**REQUEST FOR PROPOSAL**

**BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229**

**Sealed envelope should be addressed to:**

Blue Valley School District Date: January 4, 2013

Attention: Jason Gillam RFP No.: 13030

15020 Metcalf, PO Box 23901 For: Web System Replacement

Overland Park, Kansas 66223

**RFP # 13030 RFP Opens on:**

Date: January 25, 2013 Time: 2:00 p.m. CST

Location: Administrative Center

15020 Metcalf, Overland Park, 66223

**CONDITIONS UNDER WHICH RFP’S ARE REQUESTED ARE INCLUDED. PLEASE**

**REVIEW THOROUGHLY.**

The Blue Valley School District herein referred to as the “District” is soliciting competitive proposals for web system replacement with creative and technical professional services.

The District reserves the right to reject any or all proposals received if such action is considered to be in the best interest of the Blue Valley School District. This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Vendors may be expected to arrange demonstration of products upon request.

**There is a mandatory pre-proposal teleconference to be held on January 11, 2013 at 9:00 a.m. Central Standard Time. Please call into the following teleconference line at the time of the meeting – (913) 239-4496.**

Any questions regarding specifications or procedures of the RFP following the pre-proposal teleconference should be directed in writing to: [Purchasing@bluevalleyk12.org](mailto:Purchasing@bluevalleyk12.org) Due by January 15, 2013 at 5:00 p.m. Central Time**.**

**Questions received by this date will be sent with answers to all known participants. Communication with any Blue Valley employee about this RFP outside of the processes described on this page may be grounds for disqualification.**

We are including only one copy of the bid. Please return all RFP sheets completed. **Do not include sales tax**

Final results of the RFP will be sent via email once the RFP process has been completed.

RFP number and name of bidder must appear on the front of the sealed envelope.

**THIS RFP IS NOT TRANSFERABLE**

**BID CONDITIONS**

1. The Board of Education reserves the right to reject any or all RFPs, to accept any item or items in the RFP and to waive any informality in RFPs.
2. Alternate RFPs, based on group or total awards will be considered.
3. Cash discounts and delivery will be considered in awarding a contract.
4. The right is reserved by the Board of Education to increase or decrease, by not more than thirty per cent (30%) at time of award, the quantity listed for any RFP items.
5. Prices quoted must remain firm for a period of one year from date of RFP opening. Prices quoted are to be free of all federal, state and local taxes unless otherwise imposed by a governmental body and applicable to the material on the RFP.
6. The seller represents that the price or prices specified do not exceed the seller’s current selling prices for the same or substantially similar items to any other purchase, taking into account the quantity and/or service under consideration.
7. Envelopes containing RFPs must be sealed and marked on the lower left-hand corner with the company name and address of the bidder, RFP control number, RFP opening date, and quotation opening time.
8. Date of receipt will be considered the effective date all services and invoices are received.
9. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for RFP or the purchase order, the Board of Education may by written notice, terminate the right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been delay.
10. The supplier shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants and employees harmless from liability of any patented or non-patented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Board of Education.
11. All items furnished must be of their respective kinds and will be free from defects in material and workmanship. Items will be subject to our inspection and approval at any time within thirty (30) days after deliver. If a substitution is made, it will be the decision of a Board of Education representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
12. The District is not responsible for any costs associated with the preparation or submittal of this RFP. All proposals submitted become the property of the District. It is understood and agreed that the prospective contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.
13. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for RFP or purchase order, if any.
14. Rejected items will be held at the seller’s risk and expense. No replacement of defective items shall be made by the seller unless agreed to by a Board of Education representative in writing.
15. Payment of the seller’s invoices is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.
16. Contracts entered into on the basis of submitted RFPs are revocable if contrary to law.

17. The successful vendor will submit a proposed contract to the School District.  The proposed contract will be in Word format, fully-modifiable.  The proposed contract will include the following provisions:

1. This Contract shall be construed, interpreted, and enforced in accordance with, and governed by, the laws of the State of Kansas applicable to contracts made and to be entirely performed therein.
2. In the event of any dispute arising under this Contract, the parties agree to submit to the exclusive jurisdiction of state courts located in Johnson County, Kansas, and to federal courts located in the State of Kansas. The parties agree that the courts mentioned above are proper venue for resolution of any dispute arising under this Contract.

18. The proposed contract will not include any of the following provisions or any similar provisions:

1. Any provision which involves shifting of attorney’s fees or court costs from one party to another;
2. Any provision which requires the School District to indemnify or hold the other party harmless from and against liability resulting from the negligent, willful, or intentional acts or omissions of the other party; and
3. Any provision which requires the School District to release or discharge the other party from liability resulting from the other party’s negligent, willful, or intentional acts or omissions.
4. Please include illustrated descriptions of all items RFP that are deviations from specified items.
5. Kansas State Law prohibits smoking in or on any District property. Compliance is required.
6. Hold Harmless: The contractor agrees to protect, defend, indemnify and hold the Blue Valley School District, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the contractor. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright or application of any thereof or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statue, ordinance, administrative order, rule, or regulation, or decree of any court, shall be included in the indemnity thereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
7. Tax Exempt: The District and its agencies are exempt from state and local sales taxes by KSA 79-3606.
8. The service provider shall observe the provisions of the Kansas act against discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.
9. **PAYMENT TERMS:**

Payment can take 30-60 days depending on when goods or services are received, orders are verified and the date the invoice is received in accounts payable.

Invoices received by accounts payable and orders verified by the 15th of the month will be paid/mailed on or near the 15th of the following month. Invoices received and verified on or after the 16th will be paid the second month following on or near the 15th.

1. Bidder understands that the Blue Valley School District is subject to the Kansas open records act, K.S.A. 45-215 *et seq.,* as amended, and that any proposals made in response to this bid may be disclosed as required, in the sole opinion of District, by the act or other applicable law or judicial order. The District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. The Bidder agrees to assume and pay for all costs incurred by Blue Valley School District, including attorneys’ fees, if the Bidder requests the District to resist disclosure of material provided to District by the Bidder.
2. Insurance Requirements:
3. A certificate of insurance indicating that required levels of insurance coverage’s are enforced at the time the proposal is submitted should be included as part of this proposal.
4. Comprehensive or Commercial General Liability Insurance with limits of not less than $1,000,000 combined single limit per occurrence and aggregate. This coverage shall include contractual liability coverage.
5. Professional Liability Insurance coverage with an annual occurrence and aggregate limit of not less than $1,000,000.

