

CHICO UNIFIED SCHOOL DISTRICT



**RFP # REMS 2011-A
REQUEST FOR PROPOSALS
FOR**

**EMERGENCY PREPAREDNESS MANAGEMENT
PLAN and DATABASE**

**PROPOSAL DUE DATE
October 14, 2011**

SUBMIT PROPOSALS TO:

Janet Brinson
Director of Educational Services
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928
jbrinson@chicousd.org

SUBMIT ALL INQUERIES ONLY TO:

Jason Gregg
Director of Technology
CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, CA 95928
Phone: (530)891-3000
Email: jgregg@chicousd.org

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Introduction

Chico Unified School District is seeking proposals from qualified firms to develop its Safe Schools database and assist in revising its Emergency Management Plan.

District Background

The Chico Unified School District (to be referred to as “CUSD” or “District”) currently operates 11 elementary schools, 1 alternative elementary school, 3 middle schools, 2 comprehensive high schools, 1 continuation high school, 2 alternative high schools, 2 independent study schools, and will have 1 Dependent Charter School (9-12) located on a high school campus (see ATTACHMENT B).

The District is governed by a Board of Education and complies with current State and Federal Government procurement practices. The District employs approximately 1,100 staff members and serves 12,000, K-12 students.

The District’s 23 schools are located at 21 sites and are all connected by a GIGABIT (1Gb\Sec) fiber backbone.

Additional information on CUSD can be found at <http://www.chicousd.org> to view the District’s Strategic Plan, Ed Tech Plan, and other information that may be helpful in responding to the RFP.

The explicit purpose of this RFP is to perform the due diligence such that District can acquire the appropriate Emergency Management Plan and Database to meet its requirements in the most reliable and cost effective manner.

All Responders must meet the following criteria:

1. Responder must be currently licensed to do business in the State of California, which will be validated by Responder providing copies of all licenses and/or certifications as part of Responder’s proposal.
2. Responder must have been in existence at least three (3) years as an operating business.
3. Responder may not have declared any form of Bankruptcy in the last five (5) years.
4. Responder must provide a list of at least three (3) clients where Responder has established a contract of comparable size and scope of services.
5. Responder shall have the ability to fulfill standard contract requirements, including indemnification and insurance of the District, if necessary.
6. Responder shall meet other presentation and participation requirements listed in this RFP.

Project Description

Chico Unified School District has received grant funding from the United States Department of Education Office of Safe and Drug Free Schools via the Readiness and Emergency Management Grant and is interested in obtaining the services of a professional Emergency Management Contractor to compile, coordinate and implement an Emergency Management Database.

The database and software must be web based and have the ability to be accessible by multiple agencies acting as first responders and it must be made available on line for immediate access. The database must have security built in to allow access to only approved personnel. The database must also have multiple security access levels including parent, teacher, administration, and outside agencies.

The District will provide the contractor with aerial views of sites, blueprints of floor plans, location of hazardous materials, and the shut-off valves for our utilities. This information will be compiled into an easily accessible database that any first responder could access immediately to be able to understand all aspects of an emergency situation without having to be on site. The blueprints will show evacuation routes and other critical information needed in a crisis situation.

Contractor will conduct a comprehensive review of the district's existing Emergency Management Plan. Contractor will look for areas of improvement in: coordination with local public health and hospital preparedness resources; pandemic and food defense; special needs, and non-English speaking constituents; full coverage of 'all hazards' facing CUSD; inclusion of CUSD policies, practice, and procedures across the four phases of emergency management including drill and reunification procedures and parent expectations; crisis communication' support for ongoing training, tabletops, and simulations; mechanism for sustainability in reviewing and upgrading the plans and reducing cost to do so. Other information to be included in the database includes fire codes, information on special procedures for students and evacuation/escape routes, road blocks, triage, student / parent reunification locations, and staging areas for community and mutual aid volunteers, fire, police, SWAT teams, emergency managers, etc. The updated Disaster Preparedness Plans will be electronically stored and categorized by incidents, into the database.

Also a link to FEMA online NIMS trainings is available on the site as well. Web-site hosting will be on the CUSD server.

The Contractor will also be required to train select District personnel on how to access, navigate, and edit the plan and database.

