

Webex Calling Security

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NY Purchasing Division

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1. Introduction

Webex® Calling is a cloud-based phone system optimized for businesses of all sizes. It provides essential business calling capabilities for desktop, mobile, and remote workers and is delivered from the global Webex collaboration platform. Webex Calling leverages cloud delivery to provide flexibility, rapid innovation, predictable operating expenses, and instant global scale while protecting your on-premises investments by connecting them to the Webex collaboration platform.

A note on terminology, Webex and the Webex collaboration platform are referred to various locations throughout this document, they reference the entire Webex product line including Webex Calling, Webex Meetings, and Webex App services and the infrastructure they run on respectively. Webex Calling is a core service within the Webex product line and runs on the Webex collaboration platform.

The Webex Security and Privacy Difference

Webex has security and privacy built into its approach to product design and delivery. Webex has invested heavily to build a culture of security with the right checks and balances in place. All Webex services including—Webex Calling have secure default settings out of the box, thereby enabling users to start collaborating freely without having to worry about configurations. At the same time, Webex delivers a great user experience—one that doesn't compromise security.

Webex and Webex Calling are backed by Cisco's rich history and expertise in security—from the network, to endpoints, to the data centers and our cloud services. All the Webex products and services are built using Cisco's Secure Development Lifecycle (CSDL) which ensures that our products are built to a security baseline. The security of our products is independently verified by a team with hundreds of security advocates across multiple functions. Whether, inside your organization, or when collaborating across company lines, Webex provides an enterprise-grade hardened collaboration platform that keeps you secure by default and protects your data.

Privacy, security and transparency: Our three security principles

We are committed to respecting the **privacy** of your data:

- Webex does not rent or sell user data to third parties.
- Webex implements all features with security and privacy in mind.
- Webex is transparent about our privacy practices.

Webex is **secure** by default

- Webex security is built-in as a key foundational element and is secure by default. It's never your responsibility to opt-out of sharing your data, or change settings in order to be protected.
- Webex enables strong passwords by default for any service
- Webex has **security cyber governance** and is **transparent** when there are security issues
- Cisco's Security and Trust Organization oversees security and privacy for Webex, and publicly discloses security vulnerabilities.

Security is priority for Cisco. We have always invested—and will continue to invest—heavily in security and privacy. Webex Calling was built from the ground up to provide end-to-end security for you. We have the mature processes and governance in place to protect your privacy and deliver security you can trust. Our mission is to enable collaboration without compromise.

Webex Calling and the Webex collaboration platform provide multiple levels of security for tasks that range from administrative functions to end-user interactions. This paper outlines in detail the core security measures that underpin Webex Calling and the Webex collaboration platform infrastructure it runs on to help you with an important part of your investment decision.

1.1 What you will learn

You will learn about the Cisco® tools, processes, certifications, and engineering methods that secure Webex Calling and the Webex collaboration platform.

2. Cisco security model

Cisco remains firmly committed to maintaining leadership in cloud security. Cisco's Security and Trust organization works with teams throughout our company to build security, trust, and transparency into a framework that supports the design, development, and operation of core infrastructures to meet the highest levels of security in everything we do.

This organization is also dedicated to providing our customers with the information they need to mitigate and manage cybersecurity risks.

The Webex security model (Figure 1) is built on the same security foundation that is used across all Cisco products and solutions.

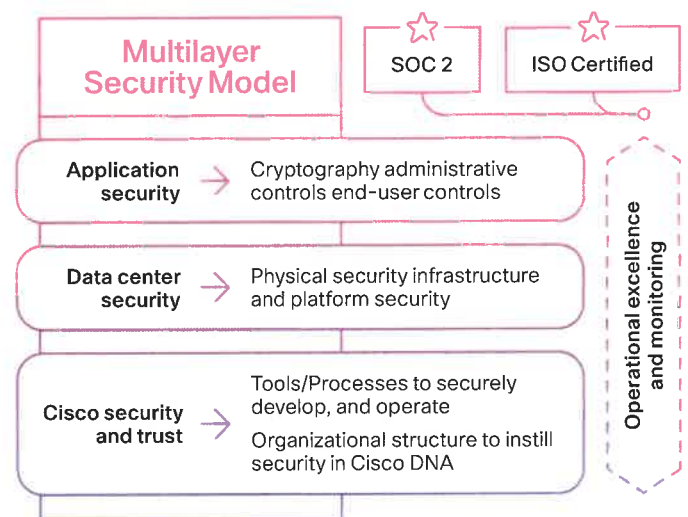


Figure 1. Webex security model

The Webex organization consistently follows the foundational elements to securely develop, operate, and monitor Webex services. We will discuss some of these elements in this document.

2.1 Cisco Security and Trust

All Cisco product development teams are required to follow the Cisco Secure Development Lifecycle (Figure 2). It is a repeatable and measurable process designed to increase the resiliency and trustworthiness of Cisco products. The combination of tools, processes, and awareness training introduced in all phases of the development lifecycle helps ensure defense in depth. It also provides a holistic approach to product resiliency. The Webex Product Development team follows this lifecycle in every aspect of Webex Calling product development.

Read more about the [Secure Development Lifecycle](#).

2.2 Cisco foundational security tools

The Cisco Security and Trust organization provides the process and the necessary tools that give every developer the ability to take a consistent position when facing a security decision.

Having dedicated teams to build and provide such tools takes away uncertainty from the process of product development. Some examples of tools include:

- Product Security Baseline (PSB) requirements that products must comply with

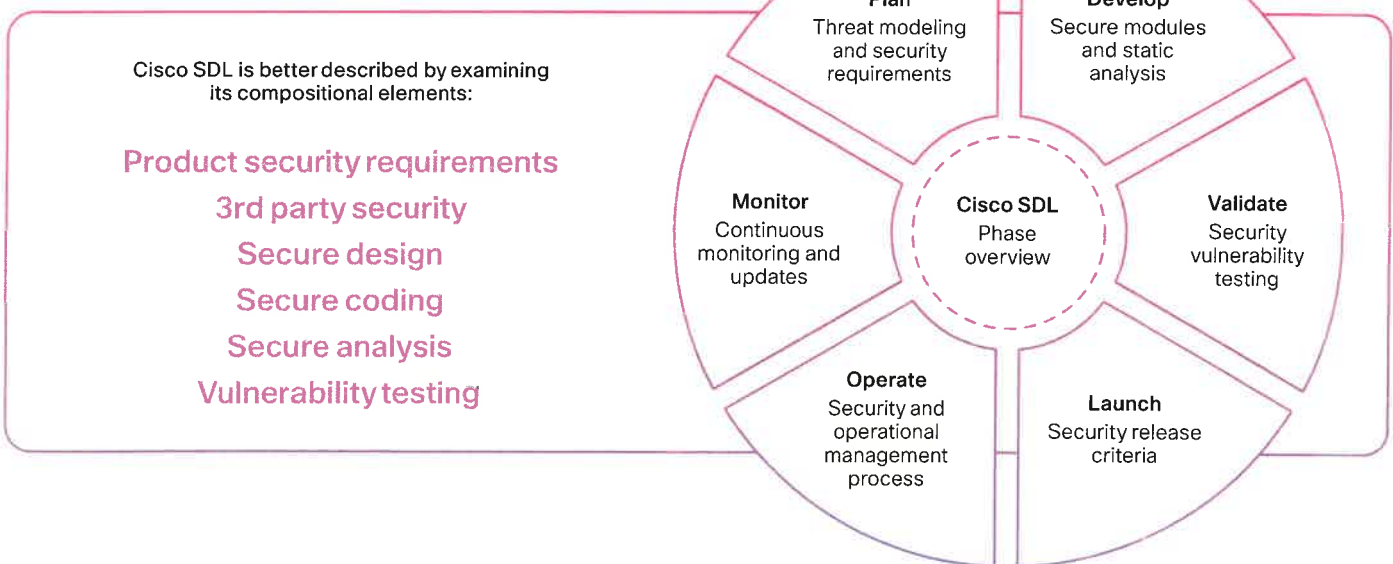
- Threat-builder tools used during threat modeling
- Coding guidelines
- Validated or certified libraries that developers can use instead of writing their own security code
- Security vulnerability testing tools (for static and dynamic analysis) used after development to test against security defects
- Software tracking that monitors Cisco and third-party libraries and notifies the product teams when a vulnerability is identified

2.3 Organizational structure that instills security in Cisco processes

Cisco has dedicated departments in place to instill and manage security processes throughout the entire company. To constantly stay abreast of security threats and challenges, Cisco relies on:

- Cisco Information Security (InfoSec) Cloud team
- Cisco Product Security Incident Response Team (PSIRT)
- Shared security responsibility

Figure 2. Cisco Secure Development Lifecycle



2.4 Cisco InfoSec Cloud

Led by the chief security officer for cloud, this team is responsible for delivering a safe Webex environment to our customers. InfoSec achieves this by defining and enforcing security processes and tools for all functions involved in the delivery of Webex into our customers' hands.

Additionally, Cisco InfoSec Cloud works with other teams across Cisco to respond to any security threats to Webex.

Cisco InfoSec is also responsible for continuous improvement in the Webex security posture.

2.5 Cisco Security and Trust Organization – Incident Command

The Cisco Security and Trust Organization - Incident Command is a dedicated global team that manages the inflow, investigation, and reporting of security issues related to Cisco products and services. Incident Command uses different mediums to publish information, depending on the severity of the security issue. The type of reporting varies according to the following conditions:

- Software patches or workarounds to address a vulnerability, or a subsequent public disclosure of code fixes is planned to address high-severity vulnerabilities.
- Incident Command has observed active exploitation of a vulnerability that could lead to a greater risk for Cisco customers. Incident Command may accelerate the publication of a security announcement describing the vulnerability in this case without full availability of patches.
- Public awareness of a vulnerability affecting Cisco products may lead to a greater risk for Cisco customers. Again, Incident Command may alert customers, even without full availability of patches.

In all cases, Incident Command discloses the minimum amount of information that end users will need to assess the impact of a vulnerability and to take steps needed to protect their environment. Incident Command uses the Common Vulnerability Scoring System (CVSS) scale to rank the severity of a disclosed issue. Incident Command does not provide vulnerability details that could enable someone to craft an exploit.

Learn vulnerabilities published by Incident Command at tools.cisco.com/security/center/publicationListing.x.

Unmatched visibility and threat protection with Cisco Talos

Cisco Talos represents one of the largest commercial threat intelligence teams in the world with more than 300 researchers, Cisco Talos uncovers and blocks a broad spectrum of malicious domains, IPs, URLs, and files that are being used in attacks. Cisco Talos also feeds huge volumes of global internet activity into a combination of statistical and machine learning models to identify new attacks being staged on the internet. Using anti-virus engines, Cisco Advanced Malware Protection (AMP), and sandboxing from Cisco Threat Grid, Cisco Talos takes advantage of intelligence from millions of new malware samples analyzed daily for the most effective defense against malicious files.

2.6 Shared security responsibility

Although every person in the Webex group is responsible for security, the following are the main roles:

- Senior Vice President/General Manager, Security and Applications
- Senior Vice President/General Manager, Collaboration
- Vice President, Webex Platform and Infrastructure Engineering
- Chief Information Security Office, Collaboration

3. Webex Calling data center security

Webex Calling is a cloud solution delivered through the Webex cloud, a highly secure service-delivery platform with industry-leading performance, integration, flexibility, scalability, and availability. The Webex cloud is a communications infrastructure purpose-built for real-time audio, video, and content sharing.

Webex Calling uses computing equipment located in multiple data centers around the world. These data centers are strategically placed near major Internet access points and use dedicated high-bandwidth fiber to route traffic around the world.

Data centers are SSAE-16 and SOC-2 compliant, and are evaluated annually for SOC2 attestation of compliance in the areas of physical security perimeter, physical entry controls, securing offices, rooms, and facilities, protecting against external and environmental threats, working in secure areas, supporting utilities, cabling security, and delivery and loading zones. Webex Calling applications and services run on multiple servers within Cisco and third party data centers. Webex Calling is designed and built with security and availability methods and procedures that address physical access and protection, network connectivity, remote and local access, application and server management, availability, and protection of customer-sensitive data. Cisco partners with data center operators who have years of experience in design, implementation, and operation of large-scale data centers. These facilities provide physical, environmental, and access security, protecting Webex Calling physical and virtual application environments. Examples include:

- 24-hour daily onsite security personnel
- Non-descript and unmarked facilities with natural boundary protection
- Silent alarm system with automatic notification of local law enforcement
- Building code compliance to local governmental standards

- Environmental safeguards
- Fully redundant HVAC facilities
- Automatic fire suppression systems, dual alarm (heat/smoke), and dual interlock with cross-linked event management
- N+1 redundant Uninterruptible Power Source (UPS) system supporting the entire data center capacity, with redundant backup generators
- Location specific disaster recovery plan (seismic, flood control)
- Biometric scanning and/or 2-factor authentication for access
- All ingress and egress through vestibules (man-traps)
- Access requires a valid government-issued photo ID, and all access history is recorded for audit purposes
- Authorization required prior to access and provided only for legitimate business need
- Shipping and receiving are walled off from co-location areas
- For both ingress and egress, all material is inspected upon arrival by onsite security staff

Administrators use Two-Factor Authentication (2FA) when accessing Webex Calling computing assets. All user and administrator activity is logged. The 24x7 Webex Calling Security Operations Center (SOC) monitors system logs as well as Intrusion Detection System (IDS) and firewall alerts to detect and prevent attacks or misuse.

4. Infrastructure and platform security

Cisco's approach to security addresses the security of the network, systems, and the overall data centers that make up the Webex collaboration platform. Network services engineers harden and patch the operating systems and infrastructure to protect its systems from various security vulnerabilities. Servers must deliver data in a secure, reliable fashion.

Operating system, middleware, and application hardening involves:

- Security-sensitive ongoing hardening
- Security review and acceptance validation prior to production deployment
- Vulnerability scanning and assessment
- Security patching
- Protection against malware
- Implementations and configurations of robust logging
- Strong authentication
- Prudent configuration of access controls, “least privilege” and “need-to-know”
- Information backup

Hardened systems with appropriate access and controls further restrict system capabilities to only those that are explicitly required and tolerated for expected system functionality. Systems, software versions and upgrades are cross-checked and undergo suitable testing in a staging environment prior to acceptance for production deployment and use. Technical vulnerabilities of information systems are monitored and logged. The operations team evaluates any exposures to such vulnerabilities and takes appropriate patch management lifecycle measures to address any associated risk. Processes are in place to monitor the use of information processing facilities, and the team regularly reviews these activities.

5. Network communications security

Information and systems interconnected by the networks are important business assets. Maintaining and ensuring network security at all levels is essential. The operations team achieves this network security through both technical means and management procedures.

Network security includes the following:

- Demilitarized Zone (DMZ)
- Firewalls
- Intrusion detection
- System authentication
- Data encryption

The security management team determines the security features, service levels, and management requirements of all network services. The team manages and controls the networks—not only to protect them from threats—but also to maintain security for the systems and applications using the network, including information in transit. Detection, prevention, and recovery controls, along with appropriate user awareness procedures, protect against malicious code. Audit logs record all user activities, exceptions, and information security events. The operations and security team preserves these logs to assist in future investigations and access control monitoring. Independent reviews are conducted on a regular basis to ensure that information security processes are adequate, complete, fit for their purposes, and enforced.

6. Webex Calling application security

6.1 Cryptography

6.1.1 Protecting data in motion

Webex Calling implements data encryption for access-side network communications access. Webex Calling implements data encryption for access-side network communications access. Administrative access to the system is encrypted using the following Transport Layer Security (TLS) versions and strong cipher suites.

TLS 1.3 Cipher suites:

- TLS_CHACHA20_POLY1305_SHA256
- TLS_AES_256_GCM_SHA384
- TLS_AES_128_GCM_SHA256

TLS 1.2 Cipher suites:

- TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384
- TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384
- TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256
- TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA256
- TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA

6.1 Cryptography (Continued)

- TLS_DHE_RSA_WITH_AES_256_GCM_SHA384
- TLS_DHE_RSA_WITH_AES_256_CBC_SHA256
- TLS_DHE_RSA_WITH_AES_256_CBC_SHA
- TLS_DHE_RSA_WITH_AES_128_GCM_SHA256
- TLS_DHE_RSA_WITH_AES_128_CBC_SHA256
- TLS_DHE_RSA_WITH_AES_128_CBC_SHA

SIP call control signaling between SIP endpoints and the service are encrypted using the following Transport Layer Security (TLS) versions and strong cipher suites.

TLS 1.2 Cipher suites:

- TLS_DHE_RSA_WITH_AES_256_GCM_SHA384
- TLS_DHE_RSA_WITH_AES_256_CBC_SHA256
- TLS_DHE_RSA_WITH_AES_128_GCM_SHA256
- TLS_DHE_RSA_WITH_AES_128_CBC_SHA256
- TLS_RSA_WITH_AES_256_GCM_SHA384

Media streams between SIP endpoints and the service are secured using the Secure Real-Time Transport Protocol (SRTP), as described in RFC 3711.

6.1.2 Protecting data at rest

Webex Calling stores organization and user data that may be critical to your business. Webex Calling uses the following safeguards to protect data at rest:

- Encrypts data at rest using AES 256
- Stores all user passwords with one-way hashing algorithms and salts
- Encrypts other passwords (i.e., SIP authentication)
- Encrypts all backup files and archives

6.2 Access control

The service ensures that the appropriate levels of access controls are defined and implemented in the operating environment. Access controls consistent with this policy are applied to each system, application,

database, or network utilized to manage various types of data classifications and the users who access that data. These controls consist of standardized processes for requesting, approving, granting or revoking, modifying user access, user role definition. Controls also consist of segregation of duties analysis, least privileged access, user passwords, user identification policies and standards, user access auditing expectations, and network access control lists, as well as auditing of network and access activities.

Access control policy requires the implementation of user accounts and access controls for systems and applications requiring access to configuration and information. The scope of the policies and controls are limited to access of the infrastructure and applications owned and operated or managed by the Cisco Customer Experience (Cisco Services) organization.

