

REQUEST FOR PROPOSAL AND CONTRACT

District Managed Technology Services

Excelsior Springs School District

300 W. Broadway Excelsior Springs, Missouri 64024

Notice is hereby given that the Excelsior Springs #40 School District is currently accepting proposals for district managed technology services for school years 2019-2020 and 2020-2021 with a 1-year renewal option for school year 2021-2022.

ISSUE DATE: June 12, 2019

CONTACT PERSON: Dr. Aerin O'Dell, Assistant Superintendent for Academic Services

PROPOSALS MUST be received on or before **June 26, 2019, 12:00PM CST**

Calendar of Events

Wednesday, June 12, 2019	RFP Release Date
06/12/19 - 06/19/19	Opportunity to Arrange for On-Site Walk-Through
Monday, June 24, 2019	Vendor Question Deadline
Wednesday, June 26, 2019	Submittal of RFP Deadline
06/26/19 - 07/08/19	District Submittal of Questions to Vendors
July 15, 2019	Recommendation to Board for Approval or Rejection of Proposal
By July 19, 2019	Vendor Notification of Approval or Rejection of Proposal

Summary:

The Excelsior Springs School District is seeking a Vendor to provide leadership and assume management responsibility for the direction, coordination, integration, and implementation of technology across all school district buildings and departments. The Vendor will be responsible for planning, purchasing, installing, and maintaining physical technology systems of the District enabling full educational use of technology at all times. This is a hands-on role with responsibilities that range from strategic and long range planning and implementation of system-wide technology solutions, to providing one-on-one, and group training and support. Experience working in the education field is important for understanding how technology supports educational outcomes and where technology funding sources can be accessed.

GENERAL TERMS AND CONDITIONS

I. PROPOSAL INSTRUCTIONS.

- A. The Vendor must submit a complete response covering all requirements identified in this RFP package in order to be considered. To avoid delays or misunderstandings, the Vendor is requested to respond to each specification.
- B. No alternate proposals that significantly deviate or modify the concept and ultimate objectives of this RFP will be considered. Non-compliance with RFP specifications will disqualify proposals from further consideration.
- C. The Vendor must promptly notify the District of any ambiguity, inconsistency, or error discovered in the RFP.
- D. In the event of a conflict between the proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the proposal. The Vendor agrees to abide by the decisions of the District.
- E. Responses submitted must be the original work product of the Vendor and become and remain District property and will be considered public records subject to disclosure under the Missouri Sunshine Law.
- F. The proposal shall include an IRS W-9 form, dated within the current calendar year.
- G. One original and two signed copies of the proposal must be received in a sealed envelope plainly marked "RFP Documents for Technology Services" with the date and time of the RFP opening in the lower left corner of the envelope. A representative of the company/person submitting the proposal must sign bids in ink. Proposals should be submitted to:
 1. Excelsior Springs School District ATTN: Dr. Aerin O'Dell, 300 W. Broadway
Excelsior Springs, MO 64024
 2. **Please submit your sealed proposals by Wednesday, June 26, 2019 at 12 p.m. to be considered. The Excelsior Springs #40 Board of Education reserves the right to reject any and all proposals.** All responses will be publicly opened and read at the address above on June 26, 2019 at 12:00 p.m.
- H. All proposals shall be deemed final, conclusive, and irrevocable and no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of proposals.
- I. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of the RFP, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding will be entertained.

II. RFP INQUIRIES. Inquiries about this request for proposal should be made to: Excelsior Springs School District ATTN: Dr. Aerin O'Dell, aeodell@ga.essd40.com.

- A. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District.

Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.

- B. Requests for interpretation must be made in writing by emailing aeodell@ga.essd40.com no later than the date on the cover page.
- C. The Vendor may, at the option of the District, be required to make oral presentations for clarification purposes. In conducting these discussions, there shall be no disclosure of any information obtained from any competing Vendor. These presentations may be scheduled and held after receipt and evaluation of the proposals. Refusal by a Vendor to honor the request for an oral presentation may result in disqualification.

III. TERMS AND CONDITIONS.

- A. The Excelsior Springs School District reserves the right to reject any or all proposals or part of a proposal and waive technicalities. Vendors are required to clearly identify any deviations from the specifications in this document.
- B. The information presenting in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the district to reimburse responding Vendors for any expenses incurred in preparing proposals.
- C. The District reserves the right to approve or disapprove the Vendor's personnel, including any employee, agent, representative, contractor, subcontractor, or any other person providing services to the District. The District also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the personnel requires immediate replacement, the Vendor shall be allowed at least fourteen (14) days after notification by the District to replace unsatisfactory personnel.
- D. The relationship of the district and the Vendor is one of District and independent contractor and not master and servant or joint venturers.
- E. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors, or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

IV. POST PROPOSAL INFORMATION

- A. Pursuant to Missouri Revised Statute 285.530, Vendor shall provide to District sworn affidavit or other sufficient documentation to affirm its enrollment and participation in E-Verify.
- B. Prior to any work taking place in or on District facilities or grounds, Vendor must submit a Felony Conviction Notification Form.
- C. The District is exempt from State and local sales taxes. Vendor must provide information to the District if it requires a Form 5060.
- D. In the event the contract initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.

