



Weld County School District 6

1025 NINTH AVENUE
GREELEY, COLORADO 80631
970-348-6000
RVEAUDRY-FIEDLER@GREELEYSCHOOLS.ORG

Request for Proposal – Web Hosting Weld County School District 6

Present all responses to:
Weld County School District 6
Attn: Roger Fiedler, Director of Communications
1025 9th Avenue
Greeley, CO 80631

Proposals Must be Received by December 11, 2009, 3:00 p.m. MST
RFP Number: 001
Posted: November 6, 2009

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Introduction

Weld County School District 6 (hereafter known as “WCSD 6”) is seeking Internet Web Hosting services.

WCSD 6 herewith requests proposals for these services as described in the attached specifications from interested persons (hereafter known as “The Vendor”). The Vendor must submit an RFP for all areas and show an integrated approach with respect to services and support. Prices quoted shall be separated between applications and hosting. WCSD 6 requests that quotes be itemized with separation of services. WCSD 6 reserves the right to reject any and all proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of the district.

All aspects of this project must comply with the Federal Communication Commission’s competitive RFP requirement for Universal Service Fund (USF) support and services.

The contract manager for this RFP is:	The technical contact for this RFP is:
Mr. Roger Fiedler Director of Communications 1025 9 th Ave Greeley, CO 80631 970-348-6000 rveaudry-fiedler@greeleyschools.org	Mr. Joe Ronnenberg Director of Technology 1025 9 th Ave Greeley, CO 80631 970-348-6500 joer@greeleyschools.org

Scope of Services Sought

Specifically this RFP issued by WCSD 6 is to acquire proposals from qualified firms to supply full **web hosting services**. Services will include Internet access services on a 24-hour, 7 days a week, 365 days a year basis (24 x 7) with a reliability availability factor of not less than 99.9%.

It is the intent of WCSD 6 to submit this RFP as part of Schools and Libraries Division (SLD) E-rate proposal. All final awards for this RFP are contingent upon a funded letter of commitment from the SLD. Any vendor responding to this RFP will be required to submit their assigned Service Provider Identification Number (SPIN). In the event that E-rate funding is not approved by the SLD any and all contracts or agreements shall be null and void.

Service providers must submit Form 498, the Service Provider Information Form, to provide/confirm appropriate contact information for various universal service functions and correct location for receipt of the funds.

Services include but are not limited to:

- Content management system
- Project management and implementation
- Creative, strategic, and technical setup
- Conversion of all existing data from current web-hosting provider
- Web-hosting services and system features
- Specifications of services to be provided
- Maintenance and support
- Professional development and training tools

- Ability to seamlessly interface with a Learning Management System (LMS) used to support staff and student learning
- Demonstrate or discuss any capabilities that you have to interface specifically with Infinite Campus and Infinite Visions software systems
- Methods of scalability both within the system and/or with third-party systems
- Ability for document storage and filing capability

Schedule of Events

The following are the required schedule of events and timeline for this project:

Event	Timeline
Release of RFP	November 6, 2009
Deadline for Submission of Written Questions	November 30, 2009
Deadline for Proposal Submission	December 11, 2009, 3:00 p.m.
Evaluation of Responses	December 14-18, 2009

Basis of Award

In keeping with the guidelines of Universal Services Administration Company (USAC), this RFP will be awarded to the most cost effective provider that meets all of the district-identified criteria and scores the highest on the rubric noted below. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the RFPs. Other factors of consideration will be:

- Prior educational experience
- Past performance
- Personnel qualifications including technical excellence
- Management capability
- Understanding of needs
- Professional development and implementation support
- System features offered, including ease of use

WCSD 6 does not guarantee any award of contract by submitting an RFP.

The factors below will be utilized in evaluating the RFP responses:

Factor	Weight
Price of E-rate Eligible and Non-E-rate Eligible Components	30%
Educational experience	20%
System features	20%

Management capability and understanding of needs	15%
Professional development and implementation support	15%
Total	100 %

About Weld County School District 6

Weld County School District 6 (WCSD 6) serves 19,000 students, pre-K through 12th grade, in the cities of Greeley and Evans, Colorado. Our 35 schools are served by 1,300 teachers and 1,000 school support staff and central office staff.

The student population is 53% Hispanic, 45% Caucasian, 1% Asian, 1% African-American, and 1% Native American. 23% of our students are learning English as their second language. Nearly 60% of our student population qualifies for free or reduced-price school meals.

The communities of Greeley and Evans are a mix of suburban and rural neighborhoods, with a total area population of about 100,000 residents. The community is home to the University of Northern Colorado and Aims Community College.

Our Mission

School District 6 provides a quality education for every learner within a system of high expectations and rigorous, focused instruction.

Our Vision

Every student a learner. Every student a graduate. All students a success!

Our Core Beliefs

- We prepare students for success in a constantly changing and diverse world.
- We treat every one of our students, parents, staff and community members with dignity and respect.
- We embrace the individual uniqueness of each student, parent, staff and community member as this diversity enriches the educational experience for all.
- We pursue excellence and encourage creative and critical thinking skills.
- We maintain a safe environment to enhance learning and teaching.
- We welcome vigorous engagement by parents and the community in our schools and district.

