

**GRADY COUNTY SCHOOLS
122 North Broad St.
Cairo, GA 39828**

REQUEST FOR PROPOSAL

FOR

WEB HOSTING

RFP NO.: WEBH1112-001

DATE DUE: 10/14/10

Technical questions about the specifications or this RFP request should be addressed to:

Chris Guest
Director of Technology/E-rate Coordinator
122 N. Broad St.
Cairo, GA 39828
Phone: (229) 377-8258
Fax: (229) 378-1199
Email: cguest@grady.k12.ga.us

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 companies (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 separated between application and hosting. The Customer requests that quotes be itemized with the separation of services. The Customer requires that any proposal include seamless conversion of all existing data. 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 of 3 years, renewable each year, beginning on July 1, 2011, and the contract may be cancelled with thirty days prior written notice.

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:

Chris Guest
Director of Technology/E-rate Coordinator
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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	Date
1. Release of RFP	09/08/10
2. Deadline for Proposal Submission	10/14/10 at 4:00 PM
3. Evaluation of Responses	10/15/10 – 10/31/10
4. Determine feasibility and funding	11/09/10 – Board Meeting
5. Installation Complete – Go Live!	7/1/2011

Provide Interactive web hosting solution for the following locations.

School Name	Address	City	State	Zip Code	Phone Number
Grady County Board of Education – District Office	122 N. Broad St.	Cairo	GA	39828	(229) 377-3701
Cairo High School	455 5 th St. SE	Cairo	GA	39828	(229) 377-3701
Eastside Elementary School	1201 20 th St. NE	Cairo	GA	39828	(229) 377-3701
Northside Elementary School	985 First St. NW	Cairo	GA	39828	(229) 377-3701
Shiver School	1847 GA HWY 93 N	Pelham	GA	31779	(229) 377-3701
Southside Elementary School	491 3 rd St. SE	Cairo	GA	39828	(229) 377-3701
Washington Middle School	1277 Martin Luther King Ave.	Cairo	GA	39828	(229) 377-3701
Whigham School	211 W. Broad St.	Whigham	GA	39897	(229) 377-3701

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 will be:

1. Prior experience, including past performance
2. At least 3 references from school systems using your product in the state of Georgia
3. Personnel qualifications, including technical excellence
4. Technical Support, including telephone support, email support, and online help
5. Valid SLD spin number

The customer does not guarantee any award of contract by submitting an RFP.

These factors will be utilized in weighing the RFP responses as follows:

Factor	Weight
Price	30%
Prior Experience	25%
Georgia References	10%
Personnel Qualifications	10%
Technical Support	15%
SLD Spin Number	10%
TOTAL	100%

Specifications of Services to be included:

Web-based District to School / Community Communication Bridge

This 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 provide an easy to use interface to allow school personnel to post information on the school 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. The application, licensing and training must be quoted separately from hosting.

Hosting Requirements:

- Secure and non secure hosting for district and all schools
- Secure and non secure private and public portals for district and all schools with unlimited hosting space.
- Dedicated application servers
- Dedicated database servers
- Unlimited space for video, audio, documents, images and text content
- Multi location / multi server redundancy for maximum up-time
- Verifiable integrated backup system

Application Requirements:

- Open database architecture for ease of integration with other central office and school applications
- Unlimited users and multi-level groups with permission-based logins
- 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
- Multi-file upload to include presentations, spreadsheet, word processing, PDF files, videos, audios, and graphics
- Total integration between district and schools
- Automatic archival system
- Server based spell checker and profanity filter
- Training and certification of district and school personnel on application

Response Submission

Responses to this RFP must be submitted in sealed packages and delivered to 122 N. Broad St., Cairo, GA no later than 4:00 pm on October 14, 2010, 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 two (2) copies of the response along with any required supporting documentation.

“Webhosting RFP Response” should be clearly marked on the face of the envelope containing the RFP number along with the opening date of September 8, 2010. Failure to comply with this may cause the RFP to be misdirected 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 Grady County School System as previously stated in 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. 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. Addendums will be issued as expeditiously as possible via the District's website at www.grady.k12.ga.us. It is the Vendor's responsibility to check the website and to determine whether all addendums have been received.

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. 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.
- If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.

Vendor Registration and Compliance with the Schools and Libraries Corporation

The Vendor must provide proof of registration with the Schools and Libraries Division (SLD) a division of the Federal Communications Commission (FCC), for reimbursement under E-Rate guidelines and maintain a Green Light status with the FCC. If The Vendor fails to file the appropriate forms with the SLD or fails to receive an SLD Vendor Number or fails to remain in good standing with FCC, 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.

Vendor Required Documentation for Schools and Libraries Division (SLD) Form 471 Filing

The Vendor must provide Line 21 Attachment documentation ready for filing for Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) Form 471.

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.

The Grady County Board of Education is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4(15), Code of Alabama, 1975.

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.

The final awarding of this bid will be made by the Grady County Board of Education based on the recommendation from the Superintendent.

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 E-Rate funding is not approved by the SLD any/all contracts or agreements shall be null and void.

RFP Response Form

RFP# WEBH1112-001

Vendors must use the following form to quote its price:

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

VENDOR:

Name of Firm

Mailing Address

City, State, Zip Code

E-Rate SPIN

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.

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

***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 WEBH1112-001**, 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: _____