**I. INTRODUCTION**

1. The District is seeking a proposal to replace our web systems, these systems includes the public facing District site, all school’s sites (a single template with logo and color variations), and our intranet solution. We plan to use our existing Enterprise Share Point Infrastructure for the execution of this project. We are looking for a best in class design created for each one of these systems. The goal is to create a solution which improves communication, allows users to more easily access information, and aides the District by providing for a more effective means of providing education.
2. The District does not see this solution as an isolated system. Rather, the offering will be an integral part of the organization's IT architecture and will need to be integrated with other architectural and solution components as required. These functions and requirements may evolve during the period in which the program of work is realized as we move forward with the implementation of this solution.

**II. REQUEST FOR PROPOSAL (RFP) TIMELINE**

1. RFP Release – January 4, 2013.
2. Mandatory pre-proposal telephone conference – January 11, 2013 at 9:00 AM. Central.
3. Deadline for submitting questions – January 15, 2013 due by 5:00 P.M. Central.
4. Proposals due – January 25, 2013 at 2:00 P.M. Central.
5. Anticipated Award of RFP - February, 2013.

**III. BACKGROUND INFORMATION – DISTRICT OVERVIEW**

1. History  
   The Blue Valley School District was unified in 1965. Since that time, the District has grown between three and twenty percent each year. Blue Valley is one of the fastest growing school districts in the state and in the country.

2. Vision Statement  
Together, we will enable each child to become more than he or she ever hoped to be.

3. Mission Statement  
The District’s mission is unprecedented academic success and unparalleled personal growth for every student.

4. Location  
The Blue Valley School District (USD 229) is committed to giving students an *Education Beyond Expectations* - an education filled with opportunities. This K-12 district encompasses 91 square miles in southeastern Johnson County, Kansas. More than 21,000 students attend Blue Valley's schools, and the District is committed to providing a personalized learning experience to every one of them. The District has five high schools (grades 9-12), nine middle schools (grades 6-8) and 20 elementary schools (grades K-5).

**Additional general information about the District is available at** [**www.bluevalleyk12.org**](http://www.bluevalleyk12.org)

**IV. PUBLIC FACING SITES – DISTRICT AND SCHOOLS**

1. The Share Point framework will replace our web systems, including our school sites and district web site. A key part of this project is placed on the creative design and information architecture of the solution. We are looking for a top notch design that matches the standards and expectations surrounding the District. These sites are the public face to many parents and students, therefore we want to instill a sense of pride for not only the community but also the faculty and staff that work for the District with this solution.
2. The goal of this project is to increase the level of communication between students, parents, and faculty by providing information that is directly relevant to each of the different types of users. The solution should serve to organize the different types of information contained on the sites, specifically; events, resources, and the different means of communication methods with faculty and staff.
3. As a school district, the skill set of our facility and staff is very different than that of a traditional business, of which SharePoint was built for. For that reason, we are expecting the SharePoint solution to be altered in a way that reflects the skills and existing knowledge of our staff, most specifically our teachers. Processes that teachers use in their daily tasks need to be changed in SharePoint to properly model the teacher’s needs. For example, the different page types, web parts, and work flows need to mimic the needs of a teacher and not a business professional. Updating content with current class information, posting media related to lessons, and posting assignments are just a few examples of key features that need to addressed as functionality within SharePoint that relate to these needs.

**V. INTRANET SITE**

1. The intranet solution should promote collaboration between the employees of the district, grant access to private and public resources, provide access to a number of web based systems, simplify mass communication to internal staff, and increase productivity. Once authenticated, the solution will organize the information in a way that is directly relevant to that specific user and provides links to a number of internal and external sites.
2. Our goal is to use Share Point to promote collaboration, simplify access to related systems, and scale up as we plan on migrating a large number of disjointed systems behind this framework in the future. We are working to make the experience for our facility a seamless interface to all the different systems we use... like “a single pane of glass” the users can use to interact with the different systems in the District. This “single pane” should deliver directly relevant information, placing any information that has a lesser priority to that specific user at a lower level within the site.

**VI. USER BASE**

1. The vendor should take into consideration how these different groups interact with the system. The solution should increase the overall effectiveness of the teachers and staff without overcomplicating processes due to the introduction of new technology. Teacher’s interaction with this system is of the highest priority to the District.

|  |  |
| --- | --- |
| **Role** | **Estimated Number** |
| Teachers | 1,700 |
| Administrative Staff | 200 |
| Classified Employees | 1,100 |
| Students | 22,000 |

**VII. CREATIVE WORK**

1. The District realizes that this project involves many different disciplines and skill sets to achieve the overall goal stated in this RFP. Vendors should feel free to partner with other firms; however those that can complete the requested work as a single unit will receive a more favorable grading.

**VIII. HIGH LEVEL IMPLEMENTATION TIMELINE**

1. The overall estimated high-level timeline for this implementation is as follows. The Vendor’s work plan should take this overall timeframe into consideration only as guidance in the development of the proposed detailed work plan. When planning for these high level timelines, check points will be inserted to allow the District to assess the progress at each appropriate milestone.

|  |  |  |
| --- | --- | --- |
| Task (For planning purposes only) | Start | Finish |
| **SharePoint Implementation Plan** |  |  |
| **Creative Work** |  |  |
| User Experience (Teachers, Staff, Parents) |  |  |
| Content Analysis |  |  |
| User Adoption Plan |  |  |
| Fast Search Analysis |  |  |
| Customization of Functionality |  |  |
| Identity Technical Changes to User Interface |  |  |
| Design Site Themes (Intranet, Public Sites, and DO) |  |  |
| Install theme and complete all required deliverables |  |  |

**IX. CREATIVE WORK REQUIREMENTS**

Detailed Breakdown of Creative Process

* For the sections listed below when responding to this proposal, provide in depth detail to the processes which the vendor will use to achieve the desired creative goals of the project.
* At each Phase in the creative process (Stakeholder Interviews, End User Research, Content Analysis – as outlined below) explain the work plan, documenting each step.
* Convey the purpose of each phase and what information the vendor hopes to gain from it. If the vendor’s process differs from the outline below, please use your own and explain it in the same manner.
  + - 1. Discovery
  1. Stakeholder Interviews
     + 1. Direct communication with teachers, parents, students and staff within the District to identify information and functions required by each department.
  2. End User Research
     + 1. Individual Interviews - Work directly with Blue Valley Staff in a variety of roles within the District to determine how the site is used.
       2. User Personas - Define the different types and technical levels of the different users in the district
       3. User Testing - Execute UI testing to verify the site's interface and architecture is as user friendly and functional as possible

