



Grossmont Union High School District

REQUEST FOR PROPOSAL

TEXTBOOK MANAGEMENT SOFTWARE

FOR THE DISTRICT'S TEXTBOOK INVENTORY

May 23, 2011

**Grossmont Union High School District
Purchasing Director
1100 Murray Drive
El Cajon, California 92020**

NOTICE OF REQUEST FOR PROPOSAL (RFP)

NOTICE IS HEREBY GIVEN that the Grossmont Union High School District, San Diego County, California, hereinafter referred to as the "District", will receive up to, but not later than **2:00 p.m.** on **June 10, 2011**, sealed proposals for the award of a contract for:

TEXTBOOK MANAGEMENT SOFTWARE, RFP #GU-11.01.TEXT

Such proposals shall be received at the location specified below, and shall be opened at the stated time and place:

Grossmont Union High School District
Purchasing
Attention: Guiselle Carreon
1100 Murray Drive
El Cajon, CA 92020

**Date of Opening: June 10, 2011
Time of Opening: 2:00 P.M.
(Non-public Opening)**

Any proposal received after the stated time will not be considered. Proposals submitted and participation by interested proposers in the process shall be at no cost or obligation to the District.

Each proposal must conform and be responsive to this Notice of Request for Proposal, the Information for Proposers, the Specifications, and all other documents comprising the pertinent contract documents. All interested parties may obtain a copy of the RFP by contacting the District's Purchasing Department at the above address.

The evaluation criteria specified herein will be used to determine which of the proposals provide the best quality for Grossmont Union High School District at the most economical cost. The District reserves the right to accept or reject any or all proposals, to waive all technicalities, and to accept the proposal(s) that is determined to be the most favorable to the District. Recognizing that there are important considerations other than price, the District may not necessarily award to the lowest proposer.

The District reserves the right to reject any or all proposals, to accept or to reject one or more items of a proposal, or to waive any irregularities or informalities in the proposals, or in the proposal process.

No proposer may withdraw its proposal for a period of sixty (60) days after the date set for the receipt of proposals.

Clerk of the Governing Board
Grossmont Union High School District,
Of San Diego County, California

Publication: The RFPDB, <http://www.rfpdb.com/>
May 23, 2011

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Grossmont Union High School District**REQUIREMENTS FOR SUBMISSION****Textbook Management Software
For the
Grossmont Union High School District**

SUBMITTALS: Four (4) copies (1 original and 3 copies) must be received on or **before 2:00 PM., June 10, 2011**

ADDRESSED TO: Guiselle Carreon
Director of Purchasing

MAILING ADDRESS: Grossmont Union High School District
1100 Murray Drive,
El Cajon, CA, 92020

RFP SUBMITTAL: Mark envelope:

PROPOSAL – TEXTBOOK MANAGEMENT SOFTWARE FOR THE GROSSMONT UNION HIGH SCHOOL DISTRICT:

Proposals shall be submitted in sealed packages with the name of the Firm submitting the Proposal, clearly marked on the front. Submission of the proposal by facsimile or e-mail is unacceptable. The respondent is entirely responsible for delivering the Proposal to the aforementioned office, on time. **Late Proposals will not be accepted.**

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE RETURNED UNOPENED TO THE PROPOSER.

QUESTIONS CONCERNING RFP:

Any technical questions concerning the textbook management software requested in this RFP should be directed to Andi Loree, Internal Auditor, aloree@guhsd.net with a copy to Guiselle Carreon, Director of Purchasing, gcarreon@sdcoe.net.

Any procedural questions concerning the submission of this RFP should be directed to Guiselle Carreon, Director OF Purchasing, gcarreon@sdcoe.net.

Questions should be received no later than **June 1, 2011 by 4:00 PM.** Any clarifications resulting from questions will be distributed to all vendors that received an RFP packet.

STATEMENT OF WORK:

The District is requesting proposals from interested textbook software vendors to provide a web based textbook management system that can be used District wide. The system must allow school site access at the District level.

TERM:

The initial contract period will be for the fiscal year of July 1, 2011 to June 30, 2012 with an option to renew for up to four additional one-year periods, which will be the 2012-2013, 2013-14, 2014-15, and 2015-16. As part of the criteria for the renewal process, the successful Proposer will be evaluated annually in order to strengthen and maintain a positive client-vendor relationship.

Interested companies responding to this RFP are to include all costs for labor and materials to accomplish the task of implementing and maintaining and supporting the textbook management software.

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INFORMATION & CONDITIONS FOR PROPOSERS

1. **SECURING DOCUMENTS:** The Proposal Package may be obtained by calling or emailing:

