REQUEST FOR PROPOSALS

E-rate Consultant Services for Grandview CSD4 E-rate Program

Grandview CSD4 – Information Technology Services Department

13015 10th Street
Grandview Mo, 64030
Phone (816) 316-5171
Fax (816) 316-5199
http://www.csd4.k12.mo.us
October 2012
4.6 EVALUATION...................................................................................................................................................... 16
4.6.1 Evaluation ...................................................................................................................................................... 17
  4.6.1.1 Selection committee................................................................................................................................ 17
  4.6.1.2 Request for additional information ........................................................................................................ 17
  4.6.1.3 Evaluation process................................................................................................................................... 17
  4.6.1.4 Discussion Negotiation .......................................................................................................................... 17
  4.6.1.5 Best And Final Offer .............................................................................................................................. 17
  4.6.2 Evaluation Criteria .................................................................................................................................. 17
  4.6.2.1 Right to reject ....................................................................................................................................... 18
  4.6.2.2 Notification of award ............................................................................................................................ 18
1 INTRODUCTION

1.1 PURPOSE

Grandview Consolidated School District #4 (hereinafter referred to as “Grandview CSD4” or “CSD4”) is requesting proposals for E-rate Consultant Services for Grandview CSD4 E-rate Program.

CSD4 herein requests proposals by Vendors for the services described in the attached specifications. Vendors are asked to provide a fixed, lump sum price for managing the annual e-rate program and compliance with its requirements. These services will be used in an effort to ensure that E-rate administration activities are carried out in an organized, efficient, and thorough manner.

The CSD4 is committed to achieving continuous program improvements by utilizing leading edge technologies in ways that may eventually make Grandview CSD4 a model for educational technology.

Cost proposals shall be not-to-exceed and represent all costs to deliver the consulting services.

1.2 SCHEDULE OF EVENTS

1.2.1 SCHEDULE

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 Date

Request for Proposal issued 10/11/2012

Deadline for Proposals 10/31/2012 4:00 PM CST

1.2.2 EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the RFP Schedule.

• Request for proposal issued: CSD4 is issuing the RFP on October 11, 2012.
• Deadline for proposals: All proposals shall be received by 10/31/2012 at 4:00 p.m. CST
• Proposal evaluation period: The Selection Committee chosen by CSD4 shall evaluate the proposals. The CSD4 Project Manager may, in his discretion, initiate discussions with those Vendors that submitted proposals for the purpose of clarifying aspects of the proposals. Proposals may be accepted and evaluated without such discussion. Discussion SHALL NOT be initiated by anyone else other than the CSD4 Project Manager.
• Vendor Selection: The Selection Committee shall select and the CSD4 Project Manager shall notify the selected Vendor. The selected Vendor shall be offered a contract to complete the Scope of Work. The award of a contract shall be made to the Vendor whose proposal is most advantageous, taking into consideration the evaluation considerations set forth in the Evaluation Section of this RFP.
1.3 CSD4 PROJECT MANAGER

The CSD4 Project Manager shall act as a single point of contact for all activities regarding this RFP. The CSD4 Project Manager will be responsible for all decisions required of CSD4 regarding this RFP and shall coordinate with all departments during RFP activities.

Project Manager can be reached at (816) 316-5171.

All proposals shall be submitted as follows:

By certified mail to:

Elonia Norwood, Information Technology Services Director
Grandview CSD4
13015 10th Street
Grandview, MO 64030

2 DESCRIPTION OF NEED

2.1 BACKGROUND

Grandview CSD4 has filed for e-rate for the past 5 years for Internet access and Telecommunications only. We were awarded as follows:

<table>
<thead>
<tr>
<th>Year/Discount %</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 (85%)</td>
<td>$122,336.66</td>
</tr>
<tr>
<td>2011 (83%)</td>
<td>$132,862.61</td>
</tr>
<tr>
<td>2010 (80%)</td>
<td>$130,847.33</td>
</tr>
<tr>
<td>2009 (82%)</td>
<td>$113,808.76</td>
</tr>
<tr>
<td>2008 (76%)</td>
<td>$124,609.48</td>
</tr>
</tbody>
</table>

We are interested in looking at applying for other available areas in e-rate.

