



Livonia Public Schools
Livonia, Michigan

**The Livonia Public Schools Board of Education, Livonia, Michigan
Hereby
Invites the submission of sealed bids for:**

WEB HOSTING SYSTEM

Date of Release: **November 14, 2008**

Bid Due Date: **December 17, 2008**

Sandie Pollack
Supervisor of Finance

Section 1. Scope of Bid

1.1 General

Currently Livonia Public Schools hosts the district's website (www.livonia.k12.mi.us) for the Central Office Complex and approximately 25 individual schools/departments. Livonia Public Schools is located in Wayne County and has an enrollment of approximately 17,200 students and employs approximately 2,300 staff members.

1.2 Bid Intent and Requirements

1.2.1 Livonia Public Schools, also referred to as the District, desires an attractive, easy to use web site where content can be posted and updated efficiently through a common Content Management System (CMS) / web interface. The District site shall have a common look and feel that is carried over to individual school building pages; however, prefer the school sites retain the ability to customize the colors, banners, logos, and content.

1.2.2 A vendor may choose to bid on as many of these sections as desired, or may bid on all or none of them.

1.2.3 Bids that do not include all Vendor Response Forms (VRFs) completed in their entirety may be disqualified.

1.3 Dates Relative to Submitting a Bid

Release "Request for Quote" to vendors	November 14, 2008
Deadline for vendors to submit bids	December 17, 2008
Public bid opening	December 17 at 2:00 p.m.

1.4 Bid Submission

Bids must be sealed and clearly marked on the outside:

WEB HOSTING SYSTEM

Bids must be submitted with (1) Original and (2) copies to:

Sandie Pollack, Supervisor of Finance
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154-5474

Late bids, Faxed bids and bids submitted via Electronic Mail will not be accepted.

Bids that do not include all Vendor Response Forms (VRFs) completed in their entirety may be disqualified.

1.5 Location of Public Bid Opening

All bids will be publicly opened and read at the Bid Opening on

December 17, 2008, at 2:00 p.m.

Livonia Public Schools Board of Education Office
15125 Farmington Road
Livonia, Michigan, 48154

The bid opening will be held in Conference Room A on the second floor.

All vendors are invited to attend.

1.6 Bid Clarifications

Questions regarding this proposal should be submitted via email to:

Sandie Pollack, Supervisor of Finance
Email: bids@livonia.k12.mi.us

Bid questions must be received no later than December 12, 2008.

Clarifications will be emailed to all vendors possible and posted on the website as soon as they become available.

SECTION 2. INSTRUCTIONS AND EXPECTATIONS

2.1 Vendor Eligibility

2.1.1 Age

Vendor must be of lawful age as defined by the State of Michigan.

2.1.2 Established Firm

Vendor must be a firm established not less than 3 years in the field for which this bid is solicited.

2.1.3 Authorized Distributor

Vendor must be an authorized distributor of products being bid and can provide appropriate documentation on request.

2.1.4 Conflict of Interest

No employee of the District, or any officer or person whose salary is payable in whole or in part by the District, may be directly or indirectly interested in this bid or any portion of the profits derived from it.

All bids must be accompanied by a sworn and notarized statement (VRF #4.3) disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or the Superintendent of the Livonia Public Schools. No bid shall be accepted that does not include this sworn and notarized disclosure statement.

2.1.5 Collusion

Under penalty of perjury, the vendor certifies that their bid has not been arrived at collusively or otherwise in violation of Federal or State anti-trust laws. The vendor also certifies that their bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

2.2 Bid Submission

2.2.1 Vendor Response Forms

One set of Vendor Response Forms (VRF) is provided. Original VRFs must be returned along with 2 copies of the complete set of VRFs for the proposal to be considered valid.

2.2.2 References

Vendor must provide five (5) references of which three (3) must be educational environments using products similar to those being proposed in the bid response. The Vendor shall provide URLs for these references.

2.2.3 Term of the Contract

The term of the contract shall be for a period of not less than one (1) year, with the contract ending date of June 30, with an option to extend the contract for up to four (4) subsequent one-year terms.

2.2.4 Taxes

Any prices quoted to the District are net including shipping and delivery charges and exclusive of all federal, state and municipal sales and excise taxes. Exemption certificate will be provided upon request.

2.2.5 Universal Service Administrative Company (USAC)

The District participates in the E-Rate program. Vendors shall meet all requirements, complete all forms as required of Vendors by the Universal Service Fund (USF) and make all accommodations necessary for USF eligibility and funding.

2.2.6 Confidential Information

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

2.2.7 Proposal Preparation Costs

The vendor is responsible for any and all costs incurred in responding to this request for proposal.