1.0 Schedule of Events

CUSD requires all work performed under the contract to be completed by the contractor by March 16, 2012, with interim reports or draft results available for earlier consideration. Training will take place during the final month. Five (5) hard copies of the final plan as well as one (1) electronic searchable Adobe PDF file will need to be sent. The contractor shall provide CUSD staff with a copy of the electronic model utilized to prepare the plan so that updates can be performed internally each year. The schedule for updates shall be negotiated and discussed with the contractor, but CUSD desires at least preliminary findings suitable for operational and budget considerations by that date. As part of the proposal, develop a complete project schedule including the following milestones and project deliverable dates:

Event	Date
Request for Proposal (RFP) Issued	October 1, 2011
Proposals Due to CUSD	October 14, 2011 4:00 P.M.
Proposal Evaluation	October 17-27, 2011
Notice to Proceed	November 2, 2011
Project Complete	March 16, 2012

1.1 Contact Information

After release of the RFP and thereafter, all requests, questions, or other communications about this RFP shall be made in writing (prefer E-mail) to CUSD. Communications made to other CUSD personnel will not be allowed or recognized as valid and may disqualify the supplier.

Responders should rely only on written statements on the District's RFP website (<http://www.chicousd.org/rem>s) or issued by the Director of Information and Technology Services. Address all communications to:

Mr. Jason Gregg
Director, Information and Technology Services
Chico Unified School District
1163 East Seventh Street, Room
Chico CA, 95928-5999
Phone: (530) 891-3000
Email Address: jgregg@chicousd.org

1.2 Proposal Question and Answer Process

CUSD will allow written requests for clarification of the RFP. To ensure that written requests are received and answered in a timely manner, e-mail correspondence is encouraged, but other forms of delivery such as postal and courier are acceptable. All

questions will be consolidated into a single set of responses and posted on the CUSD web site (www.chicousd.org/technology_services.htm) as an addendum. Responders' names will be removed for confidentiality from the questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number or Attachments Paragraph or question number Text of passage being questioned Question

1.3 Submission of Proposals

Proposals must be received by 10/14/2011 by 4:00 PM. Proposal materials will be accepted in the form of three (3) hardcopies and with electronic copies such as CDs of USB Thumb drives (MS Word or PDF formats are the only acceptable formats). Hardcopy proposals must be sealed and not delivered in open packages or binders. Additional proposal materials such as books, CD's, and other materials should be received with proposals. Hardcopy proposals or supplemental materials should be sent to:

Janet Brinson
Director of Educational Services
Chico Unified School District
1163 East Seventh Street. Chico CA, 95928-5999
Phone: (530) 891-3000 ext. 121
Email Address: jbrinson@chicousd.org

1.4 Late Submissions

Proposals received after the due date will not be accepted. CUSD is not responsible for late delivery or proposals lost in delivery. Please refer to the RFP schedule for the due date.

1.5 Proposal Preparation

Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. Expensive bindings, color photographs, and excessive promotional materials such as videos, are neither desired nor needed. CUSD prefers to receive proposals in appropriately sized three ring binders with index tabs to separate sections and with electronic copies such as CDs of USB Thumb drives (MS Word or PDF formats are the only acceptable formats). CUSD is not responsible for any costs incurred by the supplier in the preparation of the proposal, demonstration, or District's hands-on testing.

Proposals must be organized as follows:

Cover Page Complete Table of Contents
Section 1 – Company/Product Introduction
Section 2 – Executive Summary
Section 3 – Pricing Structure

Section 4 – Project Management Description
Section 5 – Supplier Information
Section 6 – Required Forms (see ATTACHMENT A)

1.6 Number of Proposals

Responders shall provide three copies of their proposal and each copy must be clearly marked. If printed supplementary materials are included which are not 8.5x11”, three (3) copies should be included. If submitting electronically, one copy is sufficient.

1.7 Screening of Proposals

CUSD will screen all proposals and may reject any proposal that does not meet the minimum requirements. One copy of each proposal will be kept on file for six months; all other copies will be destroyed along with any collateral materials sent with the proposal. CUSD reserves the right to reject any and all proposals.

1.8 RFP Amendments

If any supplier is in doubt as to the true meaning of any part of the RFP documents, or finds discrepancies in, or omissions from the specifications, a written request for an interpretation or correction thereof may be submitted to the District. The supplier submitting the written request shall be responsible for its prompt delivery. Any interpretation or correction of the RFP document will be made only by a written addendum issued by the District. No person is authorized to make any oral interpretation of any provision in the RFP documents, nor shall any oral interpretation be binding on the District. If discrepancies on specifications or conflicts between specification, terms or conditions exist, the interpretation of the District shall prevail.