2.2 CURRENT ENVIRONMENT

WAN/LAN

Consolidated School District #4 currently employs a WAN (Wide Area Network) to interconnect all of the District schools and support organizations. All of the main voice and data resources are centrally located at the Data Center at 13007 10th Street, Grandview Missouri. Each of the remote locations is connected to the Data Center via AT&T Opt E man services for network connectivity.

Dell servers located in the Data Center provide all users logon services as well as access to email, Internet, and Web services. These servers operate on Windows Server 2003 and Windows Server 2008. More.Net provides a 50 Meg connection to the Internet. The District proxy server provides Internet sharing and filtering for all users. Filtering service is provided by Smart Filter™ and is automatically updated twice each week.

The District maintains a Web Page on the Internet that is available at http://www.csd4.k12.mo.us. The web page contains updated news and information about the District and provides a web page for each school. Downloadable podcasts are also available on the District Web Page. The District also utilizes an Intranet Site that provides
information as well as access to shared District resources, forms, online training tutorials, and databases. The Intranet (GVNet) is available to employees locally only.

At each school location, Local Area Network service is provided over a switched 100 Meg Ethernet Network. Every classroom is wired with a minimum of four category 5 cable locations, one for voice equipment and the other locations provide LAN connections for either teacher or student PC’s. Dell Servers running Windows Server 2003 provide local services for teachers, staff, students, building printers, and the automated library and food service systems. Each teacher has a Dell PC in the classroom that is connected to the LAN. Wireless mobile labs have also been installed at the High School, both Middle Schools, and all elementary schools. Wireless networking is available at all CSD4 locations.

All District users are standardized on Microsoft Windows XP© for the operating system on the client PC’s. Microsoft Office 2003 Professional Suite is used for employees and students. District email users access the Microsoft Exchange email server using Microsoft Outlook 2003©.

District financial records (SISFIN) are maintained on a Dell server located at the Data Center, and are available over the WAN for access at each building by authorized administrators and staff.

Student Records (SISK12) are maintained on two Dell Servers located at the Data Center. These servers also host Pulse, which is the district Data Warehouse.

The CSD4 utilizes a WSUS server (Windows Updates) at each building which automatically updates all pc’s in that building with the latest windows updates, patches, and hot fixes.

Virus protection is provided by Symantec Antivirus Enterprise addition that allows all servers and desktop pc’s to receive the latest virus definitions as well as run daily antivirus scans on all PC’s in the District.

A Cisco ASA5510 firewall provides security and VPN access for the District.

Voice

A Siemens Hicom© 300 Model 80 PBX located at the Data Center is the hub of the voice network for CSD#4. The District is connected to the public switched voice network with two Primary Rate Smart Trunk™ spans. Each of these spans provides dynamically allocated in and out bound voice traffic for all district locations. Each school has its own Siemens Hicom© PBX that connects to the Data Center via the voice T1 circuit for intra-district voice communication. The local school PBX provides digital telephone service to each office and classroom in the school. Each District employee has a PhoneMail© box for voice messaging.

Current Hardware and Software Environment

CSD#4 uses a standardized Windows XP operating system for students and staff with Office 2003. CSD#4 has the following District-wide resources:

- Local Area network in each building.
- Wide Area network between all buildings
- Student Information System (SIS) in all buildings.
- Student Information System Financial Accounting System.
- Automated Library Catalog and Circulation, Alexandria.
- Automated Cafeteria System. Schoolhouse software.
3 GENERAL REQUIREMENTS

3.1 Scope of Work

3.1.1 E-rate Consulting Services
The Vendor shall provide a solution for setting up a fully compliant E-rate management system for Grandview CSD4. The following minimum specifications, which must be followed in full, outline the specifications for E-rate application processing and consulting services for Grandview CSD4. The Vendor shall coordinate all aspects of the application process for Grandview CSD4’s e-rate applications and service provider forms.