Guiselle Carreon, Director of Purchasing
 Grossmont Union High School District
 Purchasing Department
 1100 Murray Drive
 El Cajon, CA 92020
 619-644-8051
 gcarreon@sdcoe.net
2. **PROPOSALS:** Proposals to receive consideration shall be made in accordance with the following instructions:
 - A. Proposals shall be made upon the form therefore obtained at the office referenced above and properly executed. Proposal forms shall be completed by writing in ink or by typewriter. Proposals are to be verified before submission as they cannot be corrected after proposals are opened. The signature of all persons signing shall be in longhand by authorized signatory personnel of your company. The completed form shall be without interlineations, alterations or erasures. Alternative proposals will not be considered. No oral or telegraphic modifications will be considered.
 - B. Before submitting a proposal, proposers shall carefully read the specifications and the forms of other documents. They shall fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the contract. No allowance will be made because of lack of such examination or knowledge.
 - C. The decision as to acceptability of items rests solely with the District staff. Proposer shall submit complete information on the services stated in proposal form. Failure to do so may nullify the proposal. Any concerns regarding the specifications must be called to the attention of the District prior to the opening date set forth herein.
 - D. Proposals shall be delivered to the District, at the office indicated, on or before the day and hour set for the opening of proposals in the NOTICE OF REQUEST FOR PROPOSALS, which proposals shall be enclosed in a sealed envelope bearing the description of the proposal call, and the name of the proposer. It is the responsibility of the proposer to insure that their proposal is received in proper time and at the proper place. Any proposals received after the scheduled closing time for receipt of proposals shall be returned to the proposer unopened.
3. **PRICES:** Pricing is to be provided for each section of this Proposal as called for in the Proposal Forms. Corrections may be inserted prior to the proposal opening. Changes must be made in ink and initialed by the person signing the proposal or by his authorized representative.
4. **ADDENDA OR BULLETINS:** Any addenda or bulletins issued by the Grossmont Union High School District during the time of the proposal process or forming a part of the documents issued to the proposer for the preparation of their proposal shall be covered in the proposal and shall be made a part of the contract.
5. **WITHDRAWAL OF PROPOSALS:** Any proposer may withdraw its proposal, either personally or by a written request, at any time prior to the scheduled time for opening of proposals.
6. **AWARD OR REJECTION OF PROPOSALS:** The Contract will be awarded to the successful Proposer based on selection criteria outlined in this request for proposals. The Governing Board of the Grossmont Union High School District, however, reserves the right to reject any/or all proposals, to accept or reject any one or more items of a proposal, and to waive any informality in the proposals or in the proposal process.
7. **WITHDRAWAL OF PROPOSALS AFTER OPENING:** No proposer may withdraw their proposal for a period

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of sixty (60) days after the date set for the opening thereof.

8. **AGREEMENT:** The form of agreement, which the successful Proposer, as contractor, will be required to execute, is included in the contract documents and should be carefully examined by the proposer. The agreement will be executed in two (2) original counterparts. The complete contract consists of the following documents: The Notice of Request for Proposals, the Information for Proposers, the Accepted Proposal, the Specifications, the Agreement, including all modifications thereof duly incorporated therein, and the Purchase Order, if applicable. All of the above documents are intended to cooperate and be complementary so that any instructions or requirements called for in one and not mentioned in the other, or vice versa, are to be executed the same as if mentioned in all said documents. The intention of the documents is to include all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in the Contract.
9. **INTERPRETATION OF DOCUMENTS:** If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the specifications, or other proposed contract documents, or finds discrepancies in, or omissions from the specifications, they are instructed to submit their question in writing to request an interpretation or correction thereof. Any interpretation or correction of the proposed documents will be made by Addendum duly issued by the Director of Purchasing, and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The District will not be responsible for any other explanation or interpretation of the proposed documents.
10. **PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL:** No person, firm or corporation shall be allowed to make or file or be interested in more than one proposal for the same work, unless alternate proposals are called for. A person, firm or corporation submitting a sub-proposal to a proposer, or who has quoted prices on materials to a proposer, is not thereby disqualified from submitting a sub-proposal or quoting prices to other proposers.
11. **ASSIGNMENT OF CONTRACT:** No assignment by the successful Proposer of any contract to be entered into hereunder or any part thereof, or of funds to be received thereunder by the successful Proposer, will be recognized by the District unless such assignment has had the prior approval of the District and the surety has been given due notice of such assignment in writing and has consented thereto in writing.
12. **PERMITS AND LICENSES:** The proposer and all of the proposer's employees or agents shall secure and maintain in force such licenses and permits as are required by law, in connection with the furnishing of materials, articles, or services listed herein. All operations and materials shall be in accordance with all applicable Federal, State, County and City requirements.
13. **NON-COLLUSIVE AFFIDAVIT:** The form of such declaration is included as part of the contract documents. Each proposer shall execute the affidavit and submit it with his/her sealed proposal.
14. **WORKER'S COMPENSATION:** In accordance with the provisions of Section 3700 of the Labor Code, successful Proposer shall secure the payment on compensation to his employees. Successful Proposer shall sign and file with the District the following certificate prior to performing the work under this contract: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract". The form of such certificate is included as a part of the contract documents. Each proposer shall sign the certificate and submit it with his/her sealed proposal.
15. **HOLD HARMLESS:** The successful Proposer agrees to defend and hold harmless the Grossmont Union High School District, its Governing Board, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgements, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be caused by the successful Proposer's performance of professional services set forth herein. The successful Proposer further agrees to provide a Certificate of Insurance for liability coverage and limits acceptable to the District.

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16. **INSURANCE:** The successful Proposer shall maintain adequate insurance to protect him/herself and the District from claims for damages or personal injury, including but not limited to, death, damage to property and loss of property, and from claims under Workers' Compensation Acts, which may arise from operations under a contract with the District. The successful Proposer shall be required to file the following proofs of such insurance with the District prior to receiving authorization to proceed on a contract:

- Certificate of Insurance confirming \$1,000,000 combined single limit general liability coverage, automobile liability coverage, professional liability coverage, and contractual liability coverage, all four naming the **Grossmont Union High School District** as an additional insured and copies of the endorsements to the policies naming the **Grossmont Union High School District** as an additional insured.
- Proof of workers' compensation coverage.

