

UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
SOUTHERN DISTRICT OF MISSISSIPPI  
Jackson, Mississippi

March 13, 2015

Arthur Johnston  
CLERK

501 E. Court St., Suite 2.500  
Jackson, MS 39201

*Mailing Address:*  
501 E. Court St., Suite 2.500  
Jackson, MS 39201

TELEPHONE  
(601) 608-4000

*DIVISIONS*

SOUTHERN at Gulfport  
2012 15<sup>th</sup> Street, Suite 403  
Zip 39501

Eastern at Hattiesburg  
701 Main St., Suite 200  
Zip 39401

Northern and Western at Jackson  
501 E. Court St., Suite 2.500  
Zip 39201

RE: Maintenance Contract for VOIP Telephone  
System at the Jackson Federal Courthouse

RFQ Number 2015VOIP1

To Prospective Bidders:

The United States District Court for the Southern District of Mississippi is seeking a telecommunications contractor to provide system maintenance for an existing Cisco telecommunications system located at the Jackson Federal Courthouse in Jackson, Mississippi. The system services the United States Fifth Circuit Court of Appeals, the United States District Court, the United States Bankruptcy Court, and the United States Probation Office. You will find a statement of work attached which will assist you in preparing your bid.

This is a request for Open Market Pricing. A firm-fixed price award will be made based on a lowest priced, technically acceptable offer. The award will be made on Thursday, March 26th. Bids will be due in by Tuesday, March 24th at 3:00 pm. Printed copies of bids must be mailed to the addresses listed below.

United States District Court  
Southern District of Mississippi  
501 East Court Street, Suite 2.500  
Jackson, MS 39201  
Attn: Shane Janos, Procurement Administrator

In addition, electronic copies of submitted bids must be sent to the email address listed below. The subject line of the email message containing bids must contain only the words "JFC Telephone System Maintenance 2015."

Attn: Shane Janos, Contracting Officer  
Email: [shane\\_janos@mssd.uscourts.gov](mailto:shane_janos@mssd.uscourts.gov) Telephone: (601) 608-4032

Requests for additional technical information concerning this RFQ should be addressed to either:

Attn: Clay Vaughn, Contracting Officer Technical Representative  
Email: [clay\\_vaughn@mssd.uscourts.gov](mailto:clay_vaughn@mssd.uscourts.gov) Telephone: (601) 608-4046

Attn: Melvin Sawyer, Contracting Officer Technical Representative  
Email: [melvin\\_sawyer@mssd.uscourts.gov](mailto:melvin_sawyer@mssd.uscourts.gov) Telephone: (601) 608-4041

An optional vendor briefing will be held at the address listed above, at 9:00 am, on March 19th. The optional briefing is to allow us to answer any additional questions a vendor may have. It also provides an opportunity for a vendor to see the system in its environment. Any vendor planning to attend should arrive in time to find offsite parking. In addition, unless escorted by court personnel, the US Marshal's Service, or their representatives, may restrict vendors from bringing cellphones and laptops into the site.

The Jackson Federal Courthouse is the physical service address for this solicitation. Payments to the winning vendor will be made quarterly in arrears.

Sincerely,

Shane Janos