A. Assist with RFP process and awarding of E-rate contracts to ensure transparency and integrity of processes. The Vendor will ensure that no single contract with a service provider will be for goods or services to be delivered to both e-rate eligible and non-e-rate eligible locations. The Vendor will NOT be responsible for the selection of the CSD4’s service provider, but will, on a best efforts basis, attempt to assure adherence to the E-rate program’s competitive procurement and contracting rules.

B. Vendor shall review the District Technology Plan to assure alignment with Form 470 filings before they are filed.

C. Vendor will review all current telecommunications contracts, bills and services agreements and make recommendations and assist in negotiating new contracts as needed.

D. Vendor shall be responsible for properly tracking contract-signing dates for compliance with Form 470 Allowable Contract Dates.

E. Vendor shall assist with the preparation and timely filing of all FCC Forms, including FCC Forms 470, 471, 486, and 500 as necessary.

F. Proper calculation of relevant data to determine proper discount rate.

G. Preparation, review and timely submission of all correspondence submitted to or received from USAC, including the preparation, review and timely submission of all PIA correspondence.

H. Review of all invoices and payments and related documentation submitted to USAC.

I. Development of tracking methodology capable of tracking all e-rate contracts, status of each funding request, payments to vendor from Grandview CSD4 or from E-rate and the delivery of goods or services purchased with e-rate funds.

J. Once funding decisions are issued, the Vendor will review the Funding Commitment Decision Letters ("FCDLs") and take all appropriate actions including, but not limited to, preparation of the associated Form 486s, appeals, SPIN changes, services substitutions and or the preparation of Form 500s to extend contract expiration dates or to cancel or reduce unneeded funding. Vendor will coordinate approved funding with Grandview CSD4 and the associated service providers including, but not limited to, decisions regarding the realization of discounts through either the BEAR or SPI process.

K. Should the district be selected for an Item 25 Selective review, Vendor will work with the district to collect any additional detailed documentation as required, including detailed budget information, and will prepare the item 25 response.

L. For each and every invoice to be submitted to USAC for SPI funding, the Vendor shall be responsible for reviewing the draft invoice from the associated service provider, before submission to USAC, and for determining if the invoice is e-rate compliant, if the CSD4 has paid its complementary portion and
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3.1.2 GENERAL REQUIREMENTS
The Vendor must be able to demonstrate a comprehensive knowledge of e-rate matters, including, but not limited to, FCC rules and regulations, and their interpretations. It is expected that the Vendor, at its own expense, will participate in annual E-rate training, as presented by the Schools and Libraries Division of USAC, and will track new E-rate developments through applicable website monitoring and program-specific teleconferences and listservs.

Vendors may not, in any capacity, represent, consult, train or maintain an ongoing contractual relationship with any potential Grandview CSD4 service provider for goods or services relating to or concerning the E-rate program. Vendor will, as a condition of being awarded any contract hereunder, agree not to attempt to recover any part of its service fee from any potential CSD4 service provider.

3.1.3 DOCUMENTATION AND TRAINING DELIVERABLES
The Vendor shall provide E-rate training to Grandview CSD4 entities and individuals involved in the E-rate process. Vendor will prepare and deliver to Grandview CSD4 such training materials comprising Vendor’s training program for use by Grandview CSD4. Vendor’s training program shall be designed to give all Grandview CSD4 participants an understanding of the E-rate program, its rules, regulations, deadlines, payment processes, documentation, and certification requirements.

The Vendor must also provide copies of all user manuals and associated documentation to training attendees and the Project Manager.