User account and access controls meet the following security requirements:

- All users are assigned unique IDs and must authenticate for access to assigned privileged components
- IDs and authentication credentials are not distributed beyond a single user and group/shared credentials are not shared or distributed
- Addition, deletion, and modification of user IDs, credentials, and other identifier objects are controlled by the system
- Restriction of access to privileged user IDs to the least privileges necessary to perform job responsibilities
- Privileged users must be identified for specific access
- Access for any terminated users is immediately revoked
- Inactive user accounts are removed or disabled
- Ability to manage IDs used by third parties to access, support, or maintain system components

6.2 Access control (Continued)

These controls are defined, approved, implemented, and overseen by management or designated security officers. These controls are reviewed for accuracy and effectiveness at least annually, both internally and by an independent auditing authority.

6.3 User authentication

Subscribers are registered in Webex Identity—a cloud-scale identity platform that provides either standalone identity management or customer premises hybrid identity integration. Integrations include Active Directory user account replication, Single Sign-On (SSO) with major providers (i.e., Okta, Ping Identity, etc.) and customer consumable APIs. Built on the latest technology and standards (e.g., SAML 2.0, OAuth2, REST), CI underpins Cisco's cloud collaboration portfolio and is built for growth, adaptation, and cloud-scale applications.

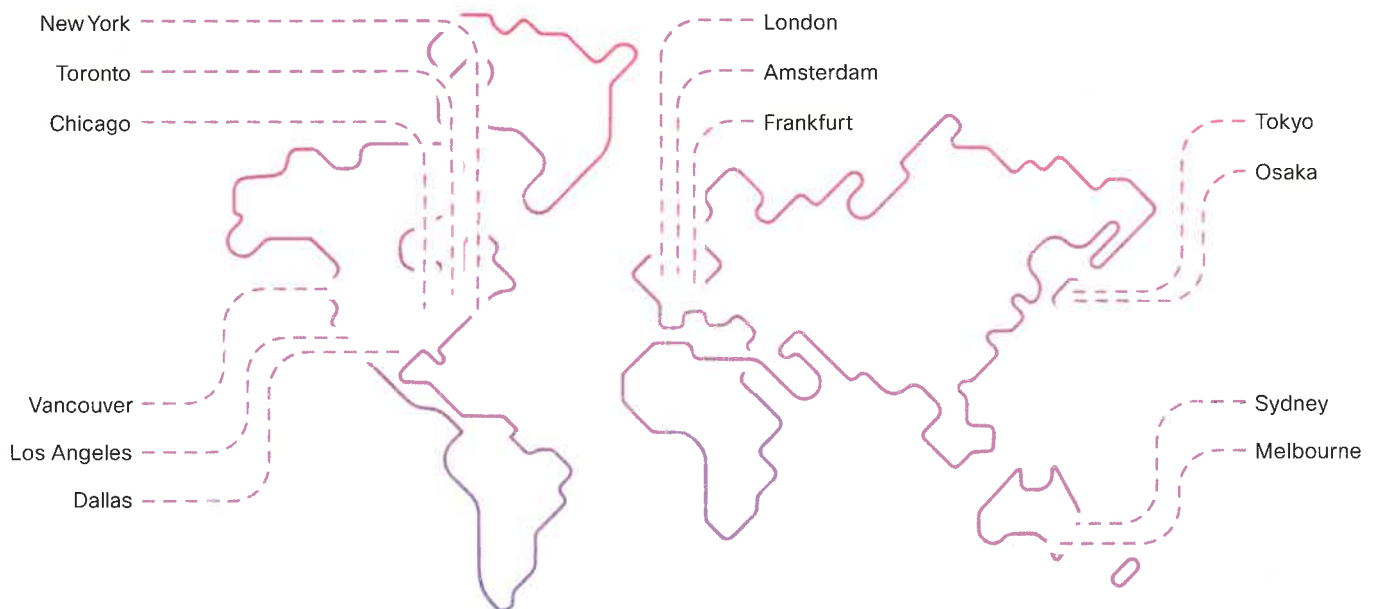
7. Availability

Webex Calling was designed for carrier-class availability (99.99% availability). Carrier-class availability is achieved via the following techniques:

- N+1 server clustering
- Geographic redundancy (ten data centers on three continents; see Figure 3)
- Automatic data replication within and between data centers
- Distributed Denial-of-Service (DDoS) detection and prevention

The Webex Calling Disaster Recovery Plan outlines the redundancy design of the network and services elements operated by Webex Calling engineering and operations teams and focuses on quickly returning network and service functionality to a working state in the event of a disaster. Cisco provides Webex Calling services through geographically redundant data centers.

Figure 3. Locations of data centers



These data centers contain all data network and server equipment required to provide service to customers. The offices where Cisco employees reside are physically independent from these data center locations. As a result, an event that would render one of the Cisco's employee offices unavailable would have no effect on the service being provided to customers through the data centers. If an event were to effect one of Cisco's offices, the Webex Calling Operations team would be able to operate the network and service elements remotely via secure VPN access from anywhere in the world.

In addition, the Webex Calling solution is designed and engineered such that if one of its data centers becomes unavailable; traffic can be redirected and processed by another data center. Cisco utilizes world-class data center vendors to provide the space and power required for the network and services to function. All vendors are SSAE 16 Type 2 compliant with greater than 99.99 percent uptime and 24-hour data center monitoring. All voice call control and voice service elements are designed to automatically migrate (failover) from one data center to another if one data center becomes unavailable. The entire failover process is automatic and will occur in near real time. All operating service elements, such as provisioning and configuration web interfaces, are designed in an active/standby architecture and can be manually migrated (failover) from one data center to another in the event that one data center becomes unavailable.

8. Webex Calling operational security

8.1 Security policy

Information, information systems, and all related assets are critical and vitally important to Webex Calling business processes. Webex Calling protects information assets in a manner commensurate with their sensitivity,

value, and criticality. Security measures are employed regardless of the media on which information is stored, the systems that process information, or the methods used to transport information.

Cisco manages our information security policy using a Security Lifecycle Management process. This process includes the following components focusing on policy:

- Ratification, approval, and implementation
- Annual review, updates (as necessary), and recertification
- Annual communication and awareness training
- Exceptions management

8.2 Fraud detection

Cisco recognizes the importance of fraud detection. Therefore, we have developed a complex and extensive application that utilizes Calling Detail Records (CDR) to analyze calling patterns for fraudulent activity in order to assist Cisco operations and support teams in monitoring call traffic across the platform.

8.3 Information classification

Information classification helps to ensure that assets are applied at an appropriate level of security

Management and resources maintain strict control over the internal or external distribution of any kind of media. Control includes:

- Classifying media so the sensitivity of the data can be determined
- Destroying media when it is no longer needed for business or legal reasons
- Determining whether to shred, incinerate, or pulp hand-copy materials so that data cannot be reconstructed
- Secure storage containers for materials that are to be destroyed

8.4 Asset management

Infrastructure asset management is the combination of management, financial, economic, engineering, and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Webex Calling implements an infrastructure asset management inventory of systems and components, which consist of a method to accurately and readily determine owner, contact information, and the purpose of an asset. Asset management can include inventory of physical hosts as well as virtual machines.

Operations management is responsible for all assets deployed within the service platform environment. Unmanaged or unserviceable assets within the environment are not permitted. If an asset is discovered within the environment that is not managed, it must either be assimilated under the operations management responsibility or removed and/or blocked from the environment.

We recommend customers maintain inventory logs of all media and conduct media inventories at least annually, and at the time of asset moves, adds, changes, and disposal.

8.5 Segregation of duties

Segregation of duties is enforced as a method for reducing the risk of accidental or deliberate system misuse. Due diligence with policies, process, and procedures prevents any single person from accessing, modifying, or using assets without authorization or detection.

The initiation of an event is separate from its authorization. The design of these controls provides for oversight and governance to the possibility of collusion.

Development, test, and production environments for IT infrastructure and applications are segregated to

reduce the risk of unauthorized access or changes to operational systems. The team establishes, documents, and reviews an access control procedure based on business and security requirements for access. Configuration and application code is stored in an encrypted, secure database.

8.6 Logging and monitoring

The operations team has extensive operational processes to support high availability. These processes include the selection of key human resources, support and contact processes, system logging, monitoring, system testing processes, and network performance. Any anomaly resulting in alarms is addressed based on severity.

Operations continuously monitors all servers, Internet connectivity, latency, availability, bandwidth, and severity in maintaining these server network performances. All operational and security logs are retained for extended periods of time to ensure extended availability. The network operations team regularly reviews these logs as part of capacity planning.

8.7 Vendor management-supplier relationships

Cisco manages a vendor security assessment program to ensure that all third-party services provided to Webex Calling maintain a security posture commensurate with security risk and compliance requirements. As part of the program, key vendors are periodically reevaluated to ensure there are no changes to their security posture.

8.8 Change management

Change management is an important facet of service management, and a standard process by which change is introduced into the service delivery network. Change management is crucial to successful implementation of any change. Change is initiated by a variety of groups: engineering, systems engineering, service management, support, professional services, and even the customer.

It is important that the process of implementing any change is designed, reviewed, and communicated across all organizations, and that it is performed within a well-advertised time window. This allows all stakeholders to be informed about the change, anticipate issues from any perspective, be aware of it occurring, and be able to attribute anomalous behaviors, should they occur to the change being introduced. Cisco maintains a [public web page](#) that provides real-time information on Webex Calling scheduled maintenance.

8.9 Human resources

8.9.1 Administrator and developer background check

Cisco has established a background check policy to set for the process and procedures related to background checks on designated individuals and entities.

8.9.2 Terms and condition of employment: Acceptable use case

Employees and external parties using, or having access to Cisco assets, are made aware of the policies concerning their acceptable use as defined in the Cisco Policy and IT Handbook. All employees and contractors are required to sign off on having read and understood the Cisco Policy and IT Handbook. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

8.10 Training

All employees undergo extensive security training as part of the orientation process and receive ongoing security training annually. Depending on the job role, additional security relevant training may be required.

8.11 Customer support

Customer support engineers ensure that all systems and client applications are up and operational by utilizing tools that continuously monitor the health of every system component. These tools alert personnel at the first sign of any problem so that potential issues can be resolved even before they impact the operations of the network. These tools can also initiate automated problem resolution procedures (such as running diagnostics).

Support engineers also monitor network operations and respond to network emergencies as well as act as a critical communication link between customer support and its clients. Support engineers record customer-reported problems in an automated problem-tracking system and coordinate the ongoing work necessary to quickly resolve them to the client's satisfaction.

This policy, together with the tiered support structure, helps to ensure that a support incident protects against revealing private data to an unauthorized person.

8.12 Information security incident management

Cisco's Incident Response Plan Management Manual follows the National Institute of Standards and Technology (NIST) 800-61 Computer Security Handling Guide. Incident management policies are applied to services personnel who provide a business-critical service, or maintain any application, software, or hardware that supports a business-critical service.

The goal of incident management is to restore normal service operations as quickly as possible and minimize the impact on business operations. Normal service operation is defined as operating within the agreed Service-Level Agreement (SLA) limits.

Cisco documents policies and procedures to handle security incident response and evaluation. Security incidents are responded to in seven stages: identify, document, communicate, contain, assess, recover, and eradicate.

8.13 Business continuity and disaster recovery

Webex Calling has business continuity plan scripts for its operational units. The organization maintains its operations, including spare capacity in multiple data centers, to ensure continuous availability. The organization adheres to guidance in ISO 22301, which specifies requirements for establishing and maintaining an effective business continuity management system.

Testing for the business continuity plan is scheduled annually. Following a real-world incident, follow-up actions and post-mortem analysis is conducted for the purpose of evaluating and improving future operations. The business impact analysis reflects on the organization's designs and evaluates its business continuity and disaster recovery systems according to levels of risk assessed against a variety of operational failure scenarios to ensure that operational commitments are consistently met.

The organization implements backup procedures. Incremental backups are conducted daily and are stored offsite for at least three weeks, full weekly backups are stored offsite for at least three weeks, and some backups are retained for years. Backups are stored on storage nodes in two redundant data center locations, and also in encrypted third-party cloud storage. Backup integrity is tested at least monthly in practice, and backup testing is required in conjunction with annual testing of the contingency plan.

9. Industry standards and compliance

Webex Calling has ISO 27001:2013 certification and has been assessed against the additional controls of ISO 27017:2015 and ISO 27018:2019. ISO is annually reviewed for recertification. Webex Calling also has SOC 2 Type 2 attestation to the applicable trust services criteria and related controls of security, availability, confidentiality and privacy. SOC 2 attestation is also done annually.

Webex Calling is certified to these standards:

- ISO 27001: 2013
- ISO/IEC 27017:2015
- ISO/IEC 27018:2019
- SOC 2 Type II for applicable trust services criteria for security, availability, confidentiality
- SOC 2 Type II Privacy
- SOC 3

Compliance with these standards entails maintaining a high level of operational security, performing vulnerability assessments and penetration tests, undergoing annual audits by a third-party auditor, and adhering to an SLA for incident response times.

Webex Calling has also conducted a HIPAA self-assessment based on the U.S. Department of Health and Human Services (HHS) Security Risk Assessment tool, as well as a Payment Card Industry Data Security Standard PCI DSS v3.2.1 self-attestation of compliance.

10. Transparency

Cisco is committed to publishing data regarding requests or demands for customer data that we receive from law enforcement and national security agencies around the world. We will publish this data twice yearly (covering a reporting period of either January to June or July to December). Like other technology companies, we will publish this data six months after the end of a given reporting period in compliance with restrictions on the timing of such reports.

More information can be found at:

cisco.com/web/about/doing_business/trust-center/transparency-report.html

Cisco maintains a [privacy data sheet](#) that describes the data collected by the Webex Calling service, how such data is protected, and the retention periods for that data.

Conclusion

Businesses, institutions, and government agencies worldwide rely on Webex Calling for critical business communications. For all these companies and agencies, security is a fundamental concern. Cloud-based telephony must provide multiple levels of security for tasks that range from placing calls to authenticating mobile participants to collaborating using the Webex App and Webex Meetings services.

Webex Calling offers a scalable architecture, carrier-class availability, and multilayer security that is validated and continuously monitored to comply with stringent internal and third-party industry standards. We connect everything more securely to make anything possible.

[Contact Cisco Sales to get started with a free 90 day trial of Webex Calling.](#)

[Learn more about security on the Webex collaboration platform.](#)

[Learn more about Webex Meetings security.](#)

[Learn more about the Webex Single Platform Advantage.](#)

July 2021



For more information
Please visit [webex.com](https://www.webex.com)

Large Company Testimonials

Prior to moving to All Covered, we were plagued by VoIP issues. With three call centers, we were struggling with uptimes, dropped calls, and reporting. Since moving to All Covered we've had 100% uptime, round the clock support, and experts willing to support our every need. All Covered has gone above and beyond their SLAs to ensure our success as a business.

Director of Information Technology



We have developed a great partnership with All Covered Managed Voice over the past several years. Their dedication to understand our needs continues to be met and they have delivered what has been asked of them. All Covered Managed Voice team members are more than willing to help when a situation arises and you know customer service is a priority to them. The decision we made to switch to All Covered and their Hosted PBX system was a great investment our company has made.

Vice President, Office Services



The decision to partner with All Covered for our company's voice needs was a great decision to say the least! The customer service is second to none. The helpdesk is very knowledgeable and their follow through is impeccable. They go above and beyond to ensure customer satisfaction.

Director of IT Services



We have been on the All Covered VoIP System for over 12 years, which should say a lot right there. It has been wonderful and a lifesaver during this year. It put us in the position of being ready to send associates home to work and still be able to take care of all our customer calls from the office and from home. We can run and do everything and anything we need with our phones from anywhere, which is exactly what we needed. The support team is great and easy to work with and they are very responsive to our needs in taking care of us. We appreciate the whole VoIP team very much, thank you for all you do!

IT Manager

Koorsen®
FIRE & SECURITY

To Whom it may concern:

In early 2021, BCOS Office Technologies made the decision to implement and utilize the service of KM Voice and the managed voice product. BCOS is a small single line Konica Minolta dealership that has been in business since 1959.

Our implementation and go live date was decided to be February 12, 2021, and the install went GREAT! Thanks to the patient, proactive guidance of the team of engineers, project coordinators, and really everyone involved. I was very impressed with not only the methodical process, but the responsiveness of all parties involved. And I still am to this date.

Thanks to that timely decision, BCOS was able to avoid interruptions in communications during what some would call a catastrophic event. Let me explain.

During the installation, the UC-One was installed on a few key members of our staff cell phones so that we could train the rest of the users and staff the following week. But mother nature, as she usually does, had plans of her own and on February 14th, 2021, hell literally froze over. A deep arctic blast crippled the state of Texas and much of the nation middle states. The state of Texas was not prepared, especially the coastal areas. Add in the failure of the power grid for a large part the State of Texas and now we have a real problem. Most businesses were closed during this historic event, so business continuity was not a big issue during this 5-day event, with one exception. Emergency services.

On a Tuesday morning during the coldest point of the shutdown, I received a call via the UC-ONE app on my phone from a local police dept. The MFP in their emergency response center was out of toner and would not work. We had no idea how much longer the power was going to be out, but emergency response centers are always up and running! So, I braved the frozen roads and was able to get this vital customer back up, allowing them to focus on what was important. Now, there were other phone calls and customer issues that were handled via the UC-One app, but in most cases, this was simply communication surrounding our temporary closure. But in this one case, KM Voice allowed BCOS and myself, to provide an immediate solution affecting my client's reality. An opportunity that would not have presented itself were we still utilizing our old onsite PBX system. In the near future, this same customer should be moving to the same system away from their current environment very soon. Thanks a ton KM Voice!

The professionalism, responsiveness, and competencies of the KM Voice team can be expected with every interaction. Recently BCOS was fortunate enough to be awarded what I would consider a sizeable contract for the KM Voice hosted product. And the same attention to detail and responsiveness was experienced on a 180 plus user, 12 location, municipality installation. And I'm not the only one impressed. The IT director for the city, was anticipating several weeks of "working out the kinks". He and I have reviewed the install several times, and his astonishment at the seamless integration is certainly refreshing! This client is so impressed, that he has turned into a champion for the product and the team and has opened the door at the local school district for a 280-300 user opportunity with the local school district hopefully coming this summer!

With any call or issue to the support desk, I have always had great response and interactions. But the specific standouts that continue to amaze me are Aaron Fitzgerald, Cynthis Deno, Erick Ramirez Chavez and Jenna Chalfant. These folks are the true testament to a phenomenal culture surrounding an outstanding product. It has not gone unnoticed.

I am excited about future opportunities and grateful for the support I know I can count on.