C. Content Analysis

* + - 1. Review of our current content structure
      2. Determine which information our users are attempting to consume
      3. Determine the way in which those users are consuming that information
      4. Develop a migration plan for existing content (the vendor is not expected to literally migrate any content)

1. Information and Experience Architecture
2. User Journey
   * + 1. Identify the tasks different users complete with various systems used by the district
3. Task Flow Mapping

Identify the tasks and process associated with them, improving on them and making those tasks more accessible

C. Site Maps

1. Public Facing – Blue Valley Main Site including each department and current sections on main District Office Site

2. Public Facing - School's Site (36 total)

3. Intranet - Each department's site, focusing on collaboration, and ease of use

D. Wire Framing

1. Public Facing – Blue Valley Main Site including each department and current sections on main District Office Site

2. Public Facing - School's Site (36 total)

3. Intranet - Each department's site, focusing on collaboration, and ease of use

E. A key emphasis is to be placed on simplicity of use, specifically related to our teaching staff. Any type of functions related to content authoring and web functionality needs to be analyzed in terms of our staff’s current skill set.

3. Interaction Design & Creative Design

A. Style and Mood Boards

1. What is your process for achieving appropriate content?

2. What types of staff members are involved in this process?

B. Storyboards & Prototyping

C. End Products

1. Style Guides

2. All .PSD's associated with each design

3. Define any technical functionality that needs to be altered. Detail out the changes for these changes, however the .Net coding is not required. Simply that the functionality is clearly defined and documented.

4. Content & Configuration

A. Include revision and approval phases with Blue Valley Staff for of the themes development process

B. Work directly with Blue Valley Staff to design the following themes

1. Public Facing District Site

2. Public Facing School & Teacher Sites (36 Schools Total)

3. Intranet Site

C. Public Facing District Site

1. This migration plan will detail how to reorganize and structure content to address the different users of the site

a. Students, parents, faculty, visitors all access the site regularly

b. Application of the content gap analysis to determine which content is most appropriate in this section

c. Blend the content to address the previously mentioned groups

d. Incorporate initiatives, news, marketing, and the Brand which is the District

e. Address the questions

1. “What message and information are we trying to communicate to our users?”

2. “What types of information are the users trying to find?”

f. Determine which existing content should be migrated into the intranet solution and which should be removed entirely

g. Information of content volume and structure located in appendix A4

2. Define Data Streams for communication of users subscribed to different hash tag channels

3. Define what data will be contextual and to which user group it will be delivered. Determine its location within the site and how it will be managed by the different stake holders

4. Fast Search analysis and configuration

5. Define data streams for automated content flow. For example, information on the home page could be driven by a number of sub-sites.

D. Public Facing School & Teacher Sites

1. Develop migration plan for content from existing school sites to the new solution, this plan will detail how to reorganize and structure content to address the different users of the site

a. Students, parents, faculty, visitors all access the site regularly

b. Application of the content gap analysis to determine which content is most appropriate in which section

c. Blend the content to address the previously mentioned groups

d. Incorporate initiatives, news, marketing, and the Brand which is the District

e. Address the questions

1. “What message and information are we trying to communicate to our users?”

2. “What types of information are the users trying to find?”

f. Determine which existing content should be migrated into the intranet solution and which should be removed entirely

2. Information should be contextual based on a User’s role in the district

a. Make information that is directly relevant to a user quickly accessible

b. Application of the content gap analysis to determine which content is most appropriate in this section

c. Information related type of user (parent, teacher, staff, student, etc) should be displayed at the highest level of the site to each specific user.

3. Define Data Streams for communication of users subscribed to different hash tag channels

4. Define what data will be contextual and to which user group it will be delivered. Determine its location within the site and how it will be managed by the different stake holders

5. Fast Search analysis and configuration

6. Define data streams for automated content flow. For example, information on the home page could be driven by a number of sub-sites.

7. Installation of each individual theme which is based off the District’s site

a. Application of the content analysis report to determine which content is most appropriate in this section

1. This will be done by setting up the various sections that content will be placed in the future. “Lorem Ipsum” filler content will be acceptable.

b. Variations in color and logo will be customized to each school

c. Maintains a common feel with the District site

E. Intranet Site

1. Develop migration plan for content from existing intranet to the new solution, this plan will detail how to reorganize and structure content to address the different users of the site

2. Information should be contextual based on a User’s role in the district

a. Make information that is directly relevant to a user quickly accessible

b. Application of the content gap analysis to determine which content is most appropriate in this section

c. Information related to job type, user’s location, and projects that user is involved in are examples information that should be displayed at the highest level of the site to each specific user.

F. Job-A-Like Functionality with in the Intranet Solution

1. Develop a tool for the collaboration of staff members with similar job functions.

2. This portal will exist within the intranet site and will have the same theme as the intranet

3. This functionality will encourage interaction and discussion of ideas across the district of those with similar job responsibilities

4. An example of how this portal would be used; connecting all the 3rd grade teachers to a single portal where they can discuss problems, share assignments & media, and interact with one another to better education students

5. Identify and create the related collaboration groups

5. Additional Resources Provided by BVSD

A. Google Analytic Account will be made available to the awarded vendor.

The following can be obtained by accessing the <http://www5.bluevalleyk12.org/rfp/index.html> website.

B. Demonstration videos display both the positive and negative aspects of our current solution. They are also meant to provide a glimpse of our teacher’s daily tasks.

C. A creative assessment document describes outside sites to provide vendors additional guidance on the creative expectations of the district.

D. A High Level workflow document of the entire SharePoint Solution.

6. Implementation & Deliverables

A. Installed themes on Blue Valley's SharePoint Infrastructure, this installation will be on a “green field” installation of SharePoint 2012 and will include all the School Sites (36), DO Main Site, and the Intranet Site.