CUSD reserves the right to amend this RFP at any time prior to the closing date.

1.9 Ownership of Materials

All materials submitted in response to this RFP become the property of CUSD. Proposals and supporting materials will not be returned to Responders.

1.10 Confidential or Proprietary Information

All proposals submitted will be held in confidence. Only personnel directly involved with this RFP will be given copies of your proposal. CUSD has no obligation to share proposal material with any other party and will respect any documents or materials that Responders have clearly marked “Confidential” or “Proprietary.” However, only those pages that contain the proprietary information should be so designated, not the complete proposal.

CUSD is not obligated to maintain the confidentiality of any information that was known prior to receipt of a proposal, or becomes publicly known through no fault of CUSD or is

received without obligation of confidentiality from a third party.

1.11 Complete Solutions

CUSD will accept only complete solutions from a prime supplier. Responders may not bid on only one item or selected items from the RFP.

1.12 Supplier Presentations

After an initial District screening and reduction of proposals, remaining Responders may be required to give an oral presentation of their proposal to the Emergency Management Plan Selection Committee. This presentation should concentrate on the functionality and flexibility of the product. This opportunity is given to allow Responders the chance to further define the primary features and benefits of their proposal, to allow clarification of their proposal and to permit questions from the committee.

Appropriate visual and written materials are expected. **It is required that Responders tailor their presentation to address areas CUSD has identified as areas of interest in this RFP.** CUSD will provide an agenda of topics to Responders. Presentations may not exceed two hours, inclusive of a question and answer period. Appropriate handouts should be prepared and distributed. There will be no more than 25 CUSD packets of material needed for distribution.

1.13 Hands-on Testing of Software

CUSD is anticipating testing the short list finalists' software for a limited period of time (less than two weeks). Installation and configuration of the software, plus limited conversion of existing student data should be accomplished by District staff. All server and workstation hardware will be provided by the District. Supplier will be asked for some technical assistance to get the software installed and operable. **CUSD will consider supplier-suggested alternate methods of accomplishing this detailed testing.**

1.14 Evaluation Criteria

CUSD is interested in obtaining a complete solution to the stated requirements. Evaluation criteria will be provided in ATTACHMENT G. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. CUSD will evaluate vendors based on the proposal, the supplier presentation, and reference calls and /or visits.

1.15 Award Notification

CUSD will make a selection after review, testing and referrals are checked. Those who are not finalists will be notified in writing at the same time as finalists are notified. After a final selection is made, the selected supplier will be contacted to enter into a contract with CUSD; remaining Responders will be notified in writing of their selection status.

1.16 No Press Releases or Public Disclosure

The selected vendor may not release any information about this RFP. The selected supplier may not issue a press release until it has been reviewed and approved by CUSD's Governing Board.

1.17 Contract Award

CUSD reserves the right to award the contract according to the evaluation criteria. The supplier chosen for award should be prepared to have the proposal incorporated, along with all other written correspondence concerning this RFP, into the contract. Any false or misleading statements found in the proposal will be grounds for disqualification.

1.18 Primary Supplier

CUSD expects to negotiate and contract with only one prime supplier. CUSD will not accept any proposals that reflect an equal teaming arrangement or from Responders who are co-bidding on this RFP. CUSD will not accept any invoices from subcontractors or become part of any negotiations between a prime supplier and a subcontractor.

Software upgrades, fixes, or any other enhancement to the solution shall be made available to CUSD under the same conditions as the original proposal, up to and including the implementation date.

1.19 Offer Expiration Date

Proposals in response to this RFP will be valid for 90 days from the proposal due date. CUSD reserves the right to ask for an extension of time if needed.

1.20 Post-Award Debriefing

CUSD will, upon written request, offer to debrief Responders who were disqualified or did not win the contract. This request for debriefing will be accommodated only after the final contract has been awarded. Responders may either make appointments for a conference at CUSD or be debriefed via a telephone conference.