Please feel free to contact me with any questions you may have. Additionally, if I need to review with any dealers or clients, I would be more than happy to do so!

Thanks,

Stephen Cook

Sales Manager
BCOS Office Technologies
1111 CR 44
Angleton, TX 77515
Office-(979) 849-6888 X 108
Cell- (281) 541-3338
scook@bcosinc.com

VoIP Managed Voice VOICE OVER IP



Polycom WX 411 Phone

Advantages Over PBX

- Drastically reduced monthly cost
- Customized solution system tailored to your needs
- Automatic routing to off-site PC's and cell phones during power outages
- 24/7 All Covered VoIP Help Desk
- One bill for multiple locations
- Adding and moving employees around the office is easy

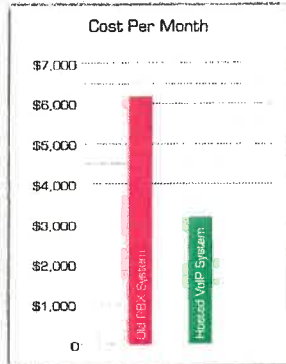
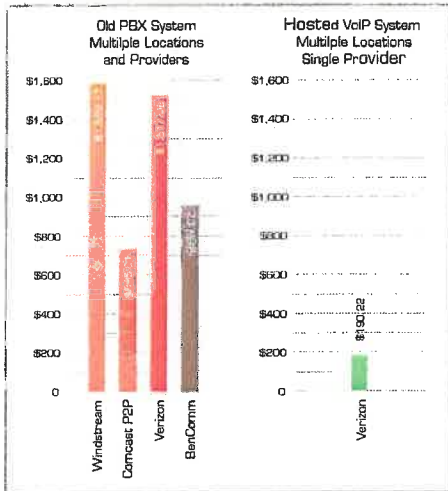
Useful User Features

- Answer company calls from anywhere
- Send voicemail to user email accounts
- No more calling into office to get voice messages
- Crystal clear voice quality
- Video conferencing

Testimonial

Commonwealth Digital Office Solutions

The transition from a PBX phone system to Hosted VoIP has been both positive and exceptionally smooth for Commonwealth Digital. Not only did we see a monthly reduction of over \$1,400.00 on our phone bill, but VoIP opened many new technological features that were previously unavailable. Voicemail to email, ability to answer calls from anywhere and video conferencing are just a few. The initial hardware investment was recovered in less than 9 months. Network data traffic speeds has been improved with the upgraded PoE switches. Bills prepared for 4 different service providers each month has now been streamlined to just one.



Answer your office calls from anywhere



COMMONWEALTH
Digital Office Solutions

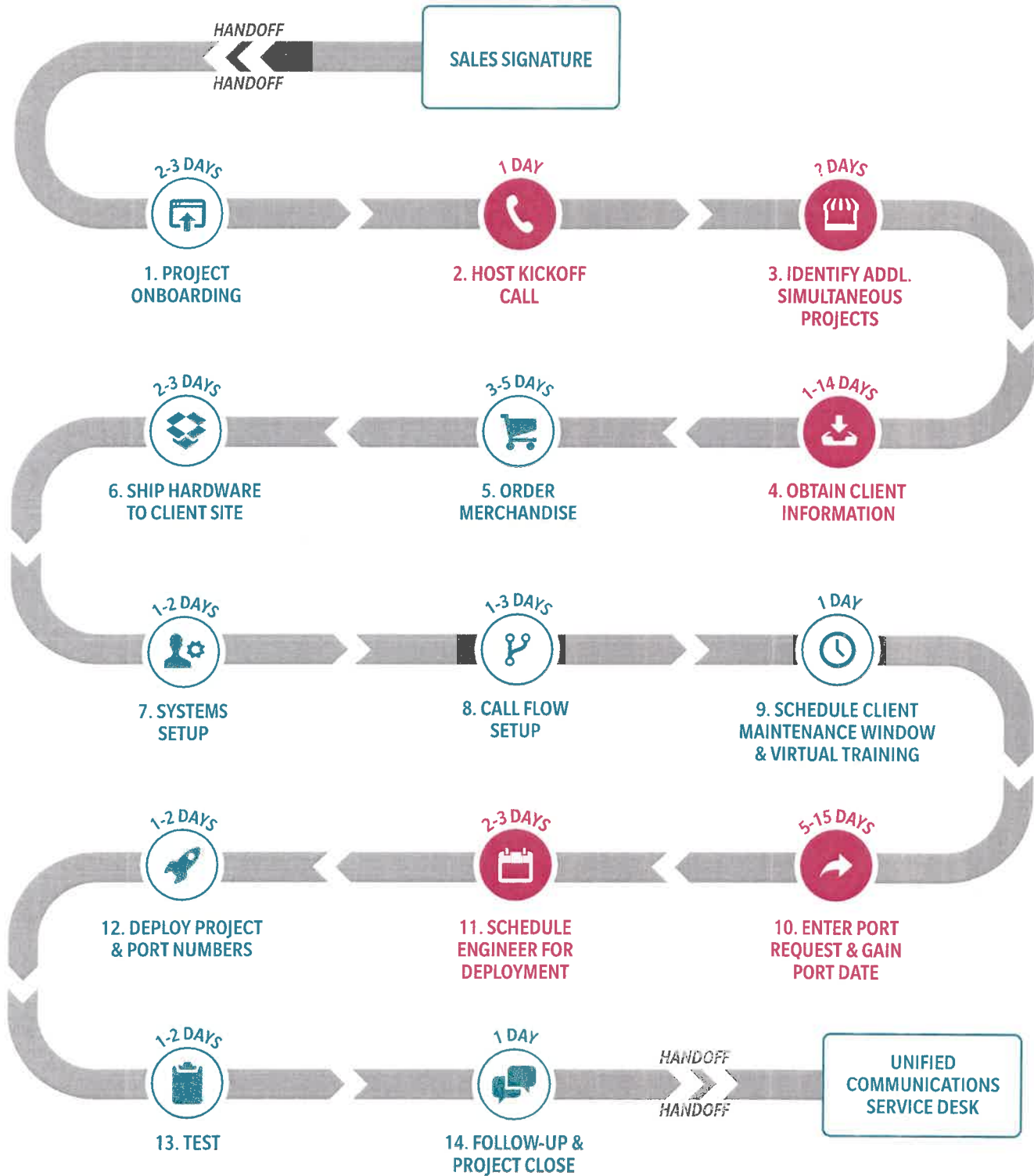
ONE SOURCE – ONE INVOICE – ONE RESPONSIBILITY

COMMONWEALTH DIGITAL OFFICE SOLUTIONS

Satisfaction Review

Document Solutions worked with our small business to offer a phone system that is easy to manage while providing several innovative features that increased our effectiveness and productivity within the first two weeks. Our system in particular allows us to maximize communications by experiencing no dropped calls, excellent voicemail to text transcription and retrieval, instant messaging, screen sharing, and UC-One applications for in-office, teleworking, or mobile services. This system is excellent for small businesses that want sophistication on a budget. The customer service we received from Document Solutions, Inc. was outstanding! The Vice President of Sales, Account Manager, and IT Solutions Specialist all listened to our concerns, offered suggestions, and kept us well informed throughout and after the project was completed. We highly recommend Document Solutions and look forward to additional projects in the future.

-Kelly Franklin, Executive Director
Jefferson Day Report Center, Inc.



Critical Path items that could halt the project

Step Descriptions

1. **Project Onboarding** – Details of the project such as the contract, the main point of contact, the Project Coordinator, etc. are established. This is where weekly status updates are made on progress throughout the project.
2. **Host Kickoff Call** – This is a call scheduled with the Customer, Project Coordinator, Account Manager, and Dealer (if applicable). The purpose of this call is to bring all parties together to discuss what was purchased, the customer's environment, any risks involved and timing of the project.
3. **Identify Additional Simultaneous Projects** – This is normally a network upgrade project that has to be completed prior to the Unified Communications implementation due to needing upgraded equipment or circuits.
4. **Obtain Client Information:**
 - **One (1) available public static IP address** – This is for the Session Border Controller that will be configured and installed in customer environment for QOS & Troubleshooting.
 - **User & Phone Information** – User information is used to set up all users with their direct dial numbers, extensions, etc. in the system. Phone information is what phone numbers the customer would like ported to us for use on the Unified Communications Platform
 - **Phone Bill** – This is used to enter the port request to port over the customer's numbers. Address, account number and some other information is needed from the bill.
5. **Order Merchandise** – All merchandise on the contract is ordered and pre-configuration is performed with verification.
6. **Ship Hardware to Client Site**
7. **Systems Setup** – Setting up systems for user creation, number assignment and E911 provisioning.
8. **Call Flow Setup** – Working with the customer to set up overall call flow. As a normal best practice we will record their Auto Attendant along with any Hunt Groups needed and after-hour schedules. We will also roll out any pre-port installations for testing and user use.
9. **Schedule Client Maintenance Window & Virtual Training** – The maintenance window is the day of deployment for the Unified Communications project. This date will also need to coincide with the porting date of the phone numbers.
10. **Enter Port Request & Gain Port Date** – Entering of the port request for all customer's numbers to gain a port date. This date will determine the deployment date. This step can often take up to 30 days depending on the losing carrier.
11. **Schedule Engineer for Deployment** – Once the port date has been received, an engineer is scheduled on the designated port date for installation and/or preparation work.
12. **Deploy Project & Port Numbers** – All equipment is installed in the customer's environment by the engineer, and the phones are connected to the network for each user. Once installation is complete, the port will be triggered.
13. **Test** – Once the port is complete, the Project Coordinator will work with the customer to test:
 - Direct Dial Numbers
 - Extension Dialing
 - Outbound Calling
 - Call Flow
 - Faxing (if applicable)
 - Call Center Functions
14. **Follow-up & Project Close** – The Project Coordinator contacts the customer for feedback in a project retrospective.

Cisco IP Phone 8841

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The Cisco® IP Phone 8841 is a business-class collaboration endpoint that delivers high-fidelity, reliable, secure, and scalable voice communication for small to large enterprise businesses.



With the Cisco IP Phone 8841, you can increase personal productivity through an engaging user experience that is both powerful and easy-to-use. The IP Phone 8841 combines an attractive new ergonomic design with wideband audio for crystal clear voice communications, “always-on” reliability, encrypted voice communications to enhance security, and access to a comprehensive suite of unified communication features from Cisco on-premises and hosted infrastructure platforms and third party hosted call control.

The Cisco IP Phone 8841 offers five programmable line keys. You can configure keys to support either multiple directory numbers or call features such as speed dial. You can also boost productivity by handling multiple calls for each directory number, using the multicall-per-line feature. Fixed function keys give you one-touch access to applications, messaging, directory, as well as often-used calling features such as hold/resume, transfer, and conference. Backlit acoustic keys provide flexibility for audio path selection and switching.

Additionally, Cisco has adopted circular design principles in its products by pioneering the use of post-consumer recycled plastic. The 8841 is one of the models that now reduces the use of natural resources while closing the loop with its own electronic waste. Learn more about what this means by visiting the [Cisco’s Circular Economy website](#).

Other key features of the phone follow:

- The Cisco IP Phone 8841 offers a 5-in. high-resolution (800 x 480) widescreen VGA backlit color display. Localized language support, including right-to-left on-screen text, meets the needs of global users.
- The phone supports a built-in Gigabit Ethernet switch for your PC connection.
- Support for Cisco EnergyWise™ technology makes the Cisco IP Phone 8841 more energy-efficient and ecofriendly; the phone is qualified by Energy Star organization.
- An optional wall-mount kit is orderable as a spare part for customers seeking this capability.

Features and benefits

Table 1 lists features and benefits of the Cisco IP Phone 8841.

Table 1. Features and Benefits

Features	Benefits
Hardware Features	
Ergonomic design	<ul style="list-style-type: none">• The phone offers an easy-to-use interface and provides a traditional telephony-like user experience.
Graphical display	<ul style="list-style-type: none">• The 800 × 480, 24-bit color, 5-in. WVGA display provides scrollable access to calling features and text-based XML applications.
Handset	<ul style="list-style-type: none">• The handset is a standard wideband-capable audio handset (connects through an RJ-9 port).• The standard coiled cord has a custom end for concealed cable routing beneath the phone (cord length is approximately 21 in. [55 cm] coiled and up to 72 in. [183 cm] extended).• The handset is Hearing Aid-Compatible (HAC) and meets Federal Communications Commission (FCC) loudness requirements for the Americans with Disabilities Act (ADA). Section 508 loudness requirements can be achieved using industry-standard inline handset amplifiers such as Walker Equipment W-10 or CE-100 amplifiers. The dial pad is also ADA-compliant.
Speaker phone	<ul style="list-style-type: none">• A full-duplex speakerphone gives you flexibility in placing and receiving calls with hands free. For added security, the audible Dual Tone Multifrequency (DTMF) tones are masked when the speakerphone mode is used.
Analog headset	<ul style="list-style-type: none">• The analog headset jack is a standard wideband-capable RJ-9 audio port.
AUX port	<ul style="list-style-type: none">• You can use an auxiliary port to support electronic hookswitch control with a third-party headset connected to it.
Ethernet switch	<ul style="list-style-type: none">• An internal 2-port Cisco Ethernet switch allows for a direct connection to a 10/100/1000BASE-T Ethernet network (IEEE 802.3i/802.3u/802.3ab) through a RJ-45 interface with single LAN connectivity for both the phone and a co-located PC.• The system administrator can designate separate VLANs (IEEE 802.1Q) for the PC and phone, providing improved security and reliability of voice and data traffic.
Keys	<ul style="list-style-type: none">• The phone has the following keys:<ul style="list-style-type: none">◦ Line keys◦ Soft keys◦ Back and release keys◦ Four-way navigation and select keys◦ Hold/Resume, Transfer, and Conference keys◦ Messaging, Application, and Directory keys◦ Standard keypad◦ Volume-control toggle key◦ Speakerphone, headset, and mute keys
Backlit indicator	<ul style="list-style-type: none">• The phone supports backlit indicators for the audio path keys (handset, headset, and speakerphone), select key, line keys, and message waiting.
Replaceable bezel	<ul style="list-style-type: none">• The phone includes a black bezel; an optional silver bezel is also orderable separately.

Features	Benefits
Dual-position foot stand	<ul style="list-style-type: none"> The display is easy-to-view and the buttons and keys are easy-to-use. The two-position foot stand supports viewing angles of 35 and 50 degrees; you can remove the foot stand for wall mounting, with mounting holes located on the base of the phone.
Wall-mountable	<ul style="list-style-type: none"> You can install the phone on a wall using an optional wall-mount kit (orderable separately).
Physical security	<ul style="list-style-type: none"> The phone is compatible with the Kensington Security Slot (K-Slot) antitheft system.
Power Features	
IEEE Power over Ethernet (PoE)	<ul style="list-style-type: none"> IEEE Power over Ethernet class 2. The phone is compatible with both IEEE 802.3af and 802.3at switch blades and supports both Cisco Discovery Protocol and Link Layer Discovery Protocol - Power over Ethernet (LLDP-PoE).
Cisco IP Phone Power Cube 4	<ul style="list-style-type: none"> This optional power cube is used as an AC-to-DC (48V) power supply for non-PoE deployments. Use of the power cube 4 also requires the use of one of the corresponding AC country cords.
Call-Control Support	
Cisco Unified Communications Manager	<ul style="list-style-type: none"> 8.5.1 (Non-secured mode Only) 8.6.2 9.1.2 10.5.2 11.0 and later
Cisco Unified Communications Manager Express (Unified CME)	<ul style="list-style-type: none"> 10.0 and later through fast track
Cisco Business Edition 6000 (BE 6000)	<ul style="list-style-type: none"> 8.6.2 9.1.2 10.5.2 11.0 and later
Cisco Hosted Collaboration Solution (HCS)	<ul style="list-style-type: none"> 8.6.2 and later (using supported UCM versions above)

Licensing

The Cisco IP Phone 8841 requires an Enhanced User Connect License (UCL) in order to connect to Cisco Unified Communications Manager.

Product sustainability

Refer to the [CSR/Social Responsibility section](#) for more information on Cisco's environmental sustainability policies and initiatives.

Sustainability Topic	Reference	
General	Information on product-material-content laws and regulations	Materials
	Information on electronic waste laws and regulations, including our products, batteries and packaging	WEEE Compliance
	Sustainability Inquiries	Contact: csr_inquiries@cisco.com
	Certification and compliance	Table 2. Features and specifications of Cisco IP Phone 8861
	Information on product takeback and resuse program	Cisco Takeback and Reuse Program
Power	Cisco EnergyWise	Key Features
	Power Features	Table 1. Features and benefits
Material	Product packaging weight and materials	Contact: environment@cisco.com
	Physical dimensions and Weight	Table 2. Features and specifications of Cisco IP Phone 8861
	Post-consumer recycled plastic	Circular design principles

Product specifications

Table 2 lists the features and specifications of the Cisco IP Phone 8841.

Table 2. Features and Specifications

Features	Specifications
Audio	<ul style="list-style-type: none"> • Automatic Gain Control • Comfort Noise Generation • Silence Suppression/Voice Activity Detection • Acoustic Echo Cancellation (AEC) • Dynamic Noise Reduction
Audio codec support	<ul style="list-style-type: none"> • G.711a-law and mu-law, G.722, G.729a/b, Internet Low Bitrate Codec (iLBC), and Internet Speech Audio Codec (iSAC), G.722.1, G.722.2, OPUS
Call features	<ul style="list-style-type: none"> • + Dialing • Abbreviated dialing • Adjustable ring tones and volume levels • Adjustable display brightness • Agent greeting

Features

Specifications

- Auto-answer
- Auto-detection of headset
- cBarge
- Busy Lamp Field (BLF)
- Busy Lamp Field (BLF) Pickup
- Busy Lamp Field (BLF) speed dial
- Callback
- Call forward
- Call forward notification
- Call filter
- Call history lists
- Call park
- Call pickup
- Call timer
- Call waiting
- Call chaperone
- Caller ID
- Corporate directory
- Conference, including traditional Join feature
- Cross Cluster Extension Mobility (EMCC)
- Direct transfer
- Extension mobility
- Fast-dial service
- Forced access codes and client matter codes
- Group call pickup
- Hold
- Intercom
- Immediate divert
- Malicious-caller ID
- Message-Waiting Indicator (MWI)
- Meet-me conference
- Mobility
- Music on Hold (MoH)
- Mute
- Network profiles (automatic)
- On- and off-network distinctive ringing
- Personal directory
- PickUp
- Predialing before sending
- Privacy
- Private Line Automated Ringdown (PLAR)
- Redial
- Ring tone per line appearance
- Service Uniform Resource Locator (URL)
- Shared line

Features

Specifications

- Silent monitoring and recording
- Speed dial
- Time and date display
- Transfer
- Uniform Resource Identifier (URI) dialing
- Visual voice mail
- Voice mail
- Whisper coaching

Electronic hookswitch

- You can control the hookswitch electronically with a third-party headset connected to the auxiliary port.