3.2 GRANDVIEW CSD4 RESPONSIBILITY

3.2.1 RESPONSIBILITIES
Grandview CSD4 shall be responsible for the following:

a) Insuring that all entities involved in the E-rate process will be available for training.
b) Identify a single point of contact for coordinating efforts with the Vendor
c) Provide any necessary reports or updates to the Vendor on a regular basis to ensure that activities are compliant with all Federal, State, Local, Grandview CSD4 and E-rate rules.

4 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)
4.1 GENERAL TERMS AND CONDITIONS
This section shall address the terms and conditions governing this RFP.

4.1.1 PROCUREMENT OF RFP
This procurement shall be conducted in accordance with all applicable Missouri laws and regulations. All applicable rules, regulations, and laws shall also be followed.

4.1.2 INCURRING COST
Costs incurred in preparing, transmitting, or presenting proposals or materials in response to this RFP shall be borne solely by the Vendor submitting the proposal. CSD4 will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract. All proposals submitted in response to the RFP become the property of Grandview CSD4 and will not be returned.

4.1.3 NO OBLIGATION
This RFP in no manner obligates Grandview CSD4 or any of its entities to the eventual purchase of services offered until a valid written contract is approved and executed by Grandview CSD4.

4.1.4 TERMINATION
CSD4 reserves the right to reject any and all proposals. This RFP may be canceled at any time and all proposals may be rejected in whole or in part when the CSD4 Project Manager determines it is in the best interest of Grandview CSD4.

4.1.5 SUFFICIENT APPROPRIATION
A contract awarded as a result of this RFP is contingent upon the availability of funds. A contract may be terminated or reduced in scope if sufficient funds do not exist. Sending written notice to the Vendor shall effect such termination or reduction in scope. The CSD4 Project Manager’s decision to terminate or reduce the scope due to insufficient appropriations shall be accepted as final by the Vendor.

4.1.6 GOVERNING LAW
Missouri law governs all legal matters arising out of this RFP and shall govern any contract resulting from this RFP.

4.1.7 COMPLIANCE WITH LAWS AND REGULATIONS
The successful Vendor shall comply with all Federal, State, and local laws and regulations, and Grandview CSD4 rules and policies pertaining to work under its charge, and shall, at its expense, procure any permits that may be required.

4.1.8 INDEMNIFICATION
To the fullest extent permitted by law, or as otherwise defined in the Contract, the successful Vendor shall indemnify and hold harmless Grandview CSD4 and its officials, employees and agents from and against all claims, liens or demands arising out of vendor’s acts or omissions that result in losses, liabilities, defense costs and expenses (including but not limited to attorney’s fees and costs of litigation). The Vendor further agrees to indemnify and hold harmless the CSD4, its agents, or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.
The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at Grandview CSD4’s option, of any and all claims of liability and all suits and actions of every name and description that may be brought against Grandview CSD4 which may result from the operations and activities under any Contract resulting from this RFP. The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision.

4.1.9 ADVERTISING
The Vendor agrees not to use the results from this RFP as a part of any commercial advertising without prior written approval of CSD4.

4.1.10 TAXES
Grandview CSD4 is exempt from all Federal, State, and Local sales and use taxes. The eventual contract / agreement cost shall exclude all such taxes.

PROPOSALS

4.1.11 ACCEPTANCE OF CONDITIONS GOVERNING THE RFP
The proposal shall explicitly indicate acceptance of the conditions governing this RFP in the letter of transmittal. A person responding to this RFP shall be bound by the general requirements contained in this RFP.

4.1.12 LATE PROPOSALS
Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor’s sole risk to assure delivery to the designated contact at the designated time. Proposals submitted by facsimile shall not be accepted.

4.1.13 AMENDED PROPOSALS
The Vendor may amend its proposal before the Proposal Deadline, so long as the amended proposal is a complete replacement for a previously submitted proposal.