1. Populate with dummy content

2. Link in the content feed from sub-sites to populate data on the parent sites

3. Configure contextual content for different audiences

4. Installation of theme includes all client side code (HTML, CSS, JavaScript, etc.) working correctly with the SharePoint 2012 infrastructure.

5. Configure Data streams

6. Apply any customizations not related to server side code, such as modifications to XML.

B. Deliver full report on the configuration of the Fast Search Analysis

C. Deliver full documentation on any .Net or server side customizations

D. Working Wire-Frame for mobile, tablet, and standard computer resolutions

1. DO Main Site

2. A single School Site  
3. Intranet Site

E. Design "Need" Requirements

F. Work directly with Blue Valley Staff and Stakeholders to verify that all functional needs are met

G. Deliver a solution that provides related information specific to each user of the system, eliminating information displayed at top levels of the site that isn’t directly related to each specific user

\*\* We are not requiring the vendor to migrate content from the existing sites.

\*\* We are not requiring the vendor to write any server side code such as .Net or modifications to SQL Server Database, only to outline such functionality in a formal report.

**X. EXISTING TECHNICAL INFRASTRUCTURE**

The infrastructure listed below will be provide by the district and made available to the vendor. Resources associated with each item can be modified to achieve desired performance.

1. All Server are created using VMWare running an operating system of Windows Server 64 bit - 2012. Additional servers/nodes can be created if necessary.
2. Big IP – F5 Load Balancer / Firewall
3. SharePoint 2012 Enterprise License
4. 2 Application Servers
5. RAM: 8 gigs
6. Disk: 50 gigs
7. Processor: Intel Xeon – 2.99 GHz x 2
8. 2 Database Servers – SQL Server 2012
9. Ram: 8 gigs
10. Disk: 90 gigs
11. Processor: Intel Xeon – 2.99 GHz x 2
12. 1 Witness Database Server – SQL Server 2012
13. Ram: 2 gigs
14. Disk: 20 gigs
15. Processor: Intel Xeon – 2.99 GHz
16. 2 Web Servers
17. Ram: 8 gigs
18. Disk: 50 gigs
19. Processor: Intel Xeon – 2.99 GHz x 2

**XI. PROJECT COMPLETION DELIVERABLES**

1. The District expects Vendor to provide project leadership, oversight, direction and full accountability for Vendor contributions to the creation of deliverables.
2. A complete list of deliverables will be inserted in this section based on results of the negotiation process between selected Vendor and Blue Valley School District. The final deliverables included within the design phase will set forth an updated list of deliverables for the remainder of the Project based upon the Vendor’s methodology. The Vendor will create or implement, in all material respects, the deliverables (or portions of the deliverables) for which it is assigned responsibility in accordance with such specifications, criteria, and descriptions.
3. For repeated deliverables, Vendor will provide Blue Valley School District with approach documentation and templates at least two weeks prior to the initiation of work on these Deliverables.
4. A preliminary list of deliverables required upon completion of this project is as follows:
5. Project Scope
6. Project Work Plan and Timetable
7. Wireframe for 9 sites containing "Lorem Ipsum" content;
   1. DO Site - Mobile, Tablet, and Desktop resolutions
   2. Intranet (displaying Job-A-Like functionality) - Mobile, Tablet, and Desktop resolutions
   3. School Sites (single school theme, any one of the 36 created) - Mobile, Tablet, and Desktop resolutions
8. Content Migration Plan
9. Reports of any recommended programmatic customizations of SP functionality
10. Fast Search Report
11. Contextual Content Report
12. Data Steams Report (hash tag communication functionality)
13. Data Streams of Content Report (sites that propagate information to another site)
14. User Adoption Plan
15. Report and implementation of any client side customizations to SharePoint (non-programmatic customizations)
16. Installation of all site themes on a Greenfield SP 2012 Cluster with "Lorem Ipsum" Content
    1. DO Site - Mobile, Tablet, Desktop
    2. Intranet Site - Mobile, Tablet, Desktop
       1. Installation and configuration of the "Job-A-Like" Functionality
    3. School Sites (all 36 schools) - Mobile, Tablet, Desktop
    4. Apply any client side customizations to SharePoint such as XML modification (non-programmatic customizations)

**XII. PROJECT MILESTONES**

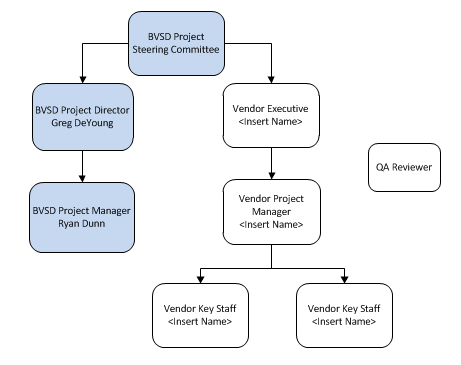
1. Project milestones will be defined as shown in table below and will be deemed achieved after the Deliverables for such Project Milestones have been accepted (or the Project Managers have agreed that any un-accepted Deliverables can be finalized and accepted as part of a later Project Milestone) and the activities and tasks identified in the Project Schedule as necessary to complete such Project Milestone have been completed.
2. Project Milestones

*Vendor should complete the following chart based on the proposed Project Plan, Deliverables and Milestones (as described in the Vendor Response Document)and based on the understanding of the project as of the vendor response submission date and will be finalized at contract negotiatio*n

| Milestones | Milestone Criteria/Checkpoints | **Deliverables** | Estimated Completion Date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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**XIII. PROJECT RESOURCES**

1. For the purposes of this SOW, the Project consists of District resources and Vendor resources described below. Staffing plan and changes to the staffing plan will be managed under the Change Control Procedures. Vendor and Blue Valley School District will staff the Project as provided in the staffing plan to perform the activities and develop the Deliverables outlined in this SOW.
2. The District project organization structure is designed to empower the Blue Valley School District project team to the greatest extent possible. Refer to Figure 1. Blue Valley School District Project Organization below. The majority of project related decisions will be made by the Project core teams. Strategic decisions and major project directional decisions will be made at the higher levels.
3. Blue Valley School District Project Organization