- E. Subject to the provisions below, any contract derived from this RFP may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then said contract may be extended upon written approval of the District until said work or services are completed and accepted.
1. Termination for Convenience: In the event the contract is terminated or cancelled upon request and for the convenience of the District, without the required 30 days advanced written notice, the District shall negotiate reasonable termination costs, if applicable.
 2. Termination for Cause: Termination by the District for cause, default, or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The 30 days advance notice requirement is waived in the event of Termination for Cause.
 3. Termination Due to Unavailability of Funds: When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the Vendor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

FORMAT OF PROPOSAL

The Excelsior Springs School District is requesting proposals for district managed technology services for school years 2019-2020 and 2020-2021 with a 1-year renewal option for school year 2021-2022. The overall goal of the RFP is to procure long-term, comprehensive, reliable, timely, proactive IT management and support that will promote and support the educational goals of the Excelsior Springs School District.

Proposals are to be submitted in the format outlined in this section. Every proposal will be reviewed to determine if it is complete prior to actual evaluation so proposals should have clearly labeled sections. The District reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

TABLE OF CONTENTS

EXECUTIVE OVERVIEW

Proposals shall include a concise abstract stating the respondent's overview of the company. Summarize the scope of services that would be offered.

SCOPE

The Vendor is expected to furnish turnkey IT support and leadership for the District. The Vendor's Proposal shall encompass all duties necessary to furnish turnkey IT support for the District and include descriptions of how Vendor will meet the essential functions of managing

the

district's Technology services.

Essential Functions

- Attends various events (e.g. meetings, conferences, district information sessions, Board meetings) for the purpose of communicating and/or gathering information required to perform the functions of the job.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents, and others consistent with district operating guidelines and regulations.
- Communicates technology-related activities in a timely manner to all stakeholders.
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely, and efficient installation of technology equipment and services.
- Maintains technology equipment and systems (e.g. servers, phone systems, intercoms, alarms, surveillance cameras, software applications, network), ensuring systems are functioning properly and effectively in support of district administrative and educational operations.
- Manages procurement, inventory, and surplus of technology equipment, systems, and related services to ensure all technology purchases for goods and/or services are consistent with the district's technology objectives, and that equipment is properly inventoried or surplus.
- Monitors technology budget and expenditures to ensure allocations are accurate and expenses are within budget limits and that fiscal practices and Board of Education policies are followed.
- Prepares a wide variety of documents, reports, and materials (e.g. reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, cost estimates) to provide necessary information to support district operations.
- Maximizes the efficiency of the technology staff to meet operational requirements by interviewing candidates, making hiring recommendations, training, supervising, and evaluating staff.
- Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects, and/or training and providing information to others to ensure successful implementation.
- Assesses, or assists others in assessing, proposed products, programs, applications, or tools to provide feedback for the administrative decision processes and to ensure appropriate acquisition of educational and operational technology solutions.
- Understanding and experience working with Active Directory, group policies, security groups, network logon scripting, Windows 10, Microsoft Server, Mac OS.
- Communicates with and works well with all levels within an organization, specifically

- working effectively within the culture and processes used in educational organizations.
- Strong project management skills with the ability to manage projects on interrelated time lines.
- Knowledge of student data systems.

STAFFING PLAN

This section needs to cover how the Vendor proposes to meet the staffing needs of the Technology Department. The District currently employs one Systems Administrator and three Technicians. The District is open to proposals that include the Vendor taking on current staff as their own, working with District staff, or other alternatives. On-site staff, whether employees of the Vendor or employees of the District shall have the ability to meet essential functions at no additional labor cost to the District. They shall be qualified and semi-permanently assigned to the District. Filling a position with revolving employees who are not semi-permanently assigned to the District is not acceptable.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown based on your pricing model; including the cost of any expected changes that may need to be implemented. Provide a sample contract, subject to review and modification by the District's legal team, for a term of 23 months, beginning August 1, 2019 and ending June 30, 2021. The contract shall include optional 1-year renewals which may be exercised at the district's discretion.

REFERENCES

Provide three current references for which you perform similar work.

ADDITIONAL DATA

Give any additional information considered essential to this proposal.

VENDOR ACKNOWLEDGEMENT (page 7)

EVALUATION AND AWARD OF CONTRACT

The Excelsior Springs School District Assistant Superintendent for Academic Services will review the bids with relevant stakeholders. Final selection of a Vendor for recommendation to the Board of Education is expected to be made by July 10, 2019 with Board action occurring on July 15, 2019. The School Board or its designee will, in the exercise of their sole discretion, determine which, if any, proposal best meets the needs of the District. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor:

- I. Completion of all required responses in the correct format.

- II. The extent to which Vendor's proposed solution fulfills the Excelsior Springs School District's stated requirements as set out in the RFP.
- III. An assessment of the Vendor's ability to deliver the indicated services in accordance with the specifications set out in the RFP.
- IV. The Vendor's stability, experiences, and record of past performance in delivering such services.
- V. The overall cost of the Vendor's proposal.
- VI. Assessment of the added value the Vendor may bring to the District's technology program.

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VENDOR ACKNOWLEDGEMENT OF RESPONSE FOR PROPOSAL

The Excelsior Springs School District reserves the right to reject any and all proposals, to waive technical defects, and to select the Proposal deemed most advantageous to the District.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein.

Please type or print the information below. Respondent is required to complete, sign, and return this form with the Proposal.

Date _____

VENDOR INFORMATION:

Company Name: _____

Business Address: _____

Business City, State, & Zip Code: _____

Business Hours: _____

Business Telephone Number: _____

Business Fax Number or email : _____

Signature of Authorized Representative

Name (Printed) _____ Title _____

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SUBMIT TO: Dr. Aerin O'Dell by 12pm CST June 26, 2019
Excelsior Springs School District
300 W. Broadway
Excelsior Springs, MO 64024