

Request for Proposal

Web Hosting

E-Rate RFP Number: 0708-001

Posted: November 1, 2007

***Grady County Board of Education  
122 North Broad St.  
Cairo, GA 39828***

# Introduction

## ***Objective***

The Grady County Board of Education (hereinafter referred to as "The Customer") is seeking Internet Web Hosting solutions as a communications tool for our school system.

The Customer 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 RFP for all areas and show an integrated approach with respect to services and support. Prices quoted shall be all-inclusive. The customer request that quotes to be itemized with the separation of services. The Customer 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 Grady County School Board.

The term of the contract shall be for a period not less than one year with an option to renew for two subsequent year terms.

All aspects of this project must comply with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services.

Other information may be made available to interested persons by contacting the Director of Technology.

Technical Contact and Contract Manager for this RFP is: Mr. Chris Guest

Mr. Chris Guest  
Director of Technology & E-rate Coordinator  
Grady County Board Of Education  
122 North Broad St.  
Cairo, GA 39828  
Telephone: (229) 377-8258

## **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.

<b>Event</b>	<b>Date</b>
1. Release of RFP	November 1, 2007
2. Deadline for Proposal Submission	November 29, 2007 @ 11:00 am
3. Evaluation of Responses	December 3-7, 2007
4. Determine feasibility and funding	December 7, 2007

***Provide Interactive web hosting solution for the following locations.***

School_Name	Address_1	CITY	STATE	Zip Code	Phone Number
Grady County Board of Education	122 North Broad St.	Cairo	GA	39828	(229) 377-3701
Cairo High School	455 5 <sup>th</sup> St. SE	Cairo	GA	39828	(229) 377-2222
Eastside Elementary School	1201 20 <sup>th</sup> St. NE	Cairo	GA	39828	(229) 377-8441
Northside Elementary School	985 First St. NW	Cairo	GA	39828	(229) 377-2422
Shiver School	1847 GA HWY 93 N	Pelham	GA	31779	(229) 377-2325
Southside Elementary School	491 3 <sup>rd</sup> St. SE	Cairo	GA	39828	(229) 377-3723
Washington Middle School	1277 Martin Luther King Ave.	Cairo	GA	39828	(229) 377-2106
Whigham School	211 W. Broad St.	Whigham	GA	39897	(229) 762-4167

## ***Basis of Award***

In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider. Prices will be the primary 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. The customer does not guarantee any award of contract by submitting an RFP.

### **These factors may be utilized in weighing the RFP responses as follows:**

<b>Factor</b>	<b>Weight</b>
Price	30%
Prior Experience	25%
Personnel Qualifications	10%
Management capability	10%
Environmental	10%
Flexibility of Lease	15%
<b>TOTAL</b>	<b>100%</b>

## ***Specifications of Services to be included:***

### **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.

### **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
- This application must be in use by other districts with built-in modification options.
- Training and certification of district and school personnel

## ***Response Submission***

Responses to this RFP must be submitted in sealed packages and delivered to The Technology Director, Grady County Board of Education, 122 North Broad St., Cairo, GA 39828 no later than 11:00 AM EST on November 29, 2007, 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. The Customer will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. **“RFP Inquiry” should be clearly marked on the face of the envelope containing the RFP number along with the opening date of November 29, 2007.** 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. RFP's made out in pencil will NOT be accepted. RFP must be notarized

## ***Costs Associated with Preparation of the Vendor's Response***

The Customer 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.

## ***Interpretation and Changes***

The intent of this RFP is to communicate the Customers requirements to any qualified and interested vendor. Our intention is to receive RFP's for the system as previously stated this RFP. The Customer may make corrections, or changes to the RFP. If the customer makes changes or corrections to the RFP it will be via a written ADDENDUM. All efforts will be made by the customer to mail or deliver any ADDENDUM to all parties who have requested and received the RFP. ADDENDUMS will be issued as expeditiously as possible (by FAX, 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.

## ***Questions***

Questions concerning this RFP should be direct to the Director of Technology.

### ***Proposal Binding Period***

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 from the issuance date of The Vendor's response. However, any taxes, whether local, state, or federal, imposed on services herein provided instituted after the date of RFP response may be passed on to the customer from the vendor. The Vendor must understand that the customer may use e-rate discounts for these services, in which case, within applicable filing window for submitting the response to the RFP the customer 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 the RFP will become void.

### ***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.

### ***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 Grady County Board of Education 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.

### ***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

### ***Evaluation of Responses***

The Customer may, at its discretion and at no fee to The Customer, 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 Grady County Board of Education. Proposals will first be screened based upon compliance with the base requirements.

## ***References***

The Customer 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.

## ***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.

## ***Right to Reject***

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Grady County Board of Education. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Customer 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 the Customer is not in a position to adequately perform the contract.

The Customer 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 Grady County Board of Education. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Grady County School System.

In event Erate funding is not approved by the SLD any/all contracts or agreements shall be null and void.



**RFP Response Form**

**RFP# 0708-001**

Vendors must use the following form to quote its price:

**TO: The Grady County Board of Education, 122 N. Broad St., Cairo, GA 39828**

VENDOR:

\_\_\_\_\_  
*Name of Firm*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City, State, Zip Code*

Operating as an individual corporation organization and existing under the laws of \_\_\_\_\_, 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.

<b>Product/Service</b>	<b>Total Sites</b>	<b>*Total Mthly Cost</b>	<b>*Total Yrly Cost</b>	<b>Add'l Cost (Training)</b>	<b>E-Rate Eligible Y or N</b>
School Web Hosting Fees	7				
District Web Hosting Fees.	1				

**\*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 Grady County Board of Education entitled **Web Hosting services, RFP Number 0708-001**, 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 the Customer 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: \_\_\_\_\_

***THIS RFP MUST BE NOTARIZED***

Sworn and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_