Quality-of-Service (QoS) options

- The phone supports Cisco Discovery Protocol and 802.1Q/p standards, and can be configured with an 801.1Q VLAN header containing the VLAN ID overrides configured by the Admin VLAN ID.

Network features

- Session Initiation Protocol (SIP) for signaling
- Session Description Protocol (SDP)
- IPv4 and IPv6
- User Datagram Protocol (UDP) (used only for Real-Time Transport Protocol [RTP] streams)
- Dynamic Host Configuration Protocol (DHCP) client or static configuration
- Gratuitous Address Resolution Protocol (GARP)
- Domain Name System (DNS)
- Trivial File Transfer Protocol (TFTP)
- Secure Hypertext Transfer Protocol (HTTPS)
- VLAN
- Real-Time Transport Protocol (RTP)
- Real-Time Control Protocol (RTCP)
- Cisco Peer-to-Peer Distribution Protocol (PPDP)
- Cisco Discovery Protocol
- LLDP (including LLDP-MED)
- Switch speed auto-negotiation

Security features

- Secure boot
- Secure credential storage
- Device authentication
- Configuration file authentication and encryption
- Image authentication
- Random bit generation
- Hardware cryptographic acceleration
- Certificate Authority Proxy Function (CAPF)
- Manufacturer-Installed Certificates (MIC)
- Locally Significant Certificates (LSC)
- Ethernet 802.1x supplicant options: Extensible Authentication Protocol-Flexible Authentication via Secure Tunneling (EAP-FAST) and Extensible Authentication Protocol-Transport Layer Security (EAP-TLS)
- Signaling authentication and encryption using TLS
- Media authentication and encryption using SRTP
- HTTPS for client and server
- Secure Shell (SSH) Protocol server
- SSL-based VPN client

Features	Specifications
Physical dimensions (H x W x D)	<ul style="list-style-type: none"> • 9.02 x 10.13 x 1.57 in. (229.1 x 257.34 x 40 mm) (excluding foot stand)
Weight (with handset)	<ul style="list-style-type: none"> • 2.58 lb (1.17 kg)
Phone-casing composition	<ul style="list-style-type: none"> • Polycarbonate acrylonitrile butadiene styrene (ABS) textured plastic; Cosmetic class A
Operational temperature	<ul style="list-style-type: none"> • 32 to 104° F (0 to 40° C)
Nonoperational temperature shock	<ul style="list-style-type: none"> • 14 to 140° F (-10 to 60° C)
Humidity	<ul style="list-style-type: none"> • Operating 10 to 90%, noncondensing • Nonoperating 10 to 95%, noncondensing
Language support	<ul style="list-style-type: none"> • Arabic (Arabic Area) • Bulgarian (Bulgaria) • Catalan (Spain) • Chinese (China) • Chinese (Hong Kong) • Chinese (Taiwan) • Croatian (Croatia) • Czech (Czech Republic) • Danish (Denmark) • Dutch (Netherlands) • English (United Kingdom) • Estonian (Estonia) • French (France) • French (Canada) • Finnish (Finland) • German (Germany) • Greek (Greece) • Hebrew (Israel) • Hungarian (Hungary) • Italian (Italy) • Japanese (Japan) • Latvian (Latvia) • Lithuanian (Lithuania) • Korean (Korea Republic) • Norwegian (Norway) • Polish (Poland) • Portuguese (Portugal) • Portuguese (Brazil) • Romanian (Romania) • Russian (Russian Federation) • Spanish (Columbia) • Spanish (Spain)

Features	Specifications
	<ul style="list-style-type: none"> • Slovak (Slovakia) • Swedish (Sweden) • Serbian (Republic of Serbia) • Serbian (Republic of Montenegro) • Slovenian (Slovenia) • Thai (Thailand) • Turkish (Turkey)

Ordering information

Table 3 gives ordering information for the phone and its accessories.

Table 3. Ordering information

Product Number	Description
CP-8841-K9=	• Cisco IP Phone 8841, Charcoal
CP-8841-W-K9=	• Cisco IP Phone 8841, White
CP-DX-HS=	• Spare Handset for Cisco 7800, 8800, DX600 Series, Charcoal
CP-DX-CORD=	• Spare Handset Cord for Cisco 8800, DX600 Series, Charcoal
CP-DX-W-HS=	• Spare Handset for Cisco IP Phone 7800, 8800, DX600 Series, White
CP-DX-W-CORD=	• Spare Handset Cord for Cisco IP Phone 8800, DX600 Series, White
CP-8800-WMK=	• Spare Wallmount Kit for Cisco IP Phone 8800 Series
CP-8800-FS=	• Spare Foot stand for Cisco IP Phone 8800 Series
CP-8800-B-BEZEL=	• Spare Black Bezel for Cisco IP Phone 8800 Series
CP-8800-S-BEZEL=	• Spare Silver Bezel for Cisco IP Phone 8800 Series
CP-PWR-CUBE-4	• Cisco Power Cube 4
CP-PWR-CORD-AP=	• Power Cord Asia Pacific
CP-PWR-CORD-AR=	• Power Cord Argentina
CP-PWR-CORD-AU=	• Power Cord Australia
CP-PWR-CORD-BZ=	• Power cord for Brazil
CP-PWR-CORD-CE=	• Power Cord European
CP-PWR-CORD-CN=	• Power Cord China
CP-PWR-CORD-JP=	• Power Cord Japan
CP-PWR-CORD-NA=	• Power Cord North America

Product Number	Description
CP-PWR-CORD-SW=	• Power Cord Switzerland
CP-PWR-CORD-UK=	• Power Cord United Kingdom

Warranty

The Cisco IP Phone 8841 phones are covered by a Cisco standard 1-year replacement warranty.

CSR/Social Responsibility

Information about Cisco's Environmental, Social and Governance (ESG) policies and initiatives can be found in Cisco's [Corporate Social Responsibility \(CSR\) Report](#).

Cisco unified communications services

Cisco and our certified partners can help you set up a secure, dependable Cisco Unified Communications Solution, meeting aggressive deployment schedules and accelerating business advantage. Cisco's portfolio of services is based on proven methodologies for unifying voice, video, data, and mobile applications on fixed and mobile networks.

Our unique lifecycle approach to services defines what's needed at each phase of the solution lifecycle. Customized planning and design services help you create a solution that meets your business needs. Award-winning technical support helps you boost your operational efficiency. Remote management services simplify day-to-day operations. And optimization services let you modify and improve your network solution when business needs change.

Cisco Capital

Flexible payment solutions to help you achieve your objectives

Cisco Capital makes it easier to get the right technology to achieve your objectives, enable business transformation and help you stay competitive. We can help you reduce the total cost of ownership, conserve capital, and accelerate growth. In more than 100 countries, our flexible payment solutions can help you acquire hardware, software, services and complementary third-party equipment in easy, predictable payments. [Learn more.](#)

More information

For additional details about the Cisco IP Phone 8800 Series, go to <https://www.cisco.com/go/ipphones/8800>.

Americas Headquarters
Cisco Systems, Inc.
San Jose, CA

Asia Pacific Headquarters
Cisco Systems (USA) Pte. Ltd.
Singapore

Europe Headquarters
Cisco Systems International BV Amsterdam,
The Netherlands

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Hosted PBX Terms and Conditions

Entire Agreement. This SOW constitutes the entire agreement between Konica Minolta and Client. This SOW supersedes any previous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder.

Service Beginning. The Services provided under this SOW will begin on the first day that, at Konica Minolta's sole discretion, the Services are made available to Client.

Password(s) and Security of Client's Phone Service. Konica Minolta VoIP service has generic password(s). Client must change the password(s) when its service begins to protect its phone traffic from hacking and illegal activities. Client is responsible for any and all illegal use of its VoIP service. Konica Minolta is not responsible for the password(s) or the security of Client's phone access or traffic generated.

911 Dialing. Konica Minolta 911 Dialing will be implemented and operational with the Services. The Services may not be used in any geographical area different from that reported to Konica Minolta as Client's installation site. With E911 service, when you dial 911, your telephone number and registered address is simultaneously sent to the local emergency center assigned to your location, and emergency operators have access to the information they need to send help and call you back if necessary. By using the Services, you authorize Konica Minolta to disclose your name and address to third parties involved with providing 911 Dialing to you, including, without limitation, call routers, call centers and local emergency centers.

Registration of Physical Location Required. For each phone number that you use for the Services, you must register with Konica Minolta the physical location where you will be using the Services with that phone number. When you move the Device to another location, you must register your new location. If you do not register your new location, any call you make using the 911 Dialing feature may be sent to an emergency center near your old address.

Confirmation of Activation Required. Your 911 Dialing feature will not be activated for any phone line that you are using with the Services, unless and until Konica Minolta has confirmed that the 911 Dialing feature has been activated for that phone line.



Outages. Outages due to electrical, Internet or other failures. Client acknowledges that the Services will not function in the absence of electrical power, access to the Internet or other general failures associated with the VoIP network. Client acknowledges that the Services will not function if there is an interruption of Client's broadband or high-speed Internet access service.

Non-Voice Systems. Client acknowledges that the Services are not set up to function with out-dialing systems including home security systems, medical monitoring equipment, satellite television systems and some facsimile systems. By agreeing to the terms of this SOW, Client waives any claim against Konica Minolta for interruption or disruption of such systems by the Services.

Directory Listing. Directory Listing is the listing of Client's contact information in various local phone book printings. Directory Listing service is a "best effort" service and Konica Minolta shall not be responsible in any way for Directory Listing(s) or omitted or inaccurate information contained in Directory Listing(s).

Billing, Charges and Payment.

- i. **Credit Terms.** All services provided to Client and covered by this SOW shall at all times be subject to credit approval or review by Konica Minolta. Client will provide such credit information or assurance as is requested by Konica Minolta at any time. Konica Minolta, in its sole discretion and judgment, may discontinue credit at any time without notice.
- ii. **Billing.** Konica Minolta will send Client a monthly invoice or make available to Client a monthly online invoice or email to Client's billing department (see below) a monthly invoice for all Services and charges incurred herein. Said invoices shall include activation fees, monthly service fees, shipping charges, disconnection fees, equipment charges, toll charges, taxes and any other applicable charges. Monthly service fees may be billed in advance of each month's service; toll charges and any other applicable charges are billed at the end of each month's service. Billing for monthly service fees commences upon activation of the Services, and the first month's monthly service fee shall be prorated to take into account any partial month that may occur as the result of the date monthly service fees are initiated. Thereafter, billing for monthly services may occur in advance of the month the Services are provided, whereas billing for any toll or long-distance charges will occur in arrears.
- iii. **Payment.** Client agrees to pay each monthly invoice issued by Konica Minolta in full within thirty (30) days from the date on the invoice. The monthly invoices will be prepared using commercially accepted practices on or near the first (1st) day of each month. Payments must be received by Konica Minolta within thirty (30) days from the date of invoice ("Due Date") to avoid finance charges. Payments not made by the Due Date shall accrue interest at the rate of one and one-half percent (1.5%) per month or the maximum rate allowed by



law, whichever is less. Such interest shall accrue daily on all amounts due hereunder, including accrued default interest from the Due Date until payment in full is received by Konica Minolta.

- iv. **Suspension or Termination for Late/Non-Payment.** If any charges for the Services are due but unpaid for any reason including, but not limited to, non-payment or declined Client credit card charges, Konica Minolta may suspend or terminate the Services and all accrued charges shall be immediately due. If Client fails to pay Konica Minolta within thirty (30) days of invoice date, Konica Minolta has the right to disconnect the Services without notice and/or send to collection. Upon disconnect, Client agrees to immediately pay all amounts owed to Konica Minolta. Konica Minolta reserves the right to charge Client a re-establishment of service fee.
- v. **Taxes.** Prices for the Services do not include any applicable customs, duties, sales, use, value added, excise, federal, state, local, public utility or other similar taxes. All such taxes shall be paid by Client and will be added to any amounts otherwise charged to Client unless Client provides Konica Minolta with an appropriate exemption certificate. If any amounts paid for the Services are refunded by Konica Minolta, applicable taxes may not be refundable. At the present time, under the terms of Konica Minolta's VoIP phone service, federal excise taxes are applicable.
- vi. **Credits and Discounts.** Credit allowances are under the sole discretion of Konica Minolta. From time to time in its sole discretion, Konica Minolta may offer promotions or discounts of activation or other fees. Any promotion or discount codes must be entered by Client upon purchase of the Services. Client shall not be entitled to a subsequent credit for such promotions or discounts if not requested at the time of account creation or change of service.
- vii. **Equipment Purchases.** Client may purchase equipment from Konica Minolta and pay the purchase price in monthly installments during the Service Term; provided, that all repairs, returns or exchanges of such equipment shall be subject exclusively to the Konica Minolta Unified Communications RMA Terms and Conditions, which is available upon request.

Incremental Billing. If applicable, every call to or from equipment using the Services that originates or terminates in the Public Switched Telephone Network ("PSTN") is subject to the then-applicable toll charges that are associated with the respective plan ordered by Client. Every call to or from equipment using the Services that originates or terminates with a SIP service that is not affiliated or associated with Konica Minolta will also count as PSTN minutes and be subject to the then-applicable toll charges that are associated with the respective plan ordered by Client. As applicable, long distance calls are billed in six (6) second increments. As applicable, calls to a phone number outside the domestic United States and Canada will be charged at the current rates. The duration of each call from the domestic US to international destination is to be calculated in six (6) second increments after a thirty (30) second minimum. As applicable, calls to Mexico are rounded to the minute.

Telephone Number. Telephone numbers provided by Konica Minolta ("Number") to Client shall be leased and not sold. Konica Minolta reserves the right to change, cancel or move the Number at its sole discretion. If, however, Client chooses to 'port' its existing phone number into



the Konica Minolta VoIP service, Client shall also be able to 'port' the number out of the Konica Minolta network upon termination of the Services if Client has maintained an account in good standing with Konica Minolta.

Prohibited Uses. Any use of the Services or any other action that causes a disruption in the network integrity of Konica Minolta or its vendors, whether directly or indirectly, is strictly prohibited and could result in termination of the Services. Client understands that neither Konica Minolta nor its vendors are responsible for the content of the transmissions that may pass through the Internet and/or the Services. Client agrees that it will not use the Services in ways that violate laws, infringe the rights of others, or interfere with the users, services, or equipment of the network. Client agrees and represents that it is purchasing the Services and/or the equipment for its own internal use only, and shall not resell, transfer or make a charge for the Services or the equipment without the advance express written permission of Konica Minolta. Use of the Services shall not include certain activities including, but not limited to, any autodialing, continuous or extensive call forwarding, continuous connectivity, fax broadcast, fax blasting, telemarketing or any other activity that would be inconsistent with residential or commercial usage, unless specifically agreed to otherwise in writing by Konica Minolta and Client.

Indemnification. Each party agrees to defend, indemnify and hold the other party harmless from and against any claims or damages relating to this SOW.

Warranty and Liability Limitations.

- i. Konica Minolta makes no warranties, express or implied, about the Services, including but not limited to implied warranties of merchantability or fitness for a particular purpose, and said warranties are expressly denied.
- ii. Konica Minolta is responsible only for the maintenance and operation of equipment owned by Konica Minolta and is not responsible for the performance of any equipment that is not owned by Konica Minolta. Konica Minolta shall not be responsible for any damages resulting from acts of God or the negligent or willful acts of Client, Client's employees or assigns.
- iii. Konica Minolta shall not be liable for any direct, indirect, consequential, incidental damages, including but not limited to damages for loss of profit, interruption of business, interruption of service or loss of data, which are caused by a disruption in service. The foregoing will be true even if Konica Minolta has been advised of the possibility of such damages. The total aggregate liability of Konica Minolta for failure to perform or provide the Services it has agreed to perform and provide hereunder shall not exceed a credit to Client's account for the total number of days the Service were interrupted.

Assumptions.

- Source material used on a project will not be stored by Konica Minolta at the completion of the Project.



- Any changes in scope to the tasks of the SOW, or inaccuracy in assumptions will necessitate a change to the SOW, and will be handled according to the Change Order Process as described in this SOW.
- Konica Minolta is not responsible for data corruption or Client-side failures outside of Konica Minolta's control. Changes in the Project associated with recovery from such events will be handled according to the Change Order Process section.
- Konica Minolta assumes that it will be provided appropriate access to Client network when necessary.
- Konica Minolta makes no representations, warranties, guarantees or commitments for any third-party products or services.
- Any production issues or errors uncovered with the Project and determined by Konica Minolta to be In Scope shall be corrected by Konica Minolta for a maximum of thirty (30) days after the completion of the SOW.

Force Majeure (Events Beyond Our Control). Failure of either party to perform under this SOW (except the obligation to make payments) will not subject such party to any liability to the other if such failure is caused by acts of God, acts of terrorism, fire, explosion, flood, drought, war, riot, sabotage, embargo, strikes or other labor trouble, compliance with any order or regulation of any government entity, or by any cause beyond the reasonable control of the affected party, whether or not foreseeable; provided, that written notice of such event is promptly given to the other party.

Dispute Resolution. If Client has any dispute or seeks any cure (including billing issues) regarding this SOW, it shall notify Konica Minolta via Konica Minolta's standard Client service interfaces (phone, email, US Mail) regarding the nature and basis of the dispute or requested cure within thirty (30) days of the disputed event or statement date, or the dispute/cure shall be waived. Both Konica Minolta and Client shall diligently work toward resolution of all issues.

Governing Law, Jurisdiction, and Venue

New Jersey law, without regard to its conflict of laws principles, shall govern and enforce this Agreement. Any legal action between the parties arising out of or related to this Agreement shall be adjudicated by binding arbitration by JAMS, Inc. in Bergen County, New Jersey in accordance with its Expedited Arbitration Procedures. The prevailing party in any such action shall be entitled to an award of reasonable attorney's fees and costs in addition to any other award or recovery to which such party may be entitled. No legal action, regardless of form, may be brought by either party against the other more than one (1) year after the cause of action has arisen.