Should any of the above described policies be canceled prior to their expiration dates, the issuing company shall mail 30 days written notice of cancellation to the District.

The successful Proposer shall maintain current insurance documents, for all of the above coverage, on file at the District during the term of any contract with the District.

17. **CONFLICTS CHECK:** The District reserves the right, before any contract award is made, to require any Proposer to whom it may make a contract award, to do a conflicts check and disclose all actual and potential conflicts to the District. In the event a conflicts check is required, the District will provide a list of major vendors doing a significant amount of business with the District. The potential contractor must disclaim in writing any conflict of interest. Furthermore, the District reserves its rights to reject the selected Proposer if its conflicts check reveals actual conflicts, and go to the next preferred Proposer.

18. **TIMELINE:**

RFP Questions Due from Proposers	June 1, 2011	4:00 PM
RFP Responses Due	June 3, 2011	2:00 PM
Review of Proposals	June 13-14, 2011	
Notification to Finalists	June 14, 2011	
Oral Presentations	June 16, 2011	
Board Items Due	June 23, 2011	
Board Meeting	July 14, 2011	

Grossmont Union High School District**SPECIFICATIONS AND CONDITIONS****1. PURPOSE AND OBJECTIVE OF RFP**

- 1.1 The Grossmont Union High School District is seeking proposals for a centralized textbook management system. The purchase and inventory of textbooks to support the needs of the students and teachers of GUHSD is a multi-million dollar investment. The ability to account accurately for all of these assets at any given time is imperative to properly manage GUHSD expenditures and textbook inventory.
- 1.2 The initial implementation may be only at select high schools with the goal of incorporating this program throughout the district by July 1, 2012.
- 1.3 The primary goal of the GUHSD is to select a single vendor for the purchase of this web based system. This is to include but is not limited to: installation, project management, labeling, data import/conversion, training and ongoing annual technical support and maintenance of the textbook management system.

2. BACKGROUND AND GENERAL INFORMATION

- 2.1 Currently, the District is using three different methods for textbook inventory tracking. One is a DOS system called Trac It, another is called Text Tracks through the Blue Bear ASB accounting system, and the other system is a manual book card system. All three systems are not fully functional to the District's standards and each has its drawbacks. The current method of conducting the annual physical textbook inventory includes conducting a blind count at each location. Over the years, this has resulted in school inventories that are not accurate and variances district wide that are inevitable. The system should provide accurate data and maintain inventories at the local school and district level that correlate with class enrollment and total student population.
- 2.2 The current Grossmont Union High School District student population in high schools is 20,538. The system would need to be made available to all High Schools sites (16), the District office, and the District warehouse. The current circulation of textbooks (student editions and teacher editions) at the high school level is estimated to be 225,000. Each book would need two (2) labels, one placed on the outside front cover and one placed inside the book where specified by the District.
- 2.3 The time frame for receipt and analysis of proposals will not allow the district to entertain any proposals that are incomplete. All spaces must be completed. Forms provided in the RFP packet must be used for your responses in all instances except where additional pages are needed. Proposals must be formatted with the numerical references given in the RFP document. Should any discrepancies occur between the General Terms & Conditions and the Specifications & Conditions, the Specifications & Conditions will supersede and be considered the correct information.

- 3. **CONTRACT ADMINISTRATOR:** The following employee of District is identified to use all powers under the contract to enforce its faithful performance. All orders from District shall be transmitted and communicated through the Contract Administrator.

Guiselle Carreon
Director of Purchasing

4. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**4.1 GENERAL REQUIREMENTS:**

- 4.1.1 RFP Response: In order to be considered for selection, Proposers must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal shall be submitted to District as indicated on the cover sheet. No other distribution of the proposal shall be made by the Proposer.

Grossmont Union High School District**4.1.2 Proposal Preparation:**

- 4.1.2.1 Proposals shall be signed by an authorized representative of the Proposer. All information requested must be submitted as called for in the instructions for submission on the bid form and conform to all the requirements of this RFP. Failure to submit all information requested may result in the Purchasing Department requiring prompt submission of missing information and/or giving a lower evaluation of the proposal.
- 4.1.2.2 Ownership of all data, materials and documentation originated and prepared for the District pursuant to the RFP shall belong exclusively to the District and be subject to inspection in accordance with the California Freedom of Information Act.
- 4.1.2.3 The District may make a final determination regarding a proposal's acceptability solely on the basis of the proposal submitted. However, the District may request additional information from firms and may discuss any facet of the proposal with any firm.
- 4.1.2.4 Sample photographs shall be free of firm's logos, name, or any identifying marks.

- 4.1.3 Oral Presentation: Proposers who submit a proposal in response to this RFP **may** be required to give an oral presentation of their proposal to the District. This provides an opportunity for the Proposer to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Contract Administrator will schedule the time and location of these presentations. Oral presentations are an option of the District and may or may not be conducted.

- 5. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that the District staff may properly evaluate the firm's capabilities to provide the required services.

