on Desk
7622	1408	DID	VM	1		Phone on Desk
7624	1408	DID	VM	1		Phone on Desk
7626	1408	DID	VM	1		Phone on Desk
7627	1408	DID	VM	1		Phone on Desk
7628	1408	DID	VM	1		Soft Phone Only
7629	1408	DID	VM	1		Phone on Desk
7630	1408	DID	VM	1		Phone on Desk
7631	1408	DID	VM	1		Phone on Desk
7633	1408	DID	VM	1		Phone on Desk
7634	1408	DID	VM	1		Phone on Desk
7635	1408	DID	VM	1		Phone on Desk
7636	500	DID	VM		1	Phone on Desk
7637	500	DID	VM		1	Phone on Desk
7638	500	DID	VM		1	Phone on Desk
7639	500	DID	NVM		1	Phone on Desk
7641	1408	DID	VM	1		Phone on Desk
7643	1408	DID	VM	1		Soft Phone Only
7644	1408	DID	VM	1		Phone on Desk
7645	1403	DID	VM	1		Phone on Desk
7646	1403	DID	VM	1		
7647	1408	DID	VM	1		
7648	1403	DID	VM	1		
7649	1408	DID	VM	1		
7652	1408	DID	VM	1		Phone on Desk
7653	1408	DID	VM	1		Phone on Desk
7654	500	DID	NVM		1	
7655	1408	DID	VM	1		Phone on Desk
7656	1408	DIDVM	PG 5	1		Phone on Desk
7657	1408	DIDVM	PG 5	1		Phone on Desk
7658	1408	DIDVM	PG 5	1		Phone on Desk
7661	1408	DID	VM	1		Phone on Desk
7662	1408	DID	VM	1		Phone on Desk
7663	1408	DID	VM	1		Phone on Desk
7664	1408	DID	VM	1		Phone on Desk
7665	1408	DID	VM	1		Phone on Desk
7666	1408	DID	VM	1		
7667	1408	DID	VM	1		Phone on Desk
7669	500	DID	VM		1	
7671	1408	DID	VM	1		Phone on Desk
7673	1408	DID	VM	1		Phone on Desk
7674	1408	DID	VM	1		Phone on Desk
7675	1408	DID	VM	1		Phone on Desk
7677	500	DID	VM		1	
7678	500	DID	VM		1	
7681	1408	DID	VM	1		Phone on Desk

7683	1408 DID VM	1		Phone on Desk
7684	1408 DID VM	1		Phone on Desk
7686	1408 DID VM	1		Phone on Desk
7688	1408 DID VM	1		Phone on Desk
7690	1408 DID VM	1		Phone on Desk
7691	500 DID NVM		1	
7692	1408 DID VM	1		Phone on Desk
7693	1408 DID VM	1		Phone on Desk
7695	500 DID NVM		1	
7696	1416 DID VM	1		
7902	500 DID NVM		1	
7907	500 DID NVM		1	
7909	500 DID NVM		1	
7942	9621G DID VM	1		Phone on Desk
7943	9621G DID VM	1		Phone on Desk
7944	1408 DID VM	1		Phone on Desk
7945	1408 DID VM	1		Phone on Desk
7961	9621G DID VM	1		Phone on Desk
7962	9621G DID VM	1		Phone on Desk
7963	1408 DIDVM PG 5	1		Phone on Desk
7964	1408 DID VM	1		Phone on Desk
7965	1408 DID VM	1	0	Phone on Desk
7606				Phone on Desk
7680				Phone on Desk

HGS notes

There is not another phone near by incase someone has an issue with the alarm system

Wall phone

Ring for ext 7659/ Wall phone by overhead door

Ring for ext 7659/ Desk phone in shop

Ring for ext 7659/ Wall phone in kitchen

Vacant but room/phone needed

Psych testing room

Wall phone

Wall phone

Wall phone

Wall phone

Wall phone - Reassign to Utica Schools

Wall phone

Vacant position - wall phone

Wall phone - Reassign to Utica Schools

Teacher TBD - Wall phone

Reassign to Emily Oliver

Wall phone

Wall phone

Wall phone - RTA Classroom

Wall phone

Wall phone - renamed Library Media Center

Zieno (2196) will move to this location -Extension 2193 is not needed

Wall phone

Wall phone

Wall phone - extension moving to Room 151; Wall phone needed here

Wall phone

Wall phone

RTF Rec office now

RTF Room 129b - Program Supervisor

*now Sapphire wing; ext 7668 lives here now rm 146b; do not need 2217; already have a phone

* now emerald wing is middle wing; want a phone in rm 158; we would like to use

now Ruby; want a phone in 170

Wall phone

Wall Phone - Teacher TBD

Nursing exam room? or former office?

Wall phone

Wall phone - reassign to Megan Durgan

Wall phone - Kitchen

Wall phone

Wall phone

Wall phone

Wall phone

Wall phone

Wall phone - Reassign to Sanctuary Cafe

Wall phone

Wall phone - Reassign to Sanctuary Cafe

Vacant position - will be filled

Cordless phone

This extension should now go to Kathy's Perkins current office for the new VP who will be in that location

Extension should be moved to CEO conference room-Kathy's office will now be in that location

Fax line

Fax line

RTF Conference Room

No phone is needed - school call in line

Needed for meetings

Wall phone

Wall phone

Wall phone

Wall phone

Assigned to Melissa Pavlicek

Should be assigned to Tori Zurn

should be listed as c cottage shift sup office not Emily Oliver

Fax line

7658 and 7818 connect to NSD program phone (cellphone)

Wall phone

Will need this line for new Principal

Nursing office fax
Behavior Support @ RTF
RTF Transition Coordinator

Fax line
Fax line
Fax line

Not on this list but is on our campus phone list

Staff Kitcehn 1st FI School

Purchasing >> Shelley LoGalbo

listed as Maintence fax

Schafer Conference Room

used by staff to call in via VM >> then Sarah checks that VM when she comes in

scott conf phone

melissa pavlicek

Currently at Foster Care

Nurses

Ashani Crouse