1.21 Designation of Requirements

CUSD fully expects Responders to provide a comprehensive solution on a level that meets or exceeds all requirements as stated in the RFP. To prevent any confusion about identifying requirements in this RFP, the following definition is offered: The words ***shall*** or ***must*** are used to designate a ***“high priority requirement”***. Responders must respond to all high priority requirements presented in this RFP. Failure to respond to all high priority requirements may be cause to disqualify your proposal.

1.22 Product Use Requirements

CUSD requires that all hardware, system software products and application software products included in proposals be currently in use in a production environment by at least five (5) other California K12 districts of 10,000 students or more, have been in use for at least one year, and have been generally available from the manufacturers for a period of one year. Unreleased or beta test hardware, system software, or application software will not be accepted. It is understood that applications and software required to be built is excluded from this provision.

1.23 Proposal Errors

CUSD will not be liable for any errors or omissions in supplier proposals. Responders will not be allowed to alter proposal documents after the proposal due date without permission from CUSD. CUSD may correct simple math errors and alert the supplier to the error, or if the error appears to be significant, CUSD may either disqualify the supplier or require the supplier to make the recalculation and resubmit the data.

CUSD approved changes after the submission date may be made only to correct an error in an existing part of the proposal. New material may not be submitted. No oral, telephone, or faxed modifications or corrections will be accepted.

1.24 Alternate Proposal and Options

Alternate proposals are not permitted.

Responders may propose enhancements or equipment that provides increased performance as an option to the baseline RFP. Any option proposed must be included in a separate proposal and contain a brief description of the enhancement, the actual benefit to be gained and the cost of the enhancement.

1.25 Pricing

All elements of recurring and nonrecurring costs that must be borne by CUSD shall be identified and presented in the proposal. These costs may include labor, training, and travel required to complete each phase of the project. Expenses shall be billed at cost. Costs should be listed in the project phase in which they will occur; Responders shall not preload continuing costs into the first phase. Responders shall list and price any item that is part of their solution whether hardware, software, or management related that has not been specified in the requirements but is needed in order to complete the supplier's proposed solution.

Responders shall provide CUSD with a firm, fixed price (Section 1.5). Any cost listed should be tied to a specific task or product in the proposal. Failure to comply with pricing requirements will result in rejection of your proposal. The burden of proof for pricing credibility rests with the supplier.

After proposals have been evaluated and a short list is developed, qualified Responders will have an opportunity to submit a Best and Final Offer (BAFO). BAFO's may be warranted based on differences of opinion with the supplier's technical capabilities, pricing, or responses to contractual items. Responders will be given sufficient time to revise their proposal and respond in writing to BAFO terms.

The BAFO practice is not used to allow new requirements to be introduced to the RFP or to allow for significant changes to be made to proposals. BAFO's are considered a "fine tuning" of offers after evaluation discrepancies are noted and agreed upon between CUSD and the supplier.

Technical Section

2.0 District Network Environment

The supplier shall propose a solution that is compatible with the District's current environment as described below:

The District Office network consists of 1 Gb/sec switched Ethernet connections to desktop computers. Only the TCP/IP protocol is actively supported. The connection to the internet is private fiber (1Gb) to the Butte County Office of Education. The server operating system utilized VMware and is Windows 2008 Server; and all users are on Active Directory. Microsoft Exchange is used for e-mail & collaboration needs. The District maintains its own DNS servers for both public and private networks. CUSD prefers latest version of Microsoft SQL Server for any database programs, and Internet Information Services (IIS) for hosting database and web applications.

2.1 Current Communication Applications

The current school-to-home communication system is SchoolMessenger from Reliance Communications, Inc. for attendance, parent and emergency notification.

Project Management Section (Proposal Section 3)

3.0 Project Implementation Start Date

The District plans to begin the project implementation after November 2nd, 2011 taking into account the school calendar, staff availability and Responder's availability. Actual project implementation will be mutually agreed upon during negotiations but completion date will be or remain March 16, 2012.

3.1 Project Plan

Responders shall include a project management plan for implementation of the proposed Emergency Management Plan and Database. The project management plan shall be detailed enough to assure CUSD that the supplier can deliver a solution on time, within projected estimates, and meet all requirements as specified in this RFP.

3.2 Project Control

Responders shall discuss how responder's company will control the proposed schedule and how it will identify and report achievement of tasks and milestones. The supplier shall also discuss how it will identify, resolve, and report resolution of problems such as schedule slippage or engineering anomalies.