Termination. Upon expiration of the Service Term, the monthly charge will revert to the then prevailing month-to-month rate unless Client renews this SOW at current prevailing rates or terminates the Services. To terminate this SOW, Client must notify Konica Minolta in writing at least thirty (30) days in advance.

Konica Minolta may terminate the Services in this SOW in whole or in part for Client's refusal in any material respect to perform its obligations under this SOW, or for the violation of any



material terms or conditions of this SOW or if Konica Minolta's vendor cannot or will not provide the Services in this SOW; provided, that Konica Minolta notifies Client in writing (including electronic mail).

Termination Liability: If Client terminates this SOW prior to the end of the Service Term for any reason other than Konica Minolta's material breach of this SOW, which remains uncured after forty-five (45) days from Konica Minolta's receipt of Client's written notice, Client shall pay to Konica Minolta within thirty (30) days of such termination 80% of all recurring charges for the balance of the Service Term and all non-recurring charges associated with this SOW.

Miscellaneous

- i. Additional charges may be incurred for circuit expedites, extended demarc or additional wiring. Client will be responsible for these additional charges.
- ii. If any provision of this SOW is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision. Additionally, should any provision of this SOW be found by a court of competent jurisdiction to be invalid, the parties agree said finding will invalidate only that specific provision while the remainder of the SOW and all other provisions will remain in full force and effect.
- iii. Konica Minolta and Client agree and acknowledge that Konica Minolta's relationship with Client is and will be that of an independent contractor and nothing in this SOW is intended to or should be construed to create a partnership, joint venture or employment relationship.
- iv. Konica Minolta shall be entitled to recover any and all costs incurred in enforcing the terms of this SOW, including but not limited to all costs of collection, all court costs and reasonable attorney fees.
- v. Client agrees to use its best efforts to reasonably protect any Konica Minolta property that may be included in this Agreement and operated at Client's location (such as a Konica Minolta owned router).

Authority. Each individual executing this SOW on behalf of a corporation or other legal entity represents and warrants that (i) he or she is duly authorized to execute and deliver this SOW on behalf of said corporation or other legal entity in accordance with and without violating the provisions of its governing documents, and (ii) this SOW is binding upon and enforceable against said corporation or other legal entity in accordance with its terms.

Signatures. Agreed upon on the date appearing below, Client acknowledges that Client has read and understands the terms of this SOW. This SOW may be signed in counterparts, each of which shall be deemed an original. Facsimile or photocopied signature shall be deemed to be the functional equivalent of an original for all purposes.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Komax LLC.

Authorized Signature: [Signature] Date: 10-13-2023

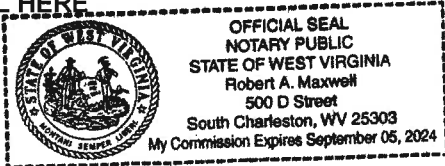
State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 13th day of October, 2023.

My Commission expires September 5, 2024.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mountain State Insurance Agency 1206 Kanawha Blvd. E. Suite 100 Charleston WV 25301-2949	CONTACT NAME: Susan Gillenwater PHONE (A/C, No, Ext): (304) 720-2000 E-MAIL ADDRESS: Sgillenwater@mountainstateinsurance.com	FAX (A/C, No): (304) 720-2002
	INSURER(S) AFFORDING COVERAGE	
INSURED Komax, LLC 500 D Street South Charleston WV 25303	INSURER A: Swiss Re Corporate Solutions America Insurance	NAIC # 16658
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** Cyber 2023-2024 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Liability			C-4MF7-099141-CYBER-2023	01/01/2023	01/01/2024	Aggregate 5,000,000 Computer Replacement 500,000 Deductible 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

DHHR PURCHASING Suite 100W Room 114 321 Capitol Street Charleston WV 25301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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KOMALLC-01

CIABUNCHESKA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER AssuredPartners 340 MacCorkle Ave. SE Charleston, WV 25314	CONTACT NAME: PHONE (A/C, No, Ext): (304) 345-8000	FAX (A/C, No): (304) 345-8014
	E-MAIL ADDRESS: info.cis@assuredpartners.com	
INSURER(S) AFFORDING COVERAGE INSURER A : State Auto P & C Ins Co		NAIC # 25127
INSURED Komax Business Systems, LLC 500 D Street South Charleston, WV 25303	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PBP281919305	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			PBP281919305	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER DHHR Purchasing Suite 100W, Room 114 321 Capitol St. Charleston, WV 25301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Proposals
 Info Technology

Proc Folder: 1295974			Reason for Modification:
Doc Description: CLOUD BASED TELEPHONY SYSTEM			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-09-26	2023-10-11 13:30	CRFP 1500 AGO240000002	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code:

Vendor Name : KOMAX, LLC

Address : 500 D ST

Street :

City : SOUTH CHARLESTON

State : WV **Country :** USA **Zip :** 25303

Principal Contact : DAVID HUMPHREY OR SHAWN WILSON

Vendor Contact Phone: 304-744-7440 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Toby L Welch
 (304) 558-8802
 toby.l.welch@wv.gov

Vendor Signature X  **FEIN#** 55-076-8709 **DATE** 10/12/2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the "Purchasing Division") is issuing this solicitation as a request for proposal ("RFP"), as authorized by W. Va. Code 5A-3-10b, for the West Virginia Attorney General's Office (hereinafter referred to as the "Agency") to provide a contract for the purchase of a cloud-based telephony system solution, services and support required for the migration of existing Data, software and hardware maintenance, as well as installation and training per the attached documentation.

**** Online responses have been prohibited for this solicitation, if you have questions contact the Buyer - Toby Welch @ toby.l.welch@wv.gov

See attached instructions for requirements for responding.

INVOICE TO		SHIP TO	
ATTORNEY GENERAL'S OFFICE 1900 KANAWHA BLVD E BUILDING 1 RM E-26 CHARLESTON WV 25305 US		ATTORNEY GENERALS OFFICE 1900 KANAWHA BLVD E BUILDING 1 RM E-26 CHARLESTON WV 25305 US	

Line	Comm Ln Desc	Qty	Unit of Measure	Unit Price	Total Price
1	Cloud based Telephony service				

Comm Code	Manufacturer	Specification	Model #
43222800			

Extended Description:

Cloud Based Telephony System:

Vendors MUST fill out Cost Sheet included as an attachment. Cost must be separated and labeled separately of the technical response.

****ONLINE SUBMISSIONS OF REQUESTS FOR PROPOSAL ARE PROHIBITED****

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Questions are due by 3:00 p.m.	2023-10-03

REQUEST FOR PROPOSAL

CRFP AGO2400000002

Cloud Based Telephony System

ABLE OF CONTENTS

- 1. Table of Contents**
- 2. Section 1: General Information and Instructions**
- 3. Section 2: Instructions to Vendors Submitting Bids**
- 4. Section 3: General Terms and Conditions**
- 5. Section 4: Project Specifications**
- 6. Section 5: Vendor Proposal**
- 7. Section 6: Evaluation and Award**
- 8. Certification and Signature Page**

SECTION 1: GENERAL INFORMATION

1.1. Introduction:

The West Virginia Department of Administration, Purchasing Division (hereinafter referred to as the “Purchasing Division”) is issuing this solicitation as a request for proposal (“RFP”), as authorized by W. Va. Code §5A-3-10b, for the West Virginia Attorney General’s Office (hereinafter referred to as the “Agency”) to provide a cloud-based telephony solution.

The RFP is a procurement method in which vendors submit proposals in response to the request for proposal published by the Purchasing Division. It requires an award to the highest scoring vendor, rather than the lowest cost vendor, based upon a technical evaluation of the vendor’s technical proposal and a cost evaluation. This is referred to as a best value procurement. Through their proposals, vendors offer a solution to the objectives, problem, or need specified in the RFP, and define how they intend to meet (or exceed) the RFP requirements.

REQUEST FOR PROPOSAL
CRFP AGO2400000002
Cloud Based Telephony System

SECTION 2: INSTRUCTIONS TO VENDORS SUBMITTING BIDS

Instructions begin on next page.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: **Tuesday October 3, 2023 @ 3:00 p.m.**

Submit Questions to: Toby L Welch
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Toby.L.Welch@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in *wvOASIS* are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in *wvOASIS*. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus zero (0) convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Toby L Welch
SOLICITATION NO.: CRFP AGO2400000002
BID OPENING DATE: *Technical* 10/11/23
BID OPENING TIME: 1:30 p.m.
FAX NUMBER: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: *Technical* 10/11/23 @ 1:30 p.m.

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor *wvOASIS* or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

REQUEST FOR PROPOSAL

CRFP AGO240000002

Cloud Based Telephony System

SECTION 3: GENERAL TERMS AND CONDITIONS

Terms and conditions begin on next page.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of Three (3) Years. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- Automobile Liability Insurance** in at least an amount of: _____ per occurrence.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.
- Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.
- Cyber Liability Insurance** in an amount of: \$1,000,000.00 per occurrence.
- Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- Pollution Insurance** in an amount of: _____ per occurrence.
- Aircraft Liability** in an amount of: _____ per occurrence.
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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) DAVID HUMPHREY - SPECIALTY PRODUCTS & GOVERNMENT MANAGER

(Address) 500 D ST. SOUTH CHARLESTON, WV 25303

(Phone Number) / (Fax Number) 304-744-7440 / 304-744-7450 FAX

(email address) dhumphrey@komaxwv.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

KOMAX, LLC

(Company)

(Signature of Authorized Representative)

DAVID HUMPHREY - SPECIALTY PRODUCTS & GOVERNMENT MANAGER

(Printed Name and Title of Authorized Representative) (Date)

304-744-7440 / 304-744-7450 FAX

(Phone Number) (Fax Number)

dhumphrey@komaxwv.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFP AGO240000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

KOMAX LLC

Company



Authorized Signature

10/12/2023

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

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Cloud Based Telephony System

SECTION 4: PROJECT SPECIFICATIONS

- 4.1. Background and Current Operating Environment:** The Agency has been utilizing a CISCO on premise solution for the past 10 years. The system is now out of warranty and ready to be replaced. Given the advancement of technology and the opportunities now available, the Agency seeks to pursue a cloud based telephony solution for an office environment to replace the on premise solution currently in place.
- 4.2. Project Goals and Mandatory Requirements:** The goal of this project is to replace our existing telephony solution with a new state-of-the-art cloud based telephony solution that will serve the Agency for many years to come and maximize today's technology and security in the aforementioned realm. Part of that goal is to implement the solution in the most cost beneficial manner possible while utilizing all applications within the solution that are deemed of necessity and value to the Agency. Mandatory requirements to achieve these objectives will be detailed in this RFP.

For all Agency sections and subsections herein, whether mandatory or preferred/desirable, Vendor must specify each of their features that satisfies that section or subsection and identify the specific section or subsection it satisfies. Vendor cannot simply provide a narrative or list of features without specifying which section or subsection is satisfied.

4.2.1. Goals and Objectives– The project goals and objectives are listed below.

4.2.1.1 Replace all on premise server devices with a cloud-based solution for the Agency's telephony requirements.

4.2.1.2 Maximize security against all potential information technology risks by accessing all cloud-based security capabilities relative to the solution.

4.2.1.3 Acquire the most cost beneficial solution accommodating all of the needs and desires of the Agency at the time of deployment.

4.2.2. Mandatory Project Requirements – The following mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it will comply with the mandatory requirements and include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the Vendor uses to comply, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The mandatory project requirements are listed below.

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4.2.2.1 Security

4.2.2.1.a Vendor must answer all questions in attachment "A" in a clear, concise manner and allow this information to be disseminated to others on the Agency's RFP Committee.

4.2.2.1.a.1 Vendor should describe how it will comply with the mandatory requirement and include any areas where this proposed solution exceeds the mandatory requirement. (up to 6 points)

4.2.2.1.b Vendor must provide encryption capability for all communication.

4.2.2.1.b.1 Vendor should describe how it will comply with the mandatory requirement and include any areas where this proposed solution exceeds the mandatory requirement. (up to 4 points)

4.2.2.1.c Any hardware that is part of the solution cannot be on the Federal ban list located on the Federal Communication Commission website at <https://www.fcc.gov/supplychain/coveredlist>.

4.2.2.2 Third Party Integration

4.2.2.2.a Solution must have the ability to deliver audio voicemail files to email platforms.

4.2.2.2.a.1 Vendor should describe how it will comply with the mandatory requirement and include any areas where this proposed solution exceeds the mandatory requirement. (up to 5 points)

4.2.2.3 Agency Support

4.2.2.3.a Customer Support must be available 24/7/365 with live person response time guaranteed within 24 hours for a low priority level inquiry, 12 hours for a medium priority level inquiry and 30 minutes for a high priority level inquiry. (Please see defined events categorized as HIGH, MEDIUM and LOW in the "definition" section of this RFP, Attachment B)

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4.2.2.3.a.1 Vendor should describe how it will comply with the mandatory requirement and include any areas where this proposed solution exceeds the mandatory requirement. (up to 6 points)

4.2.2.4 Training

4.2.2.4.a Vendor must provide training to Agency IT Administrative Staff on all aspects of administrator roles PRIOR to live deployment of solution and prefers the training to be in-person.

4.2.2.4.a.1 Vendor should describe how it will comply with the mandatory requirement and include any areas where this proposed solution exceeds the mandatory requirement. (up to 2 points)

4.2.2.4.b Agency prefers group training to all end users PRIOR to live deployment of solution and prefers this training be in person. Please describe how Vendor will comply with this preference and include any areas where this proposed solution exceeds the request. (up to 3 points)

4.2.2.4.b.1 Also, the Agency prefers training materials to be available for new end users throughout the contract period. Please describe how Vendor will comply with this preference and include any areas where this proposed solution exceeds the request. (up to 2 points)

4.2.2.4.c Vendor must provide one-on-one training to all end users as part of the solution deployment at Agency's request.

4.2.2.4.d Agency prefers remote training be available at the request of the Agency throughout the contract period. Please describe how Vendor will comply with this preference and include any areas where this proposed solution exceeds the request. (up to 2 points)

4.2.2.5 Prior Solution Deployment

4.2.2.5.a Vendor must disclose how many times they have deployed their proposed solution for similar clients. (up to 2 points)

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4.2.2.6 Solution Features and Granular Control (see additional terms and definitions in attachment B of this RFP)

4.2.2.6.a Vendor's solution must possess the below mandatory features. Vendor must identify each feature below that their solution possesses.

- Voice Calls
- Voicemail
- Call Forwarding
- Call Waiting
- Call Hold
- Call Park
- Call Analytics
- Ring Groups
- Conference Calling
- Do Not Disturb
- Number Porting (Transfer our existing phone number to the VoIP system. Must include our 558 numbers, 681 numbers and 1-800 numbers in mass)
- Mobile Integration
- Desktop Integration
- Quality of Service (QoS)
- Call Lists
- Call Transfer
- Caller ID
- Import/Export of Directories
- Phone Book
- Re-dial
- E911 Service (service must be able to accommodate more than one physical address)
- Softphone

4.2.2.6.b Vendor should list all features their solution possesses from the below preferred features list (up to 3 points)

- Video Calls
- Microsoft Active Directory Integration
- Instant Messaging
- Fax over IP
- Music on Hold
- Paging via System Phones
- Blacklist Calls from Specific Numbers
- Call Pick-up/Call Pick-off
- Click-to-Dial

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4.2.2.6.c Vendor should list all available features and indicate if they can be disabled or granular control can be provided from inside the Administrative Portal. (up to 5 points)

4.2.2.6.d Desk telephone model or models that are the recommended solution must include the following features:

- Must be comparable to current desk telephones Agency utilizes (Cisco IP Model 7945)
- Support audio for handset, headset and speakerphone
- Physical button that allows access to voicemail
- Physical button will allow access to missed, received or placed calls
- Speakerphone, mute and headset buttons
- Volume control for decibel-level adjustments for speaker phone, handset, headset and ringer.

4.2.2.6.e Conference Telephones

- Conference telephone model or models that are the recommended solution must have expandable microphone capabilities.

4.2.2.7 IP Routing / Filtering Device

4.2.2.7.a Vendor must not require any servers to be on site.

4.2.2.8 Solution Engineer Access

4.2.2.8.a Vendor must provide Agency direct access to solution engineers for inquiry purposes and solution modification requests.

4.2.2.8.a.1 Please describe how Vendor will comply with this preference and include any areas where the proposed solution exceeds the mandatory requirement. (up to 3 points)

4.2.2.8.a.2 Please describe the level of customization Vendor can provide to tailor features within the solution. (up to 4 points)

4.3. Qualifications and Experience: Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP.

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4.3.1. Qualification and Experience Information: Vendor should describe in its proposal how it meets the desirable qualification and experience requirements listed below.

4.3.1.1. Please provide any experience you have regarding deployment of your recommended solution to government entities (local, State or Federal). (up to 2 points)

4.3.1.2. Please provide the most recent copy of your SOC 2 (Service Organization Control Type 2) compliance report, if you have one. (1 point)

4.3.1.3. Vendor should provide Information and documentation demonstrating Vendor's ability to implement the proposed solution including, but not limited to: (up to 4 points)

- Copies of any staff certifications or degrees applicable to this project.
- Proposed staffing plans.
- Descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, what the project goals and objectives were and how they were met.).
- Any other information that Vendor deems relevant to the items identified as desirable or mandatory in this RFP.

4.4. Oral Presentations: The Agency has the option of requesting oral presentations of all Vendors participating in the RFP process.

Because time is of the essence, upon Agency request Vendor must make themselves available for oral presentation as soon as possible.

Points will be allocated in Section 6.2 below at the time the RFP is issued, or via addendum prior to technical bid opening. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

Materials and Information Requested at Oral Presentation:

4.4.1. Please provide a printout, prior to your presentation, of any information that will be discussed during your presentation.