4.1.14 RIGHT TO WITHDRAW PROPOSAL
A Vendor may withdraw its proposal at any time prior to the deadline for receipt of proposals. The Vendor shall submit a written withdrawal letter.

4.1.15 RESTRICTED DATA
Restrictions on data included in a proposal shall be clearly stated in the proposal itself. Every page of the proprietary material shall be clearly labeled or identified with the word “proprietary”. All proprietary data, however, will be reviewed by the Selection Committee.

4.1.16 DISCLOSURE OF PROPOSAL CONTENTS
The proposals shall be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals shall be open to the public.

4.1.17 OMISSIONS
Omission in the Vendor’s proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery and implementation of any and all services.

4.1.18 Mistakes in Proposals
If a mistake in a proposal is suspected or alleged, the CSD4 reserves the right to waive any informalities and minor irregularity in any proposals received. CSD4 is not obligated to identify mistakes in a proposal. A mistake shall not excuse Vendor from performance of its proposal is selected.

4.1.19 Additional Terms and Conditions
If the Vendor desires additional terms and conditions included in a contract, the Vendor shall, in the proposal itself, submit such terms and conditions for negotiation with Grandview CSD4.

4.1.20 Ownership of Proposals
Documents submitted in response to this RFP shall become the property of Grandview CSD4 and not be returned to the Vendor. Proposals shall be retained by the CSD4 and may be reviewed by any person after final selection has been made, subject to the rules of confidentiality described above.

**CONTRACT**

4.1.21 Contract Format
The RFP, its appendices, and the successful proposal will form the basis for a separate contract between CSD4 and the successful Vendor unless CSD4 and an authorized representative of the successful Vendor mutually agree in writing to modification or waiver of any part of the contract.

4.1.22 Contract Terms and Conditions
Contracts between Grandview CSD4 and the Contractor shall follow a standard contract format. The CSD4 Project Manager reserves the right to negotiate additional provisions if necessary. The terms set forth in the proposal shall become contractual obligations if a contract award is made. Failure to accept these obligations may result in cancellation of the award. If the Vendor desires to object to terms or conditions contained in this section of the RFP or in the standard contract, the Vendor shall propose alternative language in the proposal. The contract term should be for three years, but may be extended for up to two more years if necessary.

4.1.23 Cancellation
In the event that provisions of the contract are violated by the Vendor, CSD4 may give written notice to the Vendor stating the deficiencies. Unless deficiencies are corrected within five (5) working days, recommendations will be made to CSD4 for immediate cancellation. CSD4 reserves the right to terminate immediately any contract resulting from this RFP for failure to correct deficiencies.

The performance of work under any agreement resulting from this RFP may be terminated by CSD4 in whole, or from time to time in part, whenever CSD4 shall determine that such termination is in the best interest of CSD4. The Vendor will be compensated only for services performed before the specified date of termination.

4.1.24 Invoicing
A Vendor awarded a contract shall submit invoices showing services provided and a breakdown of costs and expenses. Vendor invoices shall contain only charges for those services that are completed and have been accepted by CSD4. All invoices will be subject to approval from CSD4.

4.2 VENDOR RESPONSIBILITIES

4.2.1 VENDOR PROJECT MANAGER

The Vendor will provide a Project Manager who will act as a single point of contact for all activities regarding this project. The Vendor Project Manager will be required to make on-site decisions regarding the scope of the work and any changes required by the work. The Vendor Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work.

4.2.2 STANDARDS OF CONDUCT

The Vendor will exercise all reasonable skill, care, and diligence in their performance under this RFP and adhere to the standards of conduct listed below:

a. The Vendor will provide CSD4 with alternative methods of being reached other than the telephone (i.e. cell phones, pager or email addresses.)

b. In the event that CSD4 determines in good faith that a Vendor’s employee is not conducting himself/herself in a professional manner, CSD4 will contact the Vendor with respect to such conduct and will act in accordance with the appropriate Sections of the signed Services Agreement.