6. PRICING:

- 6.1 The subsequent contract shall be a firm fixed price contract.
- 6.2 All prices shall be F.O.B. Destination and shall include all charges incurred in fulfilling the terms of this contract.
- 6.3 The Proposer shall submit an itemized list of all proposed costs for the products and services being offered. Pricing Schedules must be provided with your proposal and will be used in the evaluation of process. Proposer shall complete the pricing schedule and additionally provide a complete detail of all proposal products and services offered. New products added after the execution of the contract shall be similar in nature to what is called for in the RFP. Products not falling within the items listed in your response will need to be approved by the Contracts Administrator.
- 6.4 Prices submitted in response to this RFP must remain firm for a minimum of one year from July 1, 2011 to June 30, 2012, with an option to renew for four additional years, if agreeable to Grossmont Union High School District and awarded Vendor(s). However, any product/service upgrades or decreases in prices must be passed on to Grossmont Union High School District. In the event that special funding for future projects outside the scope of this contract becomes available, GUHSD reserves the right to renegotiate pricing and terms for those projects with awarded vendor.

7. STATEMENT OF WORK AND TIMELINE

- 7.1 The selected vendor shall provide user-friendly applications that will support all elements for the provision of a 9-12 grade textbook management system for the Grossmont Union High School District.

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- 7.2 The vendor is responsible for ensuring the application will function properly prior to August 1, 2011.
- 7.3 The vendor is responsible for populating the database with all necessary textbook data prior to August 1, 2011.
- 7.4 The labeling portion of this project is expected to begin on August 8, 2011 and must be completed by August 22, 2011. Work will begin in the local schools.
- 7.5 Beginning August 8, 2011, identified student and teacher editions at 16 high schools will be labeled (double labels), and scanned into the database by location.

8. INSTALLATION AND DELIVERY REQUIREMENTS

- 8.1 All preprinted barcode labels will be shipped to the GUHSD warehouse by July 28, 2011.
- 8.2 Installation of software to be completed by August 1, 2011

9. MINIMUM REQUIREMENTS FOR GROSSMONT UNION HIGH SCHOOL DISTRICT

Item	Minimum Requirements (Provide support documentation where applicable)	Initial – Will Comply
9.1	Solution shall be web-based and shall be accessed via Hypertext Transfer Protocol Secure (HTTPS)	
9.2	Browser support shall include Internet Explorer version 8, Internet Explorer version 9, Firefox version 3.6 and Firefox version 4.0	
9.3	Solution shall support new versions of both Internet Explorer and Firefox within six months after the production version is released by Microsoft and Mozilla respectively.	
9.4	If GUHSD hosted solution, solution must be supported in a VMware 4 virtual machine environment. Also, Vendor shall state minimum and recommended hardware requirements for all required servers.	
9.5	An inventory system that is capable of automatically identifying and segregating additions and disposals so that net book value is accurately reported in financial data each year. This system should be set up as a fixed asset system where textbooks can be individually tracked and monitored in real time with customized reports and accessible historical archives.	
9.6	The system shall link textbook titles with course numbers	
9.7	The system shall provide for import of and maintenance of the district course catalog including historical entries and book associations	
9.8	The system shall provide for import and maintenance of school level course schedules including historical entries and book associations that may differ from those at the district course catalog level	
9.9	The system shall provide for import of class schedules from District's Student Information System	

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- 10. TECHNICAL AND APPLICATION REQUIREMENTS:** The following are critical aspects to the textbook application management solution to meet District requirements and school functionality. Please explain how your system will comply with the requirements listed below.

10.1 TECHNICAL REQUIREMENTS

- 10.1.1 Management system shall provide the district with one single District textbook application that will support all schools via the District's wide area network.
- 10.1.2 The system shall not require textbook management application installations on school-level servers or workstations.
- 10.1.3 All textbook management functionality must be available within a standard web browser interface (no client software requirements outside of a web browser, no installations of Java Virtual Machine or Java client applications on client workstations will be allowed.) Workstation support will be required for both Windows and Mac OS.
- 10.1.4 Provider will not use Windows Terminal Services or Active X controls to deliver functionality to browser.
- 10.1.5 Application shall comply with District network security policies.
- 10.1.6 Application must support the use of barcode scanners and handheld devices.
- 10.1.7 Application must support an automated interface with the District's student system for data maintenance (additions, updates, deletes, and transfers.)

10.2 APPLICATION REQUIREMENTS

- 10.2.1 Application must provide for Circulation system to include support for off-line circulation, functionality to circulate materials and process holds/reserves across the District. The ability to define independent school-level circulation policies and support for patron data maintenance is required across the District.
- 10.2.2 System must use Search to include advance searches for textbook staff members. Searching to include cross-references, browsing by standard bibliographic headings, keyword searching, District-wide and school-level search will also be required. Searching process must support student and teacher searching of items within the database.
- 10.2.3 System to include cataloging. Cataloging will include a single database of textbook, bibliographic and authority MARC21 information for the entire District. Support for the centralized cataloging must be available and include the ability to restrict items from showing in patron searches. Integrated access to K-12 MARC records, and school-level maintenance of holdings and reading program information is required.
- 10.2.4 System must provide customizable school-level and district-level reporting. Reporting program must have the ability to e-mail or print the information from any function in the system.
- 10.2.5 Software application must provide for a complete independent school-level inventory process without disrupting normal circulation activities. Inventory software application must support handheld devices for remote inventory process.
- 10.2.6 Z39.50 Client and server functionality is required.
- 10.2.7 Vendor to provide configuration and setup features including customizable user access levels. Vendor to provide support for overlapping barcode ranges across the District for patrons and copies, and support varying barcode formats and lengths and symbologies within each school.