4.4.2. Please allow 15-20 minutes for Committee questions.

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- 4.4.3.** During the presentation, demonstration of any telephone models that meet mandatory requirements that you propose as part of the solution. (up to 2 points)
- 4.4.4.** Please provide very specific reason(s) why you believe your solution is superior to other solutions that may be presented. (up to 2 points)
- 4.4.5.** Vendor must provide five references with contact information to whom their proposed solution was deployed. Agency prefers all five reference to have end users of 200 or more. (up to 2 points)

4.5 Attendant Console/ Hunt Group

- 4.5.1** Hunt Group should be able to be divided into divisions. Please describe how Vendor will comply with this preference and include any areas where this proposed solution exceeds the request. (up to 2 points)
- 4.5.2** Automated attendant/voice menus should accommodate up to 300 numbers. (1 point)
- 4.5.3** Contact Center should accommodate 400 end users. (1 point)
- 4.5.4** Hunt List should accommodate up to 200 end users. (up to 2 points)

4.6 Warranty

4.6.1 If telephones are purchased instead of leased then Vendor must provide a warranty for telephones for the duration of the contract.

4.7 Project Timeline

4.7.1 Vendor must be able to complete project within 60 days from award of contract.

4.7.2 Vendor should describe how they will meet the 60 day completion. Description should include the following (up to 4 points):

- IT Administrative Staff training
- Receipt and distribution of telephones
- Installation of telephones with Agency IT staff as deemed necessary
- All staff training
- Porting of current telephone numbers
- Going live with project

4.8 Delivery and Return

4.8.1 Shipment and Delivery: Vendor shall ship the Contract Items after notice to proceed. Vendor shall deliver the Contract Items within twenty-one (21) working days after receiving notice to proceed. Contract Items must be delivered to Agency at State Capitol Building 1 Room E26 Charleston, WV 25305.

4.8.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

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Any Agency seeking to obtain the Contract Items from a third party under this provision must first obtain approval of the Purchasing Division.

4.8.3 Delivery Payment/Risk of Loss: Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.

4.8.4 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

4.8.5 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

4.9 Travel

4.9.1 Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

4.10 Contract Manager

4.10.1 During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

4.11 Vendor Default:

The following shall be considered a Vendor default under this Contract.

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- 4.11.1** Failure to perform Contract Services in accordance with the requirements contained herein.
- 4.11.2** Failure to comply with other specifications and requirements contained herein.
- 4.11.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 4.11.4** Failure to remedy deficient performance upon request.
- 4.11.5** Failure to provide deliverables as specified in Vendor's proposal and as agreed upon by Vendor.

4.12 Remedies:

The following remedies shall be available to Agency upon default.

- 4.12.1** Cancellation of the Contract.
- 4.12.2** Cancellation of one or more release orders issued under this Contract.
- 4.12.3** Any other remedies available in law or equity.

SECTION 5: VENDOR PROPOSAL

5.1. Economy of Preparation: Proposals should be prepared simply and economically providing a concise description of the items requested in Section 4. Emphasis should be placed on completeness and clarity of the content.

5.2. Incurring Cost: Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.

5.3. Proposal Format: Vendors should provide responses in the format listed below:

5.3.1. Two-Part Submission: Vendors must submit proposals in two distinct parts: technical and cost. Technical proposals must not contain any cost information relating to the project. Cost proposal must contain all cost information and must be sealed in a separate envelope from the technical proposal to facilitate a secondary cost proposal opening.

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- 5.3.2. **Title Page:** State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.
- 5.3.3. **Table of Contents:** Clearly identify the material by section and page number.
- 5.3.4. **Response Reference:** Vendor's response should clearly reference how the information provided applies to the RFP request. For example, listing the RFP number and restating the RFP request as a header in the proposal would be considered a clear reference.

Proposal Submission: All proposals (both technical and cost) must be submitted to the Purchasing Division **prior** to the date and time listed in Section 2, Instructions to Vendors Submitting Bids as the bid opening date and time.

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SECTION 6: EVALUATION AND AWARD

- 6.1. Evaluation Process:** Proposals will be evaluated in two parts by a committee of three (3) or more individuals. The first evaluation will be of the technical proposal and the second is an evaluation of the cost proposal. The Vendor who demonstrates that it meets all of the mandatory specifications required, attains the minimum acceptable score and attains the highest overall point score of all Vendors shall be awarded the contract.
- 6.2. Evaluation Criteria:** Proposals will be evaluated based on criteria set forth in the solicitation and information contained in the proposals submitted in response to the solicitation. The technical evaluation will be based upon the point allocations designated below for a total of 70 of the 100 points. Cost represents 30 of the 100 total points.

Evaluation Point Allocation:

<u>Project Goals and Proposed Approach (§ 4.2)</u>	<u>(47) Points Possible</u>
<u>Qualifications and experience (§ 4.3)</u>	<u>(7) Points Possible</u>
<u>(Oral interview, if applicable) (§ 4.4)</u>	<u>(6) Points Possible</u>
<u>Attendant Console/Hunt Group (§4.5)</u>	<u>(6) Points Possible</u>
<u>Project Timeline (§4.7)</u>	<u>(4) Points Possible</u>
<u>Total Technical Score:</u>	<u>70 Points Possible</u>
<u>Total Cost Score:</u>	<u>30 Points Possible</u>
<u>Total Proposal Score:</u>	<u>100 Points Possible</u>

- 6.3. Technical Bid Opening:** At the technical bid opening, the Purchasing Division will open and announce the technical proposals received prior to the bid opening deadline. Once opened, the technical proposals will be provided to the Agency evaluation committee for technical evaluation.
- 6.4. Technical Evaluation:** The Agency evaluation committee will review the technical proposals, assign points where appropriate, and make a final written recommendation to the Purchasing Division.
- 6.5. Proposal Disqualification:**
- 6.5.1. Minimum Acceptable Score (“MAS”):** Vendors must score a minimum of 70% (49 points) of the total technical points possible in order to move past the technical evaluation and have their cost proposal evaluated. All vendor proposals not attaining the MAS will be disqualified.
- 6.5.2. Failure to Meet Mandatory Requirement:** Vendors must meet or exceed all mandatory requirements in order to move past the technical evaluation and have their cost proposals evaluated. Proposals failing to meet one or more mandatory requirements of the RFP will be disqualified.

REQUEST FOR PROPOSAL

CRFP AGO2400000002

Cloud Based Telephony System

- 6.6. Cost Bid Opening:** The Purchasing Division will schedule a date and time to publicly open and announce cost proposals after technical evaluation has been completed and the Purchasing Division has approved the technical recommendation of the evaluation committee. All cost bids received will be opened. Cost bids for disqualified proposals will be opened for record keeping purposes only and will not be evaluated or considered. Once opened, the cost proposals will be provided to the Agency evaluation committee for cost evaluation.

The Purchasing Division reserves the right to disqualify a proposal based upon deficiencies in the technical proposal even after the cost evaluation.

- 6.7. Cost Evaluation:** The Agency evaluation committee will review the cost proposals, assign points in accordance with the cost evaluation formula contained herein and make a final recommendation to the Purchasing Division.

Cost Evaluation Formula: Each cost proposal will have points assigned using the following formula for all Vendors not disqualified during the technical evaluation. The lowest cost of all proposals is divided by the cost of the proposal being evaluated to generate a cost score percentage. That percentage is then multiplied by the points attributable to the cost proposal to determine the number of points allocated to the cost proposal being evaluated.

Step 1: $\text{Lowest Cost of All Proposals} / \text{Cost of Proposal Being Evaluated} = \text{Cost Score Percentage}$

Step 2: $\text{Cost Score Percentage} \times \text{Points Allocated to Cost Proposal} = \text{Total Cost Score}$

Example:

Proposal 1 Cost is \$1,000,000
Proposal 2 Cost is \$1,100,000
Points Allocated to Cost Proposal is 30

Proposal 1: Step 1 – $\$1,000,000 / \$1,000,000 = \text{Cost Score Percentage of } 1 \text{ (100\%)}$
Step 2 – $1 \times 30 = \text{Total Cost Score of } 30$

Proposal 2: Step 1 – $\$1,000,000 / \$1,100,000 = \text{Cost Score Percentage of } 0.909091 \text{ (90.9091\%)}$
Step 2 – $0.909091 \times 30 = \text{Total Cost Score of } 27.27273$

- 6.8. Availability of Information:** Proposal submissions become public and are available for review immediately after opening pursuant to West Virginia Code §5A-3-11(h). All other information associated with the RFP, including but not limited to, technical scores and reasons for disqualification, will not be available until after the contract has been awarded pursuant to West Virginia Code of State Rules §148-1-6.3.d.

REQUEST FOR PROPOSAL
CRFP AGO240000002
Cloud Based Telephony System

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

KOMAX LLC

(Company)



DAVID HUMPHREY, SPECIALTY PRODUCTS & GOV MANAGER

(Representative Name, Title)

304-744-7440 / 304-744-7450 FAX

(Contact Phone/Fax Number)

10/12/2023

(Date)

REQUEST FOR PROPOSAL

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Cloud Based Telephony System

Attachment C : Cost Sheet

Attached as an Excell Spreadsheet

ATTACHMENT A

- 1. How do you protect against unauthorized access to the VoIP system and its data?**
- 2. What measures do you have in place to prevent hacking and other cyberattacks on the VoIP system?**
- 3. What are your disaster recovery and business continuity plans in case of a cybersecurity incident?**
- 4. What encryption standards do you use to secure voice and data traffic?**
- 5. Do you perform regular security assessments and audits of your VoIP system?**
- 6. Do you have a dedicated security team that monitors the VoIP system and responds to security incidents?**
- 7. How do you ensure compliance with industry regulations such as GDPR, HIPAA, or PCI DSS?**
- 8. What are your policies and procedures for handling and securing sensitive customer data?**
- 9. What authentication and access controls do you have in place to restrict access to the VoIP system?**
- 10. Can you provide evidence of your security certifications and compliance with industry standards?**

ATTACHMENT B

Call Features

- **Blacklist Calls from Specified Numbers:** This VoIP feature allows users to create a list of specific phone numbers from which incoming calls will be automatically blocked or rejected. By adding unwanted numbers to the blacklist, users can effectively prevent spam, telemarketing, or harassing calls from reaching their phones or devices, ensuring a more secure and streamlined communication experience.
- **Call Barring with up to 7 Levels:** This VoIP feature allows users to restrict or block certain types of outgoing and incoming calls based on predefined criteria, which can be categorized into up to 7 levels. Each level represents a different set of restrictions, enabling users to have granular control over call permissions. This feature is particularly useful for businesses and organizations that need to manage call access for different departments or employees, ensuring that only authorized users can make certain types of calls or receive specific incoming calls.
- **Call Forwarding:** This VoIP feature enables users to redirect incoming calls to another phone number or device under various conditions. There are several types of call forwarding available:
 - **Call Forward All:** Automatically forwards all incoming calls to a specified phone number or device, regardless of the call status (e.g., busy or unanswered).
 - **Call Forward No Answer:** Forwards incoming calls to a designated number or device if the original recipient doesn't answer within a set time.
 - **Call Forward Busy:** Redirects incoming calls to an alternate phone number or device when the original recipient is already engaged in another call.
 - **Call Forward External:** Forwards incoming calls to an external phone number, such as a mobile phone or another landline, when certain conditions are met.
 - **Call Forward No Registration:** Redirects incoming calls to a specified phone number or device when the original recipient's VoIP device is not registered on the network or is offline.
- **Call Hold:** This VoIP feature allows users to temporarily pause an active call and place it on hold. While the call is on hold, the original participants cannot communicate with each other, but the line remains connected. Users can then resume the conversation at any time by taking the call off hold. Call hold is particularly useful in situations where a user needs to attend to another call, consult with a colleague, or retrieve information before continuing the conversation. In business settings, the call hold feature is often accompanied by music or recorded messages to keep the waiting party engaged and informed.

- **Call Lists (Missed, Dialed, Received):** This VoIP feature provides users with a record of their recent call activity, categorized into three separate lists for easy access and management:
 - **Missed Calls:** A list of incoming calls that were not answered by the user. This list helps users keep track of any calls they may have missed and allows them to return those calls at a later time.
 - **Dialed Calls:** A list of all outgoing calls made by the user. This list can be useful for reviewing call history or keeping track of communications with specific contacts.
 - **Received Calls:** A list of all incoming calls that were answered by the user. This can help users monitor their call activity and ensure they have responded to all important calls.
- **Call Logging:** This VoIP feature refers to the process of collecting, storing, and managing detailed records of all calls made and received within a VoIP system. Call logs typically include information such as the date and time of the call, call duration, the phone numbers of the calling and receiving parties, and other relevant data.

Call logging serves various purposes, including:

- **Monitoring and analyzing call patterns and trends to optimize resource allocation and improve communication efficiency.**
- **Maintaining records for compliance, security, and auditing purposes, which can be crucial for businesses operating in regulated industries.**
- **Enabling better customer service by allowing users to review previous calls, identify areas of improvement, and track the resolution of customer issues.**
- **Providing data for call billing, cost allocation, and expense management.**
- **Call Monitoring:** This VoIP feature enables authorized users, such as supervisors or managers, to listen in on active calls between other parties without being heard by the participants. Call monitoring is commonly used in business settings, particularly in contact centers and customer service departments, for various purposes:
 - **Quality Control:** Supervisors can monitor calls to ensure that employees adhere to established protocols and provide consistent, high-quality service to customers.
 - **Training and Development:** By listening to live calls, managers can identify areas where employees may need additional coaching or training to improve their communication skills or handle specific situations.
 - **Compliance:** In regulated industries, call monitoring helps ensure that interactions meet legal and regulatory requirements, reducing the risk of non-compliance penalties.

- **Performance Evaluation:** Managers can use call monitoring to assess employee performance, identify strengths and weaknesses, and provide feedback to help them improve.
- **Call Park:** This VoIP feature allows users to temporarily place an active call on hold and "park" it in a designated virtual parking space, usually represented by an extension number or a specific parking lot. Unlike the traditional call hold feature, the parked call can be retrieved and resumed from any other phone or device within the same VoIP system, not just the one that initially parked the call.
- **Call Pick-up/Call Pick-off:** This VoIP feature allows users to answer incoming calls that are ringing on another phone or device within the same network or group. The call pick-up feature is especially useful in business environments where multiple phones or extensions are shared among team members or within a department.

There are two main types of call pick-up:

- **Group Call Pick-up:** This feature allows a user to answer a call that is ringing on another phone within a predefined pick-up group. By dialing a specific call pick-up code or pressing a designated button, the user can retrieve the call and continue the conversation on their own device. This is particularly helpful in scenarios where the intended recipient is unavailable or away from their desk.
- **Directed Call Pick-up:** This variant enables a user to pick up a specific call that is ringing on a particular extension or phone number within the network. The user dials the directed call pick-up code, followed by the desired extension number, to retrieve the call.
- **Call Recording:** This VoIP feature enables users to capture and store audio files of their phone conversations for later playback, review, or analysis. Call recording can be initiated manually on a per-call basis or configured to automatically record all incoming and outgoing calls, depending on the user's preferences and requirements.

Call recording serves various purposes, including:

- **Quality Assurance:** Businesses, particularly contact centers and customer service departments, can use call recordings to monitor agent performance, ensure compliance with established protocols, and maintain high-quality customer interactions.
- **Training and Development:** Recorded calls can be used as training materials to help employees improve their communication skills, learn how to handle specific situations, or familiarize themselves with new products or services.

- **Compliance and Legal Protection:** In regulated industries, call recording helps ensure that conversations meet legal and regulatory requirements, providing documentation for audits or dispute resolution.
- **Documentation:** Call recordings can serve as a reference for important conversations or decisions, allowing users to revisit specific details, confirm agreements, or clarify misunderstandings.
- **Call Transfer:** This VoIP feature enables users to redirect an active call from their phone or device to another phone number or extension within the same network or to an external number. Call transfer is commonly used in business settings to ensure that callers are connected to the appropriate person or department, improving customer service and collaboration among team members.

There are two main types of call transfer:

- **Attended Transfer:** Also known as a supervised or consultative transfer, this method allows the user to place the active call on hold, call the intended transfer recipient, and consult with them before completing the transfer. This helps ensure that the recipient is available and prepared to take the call. Once confirmed, the user can complete the transfer and disconnect from the call, connecting the original caller with the intended recipient.
- **Blind Transfer:** Also known as an unsupervised or unannounced transfer, this method involves transferring the call directly to the desired phone number or extension without consulting the recipient beforehand. The user initiating the transfer simply dials the transfer code and the target number or extension, and the call is immediately redirected.
- **Call Waiting (Internal and External):** This VoIP feature allows users to receive notifications of incoming calls while they are already engaged in an active call. The call waiting feature helps ensure that important calls are not missed and provides users with the option to manage multiple calls at once.

Call waiting can be categorized into two types:

- **Internal Call Waiting:** This refers to call waiting notifications for incoming calls originating from within the same VoIP network, such as calls from colleagues or other extensions within the organization. Internal call waiting enables users to manage simultaneous calls with team members or departments and maintain seamless communication within the organization.
- **External Call Waiting:** This refers to call waiting notifications for incoming calls originating from outside the VoIP network, such as calls from customers, clients, or other external contacts. External call waiting allows users to manage multiple calls from different sources, ensuring that important external calls are not missed.

- **Caller ID, CLIP, and CLIR are VoIP features related to the identification and display of caller information during phone calls:**
 - **Caller ID:** Short for Caller Identification, this feature displays the incoming caller's phone number and, if available, the caller's name, on the recipient's phone or device. Caller ID helps users screen calls and decide whether to answer, ignore, or redirect them based on the caller's information.
 - **CLIP (Calling Line Identification Presentation):** This feature is essentially the same as Caller ID, and the terms are often used interchangeably. CLIP displays the caller's phone number and, if available, their name on the recipient's device during an incoming call, helping users to identify the caller before answering the call.
 - **CLIR (Calling Line Identification Restriction):** This feature allows users to block or hide their phone number and, if applicable, their name, when making outgoing calls. When CLIR is enabled, the recipient's device will display a "Private" or "Blocked" message instead of the caller's information. CLIR is useful for users who want to maintain privacy during calls or avoid revealing their phone number to certain contacts.
- **Click-to-Dial:** This VoIP feature enables users to initiate phone calls by simply clicking on a phone number displayed within a compatible application, such as a web browser, email client, or Customer Relationship Management (CRM) software. Click-to-dial streamlines the process of placing calls and eliminates the need to manually dial numbers, reducing the risk of misdialing and saving time for users.
- **Do Not Disturb (DND):** This VoIP feature allows users to temporarily disable incoming calls, notifications, or alerts on their phone or device, ensuring that they are not interrupted during important tasks or periods of focus. When the Do Not Disturb feature is enabled, incoming calls are typically routed directly to voicemail, and the caller may hear a recorded message or tone indicating that the recipient is not available to take the call.
- **External Line Ringing Assignment:** This VoIP feature allows administrators or users to configure how incoming calls from external sources (such as calls originating outside the VoIP network or organization) are distributed and routed to specific devices, extensions, or groups within the system.