4.2.3 DOCUMENTATION

Documentation provided to the CSD4 will be in both paper and electronic format. Electronic copies should be submitted in PDF and on CD-ROM.

4.3 RESPONSE SUBMISSION

Responses to this RFP must be submitted in sealed packages and delivered by either USPS, express delivery, or personally on or before October 31, 2012 at 4:00 PM CST, to:

Elonia Norwood, Information Technology Services Director
Grandview CSD4
13015 10th Street
Grandview, MO 64030

Submittals must be clearly marked on the exterior of the package “Grandview CSD4 E-rate Proposal. Do not open until bid opening”. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. CSD4 will reject all late arrivals. The Vendor must submit three (3) paper copies and one (1) electronic copy on CD-ROM of the response.

4.3.1 PREPARING A RESPONSE

This RFP contains the instructions governing the proposals to be submitted and a description of the mandatory requirements. A Selection Committee will determine compliance with the intent of all requirements. Responses that do not meet the full intent of all requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed nonresponsive. Vendors shall promptly notify the CSD4 of any ambiguity,
inconsistency or error, which they may discover upon examination of this RFP. Any interpretation, correction, or change to this RFP will be made by an addendum as described in Section 4.4.1.

4.3.2 SUBMITTING A PROPOSAL
Each Vendor who submits a proposal shall be in agreement that:

a) The proposal is based upon an understanding of the specifications and requirements described in this RFP.
b) Costs for developing and delivering responses to this RFP and any subsequent presentations of the proposals as requested by the CSD4 are entirely the responsibility of the Vendor.

c) All materials submitted in response to this RFP become the property of the CSD4 and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the CSD4 and Vendor resulting from this RFP process.

d. An individual authorized to legally bind the business submitting the proposal must sign the proposal in ink. Any significant omission/inaccurate information provided in the proposal may result in the Vendor being considered non-responsive, or an awarded Vendor being disqualified even after service has been initiated. (i.e. inability to provide staff to the level listed in the proposal may disqualify a Vendor). The CSD4 may choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that are difficult to read, are difficult to understand, are missing any required information, or include references to information located elsewhere, such as Internet websites or libraries, or Vendor’s literature.

4.3.3 DEVIATIONS
Vendors taking exception to or deviating from the requirements and conditions of this RFP must list such exceptions and/or deviations on a separate attachment to be submitted with their Proposal. The absence of such an attachment will indicate that the Vendor takes no exceptions.

4.3.4 REJECTION
A proposal may be rejected if it does not conform to the requirements contained in this RFP. Failure of a Vendor to provide prices for all items listed shall be a cause for rejection of the proposal as non-responsive. The CSD4 reserves the right to reject proposals that are materially unbalanced, (i.e. that contain unreasonably high unit prices for some items and/or reasonably low unit prices for other items.) CSD4 reserves the right to reject any or all proposals in part or total for any reason, or to accept any proposals if considered best for its interest.

4.4 INTERPRETATION AND ADDITIONAL INFORMATION

4.4.1 INTERPRETATIONS, CORRECTIONS, AND/OR CHANGES
Any interpretation, correction, or change of the RFP will be made by an ADDENDUM published on the CSD4 website. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the Vendors shall not rely upon such interpretations, corrections, or changes. Addenda will be issued as expeditiously as possible. It is the responsibility of the Vendors to download and review any addenda to this RFP. CSD4 reserves the right to reject any Vendor response that does not incorporate requirements or changes issued by addenda.

4.5 PROPOSAL FORMAT
To enable the Selection Committee to fairly evaluate each proposal, the Vendor will use the following proposal format:
4.5.1 PROPOSAL FORMAT AND ORGANIZATION
This section of the RFP specifies the number of copies required, and the format and organization of the proposals.

4.5.1.1 NUMBER OF COPIES
The Vendor must submit three (3) paper copies and one (1) electronic copy on CD-ROM of the response along with sample contracts.