2.3 Bid Award

2.3.1 Evaluation Criteria

The District will consider all information provided from the vendor in the bid response as a part of the evaluation process. In addition, the following criteria shall be included, but not limited to, for consideration in evaluating the bids (the listed order of the criteria is not necessarily indicative of the order of importance.):

- Pricing
- Visual Appeal
- Ease of Use
- Technical Aspects of the Product
- Flexibility of Interface
- Security
- Training and Support

2.3.2 Right to Request Additional Information

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

2.3.3 Compliance

Vendors responding to this RFP are accountable for understanding the needs of the District and complying with all bid requirements herewith or noting any exceptions to their ability to meet the requirements as described.

2.3.4 Additional Charges

No additional charges, other than those listed on the VRFs, shall be made against the district.

2.3.5 Bid Award

The District reserves the right to reject any or all bids in whole or in part. In addition, the District reserves the right to award the bid separately or in total, or for reasons of establishing uniformity, to other than low bidder.

2.3.6 Pricing Eligibility Period

All vendor proposal bids are required to be offered for a term not less than 90 calendar days in duration from the date of the formal bid opening.

2.3.7 Bid Specification Errors

Vendors will not be allowed to take advantage of any errors and/or omissions in the specifications of this proposal.

2.3.8 Proposal Computations

The vendor will be responsible for validating any quantities, costs and calculations contained in the proposal. Figures that are omitted, incorrect or calculated improperly will not result in a financial burden to the District.

2.4 Expectations

2.4.1 Compliance with Local, State and Federal Law

In providing goods and services to the District, the vendor will adhere to all applicable federal, state, and local laws and regulations. The District will remain harmless for any liability from vendor failure to comply with said laws.

2.4.2 Equal Employment Opportunity Requirements

The vendor, and any sub-vendors associated with such, will abide by all of the guidelines and regulations set in the Equal Employment Opportunity and Affirmative Action regulations. Vendor failure to comply with these regulations will offer the District just cause for immediate termination of any and all contracts with the District.

2.4.3 OSHA Compliance

The vendor, and any sub-vendors associated with such, will abide by all of the guidelines and regulations set in the Occupational Safety and Health Act (OSHA). Vendor failure to comply with these regulations will offer the District just cause for immediate termination of any and all contracts with the District.

2.4.4 Smoking on School Property

As defined by the State of Michigan, smoking or the use of tobacco products is not allowed during normal school hours in any District-owned buildings or vehicles. Smoking is only allowed outside on days when school is not scheduled or after 6:00 pm on days during which there are classes.

2.4.5 Appropriate Behavior and Dress

The vendor, including any sub-vendors associated with such, is expected to dress and act in a professional manner congruent to an educational environment when working in any District-owned building. Specific questions about behavior and dress issues can be directed to the Human Relations office of the District. Vendor personnel are required to check in with the office and display picture ID while at any District site. Failure to comply with these policies offers the District just cause for immediate termination of any and all contracts with the vendor.

2.4.6 Workmanship and Quality of Products

The vendor is responsible for all goods and services supplied to the District, including workmanship and furnishing systems/materials without defects. All goods and/or services must be suitable for intended use as supplied - the original manufacturer must approve any modifications in writing.

2.4.7 Safeguarding District Property

The vendor will be responsible for preventing degradation of any District property, including but not limited to equipment, buildings, or infrastructure. Any damage to District facilities caused by the vendor, including any sub-vendors associated with such, shall be repaired to original functionality with all financial obligations from said repairs being paid by the vendor.

2.4.8 Liability

The vendor agrees to hold and save the school system, its officers, agents and employees harmless from liability of any kind, including costs and expenses with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies or service furnished by selected vendor.

2.4.9 Date Compliancy

All applications and systems in software and/or hardware, including all their related supporting data and files, will function correctly when dealing with dates/time.

2.5 Summary of Vendor Response Forms

Supplied with this RFP are Vendor Response Forms (VRF). These forms provide the format for the response and must be completed and submitted with your proposal to be considered. The following describes the forms provided in Section 4 – Vendor Response.

2.5.1 VRF 4.1 – Vendor References

Vendor must provide five (5) references, of which a minimum of three (3) are to be educational environments using similar services to those contained in the bid. Website URLs must be provided for each reference.

2.5.2 VRF 4.2 – Identification of Responsibility

The individuals responsible for specific tasks, as identified on the form, need to be established along with appropriate contact information.

2.5.3 VRF 4.3 – Sworn And Notarized Familial Disclosure Statement

All bidders must complete the disclosure statement in compliance with MCL 380.1267.

2.5.4 VRF 4.4 – Cost Summary

Cost summary for purchases as defined in Section 3.

2.5.5 VRF 4.5 – Vendor Supplements

Vendor may optionally choose to include any additional information for consideration by the District in determining Vendor's qualifications. Optional information may include alternate configurations or any other options that the vendor deems of value to the purpose of this bid.