1. The following Table describes the primary Blue Valley School District resources that will be part of the overall project team and report to the District Project Manager. Additionally, there will be several secondary resources (part time business and technical resources available — not listed below) on an “as needed” basis at the discretion of the District PM. All requests for additional District resources (part time or full time) will be channeled through the District PM.
2. The following Table describes the primary District resources that will be part of the overall project team and report to the District Project Manager. Additionally, there will be several secondary resources (part time business and technical resources available — not listed below) on an “as needed” basis at the discretion of the District PM. All requests for additional District resources (part time or full time) will be channeled through the District PM.
3. Blue Valley School District Project Team Profile (Full-time)

| **#** | **Role** | **Description** | **Type** |
| --- | --- | --- | --- |
| 1 | Blue Valley School District Project Director | Coordinates reporting Project status to the project Steering Committee, oversees budget, directs the activities of the project manager, and holds the team accountable. | Business |
| 2 | Blue Valley School District Project Manager | Responsible for overall Project management and coordination between the Vendor and Blue Valley School District resources. | Business |
| 3 | Business Integration Leader | Manager, Deployment and Training Primary link into the specific business area. Responsibilities include:   * Assists in the development and execution of stakeholder engagement plans for the project. * Owns the business case for the deployment area. * Participates and acts as a subject matter expert (SME) during detailed design and approves any recommendations for changes in the original design * Ensures business readiness fro Go-Live | Business |
| 4 | Trainer of Trainers | Application Systems Trainer responsible to provide executive training, power user training and to train the district resource that will train end users (employees) | Business |
| 5 | System Administrator | Maintains and operates the system installing, supporting and maintaining servers. Responds to outages and other problems | Technical |

1. Blue Valley School District Secondary Team Resources (Part-time)

| **#** | **Role** | **Description** | **Type** |
| --- | --- | --- | --- |
| 1 | Blue Valley School District Director Data Processing & Network Services | Directs the work of the system administrator and the data analyst | Technical |
| 2 | Blue Valley School District Data Analyst | Insures data integrity, supports interface transaction. For periods may work full time on the project. | Technical |
| 3 | Incident Manager | Restores system outages by triaging incidents and routing to the appropriate resources, escalating as necessary | Technical |
| 4 | Group Coordinator | Distributes support requests assigned to the group amongst its specialists taking into account skills, availability and access rights of individual specialists. | Technical |
| 5 | Administrator, Systems Development | Manages software development including the interface design and development. | Technical |
| 6 | Application Designer | Designs and maintains the interface between the third party software and current Web Solution. For short periods of time may be utilized full time. | Technical |
| 7 | Manager Quality Assurance | Monitoring and evaluating aspects of the project | Technical |
| 8 | Quality Assurance | Performs functional tests of the system from several perspectives: end user, power user and interface operation. | Technical |

**XIV. VENDOR PROJECT TEAM RESOURCES**

1. Oversight/Quality Assurance
2. Vendor will maintain a team of senior IT and business professionals to monitor Vendor’s performance under this SOW and communicate such findings to the Project Governance Board.
3. Team Structure and Roles
4. Vendor shall provide the Project Team members identified in Vendor’s proposed staffing plan, as completed in Appendix A1 - Proposed Solution & Staffing Plan (MS-Excel). Such Project Team members shall (a) perform the roles, responsibilities and activities described the project staffing plan as the same may be modified and prioritized during the Project and (b) create or assist in creating the Deliverables for which they are assigned sole or shared responsibility.

1. Project Director — Vendor Project Director will be Vendor’s primary point of contact for all matters relating to this SOW. In addition to other requirements that may be set forth in the Contract or this SOW, the Project Director shall be: (a) knowledgeable about the Services and each of Vendor’s and its subcontractors’ products and services; and (b) experienced at running projects of a size and scope comparable in size and scope to that of the Project. The individual selected for this SOW is set forth in the final Project Organization & Governance.

2. Project Manager — Vendor will designate one individual to manage the day-to-day delivery of Services. The individual selected for this SOW is set forth in the final Project Organization & Governance.

3. Work-Stream/Function Lead(s) — Vendor will designate individuals to serve as leaders of each of the work-streams or process areas as set forth in the final Project Organization & Governance

4. Vendor Principals, Directors, Senior Managers and Managers –Blue Valley School District has the right to review resumes and conduct phone or in-person interviews with any Partners, Principals, Directors, Senior Managers and Managers in key roles (as determined by the District and Vendor Project Management Leads) proposed for staffing on this SOW.

1. Subject Matter Experts (SMEs)

A. Vendor will make reasonable efforts to provide SMEs available to BLUE VALLEYSD, as requested, on a timely basis.

1. Holiday Schedule

A. Vendor will adjust its holiday schedule applicable to its resources performing Services under this SOW to be consistent with Blue Valley School District so as to minimize the impact on the Project.

1. Additional Vendor Responsibilities Regarding Vendor Project Team Members:

A. Vendor shall identify and allocate its Project Team members in a timely manner to support adherence to the Project dates.

B. Vendor Project Team members shall be capable and competent.

C. Subject to the Change Control Procedures established, Vendor shall deploy any additional required Project Team members required for the performance of the Services.

**XV. ROLES & RESPONSIBILITIES**

1. The following Responsibility Assignment Matrix outlines the scope of work and high-level roles and responsibilities of both Vendor and Blue Valley School District for the project.
2. Blue Valley School District maintains full ownership of this project. However, the Vendor is the key player in this implementation and when Vendor is in the lead role for a particular task, the Vendor will provide leadership, direction and full accountability for the task and deliverables stated.
3. Activity Role Key:
4. **R — Responsible:** Those who do the work to achieve the task. There is typically one role with a participation type of Responsible, although others can be delegated to assist in the work required.
5. **A — Accountable:** (also Approver or final Approving authority): The party ultimately accountable for the correct and thorough completion of the deliverable or task, and the one to whom Responsible is accountable. In other words, an Accountable must sign off (Approve) on work that Responsible provides. There must be only one Accountable specified for each task or deliverable
6. **C — Consulted:** Those whose opinions are sought; and with whom there is two-way communication.
7. **I — Informed:** Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.
8. Project Management & Preparation Roles & Responsibilities