4.5.1.2 LETTER OF TRANSMITTAL
The proposal shall begin with a letter of transmittal. The letter of transmittal SHALL:

a) identify the submitting organization;
b) identify the name and title of the person authorized to contractually obligate the organization;
c) identify the name, title, and telephone number of the person authorized to negotiate the contract on behalf of the organization;
d) expressly agree to the Conditions Governing this RFP;
e) expressly agree to Grandview CSD4 standard contract terms;
f) expressly identify a proposed start date and;
g) be signed by the person authorized to contractually obligate the organization; and

4.5.1.3 TABLE OF CONTENTS
The proposal shall set forth a table of contents.

4.5.1.4 COMPANY OVERVIEW
The Vendor will provide a brief description of its company and company history.

4.5.1.5 EXECUTIVE SUMMARY
The Vendor will describe its approach to providing a solution to the requirements and identify any unique or distinctive features of the solution that the Vendor wishes the Selection Committee to give particular attention.

4.5.1.6 RESPONSE TO TERMS AND CONDITIONS
The Vendor will indicate its agreement to the specified terms and conditions addressed in this RFP, identifying any exceptions taken.

4.5.1.7 PROJECT INFORMATION
A. Solution Description
The Vendor will provide a clear and complete description of the proposed solution(s). The description will be sufficient to enable the Selection Committee to determine that the proposal satisfies the RFP requirements and meets the needs of Grandview CSD4. The description will describe how the solution meets the General Requirements outlined in this RFP.

B. Detailed Work Plan And Project Schedule
The Vendor will present a schedule for implementation of the system. The schedule will highlight important milestone dates with a description of what these tasks include. At a minimum, the project schedule shall include a chart that shows tasks to be performed. For each task shown in the project schedule the following shall clearly state:
a) Task description;
b) Estimated task duration; and
c) Estimated completion date for the task.

4.5.1.8 COST
The Vendor shall propose a fixed cost proposal for a 3-year term with a separate, fixed cost for each year of the 3-year term with options for one year and two year renewals. CSD4 will not be liable for any costs beyond those proposed herein and awarded.

4.5.1.9 RESUMES AND EXPERIENCE OF STAFF
The Vendor shall submit resumes of all staff members proposed to be assigned to the project. The resumes and experience narratives shall describe the specific experience of each staff member as it relates to this project.

4.5.1.10 REFERENCES
The Vendor shall submit three references of previous clients who received similar services to those required in this RFP. Each reference shall include the name, address and telephone number of a contact person who can describe, in some detail, the quality, quantity, and substance of the services provided.

1. For each service being proposed, a detailed description of relevant past performance during the past three (3) years providing the same or similar service, relative in size and scope, as are being proposed.

2. For each service being proposed, a detailed description, if applicable, of work performed by the Vendor on a similar project.

4.5.1.11 EMPLOYMENT VERIFICATION

- Each Proposal shall be accompanied by an affidavit containing the following:
  - A statement that the Offeror has enrolled in, and is currently participating in, E-Verify, a federal work authorization program, or any other equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA);
  - A statement that the business entity does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services; and
  - A notarized signature of the registered agent, legal representative of the business entity, or a corporate officer, including, but not limited to, the human resources director of the business entity or their equivalent.

4.5.1.12 SAMPLE CONTRACT AND ADDITIONAL TERMS AND CONDITIONS
A standard contract form shall be used as a basis for any contract resulting from this RFP. The Vendor shall attach a completed sample contract, the RFP terms, and the proposed scope of work.

4.5.1.13 APPENDICES
The Vendor may attach additional documents such as product specifications, etc. if it is directly related to the project.

4.6 EVALUATION
4.6.1 EVALUATION

4.6.1.1 SELECTION COMMITTEE
A Selection Committee will judge the proposals received in accordance with the scoring methodology described below. The sole objective of the Selection Committee will be to select the Vendor that is most responsive to the needs of Grandview CSD4. The Selection Committee reserves the right to waive minor irregularities. This right is at the sole discretion of the Selection Committee.

