CONTRACT USER GUIDE

How to Use the Statewide Contract for Converged Voice and Data Communications Systems, Services and Equipment

Contract #: ITT50	**Contract Duration:** 8/16/2013 to 8/31/2018
MMARS #: ITT50*	**Options to renew:** Two annual, through 8/31/2020
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This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)	

Contract Summary

This statewide contract is for the acquisition of enterprise communication (telephony and data, including VoIP) systems, services, equipment, associated peripherals and accessories. Services include network assessment, design, engineering, integration, management, maintenance and consulting for telephony systems and their associated data networks. Buyers whose projects do not involve voice traffic should consider utilizing the Statewide Contract for Information Technology Hardware, Project Management, Integration, and Maintenance – ITC47.

Hosted network services available from this statewide contract must be hosted on the premises of the Buyer. Buyers seeking network services hosted from the vendor's network should utilize the statewide contract for Network Services, ITT46.

This statewide contract supports the consolidation of the Commonwealth's telecommunications networks and infrastructure into MassVoice, the enhancement of the Network Services model of the Commonwealth as directed by Executive Order 549 and as expressed in the Strategic Plan of the MassIT – Massachusetts Office of Information Technology. Details of the MassVoice offering can be found in the UC MassVoice Product Definition. For more information on the MassVoice offering, or to schedule a meeting on how to move forward with the MassVoice offering, contact your SAM (Service Account Manager) or email to ITD-DL-SAM@MassMail.State.MA.US.
Contractors are prohibited from selling Converged Voice and Data Communication Systems, Services, and Equipment to agencies and departments of the Executive branch without the prior written approval of the Commonwealth CIO or designee.

Executive branch agencies and departments must obtain the prior written approval of the Commonwealth CIO or designee before procuring Converged Voice and Data Communication Systems and Services that may be available via the MassVoice infrastructure.

Note relative to E-rate

The Commonwealth has filed FCC Form 470 #949890001132736 on behalf of schools and public libraries of the Commonwealth that intend to seek E-Rate reimbursements for eligible goods and services purchased under this statewide contract. The Funding Year for this Form 470 is 2013 (07/01/2013 – 06/30/2014), however the Form 470 remains valid for the term of the ITT50 statewide contract. Please see the document "Erate Form 470 and SPIN numbers" for a copy of the Form 470 and a list of ITT50 vendors that have SPIN numbers.

Note regarding construction

This contract may not be used for projects valued at $10,000 or more for construction, maintenance, or repairs, for vertical structures subject to MGL c. 149 § 44A; nor for projects valued at greater than $10,000 for construction, maintenance, or repairs for public works subject to MGL c. 30, 39m.

For the purposes of this statewide contract, prohibited construction activity includes the deployment of conduit within building walls during new building construction or renovation; deployment of conduit between building locations; coring of existing floors or load bearing walls; deployment of telephone poles; deployment of conduit or sleeves between building floors; drilling of riser openings or conduit between floors; or any work that affects the structural integrity of the building. These services must be contracted individually by the Eligible Entity using applicable State laws and regulations.

Benefits and Cost Savings

- 35 vendors representing 16 leading manufacturer brands
- Volume discounts
- Contract flexibility to add new products and services as technology changes

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Purchase Options:

Most purchases made through this contract will be outright purchases. Services may be hourly rate or fixed price (such as an annual maintenance contract). Leasing is not available from the vendors on this contract, but the statewide contract for IT Asset Lease Services, ITC49, may be used for operational term leasing purposes (i.e. title remains with the ITC49 vendor and the equipment is

returned to the vendor at lease end), or the statewide contract for Tax Exempt Lease Purchases (T.E.L.P.), PRF54 or their successors.

Pricing and buying details:

It is recommended that buyers solicit multiple quotes for purchases under this statewide contract. The Authorizations tab of the Vendor Summaries document lists the Primary OEM Brands for which the vendor has documented manufacturer authorization(s). Buyers are encouraged to solicit quotes from all vendors possessing the authorization of the Primary OEM Brand being sought. The Primary OEM Brands represent those brands identified by independent industry analysts as being the most significant technology providers in the technology areas relevant to converged voice and data communications systems.

The Statement of Work (SOW) template is provided to assist buyers in documenting project requirements and performance milestones for a Request for Quotes (RFQ). The result should be more thorough and less ambiguous vendor responses.

