



Department of Procurement
& eCommerce

North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

December 18, 2008

Dear Proposer:

North East Independent School District, San Antonio, Texas, is requesting sealed proposals for **WEB DESIGN SERVICES**, during the 2009-2010 school year. North East ISD will consider and evaluate all proposals meeting specifications.

Interested facilities are invited to submit sealed proposals to be received **not later than 2:00 P.M. Central Standard Time, Wednesday, January 14, 2009**, to the Office of Procurement & eCommerce in accordance with this Request for Proposal and the following attachments which are incorporated herein and made a part thereof:

- A. Proposal Requirements
- B. Requirements and Features
- C. Company Support and Service
- D. Time Requirements
- E. Evaluation Criteria
- F. RFP Submission
- G. Request for Clarification and/or Modification to the RFP
- H. Right to Reject
- I. E-Rate Funding
- J. Non-appropriation of Funds
- K. Right To Terminate Contract
- L. Signature Page
- M. Conflict of Interest Disclosure
- N. Vendor Spin Number

RFP #70-09 is a request for proposals for **WEB DESIGN SERVICES**. The contract will be awarded to the proposer who, based on all responses, applying all criteria and oral interviews if necessary, is determined to be the best-qualified facility. This proposal will be awarded to one vendor.

Sealed proposals must be submitted to North East Independent School District **on or before 2:00 P.M. Central Standard Time on Wednesday, January 14, 2009, without exception**, at the following address:

ATTN: David Bohannon, Senior Director of Procurement & eCommerce
NEISD
8961 Tesoro Drive, Ste. 317
San Antonio, TX 78217

To assure that your sealed proposal arrives at the proper place on time and to prevent opening by unauthorized individuals, your proposal must be identified on the envelope or wrapper as follows:

RFP #70-09– WEB DESIGN SERVICES

DUE DATE: 2:00 P.M. Central Standard Time, Wednesday, January 14, 2009

ATTN: David Bohannon, Senior Director of Procurement & eCommerce

Your response to information requested in the enclosed Sealed Request for Proposal, including related cost data and any supporting documentation, will be used to make the final selection. Your written proposal will be the primary communication of your qualification to serve us.

Please email your intent to bid on this proposal. This will ensure you are emailed the questions/answers received regarding this proposal. **If you have any questions regarding this RFP, or require additional information not contained in the proposal specifications, please direct inquiries in writing by U.S. mail, e-mail or facsimile to:**

David Bohannon – Senior Director of Procurement and eCommerce
North East Independent School District
8961 Tesoro Drive, Suite 317
San Antonio, TX 78217
E-mail: procure@neisd.net
Facsimile: 210.804.7105
Phone: 210.804.7100 ext. 396

Questions must be received no later than 12:00 p.m., Monday, January 5, 2009
Questions/clarifications received after that time will not be addressed.

SECTION A - PROPOSAL REQUIREMENTS

The successful proposal will be attached and made part of the contract. The technical presentation of the proposal should be specific and complete in every detail. To enhance comparability and to facilitate evaluation, all proposals must be organized and submitted in the format exhibited below:

1. Section 1 - Letter of Transmittal

The letter of transmittal may be tailored to fit individual preferences, but must contain the following information:

- a. A brief description of the facilities and amenities.
- b. A positive commitment to provide the support services.
- c. The names of persons authorized to represent the company, their title, address and telephone number.

2. Section 2 - Table of Contents

The Table of Contents of the proposal must include a clear and complete identification of the materials submitted by section and page number.

3. Section 3 – Proposer Qualifications

This section will describe experience in similar projects. It should include references with names, addresses and telephone numbers of the school districts or government entities or companies for which the proposer has provided services for educational, instructional or staff development programs.

4. Section 4 - Services and Support

This section will contain detailed descriptions and examples of options being offered by the proposer. All North East ISD requirements and features listed in Sections B and C should be addressed and clarified in this section. All options should be included in this section.

5. Section 5 - Pricing

This section will provide a detailed list of costs to provide this service. Any additional options and costs should be listed here.

SECTION B – SERVICE REQUIREMENTS AND FEATURES

North East Independent School District is seeking sealed proposals from interested companies for **WEB DESIGN SERVICES**. NEISD reserves the right to reject any and all proposals submitted and re-solicit as necessary. NEISD reserves the right to terminate the services of the selected vendor at any time if not satisfied with the vendor's performance. North East ISD will consider and evaluate all proposals meeting specifications.