External line ringing assignment can be customized to suit various business needs and scenarios, such as:

- **Simultaneous Ringing:** Incoming external calls can be set to ring on multiple devices or extensions simultaneously, ensuring that the call is answered promptly by the first available user.
- **Sequential Ringing:** Calls can be routed to follow a predetermined sequence of devices or extensions, moving on to the next in line if the previous one doesn't answer within a specified time.
- **Round Robin:** Calls are distributed evenly among a group of devices or extensions, with each subsequent call being routed to the next device or extension in a circular pattern.
- **Priority-based Routing:** Calls can be routed to specific devices or extensions based on their priority level, ensuring that higher-priority users or departments receive calls first.
- **Time-based Routing:** Calls can be routed to different devices or extensions based on the time of day, ensuring that calls are handled efficiently during and outside of regular business hours.
- **Hotline:** In the context of VoIP and telephony, a hotline refers to a dedicated phone line or extension that automatically connects callers to a specific destination without requiring them to dial any additional numbers or codes. Hotlines are often used to provide immediate access to essential services, support, or information, and can be found in various settings, such as customer support centers, emergency services, crisis hotlines, or internal company communication.
- **Import/Export of Directories:** In the context of VoIP systems, this feature allows users or administrators to easily transfer contact information, such as names, phone numbers, and extensions, between the VoIP system and external sources, such as spreadsheets, databases, or other contact management applications. The import/export functionality simplifies the process of updating and maintaining contact directories, ensuring that the VoIP system's contact information remains accurate, up-to-date, and accessible to users.

Some common use cases for the import/export of directories feature include:

- **Initial setup:** When implementing a new VoIP system, administrators can import existing contact directories from their previous phone system or contact management application, avoiding manual data entry and saving time.
- **Synchronization:** By regularly importing and exporting directories, businesses can synchronize contact information between their VoIP system and external applications, such as CRM software or email clients, ensuring that all systems have the most recent contact data.
- **Backup and recovery:** Exporting contact directories can serve as a backup, allowing administrators to recover and restore contact data in case of data loss, system failure, or migration to a new VoIP system.

- **Bulk updates:** Importing directories can streamline the process of updating contact information for multiple users or extensions at once, particularly when organizational changes or restructuring occur.
- **Inquiry Call:** Also known as a "consultation call" or "intercom call," this VoIP feature allows users to place a current call on hold and initiate a separate internal call to another extension or colleague within the same network. Inquiry calls are often used for seeking assistance, clarifying information, or discussing details with a colleague before returning to the original call.
- **Intrude:** The Intrude feature, also known as "call monitoring," "listen-in," "whisper," or "full 3-party" mode, is a VoIP functionality that allows authorized users, typically supervisors or managers, to monitor, listen to, or join ongoing calls between other users within the same network. This feature is primarily used in business settings, such as contact centers or customer support departments, for quality assurance, training, or providing assistance to employees.

The Intrude feature has three main modes:

- **Listen-in:** In this mode, the supervisor can silently monitor the call without being heard by either the agent or the caller. This is useful for assessing agent performance, ensuring adherence to protocols, or identifying areas for improvement.
 - **Whisper:** In this mode, the supervisor can speak to the agent without the caller hearing the conversation. This allows the supervisor to provide guidance, advice, or information to the agent during the call without interrupting the conversation with the caller.
 - **Full 3-party (barge-in):** In this mode, the supervisor can join the call as a third party, allowing them to actively participate in the conversation with both the agent and the caller. This can be useful in situations where the supervisor's expertise or authority is needed to resolve a complex issue or address a customer concern.
- **Music on Hold:** This VoIP feature allows callers to listen to music or pre-recorded messages while they are placed on hold or waiting in a queue. Music on hold is designed to improve the caller's experience by providing entertainment or information during waiting times and helping to reduce the perceived wait time.
- **Paging via System Phones:** This VoIP feature allows users to make announcements or broadcast messages to multiple system phones or extensions within the same network simultaneously. Paging is useful for quickly sharing information, making general announcements, or contacting specific individuals or groups without having to make individual calls.

In a VoIP system, paging can be implemented using one of the following methods:

- **Multicast Paging:** This method utilizes the multicast feature of VoIP networks, where a single audio stream is transmitted to multiple devices or extensions simultaneously. Users can initiate a paging call by dialing a specific feature code or pressing a dedicated paging button on their phone. Once connected, the user can make their announcement, and it will be broadcast to all designated devices or extensions.
- **Group Paging:** This method allows users to define specific paging groups, each consisting of a set of extensions or devices. When a user initiates a group paging call, the announcement is broadcast only to the devices or extensions within the selected group.
- **Intercom Paging:** This method involves using the intercom feature on supported VoIP phones to make announcements or broadcast messages. The user dials a specific intercom code or presses the intercom button on their phone, followed by the target extension or group code. The announcement is then broadcast to the selected devices or extensions.
- **Phone Book:** In VoIP systems, a Phone Book is a directory that contains a list of contacts or extensions and their associated phone numbers, addresses, or other relevant information. Phone Books are typically accessible through a compatible VoIP phone or device, or via web-based or software applications, and can be customized to meet the needs of different users or organizations.

Types of directories are:

- **Personalized Directories:** Users can create their own Phone Books, adding and managing their own contacts or extensions. Personalized directories are useful for users who regularly communicate with a specific set of contacts, allowing them to easily access their contact information.
- **System-wide Directories:** Administrators can create system-wide Phone Books, containing a comprehensive list of all extensions, departments, or employees within the organization. These directories can be used for internal communication, routing calls to the appropriate personnel, or providing information to customers or external contacts.
- **Re-dial:** This VoIP feature allows users to automatically redial the last dialed number or the last call that was not answered. Re-dial can save time and improve efficiency, particularly when trying to reach someone who was not available during the first call attempt.
- **Softphone:** A Softphone, also known as a software phone, is a software application that allows users to make and receive phone calls over the internet using a computer, tablet, or mobile device. Softphones can be used as an alternative to traditional hardware-based telephones and can offer a range of features and functionalities that are not typically found on physical phones.

Some common features of Softphones include:

- **Call management:** Softphones typically include features such as call hold, transfer, conferencing, and call recording.
- **Video conferencing:** Softphones can support video calls, allowing users to conduct face-to-face conversations and meetings.
- **Instant messaging:** Some softphones include integrated instant messaging (IM) capabilities, allowing users to send and receive messages to contacts within the same network.
- **Presence information:** Softphones can display a user's presence status, indicating whether they are available, busy, or offline.
- **Integration with other applications:** Softphones can be integrated with other applications, such as CRM systems, contact management software, or helpdesk platforms, to streamline communication and improve productivity.

Web Application

- **Web Portal:** A Web Portal, also known as a web-based interface or a web-based management console, is a web-based application that allows users to access and manage their VoIP services, settings, and features through a web browser. Web portals provide a convenient and user-friendly way for users to manage their VoIP services and settings from any location with internet access.

VoIP web portals typically offer a wide range of features and functionalities, including:

- **Account management:** Users can view and manage their account information, such as billing details, payment history, and subscription plans.
 - **Call management:** Users can view and manage their call history, including missed, received, and dialed calls. Users can also manage their voicemail settings, call forwarding, and other call-related settings.
 - **Contacts and directories:** Users can manage their contact lists, directories, and speed dials, including importing and exporting contact information.
 - **User settings:** Users can manage their user settings, such as their presence status, call forwarding, and caller ID.
 - **Integration with other applications:** Web portals can be integrated with other applications, such as CRM systems, to provide a seamless and efficient communication experience.
 - **Reporting and analytics:** Administrators can view reports and analytics on call usage, call quality, and other metrics to optimize their VoIP system's performance.
- **Browser-Based System Programming:** This VoIP feature allows administrators to manage and configure their VoIP system's settings and features through a web-based interface. Browser-based system programming provides a convenient and user-friendly

way for administrators to make changes to their system settings from any location with internet access.

Administrators can use the web-based interface to configure a wide range of settings and features, including:

- **User management:** Administrators can create, modify, and delete user accounts, as well as manage their access levels and permissions.
- **Call routing:** Administrators can configure call routing rules, such as call forwarding, call blocking, and caller ID settings.
- **System settings:** Administrators can configure system settings, such as time and date settings, call recording settings, and network configuration.
- **Voicemail settings:** Administrators can configure voicemail settings, such as voicemail greetings, voicemail to email settings, and message playback options.
- **Call management:** Administrators can manage call queues, call groups, and call center settings.
- **Reporting and analytics:** Administrators can view reports and analytics on call usage, call quality, and other metrics to optimize their VoIP system's performance.

Browser-based system programming provides full control to administrators, allowing them to make administrative changes and customizations to their VoIP system quickly and easily. This feature can help businesses and organizations to maintain a flexible and efficient communication system that meets their specific needs and requirements.

- **Browser-Based Call Attendant:** A Browser-Based Call Attendant is a web-based application that allows receptionists or call center agents to manage incoming calls and route them to the appropriate extension or department. This feature is typically used in businesses or organizations that receive a high volume of incoming calls and require a streamlined call handling process.

With a Browser-Based Call Attendant, users can manage incoming calls through a web-based interface, which may include features such as:

- **Call routing:** Users can route incoming calls to the appropriate extension or department based on pre-defined rules, such as IVR menus, time of day, or caller ID.
- **Call queuing:** Users can manage incoming calls that are waiting in a queue and prioritize them based on urgency or other criteria.
- **Caller information:** Users can view information about the caller, such as their name, phone number, and call history, to better manage the call.
- **Call transfer:** Users can transfer calls to other extensions or departments, or place calls on hold, depending on the caller's needs.
- **Call monitoring:** Users can monitor calls in progress to ensure quality and provide assistance if needed.

- Reporting and analytics: Users can view reports and analytics on call volume, wait times, and other metrics to optimize call handling processes.
- **Multiple User between Devices:** This VoIP feature allows users to access their VoIP services and features from multiple devices, including desk phones, softphones, and mobile devices. This feature enables users to use their preferred communication device, depending on their location and situation, without sacrificing the functionality and features of their VoIP system.

With Multiple User between Devices, users can:

- Access their VoIP services and features from any device: Users can access their VoIP services and features from any compatible device, including desktop phones, softphones, and mobile devices.
- Maintain consistent settings and preferences: Users can maintain their settings and preferences across all their devices, such as speed dials, contact lists, and call forwarding rules.
- Seamlessly switch between devices: Users can seamlessly switch between their devices during a call, without interrupting the call or losing any features or functionalities.
- Receive calls on multiple devices simultaneously: Users can receive incoming calls on multiple devices simultaneously, ensuring that they never miss an important call.

Mobile App

- **Android Apps:** Android Apps are software applications that can be downloaded and installed on Android mobile devices, such as smartphones and tablets. Android Apps can offer a range of features and functionalities that allow users to make and receive phone calls, send and receive messages, and access other VoIP services from their Android devices.

Some common features of Android Apps for VoIP include:

- Call management: Android Apps can offer features such as call hold, transfer, conferencing, and call recording.
- Messaging: Android Apps can support messaging features, such as SMS, MMS, and instant messaging, allowing users to send and receive messages to contacts within the same network.
- Video conferencing: Some Android Apps support video calls, allowing users to conduct face-to-face conversations and meetings.
- Presence information: Android Apps can display a user's presence status, indicating whether they are available, busy, or offline.

- **Integration with other applications:** Android Apps can be integrated with other applications, such as CRM systems or contact management software, to streamline communication and improve productivity.
- **iPad/iPhone:** Apple Apps are software applications that can be downloaded and installed on Apple mobile devices, such as smartphones and tablets. Apple Apps can offer a range of features and functionalities that allow users to make and receive phone calls, send and receive messages, and access other VoIP services from their Apple devices.

Some common features of Apple Apps for VoIP include:

- **Call management:** Apple Apps can offer features such as call hold, transfer, conferencing, and call recording.
- **Messaging:** Apple Apps can support messaging features, such as SMS, MMS, and instant messaging, allowing users to send and receive messages to contacts within the same network.
- **Video conferencing:** Some Apple Apps support video calls, allowing users to conduct face-to-face conversations and meetings.
- **Presence information:** Apple Apps can display a user's presence status, indicating whether they are available, busy, or offline.
- **Integration with other applications:** Apple Apps can be integrated with other applications, such as CRM systems or contact management software, to streamline communication and improve productivity.

Attendant Console/Hunt Group

- **Automated Attendant/Voice Menus:** An Automated Attendant, also known as an auto-attendant, or a voice menu, is a VoIP feature that allows callers to navigate through a series of pre-recorded options using their phone's keypad or voice recognition technology. Automated Attendants can provide callers with information or direct them to the appropriate department or extension without the need for a live operator.

With an Automated Attendant, callers can:

- **Select options from a pre-recorded menu:** Callers can listen to a pre-recorded menu of options and select the appropriate option by pressing a number on their phone's keypad or by using voice recognition technology.
- **Receive automated responses:** Callers can receive automated responses that provide them with information, such as business hours, directions, or website links.
- **Be directed to the appropriate department or extension:** Callers can be directed to the appropriate department or extension based on their selection or based on pre-defined rules, such as time of day or caller ID.

- Leave voicemail messages: Callers can leave voicemail messages if the appropriate department or extension is not available or if they choose to do so.
- **Contact Center:** A Contact Center is a VoIP system that provides a centralized platform for managing incoming and outgoing customer communications, including phone calls, emails, chat messages, and social media interactions. Contact Centers are typically used in businesses and organizations that require a high level of customer service and support, such as customer service centers, sales teams, and helpdesk teams.

Contact Centers can be customized to meet the specific needs and requirements of the business or organization. They can include a range of features and functionalities, such as:

- **Automated Attendant:** An Automated Attendant can direct incoming calls to the appropriate department or agent based on pre-defined rules or a caller's selection.
- **Call Queuing:** Call Queuing can manage incoming calls that are waiting in a queue and prioritize them based on urgency or other criteria.
- **Skill-Based Routing:** Skill-Based Routing can route calls to the appropriate agent based on their skill set, expertise, or language proficiency.
- **Call Recording:** Call Recording can record calls for training, compliance, or quality assurance purposes.
- **Real-Time Reporting:** Real-Time Reporting can provide supervisors and managers with real-time data on call volume, wait times, and other metrics to optimize performance and productivity.
- **Integration with CRM and other Applications:** Contact Centers can be integrated with Customer Relationship Management (CRM) systems and other applications to streamline communication and improve productivity.
- **Hunt Group:** A Hunt Group, also known as a call group, is a VoIP feature that allows incoming calls to be routed to a group of extensions, such as a department or team, instead of a single extension. Hunt Groups are commonly used in businesses and organizations that require a team-based approach to call handling, such as sales teams, customer service centers, or technical support teams.

With a Hunt Group, incoming calls are distributed to a group of extensions in a specific order or based on specific rules. For example, calls may be distributed based on the availability of the agents, such as the first available agent or the least busy agent. Alternatively, calls may be distributed to agents in a specific order, such as based on their seniority or their specific skill set.

Some common features of Hunt Groups include:

- **Call Distribution:** Hunt Groups can distribute incoming calls to a group of extensions based on specific rules or in a specific order.
- **Call Routing:** Hunt Groups can route calls to the appropriate extension or agent based on the rules or order defined in the group.

- **Call Queuing:** Hunt Groups can manage incoming calls that are waiting in a queue and prioritize them based on urgency or other criteria.
- **Real-Time Reporting:** Hunt Groups can provide supervisors and managers with real-time data on call volume, wait times, and other metrics to optimize performance and productivity.
- **Hunt List:** A Hunt List is a VoIP feature that allows incoming calls to be routed to a list of extensions in a specific order. Hunt Lists are commonly used in businesses and organizations that require a specific order of call handling, such as a sales team or a support team.

With a Hunt List, incoming calls are routed to a list of extensions in a specific order. If the first extension in the list is busy or unavailable, the call is automatically routed to the next extension in the list until it is answered or until the end of the list is reached.

Some common features of Hunt Lists include:

- **Call Routing:** Hunt Lists can route incoming calls to a list of extensions in a specific order.
- **Call Distribution:** Hunt Lists can distribute incoming calls to a list of extensions until the call is answered or the end of the list is reached.
- **Real-Time Reporting:** Hunt Lists can provide supervisors and managers with real-time data on call volume, wait times, and other metrics to optimize performance and productivity.

Reporting

- **Agent Log-In Reports:** Agent Log-In Reports are VoIP reports that provide data on when agents log in and out of their phones or other VoIP devices. These reports are commonly used in contact centers or other organizations with large teams of agents to monitor agent productivity and track performance metrics.

With Agent Log-in Reports, supervisors and managers can:

- **Monitor Agent Productivity:** Agent Log-In Reports can provide supervisors and managers with real-time data on when agents are logged in and available to take calls, allowing them to monitor productivity and identify areas for improvement.
- **Track Performance Metrics:** Agent Log-In Reports can track performance metrics, such as average handle time, call volume, and call resolution rate, to optimize performance and productivity.
- **Identify Trends and Patterns:** Agent Log-In Reports can identify trends and patterns in agent behavior, such as peak call times, call volume by department, or call volume by product, to optimize call handling processes and improve customer service.

- **Schedule and Forecast Staffing Needs:** Agent Log-In Reports can provide supervisors and managers with data on call volume and call patterns, allowing them to schedule and forecast staffing needs more accurately.
- **Agent Reports:** Agent Reports are VoIP reports that provide data on the performance of individual agents or groups of agents in a contact center or other organization. These reports are commonly used by supervisors and managers to monitor agent productivity, track performance metrics, and identify areas for improvement.