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
| **Project Management** |  |  |
| Provide guidance for establishing the PMO, policies and standards | C | R |
| Define and provide the approach (e.g., governance, methodologies, etc.) | R | A |
| Developing risk management plan | C | R |
| Risk assessment | C | R |
| Risk management oversight | C | R |
| Ongoing monitoring of project risks | R | A |
| Risk mitigation strategies and actions | R | A |

|  |  |  |
| --- | --- | --- |
| **Roles and Responsibilities** | Vendor | BVSD |
| **Project Preparation** |  |  |
| Develop project goals and objectives, aligned to Blue Valley School District strategy | I | R |
| Review and approve the scope of implementation | I | R |
| Establish the project structure and steering committees | I | R |
| Develop project charter | I | R |
| Define implementation strategy | R | A |
| Define the overall project schedule and implementation sequence | R | A |
| Define appropriate project standards and procedures | R | A |
| Approve appropriate project standards and procedures | I | R |
| Conduct technical and business planning sessions to establish and communicate standards and decisions, driven by the project initiative, in the key architecture areas (e.g., application, data, security, integration) | R | A |
| Develop the system landscape required for an implementation and ongoing operation of the implemented solution. | R | A |
| Develop initial business process change plan and change imperative statement | C | R |
| Approve design specifications standards and methodologies | R | A |
| Review and approve the initial Core Project Team training | C | R |
| Develop and implement a methodology for measurement of post-implementation benefits. This includes providing the tools for the collection of baseline data as well as post-implementation data. | R | C |
| Review and approve final project prep activities | I | R |

1. Requirements Analysis & System Design

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
| **Requirements Analysis & System Design** |  |  |
| Conducting interviews, group workshops and surveys | R | A |
| Facilitating consensus with Blue Valley School District requirements groups and representative stakeholders | R | A |
| Validating requirements defined to date | R | A |
| Developing functional requirements documents and related data definitions and information flows that are required to supplement Student Information System documentation | R | A |
| * 1. Developing business rule descriptions and required documentation to help drive SharePoint configuration activities and facilitate knowledge transfer to Blue Valley School District | R | A |
| Developing technical requirements documents to describe platform, architecture, and integration requirements for related solution components that are required to supplement software or hardware vendor documentation | R | A |
| Performing preliminary configuration to effectively align business processes where required | R | A |
| Defining organizational alignment and action/sponsorship plans | C | R |
| Organizational risk assessment based on defined approach and plan | R | A |
| Creating design documentation that specifies all solution application footprint components, project modules, data flows, interface components and associated operations procedures for the solution environment | R | A |
| Creating design documentation that specifies SharePoint configuration choices and recommended options according to the consensus business rules developed during the requirements definition | R | A |
| Obtaining Blue Valley School District oversight and approval through coordination with the Blue Valley School District project management office and Project Steering Committee | R | A |
| Creating design documentation to account for interdependent requirements from other Blue Valley School District application or business process initiatives | R | A |
| Contributing current state business process and data-related technical knowledge materials and subject matter personnel to complete design specification documents and deliverables | R | C |
| Providing assistance, expertise, and resources to Blue Valley School District in developing and gathering current state business process and data-related technical knowledge materials and subject matter personnel to complete design specification documents and deliverables | R | C |
| Contributing future state business process and technical knowledge and subject matter personnel who understand how the SharePoint solution can best be designed to improve business processes and achieve business benefits | R | C |
| Facilitating interviews, group workshops and surveys to obtain and gain consensus on design input | R | A |
| Designing solution technical environment through a technology plan based on Blue Valley School District standards, architecture and project initiatives | R | A |
| Authorizing and approving technology plan through coordination with the appropriate Blue Valley School District technology standards group or advisors | C | R |
| Defining SharePoint configuration and development standards and methodologies | R | A |
| Developing security and authorization requirements | R | A |
| Approving requirements definition documents and deliverables | I | R |
| Confirming that the Solution can technically and functionally support the design specification documents and deliverables | R | A |
| Approving design specifications documents and deliverables | I | R |
| Refining Project Plan components (Risk, Change Management, Data Conversion, Quality, etc.) | R | A |
| Installing the Solution system development, test, and training hardware and software in the appropriate facilities necessary to support the application development/configuration, integration and testing platform requirements, including any elements required for supporting any new or enhanced functions or features | R | A |
| Planning for data readiness activities | C | R |
| Developing a Data Identification, Conversion, and Migration Strategy | R | A |

1. Web System Environment

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
| **Acquisition** |  |  |
| Determining Bill of Material for all required purchases | R | A |
| Identifying all software licenses for any required software development tools, application programming and testing platforms, database software, application and Web server operating platforms, and any other software that is required to establish the necessary application integration and testing environment and ongoing production environment appropriate to meet Blue Valley School District requirements | R | A |
| Purchasing/procuring all software licenses for any required software development tools, application programming and testing platforms, database software, application and Web server operating platforms, and any other software that is required to establish the necessary application integration and testing environment and ongoing production environment appropriate to meet Blue Valley School District requirements | C | R |
| Setting IT and architectural standards and related acquisition policies and procedures | C | R |
| Conducting the necessary validation process required to ensure compliance to the Solution criteria for successful implementation. | R | A |
| Ensuring that all activities comply with the SharePoint Solution standards for the respective software release. | R | A |
| Complying with best practices IT standards and architectures and Blue Valley School District acceptance processes | R | A |
| Approving all funding and acquisitions | I | R |

1. System Configuration, Development & Data Conversion

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
|  |  |  |
| Developing functional requirements documents and related data definitions and information flows that are required to supplement the SharePoint documentation | R | A |
| Coding of automated data conversions mapping, and loads into the Web Solution, using best practices tools and techniques that are consistent with the SharePoint provided architecture and development standards | R | A |
| Configuring baseline Web Solution | R | A |
| Coding interfaces with the Web Solution | R | A |
| Defining best practice tools and techniques wherever applicable | R | A |
| Facilitating and leading configuration and development reviews | R | A |
| Establishing the overall parameters for standards, policies, and procedures for all integration and testing activities | C | R |
| Establishing SharePoint product-specific standards, methodologies, and tools for all integration and testing activities | R | A |
| Establishing SharePoint data and information management standards, methodologies, and tools to support integration and testing activities | R | A |
| Developing test data | C | R |
| Providing best practices to stage systems before production turn-over | R | A |
| Providing performance tuning of the Web Solution | R | A |
| Managing the operational facilities and overall test environment | R | A |
| Developing technical requirements documents to describe platform, architecture, and integration requirements | R | A |
| Conducting testing reviews and monitor/track issues, providing written results to Blue Valley School District | R | A |
| Providing Blue Valley School District subject matter expertise for development and testing | I | R |

