

Elizabethton City Schools Board of Education
804 South Watauga Avenue
Elizabethton, TN 37643
423-547-8000

Elizabethton City Schools RFP 2012 Web Hosting

Important Dates and Times:

January 06, 2012 - Bid open date

February 04, 2012 @ 8:30am – Bid closed, Bid opening

All proposals should be submitted during the following hours:

8:00am – 12:00pm & 1:00pm – 4:00pm

The Elizabethton City Schools Board of Education invites you to respond to a Request for Proposals, RFP, for an interactive web hosting solution.

Answer all questions. All applicants are required to label answers to each question as outlined on this RFP. Applicants not following these procedures will not be considered.

- A. Purpose/Objective – The Elizabethton City Schools is seeking Internet Web Hosting solutions as a communications tool for our school system and herewith requests proposals for these services as described in the attached specifications from interested persons (hereinafter known as "The Vendor"). The Vendor must submit a formal proposal for all areas and show an integrated approach with respect to services and support. Prices quoted shall be all-inclusive. Elizabethton City Schools request that quotes be itemized with the separation of services. Elizabethton City Schools reserves the right to reject any and all proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of the Elizabethton City School System.
- i. The term of the contract shall be for a period not less than one year with an option to renew for five subsequent year terms.
 - ii. All aspects of this project must comply with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services.
 - iii. This project is being viewed as an alternative Internet hosting solution for technology communications and is a requirement for USC, SLD Division for E-rate funding.
 - iv. Other information may be made available to interested persons by contacting the Director of Technology.
 - v. Technical Contact and Contract Manager for this RFP is:
Joey Trent
Director of Technology
Elizabethton City Schools
804 South Watauga Ave
Elizabethton, TN 37643
Trentj1@k12tn.net
- B. Method of Source Selection - The District is using the Competitive Sealed Proposals method of source selection. Awards, if made, will be made to the responsible proposer(s) whose proposal is most advantageous to the district, taking into consideration price and the other factors set forth in this Request for Proposals.

The District may, as it deems necessary, conduct discussions with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

- C. Minimum (General) Criteria the District Will Use to Determine the "Ability to Respond" of Each proposer:

- i. Does the proposer possess the ability, capacity, skill, and financial resources to provide the service?
- ii. Can the respondent take upon itself the responsibilities set forth in the RFP (and resultant contract) and produce the required outcomes in a timely manner?
- iii. Does the proposer have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
- iv. Has the proposer performed satisfactorily in previous contracts of similar size and scope?
- v. Does the proposer possess a SPIN number?

D. Criteria Used to Determine Winning Proposal:

| | |
|------------------------------------|-------------------|
| Cost | 35 Points |
| Solution / Proposal / Suitability | 30 Points |
| Vendor Experience / Qualifications | 20 Points |
| Promptness of Delivery | 15 Points |
| TOTAL | 100 Points |

2. Schedule of Events - The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

| Event Dates | Date |
|----------------------------------|-----------------------------|
| Release of RFP | January 06, 2012 |
| Deadline for Proposal Submission | February 04, 2012 at 8:30am |

3. Basis of Award - In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider. Prices will be a major factor, but not necessarily the sole factor, in evaluating the RFP's. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Elizabethton City Schools does not guarantee any award of contract by submitting an RFP.
4. Specifications of Services to be included:
 - A. Web-based District to School / Community Communication Bridge - The new application will establish a two-way connection between the central office, schools and the community via common Internet communications. The application will provide an easy to use, attractive and flexible interface allowing central office personnel to post information on any and all school websites while extracting information from school websites to display on district website. This application will also establish a private network between schools and central office for the purpose of sharing and exchanging private and sensitive information.
 - B. Requirements:
 - Secure and non secure hosting for district and all schools
 - Secure and non secure private and public portals for district and all schools
 - Dedicated email notification servers
 - Dedicated application servers
 - Dedicated database servers
 - Unlimited users and multi-level groups with permission based logins
 - Multi location / multi server redundancy for maximum up-time
 - Verifiable integrated backup system
 - Open database architecture for ease of integration with other central office and school applications
 - Integrated comprehensive survey and polling generation software
 - Integrated comprehensive forms generation software
 - Integrated message center accessible to all users
 - Integrated comprehensive public / private / central office divisions – departments / principals / schools, approval based calendar
 - Drag and drop multi-document upload to include presentations, spreadsheet, word processing, video, audio, photo albums and slide shows