With Agent Reports, supervisors and managers can:

- **Monitor Agent Productivity:** Agent Reports can provide supervisors and managers with real-time data on the performance of individual agents, such as call volume, call duration, and average handle time, allowing them to monitor productivity and identify areas for improvement.
- **Track Performance Metrics:** Agent Reports can track performance metrics, such as call resolution rate, customer satisfaction scores, and first-call resolution rate, to optimize performance and productivity.
- **Identify Training Needs:** Agent Reports can identify training needs and skills gaps, allowing supervisors and managers to provide targeted training and coaching to improve agent performance.
- **Optimize Call Handling Processes:** Agent Reports can identify inefficiencies and bottlenecks in call handling processes, allowing supervisors and managers to optimize processes and improve customer service.
- **Evaluate Agent Performance:** Agent Reports can evaluate the performance of individual agents, allowing supervisors and managers to make informed decisions about promotions, raises, and other career development opportunities.
- **Call Reports for Hunt Groups, Attendant Console, and Users:** Call Reports for Hunt Groups, Attendant Console, and Users are VoIP reports that provide data on the performance of these specific features in a VoIP system. These reports are commonly used by supervisors and managers to monitor call volume, call handling times, and other metrics to optimize performance and improve customer service.
 - **Call Reports for Hunt Groups:** Hunt Group Call Reports provide data on the performance of a hunt group, such as call volume, call duration, and average handle time. These reports can help supervisors and managers to optimize call handling processes, reduce wait times, and ensure that calls are routed to the appropriate extension or agent.
 - **Call Reports for Attendant Console:** Attendant Console Call Reports provide data on the performance of the automated attendant or voice menu feature, such as call volume, menu selections, and call duration. These reports can help supervisors and managers to optimize the automated attendant or voice menu, reduce wait times, and ensure that callers are directed to the appropriate department or extension.

- **Call Reports for Users:** User Call Reports provide data on the performance of individual users, such as call volume, call duration, and average handle time. These reports can help supervisors and managers to monitor user productivity, identify areas for improvement, and provide targeted training and coaching to improve user performance.
- **Voice Recording:** Voice Recording is a VoIP feature that allows calls to be recorded and saved for training, compliance, or quality assurance purposes. Voice Recording is commonly used in contact centers or other organizations that require a high level of customer service and support, such as customer service centers, sales teams, and helpdesk teams.

Conferencing

- **Audio Conference Dashboard:** An Audio Conference Dashboard is a VoIP feature that provides a user-friendly interface for managing and monitoring audio conference calls. The dashboard can be used by moderators or participants of the conference call to access various features and functionalities, such as participant management, call recording, and real-time collaboration.
- **Conference Calling:** A Conference Call is a VoIP feature that allows multiple participants to join a virtual meeting or discussion using their VoIP phones or other devices. Conference Calls are commonly used in businesses and organizations that require collaboration among team members or communication with external partners, clients, or customers.

Some common features of Conference Calls include:

- **Multi-Party Conferencing:** Conference Calls can support multiple participants in a virtual meeting or discussion.
- **Call Recording:** Conference Calls can record the call for training or compliance purposes.
- **Participant Management:** Conference Calls can manage participant access and participation, allowing moderators to mute or unmute participants or remove them from the call if necessary.
- **Real-Time Collaboration:** Conference Calls can support real-time collaboration, allowing participants to share files, screen views, and other information during the call.
- **Conference Call Rooms:** Conference Call Rooms are virtual meeting spaces that are designed for audio-only conference calls. Conference Call Rooms can be accessed by participants from anywhere with an internet connection using their VoIP phones or other devices.

With Conference Call Rooms, participants can join a virtual meeting or discussion using their VoIP phones or other devices. Conference Call Rooms can be used for internal team meetings, client meetings, or other virtual discussions.

Features of Conference Call Rooms include:

- **Audio Quality:** Conference Call Rooms provide high-quality audio for clear communication during the conference call.
 - **Multi-Party Conferencing:** Conference Call Rooms can support multiple participants in a virtual meeting or discussion.
 - **Call Recording:** Conference Call Rooms can record the call for training or compliance purposes.
 - **Participant Management:** Conference Call Rooms can manage participant access and participation, allowing moderators to mute or unmute participants or remove them from the call if necessary.
 - **Scheduling and Booking:** Conference Call Rooms can be scheduled and booked in advance to ensure availability for virtual meetings or discussions.
- ◆ **Meet-Me Conference Rooms:** Meet-Me Conference Rooms are virtual meeting spaces that are designed for audio and video conference calls. Meet-Me Conference Rooms can be accessed by participants from anywhere with an internet connection using their VoIP phones or other devices.

With Meet-Me Conference Rooms, participants can join a virtual meeting or discussion using their VoIP phones or other devices. Meet-Me Conference Rooms can be used for internal team meetings, client meetings, or other virtual discussions.

Some common features of Meet-Me Conference Rooms include:

- **Audio and Video Quality:** Meet-Me Conference Rooms provide high-quality audio and video for clear communication during the conference call.
- **Multi-Party Conferencing:** Meet-Me Conference Rooms can support multiple participants in a virtual meeting or discussion.
- **Call Recording:** Meet-Me Conference Rooms can record the call for training or compliance purposes.
- **Participant Management:** Meet-Me Conference Rooms can manage participant access and participation, allowing moderators to mute or unmute participants or remove them from the call if necessary.
- **Scheduling and Booking:** Meet-Me Conference Rooms can be scheduled and booked in advance to ensure availability for virtual meetings or discussions.

3rd Party Integration

- **Microsoft 365 Integration:** Microsoft 365 Integration is a VoIP feature that allows users to integrate their VoIP system with Microsoft 365 applications such as Outlook, Teams, and SharePoint. By integrating VoIP with Microsoft 365, users can improve collaboration, increase productivity, and streamline communication processes.

Features of Microsoft 365 Integration should include:

- **Outlook Integration:** VoIP can be integrated with Outlook to enable users to make calls directly from their email client.
 - **Teams Integration:** VoIP can be integrated with Teams to enable users to make calls directly from the Teams platform.
 - **SharePoint Integration:** VoIP can be integrated with SharePoint to enable users to access call data and other VoIP features directly from the SharePoint platform.
 - **Presence Status:** Microsoft 365 Integration can provide presence status information, indicating whether a user is available, busy, or offline.
 - **Contact Syncing:** Microsoft 365 Integration can sync contacts between VoIP and Microsoft 365 applications, reducing the need for manual data entry and improving collaboration.
- **Synchronize with Outlook:** Synchronizing with Outlook is a VoIP feature that allows users to synchronize their VoIP system with Microsoft Outlook, a popular email and calendar application. By synchronizing VoIP with Outlook, users can make and receive calls directly from their email client and manage their schedules more efficiently.

Some common features of Synchronizing with Outlook include:

- **Click-to-Call:** Users can make calls directly from their Outlook contact list by clicking on a phone number.
- **Call Logging:** VoIP calls can be automatically logged in Outlook, providing a record of all incoming and outgoing calls.
- **Schedule Management:** Users can manage their schedules more efficiently by syncing their VoIP system with their Outlook calendar.
- **Presence Status:** Synchronizing with Outlook can provide presence status information, indicating whether a user is available, busy, or offline.
- **Call Notification:** Users can receive notifications of incoming calls directly in their Outlook email client, improving communication efficiency.

SIP Trunking

- **SIP Clients:** A SIP (Session Initiation Protocol) client is a software application that enables users to make voice and video calls over the internet using a VoIP system. SIP clients can be installed on desktop computers, laptops, mobile devices, and other devices to provide a convenient and flexible way of making and receiving calls.
- **SIP Trunks:** SIP Trunks are a VoIP feature that enables the use of VoIP technology to make and receive phone calls over the internet, rather than using traditional telephone lines. SIP trunks provide a flexible, scalable, and cost-effective way of managing voice traffic for businesses and organizations.

GRANULAR CONTROL-DEFINED

- This feature empowers administrators with the ability to meticulously manage, customize, and monitor individual components within the Voice-over IP (VoIP) system. By tweaking individual settings like user permissions, call routing rules, security protocols, bandwidth usage, or data analytics, administrators can tailor the system's operations to perfectly suit the organization's needs. Granular control thus contributes to an optimized communication experience, improved resource utilization, and enhanced overall system efficiency, while also providing a powerful tool for troubleshooting and system management.

PROBLEM SEVERITY-DEFINED

- **Severity A**
 - **Critical business impact (HIGH)**
 - Our Agency has significant loss or degradation of services, i.e., our essential operations have been severely affected, and require immediate attention.
 - **INITIAL RESPONSE TIME**
 - 15 minutes to 1 hour
 - 24x7 access
- **Severity B**
 - **Moderate business impact (MEDIUM)**
 - Our Agency has moderate loss or degradation of services, i.e., we are facing some disruption but can still operate to some degree, even if at a reduced capacity, but work can reasonably continue in an impaired manner.
 - **INITIAL RESPONSE TIME**
 - 2 hours to 4 hours

- 24x7 access

- **Severity C**
- **Minimum business impact (LOW)**
- **Our Agency is functioning with minor impediments or intermittent disruptions of services, i.e., we are experiencing small disruptions or difficulties that slightly hinder their usual operations but don't prevent them from conducting business.**
- **INITIAL RESPONSE TIME**
- 4 hours to 8 hours
- 24x7 access

Webex Wholesale Route to Market Core Features Quick Reference

Getting Started with Webex App:		Enhanced Calling	Webex Calling	Webex Suite	Webex Meetings	Default Enabled	Partner Enabled	Control Hub Enabled	User Enabled
Get Started with Webex App		✓	✓	✓	✓	✓			
Webex App User Interface		✓	✓	✓	✓	✓			
Search		✓	✓	✓	✓	✓			
Filters			✓	✓	✓	✓			
Teams			✓	✓	✓	✓			
Connect a team to Microsoft 365			✓	✓	✓	✓		✓	
Space Classification								✓	
Personal Insights			✓	✓	✓	✓			
Settings		✓	✓	✓	✓	✓			
Settings: Start Webex when Computer Starts		✓	✓	✓	✓	✓			
Settings: Connect your Microsoft Outlook Account		✓	✓	✓	✓	✓			
Settings: Select a Landing Screen		✓	✓	✓	✓	✓			
Settings: Floating Window		✓	✓	✓	✓	✓			
Audio Settings		✓	✓	✓	✓	✓			
Video Settings		✓	✓	✓	✓	✓			
Notifications			✓	✓	✓	✓			✓
Smart Notifications			✓	✓	✓	✓			✓
All Space Notifications			✓	✓	✓	✓			✓
Custom Space Notifications			✓	✓	✓	✓			✓
Appearance (Color Theme)									
<i>If Partner has branding applied, customers can only choose Light or Dark Mode.</i>									
Availability		✓	✓	✓	✓	✓		✓	✓
Hide Availability		✓	✓	✓	✓	✓		✓	✓
Embedded Apps			✓	✓	✓	✓		✓	✓
Add an App to a Space			✓	✓	✓	✓		✓	✓
Use Apps in Meetings and Webinars			✓	✓	✓	✓		✓	✓
Bots			✓	✓	✓	✓			✓
Webex App Capacities			✓	✓	✓	✓			✓
Calling Settings		Enhanced Calling	Webex Calling	Webex Suite	Webex Meetings	Default Enabled	Partner Enabled	Control Hub Enabled	User Enabled
Default Settings		✓	✓	✓		✓			
Single Number Reach		✓	✓	✓				✓	✓
Call Forwarding		✓	✓	✓				✓	✓
Do Not Disturb		✓	✓	✓				✓	✓
Turn off Video Calls		✓	✓	✓				✓	✓
Making Calls									
Types of Calls		✓	✓	✓		✓			✓
SIP Calls/ Call on Webex		✓	✓	✓		✓			✓
Calling with a Phone #		✓	✓	✓		✓			✓
Hold/Resume		✓	✓	✓		✓			✓
Transfer		✓	✓	✓		✓			✓
Conference		✓	✓	✓		✓			✓
Merge a Call		✓	✓	✓		✓			✓
Remove from Conference Call		✓	✓	✓		✓			✓
Call Pull		✓	✓	✓		✓			✓
Desk Phone Control		✓	✓	✓		✓			✓
Call Back (Mobile)		✓	✓	✓		✓			✓
Share Content		✓	✓	✓		✓			✓
Call Park		✓	✓	✓		✓		✓	✓
Call Pickup		✓	✓	✓		✓		✓	✓
Other Important Call Features & Settings									
Call History		✓	✓	✓		✓			
Visual Voice Mail		CUP	CUP	CUP		✓			
Executive Assistant (Boss Admin)		✓	✓	✓		✓		✓	
Multi-Call Window		✓	✓	✓		✓		✓	
Call Recording		✓	✓	✓		✓		✓	✓
Call Queues: Status		✓	✓	✓		✓		✓	✓
Call Queues: Outbound Caller ID E911		✓	✓	✓		✓		✓	✓
		<p>Default Enabled This Feature/Function is enabled by default by Cisco</p> <p>Partner Enabled This Feature/Function is managed at the partner level in Partner Hub</p> <p>Control Hub Enabled The feature is configurable at the customer level via the Control Hub admin portal</p> <p>User Enabled This feature can be managed at the user level. Check means it is managed in the app settings</p>							

Messaging

	Enhanced Calling	Webex Calling	Webex Suite	Webex Meetings	Default Enabled	Partner Enabled	Control Hub Enabled	User Enabled
Settings								
Webex App Messaging		✓	✓	✓	✓			
Spell Check		✓	✓	✓	✓			✓
Default Download Locations		✓	✓	✓	✓			
Space List Settings		✓	✓	✓	✓			
Standard Messaging								
Inter Team/Inter Org Messaging (External Users)		✓	✓	✓	✓		✓	
Messaging Tools		✓	✓	✓	✓			
@ Mentions		✓	✓	✓	✓			
File Sharing		✓	✓	✓	✓		✓	
Content: Files		✓	✓	✓	✓			
Content: Links		✓	✓	✓	✓			
Content: White Boards		✓	✓	✓	✓			
Screen Capture		✓	✓	✓	✓			
Draft Messages		✓	✓	✓	✓			
Edit Messages		✓	✓	✓	✓			
Reactions		✓	✓	✓	✓			
Threading		✓	✓	✓	✓			
Reply Directly		✓	✓	✓	✓			
Forward Messages		✓	✓	✓	✓			
Share your Screen		✓	✓	✓	✓			
Find & Organize								
Add Space List to favorites		✓	✓	✓	✓			✓
Flag Messages		✓	✓	✓	✓			✓
Pin Messages		✓	✓	✓	✓			✓
Delete Messages and Files		✓	✓	✓	✓			✓
Delete a Space		✓	✓	✓	✓			✓
Advanced Messaging								
Add Shortcut to a Space		✓	✓	✓	✓			✓
Moderate a Space		✓	✓	✓	✓			✓
Announcement Mode		✓	✓	✓	✓			✓
Public Spaces		✓	✓	✓	✓		✓	✓

Default Enabled Partner Enabled Control Hub Enabled User Enabled	This Feature/Function is enabled by default by Cisco This Feature/Function is managed at the partner level in Partner Hub The feature is configurable at the customer level via the Control Hub admin portal This feature can be managed at the user level. Check means it is managed in the app settings
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Meetings	Enhanced Calling	Webex Calling	Webex Suite	Webex Meetings	Default Enabled	Partner Enabled	Control Hub Enabled	User Enabled
Get Started with meetings		✓	✓	✓	✓			
Types of Meetings								
Compare Webex Meeting Types		✓	✓	✓	✓			
Personal Rooms		✓	✓	✓	✓			
Personal Room Preferences		✓	✓	✓	✓			
Join PMR Options		✓	✓	✓	✓			
Invite people to your PMR		✓	✓	✓	✓			
Schedule Space Meetings		✓	✓	✓	✓			
Start Space Meetings		✓	✓	✓	✓			
Scheduling Options:								
Scheduler Options		✓	✓	✓	✓		✓	✓
Set Join Default Preferences		✓	✓	✓	✓			✓
Microsoft Outlook								
Schedule and Join Meetings with MS Outlook		✓	✓	✓			✓	
Scheduler for MS Outlook		✓	✓	✓			✓	
ADMIN: Configure Webex Scheduler for Outlook		✓	✓	✓			✓	
Google Workspace:								
Google Calendar and Gmail		✓	✓	✓			Google Admin	
Schedule and Join Meetings with Google Workspace		✓	✓	✓			Google Admin	
Hybrid Services								
ADMIN: Get Started with Hybrid Services		✓	✓	✓			✓	
ADMIN: Deployment Guides for Hybrid Services		✓	✓	✓			✓	
ADMIN: Hybrid Calendar		✓	✓	✓			✓	
Other								
Webex Site		✓	✓	✓	✓			
Schedule a Personal Conference			✓	✓	✓			
Start/Join Meetings								
Start/Join a meeting		✓	✓	✓	✓			
Meeting Lobby		✓	✓	✓	✓			
Who is in the Lobby		✓	✓	✓	✓			
Allow Lobby Participants		✓	✓	✓	✓			
Best Practices for Secure Meetings		✓	✓	✓	✓			
In Meeting Controls								
Get Started In Meetings		✓	✓	✓	✓			
Mute		✓	✓	✓	✓			
Layouts		✓	✓	✓	✓			
Admin: Default Layouts				✓	✓		✓	
Record a Meeting			Local Only	✓	✓			
Access Meeting Recordings:								
Recordings in the Webex App			✓	✓	✓			
Recordings in Webex Site			✓	✓	✓			
Recordings in a Space			✓	✓	✓			
Other								
Webex Assistant			✓	✓	✓		✓	✓
Closed Captions			✓	✓	✓			✓
Sharing								
Share Content		✓	✓	✓	✓			✓
Immersive Share		✓	✓	✓	✓			✓
Share Multiple Applications		✓	✓	✓	✓			✓
Move Share Control Bar		✓	✓	✓	✓			✓
Pass Control		✓	✓	✓	✓			✓
Remote Desktop Control			✓	✓	✓			✓
Interactions & Engagement								
Reactions & Hand Gestures		✓	✓	✓	✓			✓
Chat Panel		✓	✓	✓	✓			✓
Q&A Panel		✓	✓	✓	✓			✓
Polling		✓	✓	✓	✓			✓
Breakout Sections		✓	✓	✓	✓			✓
Slido			✓	✓	✓		✓	✓
Polls in Slido			✓	✓	✓		✓	✓
Q&A in Slido			✓	✓	✓		✓	✓
TroubleShooting								
1st Line Troubleshooting		✓	✓	✓	✓			✓
ADMIN: Troubleshooting in Control Hub		✓	✓	✓	✓			

Default Enabled
 Partner Enabled
 Control Hub Enabled
 User Enabled

This Feature/Function is enabled by default by Cisco
 This Feature/Function is managed at the partner level in Partner Hub
 The feature is configurable at the customer level via the Control Hub admin portal
 This feature can be managed at the user level. Check means it is managed in the app settings