11. PROPOSAL REQUIREMENTS

Please provide detailed information on the following items. Please note that **organization and completeness will be considered upon evaluation**. Responses provided must be labeled in a clear, concise format with corresponding RFP section name and number identified.

Please explain each of the following points. Explain how your company will address the business and system requirements listed below.

Grossmont Union High School District**11.1 Business Stability**

- 11.1.1 Provide a cover letter introducing the company including the corporate name, address and telephone number of the corporate headquarters and local office. Describe the financial status of the company; include any available financial ratings.
- 11.1.2 Provide names, addresses and degree of utilization of any and all subcontractors, which would be used in the performance of this contract.
- 11.1.3 Indicate if you have ever been in default on a contract or been denied a bid due to non-responsibility to perform. If so, provide the facts and circumstances.

11.2 Customer Service

- 11.2.1 Identify and provide a brief resume of the ONE individual who will serve as the central contact person and be responsible for the Grossmont Union High School District account.
- 11.2.2 Describe your problem resolution process for correcting problems, which may result from this contract.
- 11.2.3 Describe how your company will acknowledge receipt of and response to complaints/problems within 24 hours.
- 11.2.4 Provide names, phone numbers, and availability of the primary personnel assigned to this GUHSD project.
- 11.2.5 Describe your 365 days per year, 24 hours per day, and 7 days per week customer service and technical support programs.
- 11.2.6 Describe your system's interactive help screens.
- 11.2.7 Describe how you plan to provide onsite annual training programs for new and experienced GUHSD local school textbook coordinators, district level textbook coordinators, and technical support staff.
- 11.2.8 Describe how your software will handle vendor remote management of the system when a problem arises or upgrades are needed.
- 11.2.9 Describe your annual maintenance agreement.
- 11.2.10 Describe any auxiliary or related services, which may augment the proposed services and prove advantageous to GUHSD. The offeror shall provide sufficient detail and evidence to show proficiency and experience in the provision of these services, as well as a detailed indication of how these services shall be provided or performed.
- 11.2.11 Describe other resources or services the contractor shall make available to GUHSD. Such services shall be currently provided by the offeror to other clients and resources must belong to the offeror.

11.3 Software Features – District Level

- 11.3.1 Describe the type and functionality of reports specific to the district level that are included with the purchase of your system.
- 11.3.2 Describe the auditing and accounting features provided by your system that includes identifying most recent student and/or location of an item.
- 11.3.3 Describe how your system creates alerts and allows the district to monitor transfers and inventory adjustments among schools based on class enrollment and textbook circulation.
- 11.3.4 Describe how your system allows for multiple ways to search for a textbook.
- 11.3.5 Describe how your system allows accessing the catalog via the intranet (classroom access).
- 11.3.6 Describe how your system allows security/User access controls.
- 11.3.7 Describe your back up system operations – nightly, weekly, manual, safeguards, etc.
- 11.3.8 Describe how your software shall utilize SIF (schools interoperability framework) to share data (example: new students records added automatically from any student management system software when new students arrive).
- 11.3.9 Describe how your system automates the import process for students, teachers, courses, and schedules into the database.
- 11.3.10 Describe how your system imports book jacket photos and student photos.

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- 11.3.11 Describe the ability to link a title of a class textbook to a course when student information is imported from the student information system.
- 11.3.12 Describe your database import capabilities from the state approved textbook adoption list.
- 11.3.13 Describe the information stored in the database for each title (i.e. pricing information, copyright, date of purchase, funding source, etc.)
- 11.3.14 Describe your system's ability to accept both 10 and 13 digit ISBNs for a title.
- 11.3.15 Describe the barcode types supported by your system.
- 11.3.16 Describe the process for creating new barcodes.
- 11.3.17 Describe the durability of your labels.
- 11.3.18 Describe how your inside and outside barcodes (double labels) would remain unique district wide regardless of transfers during the life of an adoption.
- 11.3.19 Describe controls at the district level in governing local school functions.
- 11.3.20 Describe how you will implement your system in GUHSD within the given time frame. Include plans to label (two labels for each student edition and teacher edition only), scan, and import textbook data at GUHSD's 16 high schools (estimated 385,000 textbooks).
- 11.3.21 Describe how the system will allow Read/Only rights to all data stored on the database.
- 11.3.22 Describe and list all equipment your system requires at schools and district for scanning and printing, including all compatible devices, etc.
- 11.3.23 Describe how you will guarantee free future improvement/add-ons/upgrades to this software and support documentation (manuals/guides) during the term of this contract.
- 11.3.24 Describe how your company will guarantee same prices for startup software and supporting documentation (manuals/guides), tech support, and training for any new schools added during the term of this contract.

