

Ordering Procedures for Term Contract 77900 – Avaya Equipment, Materials, Supplies, and Services

The use of this term contract for the procurement of Avaya equipment, materials, supplies and services is mandatory. All City departments, with the exception of the San Francisco International Airport, must submit requests for Avaya equipment and services directly to DTIS. For all requests for equipment only orders and equipment with installation services, DTIS must always request a price quotation from “AdvanTel”, the primary contractor. In no event shall DTIS request price quotations from “Unified TelData”, the secondary contractor, without first contacting the primary contractor. These ordering procedures also apply to the San Francisco International Airport.

Ordering Procedures for Equipment Only

1. DTIS submits an itemized quote request to AdvanTel. The quote request is to be emailed to TCallagy@Advantel.com. A copy of this email is to be printed and filed for audit purposes.
2. AdvanTel responds with an itemized quote listing each item required for purchase within 3 business days indicating a lead time which is not to exceed 45 days after receipt of order.
3. DTIS initiates the order by submitting a requisition in ADPICS. BPSF00003439 is entered into the blanket PO ID field on the 2100 requisition header screen in ADPICS. The commodity code for equipment is 9725-55-55. A copy of the emailed request for quote and the itemized quote with the corresponding requisition number is sent to OCA.
4. OCA reviews the requisition and the itemized quote and then posts the requisition to a purchase order. A copy of the purchase order is faxed to AdvanTel at (408) 954-5032 or a scanned copy is emailed to TCallagy@Advantel.com. A copy of this purchase order is filed with a printed copy of the emailed request for quote.
5. If AdvanTel determines that it is not possible fulfill the order within 45 days after receipt of order, AdvanTel reponds via email to DTIS that is is acceptable to proceed to request the specified equipment from Unified Teldata. AdvanTel must respond within 5 business days after the request for quote. A copy of this email is to be printed and filed for audit purposes.
6. AdvanTel, at its own discretion, may also decline to issue an itemized quote and respond via email to DTIS that it is acceptable to proceed to request the specified equipment from Unified Teldata. AdvanTel must respond within 5 business days after the request for quote. A copy of this email is to be printed and filed for audit purposes.
7. DTIS submits an itemized quote request to Unified TelData. The quote request is to be emailed to rbenson@utdi.com. A copy of this email is to be printed and filed for audit purposes.
8. Unified TelData responds with an itemized quote listing each item required for purchase within 3 business days indicating a lead time which is not to exceed 45 days after receipt of order.
9. DTIS initiates the order to Unified TelData by submitting a requisition in ADPICS. BPSF00003439 is entered into the blanket PO ID field on the 2100 requisition header screen in ADPICS. The commodity code for equipment is 9725-55-55 and the commodity code for installation services is 9725-55-92. A copy of the emailed request for quote and the itemized quote with the corresponding requisition number and the email from AdvanTel declining to quote is sent to OCA.
10. OCA reviews the requisition and the itemized quote and then posts the requisition to a purchase order. A copy of the purchase order is faxed to Unified TelData at (415) 977-7207 or a scanned copy is emailed to rbenson@utdi.com. A copy of this purchase order is filed with a printed copy of the emailed request for quote.

Ordering Procedures for Equipment with Installation or Professional Services Engagements

1. DTIS submits a Statement of Work with an itemized quote request to AdvanTel. The quote request is to be emailed to TCallagy@Advantel.com. A copy of this email is to be printed and filed for audit purposes. For complex projects DTIS will schedule a site visit with AdvanTel. In the case that DTIS hasn't determined a specific solution, a general Scope of Work with key deliverables is

- to be emailed to TCallagy@Advantel.com. A copy of this email is to be printed and filed for audit purposes. For complex projects DTIS will schedule a site visit with AdvanTel.
2. AdvanTel responds with a Statement of Work with an itemized quote listing each service and item required for purchase within 5 business days after the site visit or request for quote, whichever is later, indicating a lead time which is not to exceed 90 days, unless otherwise negotiated, after receipt of order. AdvanTel may also respond with alternate solutions with Statements of Work with itemized quotes listing each service and item required for purchase within 5 business days after the site visit or request for quote, whichever is later, indicating a lead time which is not to exceed 90 days after receipt of order.
 3. DTIS initiates the order by submitting a requisition in ADPICS. BPSF00003439 is entered into the blanket PO ID field on the 2100 requisition header screen in ADPICS. The commodity code for equipment is 9725-55-55 and the commodity code for installation services is 9725-55-92. A copy of the emailed request for quote and the itemized quote with the corresponding requisition number is sent to OCA.
 4. OCA reviews the requisition and the itemized quote and then posts the requisition to a purchase order. A copy of the purchase order is faxed to AdvanTel at (408) 954-5032 or a scanned copy is emailed to TCallagy@Advantel.com. A copy of this purchase order is filed with a printed copy of the emailed request for quote.
 5. If AdvanTel determines that it is not possible fulfill the order within 90 days after receipt of order, AdvanTel responds via email to DTIS that it is acceptable to proceed to request the specified equipment from Unified Teldata. AdvanTel must respond within 5 business days after the request for quote. A copy of this email is to be printed and filed for audit purposes.
 6. AdvanTel, at its own discretion, may also decline to issue a Statement of Work with an itemized quote and respond via email to DTIS that it is acceptable to proceed to request the specified equipment and services from Unified Teldata. AdvanTel must respond within 5 business days after the request for quote. A copy of this email is to be printed and filed for audit purposes.
 7. DTIS submits a Statement of Work with an itemized quote request to Unified TelData. The quote request is to be emailed to rbenson@utdi.com. A copy of this email is to be printed and filed for audit purposes. For complex projects DTIS will schedule a site visit with Unified TelData. In the case that DTIS hasn't determined a specific solution, a general Scope of Work with key deliverables is to be emailed to rbenson@utdi.com. A copy of this email is to be printed and filed for audit purposes. For complex projects DTIS will schedule a site visit with Unified TelData.
 8. Unified TelData responds with a Statement of Work with an itemized quote listing each service and item required for purchase within 5 business days after the site visit or request for quote, whichever is later, indicating a lead time which is not to exceed 90 days, unless otherwise negotiated, after receipt of order. Unified TelData may also respond with alternate solutions with Statements of Work with itemized quotes listing each service and item required for purchase within 5 business days after the site visit or request for quote, whichever is later, indicating a lead time which is not to exceed 90 days, unless otherwise negotiated, after receipt of order.
 9. DTIS initiates the order to Unified TelData by submitting a requisition in ADPICS. BPSF00003439 is entered into the blanket PO ID field on the 2100 requisition header screen in ADPICS. The commodity code for equipment is 9725-55-55 and the commodity code for installation services is 9725-55-92. A copy of the emailed request for quote and the itemized quote with the corresponding requisition number and the email from AdvanTel declining to quote is sent to OCA.
 10. OCA reviews the requisition and the itemized quote and then posts the requisition to a purchase order. A copy of the purchase order is faxed to Unified TelData at (415) 977-7207 or a scanned copy is emailed to rbenson@utdi.com. A copy of this purchase order is filed with a printed copy of the emailed request for quote.

Ordering Procedure Summary