Proposal Requirements:

- Optimization of the NEISD Website
- Design a website that conveys the appropriate image
- Design a website with a layout that is pleasing to the eye and easy to navigate
- Design a website that is viewable and compatible with different web browsers
- Setup indexing to be submitted to the search engines
- Setup the web site so that the search engines can easily understand and crawl our website.
- Basic keyword optimization with meta tag building for Search Engine Optimization

SECTION C – COMPANY SUPPORT AND SERVICE

Companies should submit information defining company support and services under the following specifications:

- Experience with other public education or governmental entities or similar programs
- Customer support – personal account representative.
- Pricing – to be submitted as 3 year option with any discounts offered by proposer
- Pricing – to be submitted in increments of Hourly rates option with any discounts offered by proposer.

SECTION D – TIME REQUIREMENTS

Time For Sealed Proposal Submission:

↳ On or before 2:00 P.M., Central Standard Time

Date For Sealed Proposal Submission:

↳ Not later than Wednesday, January 14, 2009

Date and Place for Selected Proposer Interview if Necessary:

↳ Date: To be determined

↳ Place: 8961 Tesoro Drive, San Antonio, Texas 78217

Proposed Date of Contract Award:

↳ February 2009

SECTION E - EVALUATION CRITERIA

The Office of Computer Service Center will independently evaluate proposals. It is not the policy of the North East Independent School District to purchase on the basis of low proposals alone. Quality and suitability to purpose being controlling factors, it is understood that the purchaser reserves the right to arrive at such by whatever means may be determined. The following criteria shall be used to evaluate each proposal:

- (1) Purchase price
- (2) Reputation of vendor and of the vendor's goods or services
- (3) Quality of vendor's goods or services
- (4) Extent to which the goods or services meet the district's needs
- (5) Vendor's past relationship with the district
- (6) Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
- (7) Total long-term cost to the district to acquire the vendor's goods and services
- (8) Any other relevant factor specifically listed in the request for bids or proposals

Proposals will be evaluated based on the following point schedule:

CRITERIA	WEIGHT
Total Cost	60 points
Reputation	5 points
Quality	10 points
Meets District's Needs	15 points
Past Experience	5 points
HUB Factor	0 points
Other Factor	5 points
Total Possible Points	100 points

SECTION F - RFP SUBMISSION

Submit an original and two (2) copies in a sealed envelope or box labeled RFP #70-09, **WEB DESIGN SERVICES**. Originals and copies should be labeled as such.

SECTION G - REQUEST FOR CLARIFICATION AND/OR MODIFICATION OF THE RFP

The sealed "Request for Proposal" document can only be modified in writing. Proposers may submit requests for clarifications and/or modifications to the proposal document until 12:00 p.m., Monday, January 5, 2009.

SECTION H - RIGHT TO REJECT

North East Independent School District of San Antonio, Texas, reserves the right to reject any and all proposals submitted and to request additional information from all proposers. The contract award will be made to the company who, based on the evaluation of all responses, applying all selection criteria and oral interviews, if necessary, is determined to be the best qualified to provide **WEB DESIGN SERVICES** included in this RFP.

SECTION I – E-RATE FUNDING

This RFP is based on year 2010 E-rate funding. This RFP shall only be executed if E-rate funding is granted by the Schools and Libraries Division (SLD) for some or all of these projects. The North East ISD will reject all RFPs, if E-rate funding is not granted by the SLD. In the event that E-rate funding is granted the North East ISD then intends to award the Contract by means of the RFP submitted by the proposer offering the best value to the North East ISD according to the selection criteria established by the North East ISD and set forth herein.

SECTION J – NON-APPROPRIATION OF FUNDS

In the event funds are not appropriated by the North East Independent School District's governing body in any fiscal period for payments due under **RFP #70-09, WEB DESIGN SERVICES** for 2009-10, then the Senior Director of Procurement & eCommerce, or their designee, will immediately notify the successful proposer(s) of such occurrence and this contract shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to North East ISD of any kind whatsoever, except as to the portions of the contract or other payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

SECTION K - RIGHT TO TERMINATE CONTRACT

NEISD reserves the right to terminate the services of the contracted party at any time for completion of contracted services, for failure to fulfill the terms of the contract or for non-compliance with the terms of the contract.

The contracted party may terminate this contract with thirty-days (30) written notice.

SECTION M – CONFLICT OF INTEREST DISCLOSURE

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ	
For vendor or other person doing business with local governmental entity	
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Reviewed
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.	
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	
1 Name of person who has a business relationship with local governmental entity.	
2 Check this box If you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)	
3 Name of local government officer with whom filer has employment or business relationship. _____ Name of Officer This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No D. Describe each employment or business relationship with the local government officer named in this section.	
4 _____ Signature of person doing business with the governmental entity	
_____ Date	

Adopted 06/29/2007

SECTION N – VENDOR SPIN NUMBER

THIS PAGE MUST BE COMPLETED & SUBMITTED WITH YOUR PROPOSAL

Vendor Spin Number

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

Name of Firm _____

Name of Company Representative _____

Address _____

City, State and Zip Code _____

SPIN Number _____