11.4 Software Features – Warehouse Level

- 11.4.1 Describe the type and functionality of reports specific to warehouse operations that are included with the purchase of your system.
- 11.4.2 Describe how your system tracks locations for items in the warehouse (i.e. assign pallet/carton ID's to every pallet/item through the system, aisle, subject, grade, etc.)
- 11.4.3 Describe inventory ability by location and count for every item including surplus and active locations.
- 11.4.4 Describe how portable, hand-held devices can be used to locate and scan textbooks for receiving, sending and inventory.
- 11.4.5 Describe your locator system, (i.e. the ability to view/print all inventory adjustments made at the district and local school levels and provides historical data by ISBN, and/or title that remains archived and available for audits).
- 11.4.6 Describe any automated reply or alert to schools that reflect inventory adjustments and informs them of errors or differences.
- 11.4.7 Describe procedures for deletions of surplus titles that remain archived and available for audits.
- 11.4.8 Describe forecasting models that utilize student enrollment data from student information system registrations to alert textbook needs or excesses.
- 11.4.9 Describe how the ISBN number can be made unique for ease of data entry and bar coding purposes.

11.5 Software Features – Local School Level

- 11.5.1 Describe the type and functionality of reports specific to the local school level that are included with the purchase of your system.
- 11.5.2 Describe what your system can capture when scanning ID and/or barcodes assigned to individual students and how it links to our student information system and student accounting system.
- 11.5.3 Describe how your system handles and tracks check in, check out, inventory, book condition and value to any student, teacher, alpha student lists, or class set locations.
- 11.5.4 Describe how your system processes overdue notices, fines (assessed and collected), and parent notification regarding missing books that assist with the physical inventory processes at the local school level.

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- 11.5.5 Describe how your system categorizes damaged/lost status to remove from inventory pending payment of any fines.
- 11.5.6 Describe how your system generates returns and requests based on enrollment figures and accepted overages.
- 11.5.7 Describe how your system handles packing of returns (i.e. scanning of books, generating a shipping/packing label, transfer reports, etc.)
- 11.5.8 Describe how your system allows schools to look at other locations for excess, and create moves between schools with district approval.
- 11.5.9 Describe how the system will handle supplementary materials (i.e. ancillary, CDs, manipulative items, calculators etc.), any local school “coded” items without interfering with District reports.
- 11.5.10 Describe how your system provides a location field for the textbooks within the building.
- 11.5.11 Describe how your system reports student check out history, including fines and missing books.
- 11.5.12 Describe how numerous teachers can access the system at the same time from their respective classrooms at a site to check books in or out
- 11.5.13 Describe how existing bar codes can be used or uploaded in your system.
- 11.5.14 Describe how the system can be used to track digital licenses and eBooks.
- 11.5.15 Describe how the system can be used to track digital devices such as eReaders or tablets.

11.6 Professional Development

- 11.6.1 Training should be extensive during the first year of implementation. Describe how onsite training will be delivered at both the District level (including technical support) and the local school level.
- 11.6.2 Describe your training for local school level textbook coordinators. Vendor should plan training for 40 participants. GUHSD will provide the locations for all training.
- 11.6.3 Describe how refresher trainings will be provided during subsequent years for any upgrades or updates of the system.
- 11.6.4 Describe any online training that will be utilized. This must not be the sole tool and should not take the place of face-to-face trainings.
- 11.6.5 Describe how your company will provide annual training for new textbook administrators with each renewal of its maintenance agreement.

11.7 Samples

Vendor will provide a full sheet of sample barcodes (double labels) to be evaluated with the proposal.

12 VALUE ADDED

Because the costs associated with public education have been increasing while state and local funding have been decreasing, we are asking that Proposers who do business with the District help bridge the gap. As part of this Request for Proposal, the District is seeking voluntarily, at your own discretion, any “value added” services or support that you, the proposer, feel would be helpful to our schools.

13 ORAL PRESENTATIONS

The GUHSD reserves the right to invite respondents to make oral presentations. The GUHSD reserves the right to limit the number of oral presentations and will set forth presentation guidelines at that time of selection.

14 SUBMISSION OF COST PROPOSAL

All vendors must submit cost proposals using the Cost Proposal Form, Section 14.0, and page 34-35, included in this document. Requirements for cost submittal are detailed in Section 3.0 of the General Terms and Conditions.

Grossmont Union High School District**15 Public Liability and Property Insurance:**

Successful Proposer shall maintain during the life of this contract Public Liability and Property Damage Insurance to protect themselves and the District from all claims for personal injury, including accidental death, as well as from all claims for Property Damage arising from the operations under this Contract. The minimum amounts of such insurance shall be as hereinafter set forth. Successful Proposer will be required to furnish certificates of insurance prior to start of work.

15.1 Amounts of Insurance: Bodily Injury and Accidental Death Liability Insurance including auto (both owned and non-owned): \$1,000,000/\$1,000,000 Aggregate.

15.2 Property Damage Liability Insurance including auto (both owned and non-owned): \$1,000,000 Aggregate.

15.3 Insurance certificate must name Grossmont Union High School District as additional insured, loss payee.

15.4 Certificate to be submitted by successful Proposer prior to start of work.

16. CALENDAR OF EVENTS – The timeline below is tentative and subject to change.

Event	Date
Release of RFP	May 23, 2011
Written Questions Due	June 1, 2011
Vendor Q&A Posted to the GUHSD Website	June 3, 2011
Proposal Due	June 10, 2011
Evaluation	June 13-14, 2011
Oral Presentations	June 16, 2011
Contract Award	July 14, 2011

17. PROPOSAL EVALUATION**17.1 Organization and Completeness of Proposal**

Proposal must provide straightforward, concise proof of Proposer's capabilities to satisfy RFP requirements. For ease of review, responses must be organized in the exact order as the RFP or as stipulated in the RFP. Each section should be labeled and any additional documents provided by the vendor must reference the appropriate section of the RFP.