1. Testing & Preparation for Solution Go-Live

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
| Defining deployment criteria and delivery requirements | R | A |
| Developing site-specific transition plans that encompass business process, operations, and organization alignment (Business and IT) | R | A |
| Delivering site-specific system and user documentation | R | A |
| Conducting pre-installation site surveys to assess site readiness against a set of best practices checklist criteria | R | A |
| Training and Change Management activities to ensure BLUE VALLEYSD Readiness | R | A |
| Completing final installation of SharePoint and non-SharePoint infrastructure | R | A |
| Conduct system performance and load testing | R | A |
| Performing user acceptance testing to validate SharePoint is ready for production | C | R |
| Coordinating deployment and support activities with BLUE VALLEYSD and site management teams | C | R |
| Reviewing/approving post-implementation acceptance test results | I | R |

1. Third Party Products

| Roles and Responsibilities | Vendor | BVSD |
| --- | --- | --- |
| **Third Party Products (Third party owns the responsibility for these tasks, vendor is accountable, and Blue Valley School District is consulted)** |  |  |
| Defining business requirements, developing design and implementing end-to-end business processes using the Solution and Third Party software | A | C |
| Developing/providing training and knowledge transfer to Blue Valley School District in order to properly configure, support, and maintain Third Party software | A | C |
| Configuring the Solution to integrate with Third Party software | A | C |
| Providing testing and integration services required on Third Party software implementation | A | C |
| Performing go-live to production | A | C |

1. Compliance & Regulations

| Roles and Responsibilities | Vendor | B VSD |
| --- | --- | --- |
| **Compliance and Regulations** |  |  |
| Assessing the SharePoint for all regulatory mandates affecting Blue Valley School District | R | A |
| Documenting service-level objectives and requirements | R | A |
| Defining and approving overall operations and administration policies | C | R |
| Defining and approving overall technical support policies and procedures | C | R |
| Providing recommendations to comply with regulatory and compliance requirements | R | A |
| Approving recommendations | I | R |

**XVI. PROPOSAL EVALUATION**

1. The District will complete a comprehensive evaluation of all proposals received in response to this RFP. All qualified proposals shall be initially evaluated based on the following criteria listed below by members of the Selection Sub-Committee. The Sub-Committee consists of individuals who have expertise regarding, or some experience with, the subject matter of the RFP or, individuals who could be characterized as recipients, beneficiaries, or users of the RFP's subject matter.
2. Gartner, Inc. serves as a consulting advisor to the District in this evaluation process. All information provided in response to this RFP will be made available to both Blue Valley School District and Gartner.
3. Each proposal shall be evaluated first on whether the mandatory requirements have been met.
4. All qualified proposals shall be evaluated using a points-earned matrix. Evaluations and selection of the successful Proposer shall be based on the information submitted in the proposals plus any required oral presentations/demonstrations.

A. Evaluation Criteria

1. The competency, experience and background of Proposers will be considered in making the contract award. A proposal other than the lowest priced may be selected if Blue Valley School District determines, at its sole and absolute discretion that its interests would be best served by doing so.
2. In awarding a contract, Blue Valley School District will consider (as applicable) the evaluation criteria as outlined in Section XX. Specific sections of the proposal based on the required format are mapped to each evaluation criteria:

B. Evaluation of Proposals

1. An evaluation committee comprised of District employees shall evaluate proposals received. The competency, experience and background of Proposers will be considered in making the contract award. A proposal other than the lowest priced may be selected if Blue Valley School District determines, at its sole and absolute discretion that its interests would be best served by doing so.

2. Only proposals from organizations who meet the mandatory requirements will be considered. Each proposal shall be evaluated first on whether required criteria have been met.

C. Evaluation Process

1. A proposal not meeting the mandatory requirements may be rejected as being non-responsive and/or non- responsible. A proposal shall be considered responsive if it complies in all material respects to the requirements of the RFP documents. Responsibility is defined as the apparent ability of the Proposer to meet and successfully complete the requirements of the RFP. Any Contract resulting from this RFP shall be awarded to that responsible and responsive firm whose proposal represents the best overall value to the District as determined by the District.

5. All qualified Proposers may also be required to make oral presentations and demonstrations of the proposed solution. In conducting these discussions and demonstrations, there shall be no disclosure or any information obtained from any competing Proposer. These demonstrations will be scheduled and held after receipt of the proposals to provide an opportunity for the Proposer to supplement and/or clarify the proposal and for the evaluation team to walk through the proposed system. Should a Proposer refuse to honor the request for oral presentation, it may result in disqualification.

6. Each vendor may be required to provide access to a demo version of the proposed system after onsite demonstrations so that the members of the Selection Sub-Committee can examine it as they conduct their evaluation.

**XVII. SCORING AND SHORTLISTING**

**1. Evaluation and Shortlisting:**

All proposals will be evaluated according to the point schedule listed below. Proposals not short-listed will not be considered for further consideration.

**Section Section Title Total Possible Points**

Appendix A3 Cost Proposal 600 Points

Section IX Creative Process 400 Points

Section XIX References 100 Points

Section XX Portfolio 300 Points

Section XVI Overall Proposal 100 Points

**Total Possible Points: 1500 Points**

*Note: The District reserves the right at its sole discretion to include any Optional Costs in calculating the total.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lowest Proposed Fees | X | Possible Points Available | = | Pricing Score (rounded to the nearest hundredth) |
| Proposer Proposed Fees |

**2. Phase II Optional Interviews:**

The District retains the right to invite some, all or none of the RFP Finalists identified in the Phase I Scoring. Finalist full day interviews and presentations will occur the week of February 4, 2013. The District retains the right to adjust the dates of the interviews. Companies invited for interviews will be notified by January 29, 2013.

Scores from Phase I will carry over and combined with the following:

Total Possible Points

Phase I 1500 Points

*(May be adjusted pending outcome of interviews.)*

Phase II Clarifications and additional information presented. 500 Points

**Grand Total Possible Points 2000 Points**

*Scoring from Phase I will not be made available until Phase II has been completed or ruled out.*

3. Cost Evaluation

A. Once the qualitative response scores have been determined and finalized, the costs will be reviewed. In the RFP, respondents were asked to provide a detailed set of one-time and ongoing costs. Total cost scores is 600 points. 550 points will be calculated based on Blue Valley School District cost formula below and 50 points will be based on additional pricing approach information provided, e.g., pricing flexibility, terms etc. The cost points will add to the Sub-Committee scores.

