

CITY OF ROGERSVILLE

OFFICE OF THE CITY CLERK

ROGERSVILLE, MISSOURI 65742

(417) 753-2884 EXT. 300
GSTEGNER@ROGERSVILLEMO.ORG

May 15, 2025

To: Interested Voice over IP phone system providers
From: Glenda Stegner, City Clerk
RE: Request for Proposal

The City of Rogersville is soliciting proposals for voice over IP phone systems. The chosen vendor will be retained for an indefinite period. The City of Rogersville, Missouri is a fourth-class city operating under the 'City Administrator Plan' form of government. The city will be selecting a phone system based on the following criteria:

1. An evaluation and comparison of past performance, appropriate references, prior experience in other municipalities and expertise related to the City's specifications.
2. Cost of phone system and any fees for service contract.

Specifications pertaining to the scope of the City's needs are listed below:

1. Itemized fee schedule for system and phones at 3 locations.
2. Locations:

211 E Center	11 phones
123 A Center	2 phones
701 Miller Rd	1 phone
3 head sets	
3. List any other options and cost associated.
4. Service provider availability to respond within 24 hours.

Selection Process:

The qualifications of firms submitting proposals will be reviewed and scored by the Board of Aldermen.

Questions or comments may be addressed to the City Clerk, Glenda Stegner at 417-753-2884, extension 300.

Information to be submitted with Proposals:

1. Specific governmental experience
2. Names of contact personnel
3. Specify if the firm is local, regional, national, or international
4. Location of office providing services
5. Itemized fee schedule
6. Assessment of the vendor's ability to deliver the indicated service in accordance with the specifications.

The City of Rogersville reserves the right to reject any and all proposals submitted or to request additional information. The firm selected will be chosen on the basis of best qualified, not necessarily lowest proposal and will be enacted by City ordinance. Sealed proposals should be submitted in copies of seven and will be accepted through June 13, 2025, at 1:00 pm.

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Evaluation of Security Audit Vendors (to be completed by the Board of Aldermen):

<u>Criteria</u>	<u>Possible Points</u>
1. Prior governmental lease purchase experience (0-10) Appropriate specific references of current governmental clients	0-10
2. Qualifications of staff to be assigned to project (0-10) Municipal security qualifications of staff Continuity of staff assigned to City	 0-5 0-5
3. Itemized fees all phone service items and service contract (0-80) Appropriateness of fee structure	 0-80
Total points available	100
Total points received	<hr/>