3.3 Project Management Tasks and Responsibilities

Responders shall provide a matrix that lists project management tasks and identifies the corresponding owner. CUSD's tasks shall be identified as well as any subcontractor's. The matrix shall contain enough detail to define the roles and responsibilities of the CUSD project team as well as those of the supplier's project team. CUSD will appoint a project coordinator and assistant who will work closely with the supplier's project manager.

3.4 Project Meetings

Responders shall describe their approach to formal review meetings with CUSD, the organization of the typical meeting, and methods of documenting and approving all meeting notes.

3.5 Supplier Project Management Structure

Responders shall describe the proposed management structure and identify their key personnel who will be assigned to this project. Responders shall designate key personnel necessary to satisfy the requirements of this RFP. Once identified, Responders may not change key personnel without prior notice to and acceptance from CUSD. CUSD shall have 15 days notice of any change in the project's key personnel.

3.6 Facility Preparation

When site preparation is required under the proposal and involves infrastructure changes to prepare the site for installation of equipment, Responders shall provide specifications and typical equipment layouts. CUSD preference is for rack mount equipment which can be located in the switch & server room.

3.7 Corrections and Enhancements

Responders shall describe how they handle bug reporting, change requests and product enhancement requests during the implementation phases of the project. CUSD prefers an internet based approach that allows us to enter the identified bug or enhancement and to view its status online.

3.8 Hardware and Software Installation

Responders may, or if appropriate, CUSD may install all hardware and software components for the project. Responders shall anticipate lead times to ensure that all required hardware and software is received in sufficient time to meet the project schedule. The project schedule shall have specific dates for the installation of hardware and software along with associated activities such as site preparation review and any facility upgrades that are needed prior to equipment installation, if required.

3.9 Solution Acceptability

Upon completion of acceptance testing, CUSD may run the system and application software for up to 30 business days to ensure that the system meets the functional and performance requirements stated in the RFP. After the test period, when the system conforms to the test requirements, the system will be deemed acceptable.

3.10 Solution Maintenance

Responders shall provide a detailed description of all maintenance activities, supply channels and parts depots, typical daily or monthly support activities, principle period of maintenance, and support the above with an organizational chart of the supplier's headquarters support operation, the proposed support organization for this project, and the escalation procedures for reporting problems.

3.11 Personnel Training

The District prefers a "train the trainer" method of training. This should be the long-term goal. However, to implement the software in a timely fashion, we anticipate the need for substantial staff training from the supplier.

3.12 Training Plan

CUSD requires that the supplier provide comprehensive training addressing the needs of user, administrative, technical, and operational personnel. The supplier is encouraged to propose innovative approaches to training such as programmed self study guides, online tutorials, DVDs, CD-ROM's and computer based training. All training will include step-by-step detail that will enable employees unfamiliar with the system to perform the described activities.

3.13 Training Documentation

Comprehensive high quality user documentation is essential for the success of this project. Documentation shall be provided that covers all system hardware, system software, and application software. All documentation provided shall be in written form. Documentation should also be provided in electronic form and network accessible.

3.14 Supplier Comment Request

CUSD invites the supplier to comment or question the RFP's management plan, schedule, and other requirements.

3.15 Supplier information

To warrant consideration for this proposal, Responders must submit financial information, including an annual report or audited balance sheets and income statements. For purposes of this section, "audited" shall mean that a Certified Public Accountant has reviewed the financial reports and has expressed an opinion regarding the fairness of the information reviewed. Responders are also required to submit references.

3.16 Other General Requirements

EQUAL OPPORTUNITY

The bidder must be an Equal Opportunity Employer, and shall certify that they are in compliance with the Civil Rights Act of 1964, The State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

ERRORS AND OMISSIONS

If a responder discovers an ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify Chico Unified School District of such error in writing and request clarification or modification of the document. Modifications will be made by addenda. Such clarification shall be given by written notice to all parties who have been furnished an RFP for bidding purposes, without divulging the source of the request for same. Insofar as practicable Chico Unified School District will give such notice to other interested parties, but Chico Unified School District shall not be responsible therefore.

If a responder fails to notify the District, prior to the date fixed for submission of bids of an error in the RFP known to them, or an error that reasonable should have been known to them, they shall bid at their own risk; and if they are awarded the contract, they shall not be entitled to additional compensation or time by reason of the error of its later correction.

