

Expert



UCaaS

RFP

Template

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Request for Proposal

Communication Technology Solution

SAMPLE

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Help Desk
Testing
Training
Acceptance
Warranty
Ongoing Support

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APPENDIX A: DATA NETWORK

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APPENDIX B: CURRENT VOICE NETWORK

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APPENDIX C: NUMBERS TO BE PORTED

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SAMPLE

OVERVIEW

Organization Name

[Insert two to three paragraphs that will give suppliers an idea of what your organization does and its values].

Current Environment

The current communications equipment used by (Organization Initials) is outdated and not meeting current needs. By replacing the current solution, (Organization Initials) intends to [insert Goal 1], and [insert Goal 2], and [insert Goal 3]. (Organization Initials) is looking for a long-term solution that does not impose limitations on future operations.

(Organization Initials)'s existing telephone system is an (fill in existing system information).

The environment includes additional third-party components, including:

- Paging (Manufacturer, model)
- Call Accounting (Make, model)
- Call Recording (Make, model)
- Music on Hold (Make, model)
- Other (Make, model)
- Conferencing solution

There are [number] locations supported by the existing system:

- Location 1
- Location 2
- Location 3

See Appendix A for a diagram of the existing system.

Currently these sites are connected together (describe, as applicable, or delete) and act as one big system. See Appendix B for a network diagram.