Orders placed under this contract should include the following statement: "This order is placed under Statewide Contract ITT50." In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract ITT50 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Performance and payment time frames which exceed Contract duration:

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one (1) year beyond the final termination date of this Statewide Contract without the prior written approval of the OSD Contract Manager. No new agreements for services may be executed after the Contract has expired.

How to place an order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use ITT50) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement *(insert brief description)*, against which *(identify department)* will execute partial

receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

Further direction is available in the "How to Complete a Partial Receipt in COMMBUYS" Job Aid.

Additional Information

The Summary tab of the Vendor Summaries document provides a side-by-side comparison of vendor responses to items of particular interest to the ITT50 Strategic Sourcing Team, such as the availability of technical response times shorter than those required in the RFR, support for multi-tenant managed services, and the availability of extended warranties.

Warranties

All equipment includes a one year warranty, unless otherwise requested by the Buyer for an additional price discount.

Where to Find Contract Information on COMMBUYS

Each of the 35 vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the line item catalog and in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the COMMBUYS (www.commbuys.com) website. Click on "Contract & Bid Search" then, select the "Contracts/Blankets" radio button.

- Enter "ITT50" in the Contract/Blanket Description field
- Select "Statewide Contract" from the Type Code pull-down menu
- Click "Find It"

Vendor List and ITT50 Common Documents

An additional MBPO resulting from the above search includes "ITT50 Statewide Contract Documents and User Guide" in the Description field. This MBPO contains a list of all ITT50 vendors located in the Distributors list on the Vendor tab. Documents common to all ITT50 vendors, including the Contract User Guide, the Request for Response (RFR ITT50) and its amendments, a Statement of Work Template, a Vendor Summaries document, the Form 470 for E-rate users, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.

Contract/Blankets #	Description	Vendor Name
PO-14-1080-OSD01-OSD10-00000000051	ITT50 Voice and Data (VoIP) Communication Systems	Advizex Technologies
PO-14-1080-OSD01-OSD10-00000001310	ITT50 Voice and Data (VoIP) Communication Systems	AKUITY Technologies
PO-14-1080-OSD01-OSD10-00000000053	ITT50 Voice and Data (VoIP) Communication Systems	AT&T Corp
PO-14-1080-OSD01-OSD10-00000001867	ITT50 Voice and Data (VoIP) Communication Systems	Altura Communication Solutions
PO-14-1080-OSD01-OSD10-00000000058	ITT50 Voice and Data (VoIP) Communication Systems	Ayacht Technology Solutions, LLC
PO-14-1080-OSD01-OSD10-00000000061	ITT50 Voice and Data (VoIP) Communication Systems	BOSTON ELECTRIC AND TELEPHONE CORP.
PO-14-1080-OSD01-OSD10-00000000062	ITT50 Voice and Data (VoIP) Communication Systems	Carousel Industries