The responder should carefully examine the entire RFP and early addenda thereto, and all related materials and data referenced in the RFP or otherwise available to them, and should become fully aware of the nature and location of the work, and the conditions to be encountered in performing the work.

RESPONDER AGREEMENT

In compliance with this request for proposals, the responder will propose and agree to furnish all labor, materials, transportation, and services for the work described and specifications and for the items listed herein.

A bid is subject to acceptance at any time, within sixty (60) days after opening of same, unless otherwise stipulated. Bids cannot be corrected, altered, signed or withdrawn after public opening.

RESPONDER SIGNEE

If the responder, is an individual or an individual doing business under a firm name, the bid must, in addition to the firm name, be signed by the individual; if the responder is a partnership, the bid should be signed with the partnership name by one of the partners; if a corporation, the bid must include the name of the corporation and be signed by an officer authorized to execute a bid on behalf of the corporation.

RESPONDER'S UNDERSTANDING

It is understood and agreed that the bidder is, after careful examination satisfied as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, and general and local conditions, and all other

matters that can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of Chico Unified School District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

INTENT OF PLANS AND SPECIFICATIONS

All work that may be called for in the specifications shall be executed and furnished by the successful bidder, and should any work or materials be required which are not denoted in the specifications or plans, either directly or indirectly but which are nevertheless necessary for the execution of the contract, the bidder is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if it were particularly delineated or described.

EXTRA WORK

No bill or claim for extra work or materials shall be allowed or paid unless extra work or the furnishing of such extra materials shall have been authorized in writing by Chico Unified School District.

INDEMNITY

The contractor shall indemnify and hold harmless Chico Unified School District its trustees, officers, and agents from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered, by reason of any act or omission, of the said contractor, their agents or employees, in the execution of the work or in consequences of any negligence or carelessness in guarding the same.

Chico Unified School District shall have the right to make any changes that may be hereafter determined upon, in the nature or dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make change in the cost of the work, an equitable adjustment shall be made by Chico Unified School District to cover said cost.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of Chico Unified School District and will be returned only at the option of Chico Unified School District and at the bidder's expense. The Original Copy shall be retained for official files and will become a public record after the date and time for Final Bid submission as specified.

ATTACHMENTS

ATTACHMENT A – RESPONDER CHECKLIST FORM This checklist is provided to insure that all items requested have been included.

Items Page(s)

- _____ 1. Responder Description
 - _____ A. Responder Description Form (Attachment C)

- _____ 2. Experience/Qualifications
 - _____ A. Mandatory Responder Requirements Form (Attachment D)
 - _____ B. Client List (Attachment E)

- _____ 3. Proposal Description
 - _____ A. Brief synopsis of Responder’s understanding of District’s needs and how Responder plans to meet these needs
 - _____ B. Brief narrative of proposed plan to achieve all items in the Scope of Work, Section IV and Responder Services
 - _____ C. Brief synopsis of the Responder’s proposed outline of organization, staffing and how Responder will meet any service considerations
 - _____ D. Explanation of any objections, exceptions, assumptions, and/or constraints (Attachment F)

- _____ 4. Proposal Quote

ATTACHMENT B -

C.U.S.D. SITES – TYPE AND NUMBER OF STUDENTS

Site Name	Type	Number of Students
CHAPMAN	Elementary School	345
CITRUS	Elementary School	415
EMMA WILSON	Elementary School	697
JOHN MCMANUS	Elementary School	640
LITTLE CHICO CREEK	Elementary School	582
MARIGOLD	Elementary School	565
NEAL DOW	Elementary School	446
PARKVIEW	Elementary School	226
ROSEDALE	Elementary School	509
SHASTA	Elementary School	624
SIERRA VIEW	Elementary School	601
Nord	Elementary Charter	126
HOOKER OAK K-8	K-8 School	421
BIDWELL JR	Middle School	689
CHICO JR	Middle School	596
MARSH JR	Middle School	583
CHICO	High School	1917
PLEASANT VALLEY	High School	2016
INSPIRE	Charter High School	300
FAIR VIEW	Continuation High School	256
ACADEMY FOR CHANGE HIGH	Community Day School	60
CENTER FOR ALTERNATIVE LEARNING	Alternative Secondary School	90
OAKDALE SECONDARY 7-12	Independent Study Alternative	75
OAKDALE ELEMENTARY K-6	Independent Study Alternative	30
LOMA VISTA Pre K-13	Special Ed. Alternative School	25
District Office		0
District Warehouse		0

