

Phone System Small Purchase Procurement

Kansas WorkforceONE is conducting small purchase procurement for a phone system for the KANSASWORKS – Great Bend Center located at 1025 Main, Great Bend, KS.

Bids should include detailed description of equipment recommendations, features and costs as well as labor costs, timeline for installation, technical support/ training provided and any supporting technology needs.

Submit bids to Rose Mary Flores at rosemary@kansasworkforceone.org by Friday, February 8, 2019. Questions may be directed to Rose Mary Flores.

If potential bidders would like to visit the center to look at the current system and office arrangement please arrange the visit with Laura Patzner by call her at 620-793-5445 or email at patzner.laura@odle.com.

Phone System Specifications and Functionality Requirements

- 16 phones
- 3 voice lines
- 1 analog fax line
- Individual voicemail – easily modified
- Main line voicemail – easily modified
- Ability to transfer calls to individual phones and voicemail
- Do not disturb capabilities

Additional Phone System specifications that are not necessities if cost prohibitive:

- Incoming Caller ID
- Call Forwarding
- Outgoing Caller ID – list main phone line
- Voicemail to email

Current Phone System Specifications

Panasonic TD1232 Phone System with 12 Panasonic KXT Series phones.

Timeline for completion of training:

Kansas WorkforceONE would like for the phone system to be fully installed and staff training to use by March 15, 2019.

Costs Proposal

Cost proposal should encompass all your costs including purchase of phone equipment, installation and training of staff to utilize the phone system.

Procurement Method

Kansas WorkforceONE is utilizing the small purchase procurement method as defined in its Fiscal Manual. While price will be the primary factor in decisions, Kansas WorkforceONE will also consider the experience/knowledge of the vendor when making its choice. For more information and to review policy and procedure manuals see www.kansasworkforceone.org.

Questions

Questions please contact Rose Mary Flores at rosemary@kansasworkforceone.org to schedule a tour of the center please contact Laura Patzner at 620-793-5445 or via email at patzner.laura@odle.com.