B. One-time and Ongoing Costs – For the purposes of scoring total costs shall encompass the first year one-time costs and the next two subsequent year ongoing costs. Any costs incurred in fiscal year 2013 (July 1st, 2012 to June 30th, 2013) shall consist of one-time implementation and ongoing costs. The next two year’s shall consist of any costs that Blue Valley School District will incur in the two fiscal years beyond the fiscal year 2013, i.e., FY 2014 and FY 2015. In the pricing proposal the vendors must make clear what the one-time first year total implementation costs are and what the two year ongoing costs will be. Note that vendors are requested to provide an estimate of year four and year five costs in the cost proposal (year 4 and 5 will not be used in the scoring cost formula, but will be considered in additional cost information, see below).

C. Additional Cost Information – Blue Valley School District will score this portion based on the qualitative information about how the vendor approaches pricing and how this translates to Blue Valley School District business needs, e.g., pricing flexibility, pricing terms, license cost packaging etc. This qualitative cost information should be provided in the cost proposal.

XVIII. FINALISTS PRESENTATIONS

1. Once the finalists have been identified, Blue Valley School District will require a thorough demonstration of capabilities proposed by the finalists via in-person oral presentations. Oral presentation agenda and/or product demonstration scripts and Blue Valley School District evaluation criteria and data will be provided to the finalists prior to the appointed presentation dates.
2. The District will require the Proposer’s proposed project core team to be present during the oral presentation/demonstrations.

XIX. REFERENCE CHECKING

1. Provide the District with 3-5 references with a preference towards educational environments or references with related size and scope using SharePoint 2010 or SharePoint 2012.
2. The District will conduct in-depth reference checks which may include interviews, teleconferences and site visits to Proposer references; these will be factored into scoring.

**XX. CREATIVE PORTFOLIO & WORK PLAN SUBMISSION REQUIREMENTS**

Creative Portfolio

1. This portfolio needs to display the depth and breathe of the vendor's creative capabilities to the Committee.
2. Any site used as a portfolio piece needs to provide a detailed view of the project. Please provide multiple screen shots displaying the different layers of the site.
3. Please provide at least three portfolio pieces which are SharePoint implementations.
4. Include at least one mobile or tablet design
5. Do not attempt a mock-up for the Blue Valley site
6. Where appropriate, outline any creative processes used to execute the project.
7. If publicly accessible, provide URL to example site.

Creative Process Work Plan

1. For the section IX, provide in depth detail to the process which the vendor will use to achieve the desired creative goals of the project.
2. At each Phase in the creative process (Stakeholder Interviews, End User Research, Content Analysis, ... Section IX Creative Work Requirements) explain the work plan, documenting each step.
3. Convey the purpose of each phase and what information the vendor hopes to gain from it. If the vendor’s process differs from the one purposed, please use your own and explain it in the same manner.

XXI. PROPOSAL SUBMISSION INSTRUCTIONS

The following describes the process and requirements that the Proposers shall follow:

1. Sealed bids for the Web System Replacement must be received by **2:00PM Friday, January 25, 2013.** Envelope must be marked with name of company and “RFP #13030

O*nly names of Proposers will be read aloud at the proposal opening date and time.*

1. Sealed Proposal shall be mailed to:

Blue Valley School District

Attention: Jason Gillam

15020 Metcalf Avenue, PO Box 23901

Overland Park, Kansas 66223

Labeled: RFP # 13030 Web System Replacement

1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant delivery or late performance by courier service.
2. The Proposal shall be signed by a duly authorized officer and submitted in two separate packages **(1) Qualitative Solution Proposal** and **(2) Cost Proposal,** each labeled with the name of the Proposer and the section of the proposal enclosed.
3. Submit response in two packages as follows:

A. Qualitative Solution Proposal (Separately submitted and sealed): One (1) unbound original with signatures in blue ink, nine (9) copies in three ring binders and one (1) electronic copy. The electronic copy shall be produced in MS-2007 or later, not in PDF, and saved on a CD ROM or a flash drive. The outside of the envelope/package must be labeled: RFP # 13030 Web System Replacement — Qualitative Solution from <Proposer Name>“. Note: In addition, one electronic copy of the Vendors Sample Contract in editable MS Word format (not PDF) on a CD or USB drive must be provided.

B. Cost Proposal (Separately submitted and sealed): One (1) unbound original with signatures in blue ink, two (2) copies and one (1) electronic copy (Four Envelopes). The electronic copy shall be produced in MS-Excel 2007 or later, not in PDF, and saved on a CD ROM or flash drive separate from the Qualitative Solution Proposal CD ROM. The outside of the envelope/package must be labeled: RFP # 13030 Web System Replacement — Cost Proposal from <Proposer Name>“

1. The District requests comprehensive, cost-effective, quality solutions that meet all the requirements in this document.
2. The RFP response may be hand-delivered or must otherwise be received by the District at the address provided on page 1, by the submittal deadline. No fax or emailed proposals will be accepted.
3. Responses to the District should be in an envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked. (15020 Metcalf Avenue, Overland Park, KS 66223)
4. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.
5. Original RFP responses shall be signed by an official authorized to legally bind the Proposer.
6. Withdrawal of bid proposals will be accepted until the bid proposal submission time and date stated herein. No bid proposals may be withdrawn after the deadline.
7. **Unauthorized communication by potential vendors about this RFP to district representatives, other than via the purchasing email address below or via an optional pre-proposal conference, may result in vendor disqualification.**
8. All inquiries, requests for clarification, change of condition or requirement, specification omissions, doubt as to meaning, or requests for additional information must be submitted in writing to [purchasing@bluevalleyk12.org](mailto:purchasing@bluevalleyk12.org). In the written request, the Proposer must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Proposer must also recommend specific written changes to the specified condition(s) or requirement(s).
9. The District will conduct a mandatory RFP teleconference meeting January 11, 2013 at 9:00 a.m. Central Time to provide Proposers an opportunity to ask questions about procedural and substantive issues related to this RFP. This Teleconference meeting is mandatory. Any questions that are not addressed at this meeting must be submitted in writing to [purchasing@bluevalleyk12.org](mailto:purchasing@bluevalleyk12.org) Written Questions Due date: January 15, 2013 by 5:00 p.m. Central Time.