- Total integration between district and schools
 - Automatic archival system
 - Server based spell checker and profanity filter
 - Incorporate all the current features found on the systems current website (<http://www.Elizabethtonschoools.net>)
 - This application must be in use by other districts with built-in modification options.
 - Training and certification of district and school personnel
5. Response Submission - Responses to this RFP must be submitted in sealed packages and delivered to Director of Technology, Elizabethton City Schools, 804 South Watauga Ave, Elizabethton, Tennessee 37643 no later than 8:30 AM EST on February 4, 2012, so that this RFP is in compliance with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Elizabethton City Schools will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. "RFP 2012 - Web Hosting" should be clearly marked on the face of the envelope along with the opening date of February 4, 2012. Failure to comply with this may cause the RFP to be mis-directed and therefore not to be considered. Responses must be for the entire project. No substitutions or partial RFP's will be allowed. Oral, telephone, faxed or telegraphic RFP's shall not be considered, nor will modifications of RFP's by such communication be considered. The completed RFP form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract.
 6. Costs Associated with Preparation of the Vendor's Response - Elizabethton City Schools will not be liable for any costs incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.
 7. Interpretation and Changes - The intent of this RFP is to communicate Elizabethton City Schools' requirements to any qualified and interested vendor. Our intention is to receive proposals for the system as previously stated this RFP. Elizabethton City Schools may make corrections, or changes to the RFP. If Elizabethton City Schools makes changes or corrections to the RFP it will be via a written ADDENDUM. All efforts will be made by Elizabethton City Schools to mail, email or deliver any ADDENDUM to all parties who have requested and received the RFP. ADDENDUMS will be issued as expeditiously as possible (by FAX or email, if necessary, followed by original documents). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and The Vendor shall not rely upon such interpretations, corrections, or changes.
 8. Questions - Questions concerning this RFP should be directed to the Director of Technology at trentj1@k12tn.net prior to February 4, 2012.
 9. Proposal Binding Period - Contract would begin on July 1, 2012 if awarded. Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least 90 business days beyond July 1, 2012. The Vendor must understand that Elizabethton City Schools may use e-rate discounts for these services, in which case, within applicable filing window for submitting the response to the RFP Elizabethton City Schools will submit SLD form 471 for funds based upon the pricing submitted by the Vendor. The SLD funding cycle may take as long as 12-18 months. In the event funding is not available, Elizabethton City Schools may choose to deem the contract void.
 10. Omissions - Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.
 11. Vendor Registration with The Schools and Libraries Corporation - The Vendor must provide proof of registration with the Schools and Libraries Division (SLD) for reimbursement under E-Rate guidelines. If The Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number, the Elizabethton City Schools is not responsible for the discounted portion of The Vendor's bill. The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. Vendor is responsible for supplying SLD SPIN number with RFP.

12. Price Quotations - Price quotations are to include the furnishing of all materials, equipment, maintenance and training manual, tools, and the provision of all labor and services necessary or proper for the completion of the work.
13. Evaluation of Responses - Elizabethton City Schools may, at its discretion and at no fee to Elizabethton City Schools, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the Elizabethton City Schools. Proposals will first be screened based upon compliance with the base requirements.
14. References - Elizabethton City Schools may request references of similar school systems that are using the requested services. If requested the Vendor must supply customer a list of references within two (2) working days.
15. Equal Employment Opportunity - In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.
16. Right to Reject – Elizabethton City Schools reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Elizabethton City Schools. Elizabethton City Schools reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. Elizabethton City Schools reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of Elizabethton City Schools is not in a position to adequately perform the contract.

Elizabethton City Schools reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of Elizabethton City Schools. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Elizabethton City School System.

In event Erate funding is not approved by the SLD any/all contracts or agreements shall be null and void per the discretion of the Elizabethton City School System.

RFP Response Form

RFP# 2012 – Web Hosting

Vendors must use the following form to quote its price:

TO: The Elizabethton City Schools, 804 South Watauga Ave, Elizabethton TN 37643

VENDOR:

Name of Firm

Mailing Address

City, State, Zip Code

Operating as an individual corporation organization and existing under the laws of _____ Tennessee _____, or a Partnership, or a joint venture consisting of _____.

Required Pricing Format

A. Web Hosting for Schools and District Site

B. For accounting purposes, the monthly cost, per location and per service is to be broken down below. The Vendor must note any additional charges – installation, equipment, etc – if the monthly cost does not include these additional costs.

| Product/Service | Total Sites | Total Monthly Cost* | Total Yearly Cost* | Additional Costs | E-Rate Eligible (Y/N) |
|---------------------------|-------------|---------------------|--------------------|------------------|-----------------------|
| School Web Hosting Fees | 5 | | | | |
| District Web Hosting Fees | 1 | | | | |
| Totals | 6 | | | | |

*Cost before E-rate discount

**Specify if these charges are monthly, annually, or one-time only charges.

Having carefully examined the invitation to RFP documents prepared by Elizabethton City Schools entitled Web Hosting services, RFP Number 2012 – Web Hosting, and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total lease price shown and under the terms of the attached lease. It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products. In submitting this proposal, it is understood that the right is reserved by Elizabethton City Schools to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The undersigned declares that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of this Invitation to RFP, the undersigned proposes to furnish all items for a total sum of:

Signature: _____

Title: _____

Date: _____