

REQUEST FOR PROPOSAL
WEB HOSTING SERVICES
IN COMPLIANCE WITH E-RATE DISCOUNT THROUGH THE
UNIVERSAL SERVICE FUND
FOR E-RATE FUNDING YEAR 13 (2011-2012)

DATE PROPOSALS REQUESTED:

January 5, 2011
Wednesday
10:30 A.M

RFP #11-001

RETURN TO:

RICHARD GRIFFIN, TECHNOLOGY COORDINATOR
LOUISBURG UNIFIED SCHOOL DISTRICT #416
BOARD OF EDUCATION OFFICE
P. O. Box 550
LOUISBURG, KANSAS 66053
FRN 0011757143

LOUISBURG UNIFIED SCHOOL DISTRICT #416
P. O. Box 550
LOUISBURG, KANSAS 66053

Louisburg Unified School District (USD 416) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). This RFP provides the requirements and evaluative criteria for web hosting services and requests a detailed response from all prospective vendors, including pricing and service descriptions.

*The work and/or equipment proposed in these specifications
are contingent upon receipt of
E-Rate Funding for Telecommunication Services.*

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.

Event	Date
1. Release of RFP- distribute via www.usd416.org	December 3, 2010 @4:00 pm
2. Deadline for Proposal Submission	January 5, 2011 @10:30 am
3. Opening of Bids, Review of Bids – Make Recommendations for Selected Vendors	January 5, 2011 @11:00 am
4. Board of Education Approval of Vendor Selections	January 10, 2011 @6:00 pm
5. Announcement of Vendor Selection	January 11, 2011 @11:00 am

GENERAL CONDITIONS:

This RFP is not a contract offer. Acceptance of a proposal neither commits USD 416 to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our rights to negotiate in our best interest.

Vendor must submit a response for all aspects included in this RFP. Prices quoted shall be all-inclusive. USD 416 requests that quotes to be itemized with the separation of services and notations for any billed services that are not eligible for E-Rate discounts. USD 416 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 USD 416. Prices must be held firm for the duration of the E-Rate Year 13 fiscal year ending June 30, 2012 or until the end of resulting contract.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

It is important that the vendor understand that this service has been included on USD 416's E-Rate application which, if approved, will entitle us to approximately 40%-50% discount through the Universal Service Fund. The actual discount will be determined by the Universal Service Fund terms and conditions.

Vendor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the proposal is submitted.

Vendor is responsible for providing an FCC Registration Number (FRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.

INVOICING:

Vendors submitting responses to this Request for Proposal agree to provide discounted billing for products and/or services associated with the projects and seek reimbursement of the discount according to the invoicing guidelines of the Schools and Libraries Division. USD 416 will pay for the discounted portion of all invoices when all products and/or services listed on the invoice are delivered in accordance with the contract. Should E-rate funding not become available, USD 416 will be prepared to pay the full contracted amount. Contract may be extended up to an additional 3 years, if mutually agreed upon by USD 416 and Vendor.

EVALUATION CRITERIA:

Louisburg Unified School District evaluates and weighs the following criteria when considering our future provider of web hosting services. These standards are listed in descending order of importance. USD 416 does not guarantee any award of contract by submitting an RFP.

These factors may be utilized in weighing the RFP responses:

Factor	Weight
Price	30%
Transition of current content	25%
Management capability	15%
Personnel Qualifications (training)	10%
Environmental (site appearance, etc.)	10%
Prior Experience of Vendor	10%
TOTAL	100%

WEB HOSTING SERVICES REQUESTED:

USD 416 is seeking proposals for web hosting of district, school, classroom, and group web pages with no limit for hosted resources. Proposals should include assistance with implementation, training, support and transitioning currently hosted content.

The following is a list of features and services Vendor is requested to provide as needed to USD 416:

- **Training:** knowledge transfer to designated site managers to support and maintain web site content.
- **Highlight School News:** site manager(s) can change site content and articles to highlight school events.
- **Issue Online Newsletters:** Ability to issue an email newsletter to a distribution list, linking the content back to site.
- **Include Private Sections:** Sections or sites that can be password protected.

- **Provide Up-To-Date Content:** Designate content managers who can easily change or update site content in a timely manner.
- **Control the publishing dates of site content:** Only designated site managers can approve content before it is published for public display.
- **Provide School Forms:** Post forms online making them easily accessible for view, print or download.
- **Publicize School Events:** Provide public events calendars with automatic email reminders and change notifications for users.
- **Searchable Content Archive:** Expired content can be automatically archived and available via a searchable content library.
- **Online Payments:** Encryption Secured online payments for parents and students paying for school-related items online.
- **Translate Content:** Language translation features that allow readers to easily translate content into multiple languages.
- **Create Banners and Buttons:** Highlight special sections, sponsorships or advertisements by easily creating banners and buttons.
- **Conduct Polls and Surveys:** Interactive polling and comprehensive surveys that allow District personnel to gauge constituent interest in -- and awareness of -- school-related issues. Results can be downloaded to be used in scenario-based comparisons, presentations, etc.
- **Gather Reader Feedback:** Public feedback options that allow readers to submit comments about content on our site. Site managers and other District personnel can review and approve all responses before they post on the site.
- **Include Images and Slide Shows:** Images can go directly from a digital camera to hosted without photo-editing software. Users can create slide shows with full-sized images and captions.
- **Provide Accessibility:** Provide accessibility to people with visual disabilities in full accordance with ADA guidelines.

Each proposal must include the information requested on the specified RESPONSE FORM that follows. Please indicate any services requested above that cannot be provided under the section “List of Vendors Exceptions” on the CONTRACT PRICE FORM. Attach separate page(s) as necessary with the Proposal.

If there are any questions about terms or conditions of this Request for Proposal, please contact:

Richard Griffin
 Technology Coordinator
 Erate2011@usd416.org

FORM FOR PROPOSAL SUBMITTAL

STATEMENT OF VENDOR'S QUALIFICATION

To accompany proposals submitted for web hosting services for Louisburg Unified School District.

Name of Vendor's Firm: _____

Name of Company Representative: _____

Business Address: _____

Phone Number: _____

When Organized? _____

Where Organized? _____

Partnership _____ Corporation _____

Vendor must provide a Service Provider Information Number Assigned by the Schools and Libraries Division (SLD).

SPIN Number: _____

How many years have you been engaged in this business under the present firm name?

Please attach to this statement at least five references, including: (name, address, title, phone number and brief description of work performed, including dates of work)

The above statements must be subscribed and sworn before a Notary Public.

Date: _____

Firm Name: _____

By: _____

Title: _____

(Notary Public)

CONTRACT PRICE FORM

Name of Vendor's Firm: _____

SPIN Number: _____

By: _____

Title: _____

Date: _____

1. Maintenance Service Contract Price per site \$ _____

2. Total pricing \$ _____

Please list on separate page itemized pricing, including ineligible E-Rate expenditures and multi-year contract discounts, if applicable.

LIST OF VENDOR'S EXCEPTIONS

Vendor shall list any exceptions to these specifications or general conditions.

USD 416 reserves the right to reject any or all proposals and to waive any informality in the bidding. No proposal may be withdrawn for a period of thirty days subsequent to the opening of proposals without written consent from USD 416.