4.6.1.2 REQUEST FOR ADDITIONAL INFORMATION
This RFP represents the minimum information necessary for a proposal. The Selection Committee may request for additional information from the Vendor including oral presentations. Failure of the Vendor to provide information requested in the RFP may result in disqualification of the proposal.

4.6.1.3 EVALUATION PROCESS
The following steps will be observed in the evaluation of the Vendor’s proposals:

A. All proposals shall address the information described above. Failure to address the information may result in disqualification;

B. The Selection Committee will review all proposals to determine if all mandatory information is included in the proposal, and if so, score the proposals in accordance with the scoring methodology;

C. Composite scores will be developed based on the individual score awarded by the Selection Committee member;

D. The Vendor will be ranked by composite score; and

E. The preferred Vendor will be selected.

4.6.1.4 DISCUSSION NEGOTIATION
Although proposals may be accepted and a contract awarded without discussion, the CSD4 may initiate discussions with one or more Vendors should clarification or negotiation be necessary.

4.6.1.5 BEST AND FINAL OFFER
The “Best and Final Offer” is an option available to the CSD4 under the RFP process, which permits CSD4 to request a “best and final offer” from one or more Vendors. Vendors may be contacted asking that they submit their best and final offer, which shall include the discussed and/or negotiated changes.

4.6.2 EVALUATION CRITERIA
It should be understood that these weighing factors are only approximations and that the proposals must be acceptable in all areas to be considered. It is CSD4’s intention to award the contract to the Vendor that best serves the interests of CSD4. Vendors and proposals will be evaluated to determine the best opportunity for CSD4. Any score of less than 50% of the total possible points in any individual evaluation category will automatically disqualify a proposal.

Proposals will be evaluated by the following criteria with a total of 100 points possible:

PRICE/COST 30 points
Price will be a key factor in determining the Vendor(s) or proposal(s) selected. Points will be awarded based on delivery of all services at a reasonable cost.

**DESIGN AND SOLUTION SUITABILITY 40 points**

Vendors must submit proposals, which address the RFP’s description of need. Points will be awarded based on the Vendor’s demonstrated understanding of the scope of work, quality of proposal including technical expertise and feasibility, and the proposed approach for accomplishing tasks identified in the scope of work. Additional points will be awarded for innovative approaches.

**VENDOR QUALIFICATIONS, REFERENCES AND PRIOR EXPERIENCE 15 points**

General technical expertise and excellence as well as technical expertise associated with the proposed solutions design. Points will be awarded based on the Vendor’s profile, credibility, and description of relevant experience especially in performance of similar projects. Points will also be awarded for management capability (including project management experience, schedule compliance, systems integration experience, and implementation experience). Points will be awarded for the quality and timeliness of work performed for previous clients and the comparability of such work to the requirements of this RFP. Points will be awarded for familiarity with Grandview CSD4 and/or any work previously performed at Grandview CSD4.

**RESUMES/PERSONNEL QUALIFICATIONS 15 points**

Points will be awarded based on the experience of project staff members in performing similar work for other clients and the comparability of that experience to this project.

**4.6.2.1 RIGHT TO REJECT**

The CSD4 Project Manager reserves the right to reject all of the proposals if he, in his sole discretion, determines none of the proposals meet the needs of CSD4. CSD4 reserves the right to reject any or all proposals, to evaluate proposals, to negotiate additional terms, and to accept any proposal, which, is in the best interest of CSD4. CSD4 reserves the right to award to other than the lowest cost proposal based on established criteria. Responses should initially be submitted with the most favorable terms that the Vendor can propose. A best and final offer process may not be performed.

**4.6.2.2 NOTIFICATION OF AWARD**

Notification of award will be issued in writing on or after the date specified.