All requested information must be included and all forms complete in entirety. (All spaces must be completed on all requested documentation) Any proposals that do not include all required information may be considered non-responsive and disqualified.

17.2 Evaluation Procedures – Review of Proposals

A committee comprised of representatives from Curriculum & Instruction, Technology Services, School Administration, and Procurement Services will evaluate the proposal responses on the basis of qualifications, relevant experience, responsiveness of proposers, as well as the estimated cost of engagement. Cost will not be the sole determining factor in the award.

Each proposal will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily. The committee will determine any areas requiring additional clarification/information and request this information from the responding vendor.

The committee will evaluate the quality and completeness of each response as it addresses

Grossmont Union High School District

each requirement of the RFP. All non-cost related areas of the response are evaluated during this phase. A list of areas being reviewed for this specific RFP, along with the associated point values is included in the Evaluation Criteria below. As part of its evaluation process, the committee is requesting presentation(s) /demonstration(s) with one or more selected Proposers.

17.3 Evaluation Criteria

The selection of a Textbook Management System will be based on the review of several key elements in the proposals submitted. They include, but are not limited to, the following criteria

#	Description	Points Possible
Non-Cost Evaluation		
1	Technical & Application Requirements (Section 10.0)	10 pts
2	Proposal Requirements (Section 11.0)	27 pts
3	Organization and Completeness of Proposal	3 pts
4	Value Added (Section 12.0)	2 pts
5	Vendor References (page 16)	3 pts
6	Presentation of Software	10 pts
	Non-Cost Subtotal	55 pts
Cost Evaluation		
6	Cost	45 pts
	TOTAL	100 pts

The non-cost portion of proposals (total of items 1- 6, above) can receive a maximum of 55 points out of 100 total points possible. Only non-cost proposals that receive 38.5 points (70% of non-cost score) or more will have the accompanying cost evaluated. Responses must satisfactorily meet other requirements before cost is evaluated.

Cost Evaluation Formula:

(Lowest Price/R-where "R" represents the cost of proposal currently being ranked) x Points = Score

PROPOSAL FORM

TO: GROSSMONT UNION HIGH SCHOOL DISTRICT, acting by and through its Governing Board, herein called the "District":

1. Pursuant to and in compliance with your Notice of Request for Proposals and the other documents relating thereto, the undersigned Proposer, having familiarized him/her self with the terms of the Agreement, the Specifications and other Contract Documents, hereby proposes and agrees to perform, within the time stipulated, the Contract, including all of its component parts, and everything required to be performed, all in strict conformity with the Specifications and other Contract Documents, including Addenda Nos. _____, and _____, on file at the Purchasing Office of said Board for the sums set opposite the articles listed herein:
2. It is understood that the District reserves the right to reject this Proposal in whole or in part; to waive informalities in the proposals or in the bidding, and that this proposal shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for the opening of this Proposal.
3. It is understood that the successful proposer will be required to deliver ALL ITEMS AS SO STIPULATED IN THE TERMS AND CONDITIONS OF THEIR PROPOSAL DOCUMENT AND WITHIN THE DELIVERY TIME STATED.
4. It is understood and agreed that if written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned, within sixty (60) days after the opening of the proposal, or at any time thereafter before this proposal is withdrawn; the undersigned agrees that he/she will execute and deliver to the District a contract in the form attached hereto in accordance with the proposal as accepted, all within five (5) days after receipt of notification of award, and that performance of the contract shall be commenced immediately by the undersigned proposer, upon due execution and delivery to the District of the contract; and shall be completed by the Contractor in the time specified in Article 10 of the Agreement of said Contract Documents.
5. Notice of acceptance or requests for additional information should be addressed to the undersigned at the address stated below.

Proper Name of Proposer

By: _____
Authorized Agent Signature

Date: _____

Address: _____

Telephone: _____

Fax No.: _____

E-mail: _____

18. COST PROPOSAL

COST PROPOSAL FORM

Item	Description	Quantity	Unit Price	Extended Pricing
1.	Software Licensing			
	District & Warehouse	2		
	High School Site Licenses	16		
2.	Project Implementation			
	Installation/Set up and Import Utility Student Information system to include initial and reoccurring.	1		
	Current textbook data conversion from existing programs or populating the data base with all necessary textbook data	1		
	Project Planning and Consulting to include on site barcode planning and project management for 16 high schools	1		
3.	Labor			
	To complete all project requirements and implementation included in RFP #GU-11.01.TEXT	1		
4.	Labels			
	Pre-printed poly thermal labels for schools – 2 labels per book one inside/one outside – estimated to be approximately 225,000 books			
5.	Hardware Options			
	Attached scanners (type and model)			
	Handheld scanners (type and model)			
	Printers (type and model)			
	Other recommended hardware (type and model)			
6.	Professional Development (Section 12.6)			
	May include but is not limited to: Year 1 – District Level training, Local school training, online training			
	Subsequent years			
7.	Annual Maintenance Cost	Year 1		
		Year 2		
		Year 3		
		Year 4		

REFERENCES

Proposer must be able to present evidence of satisfactory experience in providing textbook management software services. The District is particularly interested in evaluation references of school districts similar in size to Grossmont Union High School District.