ATTACHMENT C – RESPONDER DESCRIPTION FORM

RESPONDER’S NAME (name of firm, entity or organization):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF RESPONDER’S CONTACT PERSON:

MAILING ADDRESS:

Street Address:

City, State, Zip:

TELEPHONE NUMBER:

FAX NUMBER:

E-MAIL ADDRESS:

RESPONDER’S ORGANIZATIONAL STRUCTURE ___ Corporation ___ Partnership
___ Proprietorship ___ Joint Venture ___ other (explain): If Corporation, Date
Incorporated: State Incorporated: States Registered in as foreign corporation:

CERTIFICATION

THE UNDERSIGNED CERTIFIES AND AGREES ON BEHALF OF THE PROPOSER THAT:

1. All declarations in this proposal and attachments are true and the falsity of such representations entitles the District to pursue any legal remedy.
2. All aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Responder or competitor for the purpose of restricting competition.

3. The offer made in this proposal is firm and binding for 180 days from the date the proposal is opened and recorded. All aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract is awarded. If selected the Responder agrees to comply with all applicable laws, regulations and rules.
4. Any additional information the District deems necessary to accurately determine the ability to perform the services proposed will be provided immediately. Furthermore, submission of this proposal constitutes permission by the Responder for the District to verify all information contained herein. Failure to comply with any request for additional information may disqualify the Responder from further consideration. Such additional information may include evidence of financial ability to perform.
5. The undersigned has the authority to submit the proposal on behalf of the Responder.

RESPONDER'S AUTHORIZED SIGNATURE:

SIGNED:

DATE:

PRINT NAME:

TITLE:

ATTACHMENT D – MANDATORY RESPONDER REQUIREMENTS

The following requirements apply to all Prospective Responders:

Agree _____
(initial)

Agree, but with a qualification _____
(initial and attach explanation)

1. Responder must be currently licensed to do business in the State of California (include licenses) and has been in existence at least three (3) years as an operating business.
2. Responder has not declared any form of Bankruptcy in the last five (5) years.
3. Responder has listed at least three client references demonstrating Responder meets the required experience.
4. Responder has the ability to fulfill standard contract requirements, including indemnification and insurance.
5. Responder shall meet other presentation and participation requirements listed in this RFP.

Signature

Date

Print name Company

ATTACHMENT E –CLIENT LIST

Client Name:
Address:
Contact Name:
Telephone:

Client Name:
Address:
Contact Name:
Telephone:

Client Name:
Address:
Contact Name:
Telephone:

ATTACHMENT F – EXCEPTIONS to RFP

The following statements are incorporated as part of our proposal:

RESPONDER NAME

ADDRESS

Telephone # ()

Fax # ()

I have reviewed the RFP and General Agreement Terms in their entirety and have the following exception:

(Please identify and list your exceptions by indicating RFP, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required)

Name of Authorized Representative

Signature of Authorized Representative Date

ATTACHMENT G – Evaluation Criteria

Points have been assigned to the following criteria but will not be disclosed to Responders in the RFP.

Evaluation Categories	Weight	Evaluation
Application Requirements	40%	
Pricing of Services	30%	
Customer References	10%	
Respondent’s Competency (service experience and qualifications)	10%	
Implementation Plan	10%	
TOTAL POINTS	100%	

SELECTION PROCESS

Vendor proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the proposal. A proposal must address all modules/functions to be considered.

The proposal will include software and associated services.
Proposals found to be incomplete may be rejected as non-responsive. Proposals not deemed to be competitive will be rejected.
CUSD may choose to ask clarification questions in writing and include the additional information gathered in this process.
References of the top two (2) vendors will be checked to verify their selection.

Evaluation and rating of the responses will be based on:
Information provided by the vendor in their response
Information provided by the vendor in response to CUSD clarification questions
Information from reference checks

Proposals that pass the initial screening will be evaluated and scored based on the vendors' response to the required attachments. Each submittal will be scored by an evaluation committee comprised of individuals from CUSD.

The system must provide capabilities of the modules, functions, or services on the application requirements.

In the case of a tie between the top two, the vendor may need to provide a demonstration at CUSD involving use of actual data on live systems.