Contract/Blankets #	Description	Vendor Name
PO-14-1080-OSD01-OSD10-00000000063	ITT50 Voice and Data (VoIP) Communication Systems	CDW Government LLC
PO-16-1080-OSD03-SRC01-00000005532	ITT50 Voice and Data (VoIP) Communication Systems	Cisco Systems, Inc
PO-14-1080-OSD01-OSD10-00000000064	ITT50 Voice and Data (VoIP) Communication Systems	Custom Computer Specialists, Inc.
PO-14-1080-OSD01-OSD10-00000000065	ITT50 Voice and Data (VoIP) Communication Systems	D&S Communications
PO-14-1080-OSD01-OSD10-00000000066	ITT50 Voice and Data (VoIP) Communication Systems	ePlus Technology
PO-14-1080-OSD01-OSD10-00000000067	ITT50 Voice and Data (VoIP) Communication Systems	FTG Technologies
PO-14-1080-OSD01-OSD10-00000000069	ITT50 Voice and Data (VoIP) Communication Systems	Guardian Information Technologies, Inc
PO-14-1080-OSD01-OSD10-00000000070	ITT50 Voice and Data (VoIP) Communication Systems	Harbor Networks
PO-14-1080-OSD01-OSD10-00000000071	ITT50 Voice and Data (VoIP) Communication Systems	HUB Technical Services
PO-14-1080-OSD01-OSD10-00000000074	ITT50 Voice and Data (VoIP) Communication Systems	Integration Partners Corporation
PO-14-1080-OSD01-OSD10-00000000075	ITT50 Voice and Data (VoIP) Communication Systems	LCN-Division of E.G. Sawyer Co, Inc.
PO-14-1080-OSD01-OSD10-00000001178	ITT50 Voice and Data (VoIP) Communication Systems	LightSpeed Technologies, Inc
PO-14-1080-OSD01-OSD10-00000000077	ITT50 Voice and Data (VoIP) Communication Systems	M.D. Communications, Inc.
PO-14-1080-OSD01-OSD10-00000000078	ITT50 Voice and Data (VoIP) Communication Systems	Metropolitan Telephone Co., Inc.
PO-14-1080-OSD01-OSD10-00000000079	ITT50 Voice and Data (VoIP) Communication Systems	NEC Corporation of America
PO-15-1080-OSD03-SRC01-00000002532	ITT50 Voice and Data (VoIP) Communication Systems	Net Tel One Communications Inc
PO-14-1080-OSD01-OSD10-00000000081	ITT50 Voice and Data (VoIP) Communication Systems	Norstan Communications, Inc. d/b/a Black Box Network Services
PO-14-1080-OSD01-OSD10-00000000083	ITT50 Voice and Data (VoIP) Communication Systems	Nu-Vision Technologies LLC
PO-14-1080-OSD01-OSD10-00000000056	ITT50 Voice and Data (VoIP) Communication Systems	NWN Corporation
PO-14-1080-OSD01-OSD10-00000000084	ITT50 Voice and Data (VoIP) Communication Systems	Partners Technology
PO-14-1080-1080C-1080L-00000000089	ITT50 Voice and Data (VoIP) Communication Systems	Presidio Networked Solutions, Inc.
PO-14-1080-OSD01-OSD10-00000000099	ITT50 Voice and Data (VoIP) Communication Systems	Ronco Communications and Electronics, Inc.
PO-14-1080-OSD01-OSD10-00000000106	ITT50 Voice and Data (VoIP) Communication Systems	SIGNET Electronic Systems, Inc.
PO-14-1080-OSD01-OSD10-00000000107	ITT50 Voice and Data (VoIP) Communication Systems	Sullivan and McLaughlin
PO-14-1080-OSD01-OSD10-00000000113	ITT50 Voice and Data (VoIP) Communication Systems	Total Communications, Inc.
PO-14-1080-OSD01-OSD10-00000000103	ITT50 Voice and Data (VoIP) Communication Systems	Unify Inc.
PO-14-1080-OSD01-OSD10-00000000116	ITT50 Voice and Data (VoIP) Communication Systems	Valley Communications Systems, Inc.
PO-15-1080-OSD03-SRC01-00000004436	ITT50 Voice and Data (VoIP) Communication Systems	FULTON COMMUNICATIONS OF MASS LLC dba Vertical

Contract/Blankets #	Description	Vendor Name
PO-14-1080-OSD01-OSD10-00000000122	ITT50 Voice and Data (VoIP) Communication Systems	Whalley Computer Associates, Inc.
PO-14-1080-OSD01-OSD10-00000001425	ITT50 Voice and Data (VoIP) Communication Systems	Windstream Communications Inc.
PO-14-1080-OSD01-OSD10-00000000127	ITT50 Voice and Data (VoIP) Communication Systems	World Wide Technology, Inc.
PO-14-1080-OSD01-OSD10-00000001413	ITT50 Statewide Contract Documents and User Guide	Conversion Vendor

Strategic Sourcing Team Members

Name	Organization
Alison Cahill	Dept. of Workforce Development
Ray Fortier	Information Technology Division
Brian Helman	Salem State University
Steven Jussaume	Dept. of Workforce Development
Matt Killen	Town of North Andover
John Megnia	Massachusetts Convention Center Authority
Chantal Mont-Louis	Executive Office of Public Safety
Ann Roper-Quinn	City of Boston
Mark Rousseau	Executive Office of Labor and Workforce Development
Jennie Sbrogna	Massachusetts State Police
David Sheafer	Executive Office of Education
Norma Shoukry	Massachusetts State Police
Brad Steele	Information Technology Division
Melanie Stevens	Executive Office of Education
Tim Kennedy	Operational Services Division