It is the intent of WCSD 6 to ensure that all services rendered meet or exceed the 21st Century Teaching and Learning academic needs of every student and staff member in the district.

Preparing and Submitting the Proposal

General Instructions

The evaluation and selection of a vendor will be based on the information submitted in the vendor's response. Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective response, are not necessary or desired.

The response should not exceed 14 pages. Additional data can be provided in appendices. Quality, not quantity, is desired.

Submission of the Response

Respondents must submit 7 sets of your proposal. Please clearly mark the original copy as “ORIGINAL” on the cover:

Weld County School District 6
Attn: Mr. Roger Fiedler
1025 9th Ave
Greeley, CO 80631

It is the sole responsibility of the Vendor to submit a timely response. No substitutions or partial RFPs will be accepted.

All responses must be packaged, sealed, and show the following information on the outside of the package: Respondent's name, address, and the request for proposal number and title.

Response Organization

SECTION 1: Contact Information and Terms

1.1 Cover Page

A vendor representative authorized to make contractual obligations should sign the WCSD 6 cover page and submit this as Section 1 of the response. Please include all contact information.

Note that by signing the cover page, you are acknowledging and accepting the terms outlined in the RFP. Any exceptions to the general terms and conditions of the MPS contract must be explicitly set forth by a letter attached to the cover page.

SECTION 2: Vendor Qualifications and References

2.1 Vendor Background, Qualifications, and Experience

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided; financial strength; and legal status of vendor organization, i.e. corporation, partnership, etc.

Describe successful projects or experiences in environments comparable or greater in size to WCSD 6.

Please provide brief resumes and relevant work experience of all team members or partners who would be assigned to work on the project.

2.2 Vendor References

List your firm's proven track record as well as the names of the individual(s) you would propose WCSD 6 to contact for references. Provide three client references together with phone numbers and company names and addresses. Website references and demonstration sites are also encouraged.

WCSD 6 reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the vendor. WCSD 6 also reserves the right to use other sources to obtain information about the proposed products and services.

SECTION 3: RFP Response (Excluding Price)

Indicate how you propose to meet or exceed the scope of service set forth in this proposal.

SECTION 4: RFP Response (Price Information)

Indicate clearly how pricing is being determined (student email, license, professional development, etc.). Price quotations are to include the furnishings of all services, materials, equipment, maintenance, training manuals, professional development, other tools and the provision of all labor and services necessary for proper completion of the work.

Pricing must be separated into four categories:

1. Initial start up fees
2. Annual ongoing fees
3. Full price of the product and implementation before E-rate reimbursement
4. Price of the product and implantation after E-rate reimbursement

SECTION 5: Additional Materials, Brochures, Etc.

NOTE: Materials added to this section will not count toward the stated page limit size of this RFP. Please only include relevant and necessary information.

Costs Associated with Vendor's Response

WCSD 6 will not be liable for any cost incurred by the respondents in preparing this RFP, traveling to demonstrate services, or negotiations associated with the award of the contract.

Proposal Binding Period

Prices quoted in the Vendor's response for all services and equipment (if applicable) will remain in effect of a period of at least 90 business days from the issuance date of the Vendor's response. The Vendor must understand that the customer may use E-rate discounts for these services, in which case, within all applicable filing window for submitting the response to the RFP the customer will submit SLD form 471 for funds based upon pricings submitted by the Vendor. The SLD funding cycle may take as long as 12 to 18 months.

Omissions

Omissions from the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any and all equipment or services.

Evaluation of Responses

WCSD 6 may, at its discretion and at no fee to the district, invite any Vendor to appear for questioning during the response evaluation period for the purpose of clarifying statements in the response. Each proposal will be evaluated based on the criteria and priorities set forth previously in this document.

RFP Responses

Detailed web hosting services RFP responses must include pricing before E-rate discounts and details associated specifically with the following:

- Description of the content management system
- Project management and implementation (define events and timeframes associated with each event)
- Creative, strategic, and technical setup (explain what is offered with regard to design, strategic intent, and deployment) – Explain your vision for the internet in the next five years and how you can provide an education solution that remains cutting edge.
- Conversion of all existing data from current web-hosting provider
- Web-hosting services and system features
- Specifications of services to be provided (define system redundancy plan, security, backup plan, etc.)
- Maintenance and support
- Professional development and training tools

- Ability to seamlessly interface with a Learning Management System (LMS) used to support staff and student learning. If you have demonstrated capabilities in this arena, identify what LMS provider was used as the integration provider
- Demonstrate or discuss any capabilities that you have to interface specifically with Infinite Campus and Infinite Visions software systems
- Demonstrate or discuss any other methods of scalability both within the system and/or with third-party systems.
- Demonstrate ability for document storage and filing capability.

WELD COUNTY SCHOOL DISTRICT 6 REQUEST FOR PROPOSAL 001 – WEB HOSTING
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Attach this page to front of proposal.

Vendor:		
Address:		
Contact:	Title:	
Tel:	Fax:	E-mail:
Website:		

Certification Form

The undersigned declares that the person or persons signing this proposal is/are fully authorized to sign on behalf of the Vendor listed and to fully bind the Vendor to all of the conditions and provisions thereof.

Name of Vendor

Signature/Date

Name of Vendor

Signature/Date