SECTION 3: PRODUCT DESCRIPTION

The district desires descriptions, associated costs, and E-Rate eligibility for either web hosting services that provide these minimum features. Provide costs for a locally hosted option.

- Provides a district template that provides design continuity across all web pages, but allows schools/buildings to incorporate individual logos and colors. See the existing website at www.livonia.k12.mi.us. Provide information on graphic design services that are included and available optional services.
- Provides customizable navigation that allows for an unlimited number of web pages on each school's individual site (news, announcements, enrollments statistics, etc.)
- Integration with directory services, including, but not limited to LDAP, active directory, etc. and its ability to use multiple directory services concurrently, providing unique usernames and passwords.
- Provides secure Intranet site.
- Web-browser administrative interface.
- Teacher web pages that allow for posting of photos, files, audio, etc.
- All site maintenance and administration must be completed without knowledge of programming languages.
- District and individual school/department calendars with calendar overlays.
- Provides hierarchical administrative accounts with varying permission levels.
- Describe the fault tolerance of the hosting service. Include up-time Service Level Agreement (SLA) information.
- A staff and department contact directory with a search option.
- Ability to publish content via RSS/XML.
- Training and support options for staff, such as documentation, technical support via toll-free phone, email, and training sessions.
- Server based spell checker and content filter.
- Ability to support uploading and linking of data and media files by users.

Options services, such as:

- Secure portal for staff.
- Ability to integrate with web applications, such as MOODLE, gradebook, attendance, etc.
- Secure portal for students and parents for access to web applications such as gradebook, attendance, etc.

**LIVONIA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
VENDOR RESPONSE FORM #4.1**

Vendor References

Must provide a minimum of 3 references of educational environments using hosting and content management services similar to that contained in the bid.

Name of Vendor and Company: _____

Business Address: _____

Telephone: _____ E-Mail: _____

School District/Company Website URL	Contact Name and Title	Phone/Email
1.		
2.		
3.		
4.		
5.		
Signature of Vendor		Date

**LIVONIA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
VENDOR RESPONSE FORM #4.2**

Identification of Responsibility

2.1 Person(s) responsible for bid clarifications

Name / Title	Phone	Email
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2.2 Person(s) responsible for coordinating sales and delivery (product, prices, availability, etc)

Name / Title	Phone	Email
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2.3 Person(s) responsible for technical assistance

Name / Title	Phone	Email
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**LIVONIA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL - VENDOR RESPONSE FORM #4.3**

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

All bidders must complete the following disclosure compliance with MCL 380.1267 and attach this information to the bid. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Livonia Public Schools Board or the Livonia Public Schools Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Livonia Public Schools Board are: Robert Freeman, Steve King, Daniel Lessard, Patrice Mang, Cynthia Markarian, Gregory Oke and Lynda Scheel. The Livonia Public Schools Superintendent is Randy Liepa.

The following are the familial relationship(s):

	Owner/Employee Name	Related to:	Relationship:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships

BIDDER'S FIRM NAME _____

BY (SIGNATURE _____

PRINTED NAME AND TITLE _____

STATE OF MICHIGAN)
)SS
COUNTY OF)

Subscribe and sworn before me on this _____

Day of _____, 20____, a Notary Public

In and for _____ county,

Notary Public

My Commission expires _____

**LIVONIA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL - VENDOR RESPONSE FORM #4.4**

SECTION 4: COST SUMMARY FOR WEB HOSTING SYSTEM

Bid prices must include all supplies, warranties, shipping charges, labor and training as described herein. Vendor is to include a detailed description of costs.

E-Rate Eligible Costs

Recurring \$ _____
Non-Recurring \$ _____

Non-E-Rate Eligible Costs

Recurring \$ _____
Non-Recurring \$ _____

Total Cost \$ _____

Credit for Work Deleted: Should any work be deleted from the Contract by order of the District, full cost savings realized thereby will be credited to the District.

Acceptance: The prices stated in this proposal are guaranteed for a period of not less than 90 days, and if notified of acceptance of this proposal within this period, the undersigned agrees to execute a Contract for the above stated compensation within ten days after notification. The undersigned certifies that the bid contained herein meets or exceeds the attached specifications.

Company Name: _____

Address: _____

Authorized Signature*: _____

Date: _____

Title: _____

Telephone: _____

Email: _____

SLD SPIN: _____

*Authorized Signature must be an individual who has authority to bind the Corporation in contractual agreement.

**LIVONIA PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
VENDOR RESPONSE FORM #4.5**

Vendor Supplements

Optional: Add any additional information relevant to the bid to be considered by the District. This may include, but is not limited to: alternate configurations, pricing considerations, extra items not specified in the bid.

If you do not have additional information to submit, please note as such on this form.