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

Number of Years Using Your Company's Services: _____

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

Number of Years Using Your Company's Services: _____

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

Number of Years Using Your Company's Services: _____

Name of Entity: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

Number of Years Using Your Company's Services: _____

NON-COLLUSION AFFIDAVIT

(To be Executed by Proposer and Submitted with Proposal)

State of California)
)
County of _____)

I, _____ declare as follows:

That I am the _____ of _____ the party making the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

By: _____
Signature of Authorized Agent/Officer

Date: _____

Subscribed and sworn before me

This ____ day of _____, 20____

Notary Public in and for the State of California

(Seal)

My Commission Expires: _____

CONTRACTOR'S CERTIFICATION REGARDING WORKERS' COMPENSATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work of this contract.

Proper Name of Proposer

By: _____
Signature of Authorized Agent/Officer

Date: _____

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.

AFFIRMATIVE ACTION POLICY

The Affirmative Action Policy adopted by the Governing Board of the Grossmont Union High School District on April 17, 1990 requires that a copy of the statement below be on file in the Purchasing Department for every person, firm, company or corporation with whom the District does business, regardless of the dollar value of the contract.

"Contractor hereby certifies to the Grossmont Union High School District that I (if individual) or we (if company or corporation) do not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status or sex as outlined in California Government Code Section 12940."

CORPORATE SEAL

Proper name of Individual, Company or Corporation

By_____

Title_____

Address_____

Telephone_____

Date_____

**Agreement for Access to Student Information
For the Purposes of
Conducting Contracted Work for the District**

_____ (hereafter referred to as "Contractor"), hereby acknowledges and agrees that the personally identifiable student information ("Student Information"), a detailed description of which is attached, being disclosed to it by Grossmont Union High School District ("District") is for the limited purpose of conducting work as described in the attached agreement and will be used only for that purpose.

Further, the Contractor is subject to compliance with all relevant laws and regulations pertaining to the possession and maintenance of such Student Information, including, but not limited to the Federal Family Education Rights and Privacy Act, 20 U.S.C. Section 1232g and 34 CFR Section 99 et. seq., and in particular 34 CFR 99.33 pertaining to the disclosure of personally identifiable information from education records, and the Washington RCW 28A.605.030 and RCW 42.17.310.

The Contractor further is required to maintain the confidentiality of the Student Information provided and not to disclose personally identifiable information about a student including photos to any other party without the prior written consent of the parent or eligible student or as is otherwise authorized by law or regulation. The Contractor also agrees to defend, indemnify and hold harmless the District, its officers, employees and agents, from any and all complaints, charges, causes of action, claims, or damages of every kind and nature whatsoever relating to an improper release of the Student Information by the Contractor or its employees or agents.

It is further acknowledged and agreed that when the work contracted with the District has been completed, all Student Information will be destroyed and no copies or other retention of the personally identifiable Student Information will be maintained.

The undersigned hereby certifies that he/she has the authority to execute this document on behalf of the Contractor.

By: _____

Date

ATTACHMENT A**Grossmont Union High Schools: Phone / Address / Fax****High Schools**

School Name	Phone	Address	City, Zip	Fax
El Cajon Valley	619.401.4700	1035 East Madison Ave.	El Cajon, 92020	619.447.3943
El Capitan	619.938.9100	10410 Ashwood Street	Lakeside, 92040	619.390.8503
Granite Hills	619.593.5500	1719 East Madison Ave.	El Cajon, 92019	619.588.9389
Grossmont	619.668.6000	1100 Murray Drive	El Cajon, 92020	619.463.7108
Helix Charter	619.644.1940	7323 University Ave.	La Mesa, 91941	619.462.9257
Monte Vista	619.660.3000	3230 Sweetwater Springs Blvd.	Spring Valley, 91977	619.670.9749
Mt. Miguel	619.667.6400	7474 Blossom Lane	Spring Valley, 91977	619.697.0794
Santana	619.956.0200	9915 N. Magnolia	Santee, 92071	619.449.3119
Steele Canyon Charter	619.660.3500	12440 Campo Rd.	Spring Valley, 91978	619.660.7198
Valhalla	619.593.5300	1725 Hillsdale Rd.	El Cajon, 92019	619.588.9713
West Hills	619.956.0400	8756 Mast Blvd.	Santee, 92071	619.562.9342

Alternative Education

School Name	Phone	Address	City, Zip	Fax
Chaparral	619.956.4600	1600 N. Cuyamaca St.	El Cajon, 92020	619.596.7815
Grossmont Middle College	619.644.7524	8800 Grossmont College Drive	El Cajon, 92020	619.644.7011
Gateway Community	619.442.4067	331 W. Main St.	El Cajon, 92020	619.442.9147
Gateway West	619.667.2706	8693 B La Mesa Blvd.	La Mesa, 91941	619.667.2706
Phoenix	619.956.4600	1600 N. Cuyamaca St.	El Cajon, 92020	619.258.3750
Reach Academy	619.401.4343	230 Jamacha Rd.		
Viking Center	619.593.0999	1725 Hillsdale Rd.	El Cajon, 92019	
Work Training Center	619.401.4343	230 Jamacha Rd.	El Cajon, 92019	
Frontier Day Treatment Ctr	619.448.1162	7474 Blossom Lane	Spring Valley, 91977	
Adult Education - Foothills	619.401.4122	1550 Melody Lane	El Cajon, 92019	
Health Occupations	619.596.3690	9368 Oakbourne Rd.	Santee, 92071	