March 5, 2015

NOTICE TO ALL BIDDERS

ADDENDUM NO. 1 for Request for Proposal: B0003384 - ShoreTel Support, Maintenance & Repair

This addendum is to provide all potential respondents the questions raised and the College’s response to each question.

Question 1: Each location has listed mailbox licenses, I would assume this would be in addition to extension and mailbox licenses or extension only licenses associated with the phones. For example the Cosand location lists 270 IP phones and 55 phones or Bells, does this mean there are 270 extension and mailbox licenses and 55 extension only licenses on top of the 355 mailbox only licenses? If you have a moment and could let me know the configuration of licenses, that would be appreciated as well.

The list for each site was to show the number of phones and mailboxes for each site so the bidder could get an idea of what we had at each site. The College is licensed for a total of 3,495 extensions of which 3180 are in use. The College is licensed for a total of 2500 mailboxes, with 2131 currently in use. Each campus phone or mailbox uses licenses assigned to the College, not each site. We don’t believe the system will show the number of combined extensions and mailboxes.

Except as amended in Addendum No. 1, all components of the Request for Proposal remain unchanged.

Please include a signed copy of this addendum with your bid submission.

Sincerely,

[Signature]

Cynthia Green
Assistant Controller

_________________________     _______________________
Signature                              Company

_________________________     _______________________
Telephone Number                      Fax Number