



REQUEST FOR PROPOSALS

FOR

TELECOMMUNICATIONS SERVICE

Web Hosting Service

(2014-03)

Request for Proposals Issued: February 10, 2014

Deadline for Submittal of Proposals: March 11, 2014

Request for Proposals for Telecommunications Service Web Hosting Service

I. OBJECTIVE

The Sacramento City Unified School District

26. Please describe any options for hosting on District servers, if any, and cost differences.

The following are the District's desired (not required) features for the proposed Platform:

- Safe integrated collaborative tools for staff and students such as personal profiles, blogs, podcasts, forums, and wikis.
- Integration with iCal, Google Calendar, Outlook.
- Integration with the District Student Information System (Infinite Campus) for parent login.
- Single sign-on capability to integrate other District web tools that require log-in in a web portal fashion.
- Communication broadcast capabilities via email and true SMS text messaging.

A) BID FORM: You must complete the Bid Form (Appendix B).

B) Bidders may attach additional pertinent information they deem important to the selection, implementation, and overall success of the project.

In Addition, Please provide the following information:

1. Length of time business has provided this type of service.
2. Your Service Level Agreement (SLA) for your proposal.
3. Indicate any options available.
4. Please show applicable discounts separately, if applicable.
5. Your E-Rate Service Provider Identification Number (SPIN) on your proposal.
6. An implementation timeline proposal starting July 1, 2014.
7. Indicate how charges will be incurred as services are implemented.

II. INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, two (2) hard copies, and one (1) digital copy (CD or flash drive). The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores as well as the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.

VIII. ADDITIONAL INSTRUCTIONS & INFORMATION TO BIDDERS

1. **PROPOSALS:** Each proposal shall be submitted on forms supplied by District. Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form.
2. **QUOTE SEPARATELY:** Quote on each item separately. Prices should be stated based on quantities/units specified on the proposal form.
3. **ALL COSTS INCLUDED:** All costs must be included in the bidder's proposal. The bidder shall deliver, install, and complete an integrated system, which may include use of the District's own existing equipment referenced herein. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirement.
4. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.
5. **MODIFICATIONS:** Changes in or additions to the proposal form, recapitulations of the work proposal upon, alternative proposals, or any modifications of the proposal form which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile machine, FAX, inclusive) modifications of any proposal submitted will be considered.
6. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with the specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as "Prime Facie" evidence of compliance with this section.
7. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his/her proposal at any time before the proposals are due; and, having done so, no bidder will be permitted to resubmit a proposal.
8. **WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to the acceptance for a period of ninety (90) calendar days after the date of the proposal opening.

9. **AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
10. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
11. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
12. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
13. **BRANDS:** When a particular brand or brand and number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equivalent of the named item. If the Bidder fails to write in the brand and number of the item to be furnished, it is understood the bidder will furnish the item named by th

specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the District may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.

19. **INSPECTION OF ITEMS FURNISHED:** All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.
20. **INABILITY TO PERFORM:** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, w

24. BID PROTEST: Any bid protest by any Bidder must be submitted in writing to the District before 5:00 p.m. of the **third (3rd)** business day following deadline for submission of proposals.
- a. The protest must contain a complete statement of any and all bases for the protest.
 - b. The protest must refer to the specific portions of all documents that form the bases for the protest.
 - c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
 - d.

limited to a Letter of Intent/Letter of Agreement, in its sole discretion at any time, with or

John Bidwell Elementary	1730 - 65th Avenue	95822
John Cabrillo Elementary	1141 Seamas Avenue	95822
John D. Sloat Basic	7525 Candlewood Way	95822
John F. Kennedy High	6715 Gloria Drive	95831
John H. Still K8	2200 John Still Drive	95832
John Morse Therapeutic Ctr	1901 - 60th Avenue	95822
Kit Carson Middle	5301 N Street	95819
Leataata Floyd Elementary	401 McClatchy Way	95818
Leonardo da Vinci K-8	4701 Joaquin Way	

Purchasing/Warehouse/Nutrition Svcs	3051 Redding Avenue	95820
Transportation	3101 Redding Avenue	95820
Enrollment Center (Serna)	5601 47th Avenue	95824
Capital City Child Development Center	7220 24th Street	95822
Charter Schools		
Language Academy (formerly Marian Anderson Elementary)	2850 49 th Street	95817
Yav Pem Suab Academy (formerly Lisbon Elementary)	7555 S. Land Park Drive	95831

Any other location within the Greater Sacramento area designated by the District.

Pursuant to the terms of

NONCOLLUSION AFFIDAVIT

**Request for Proposal (2014-03)
Sacramento City Unified School District
Telecommunications Service (Web Hosting)**

State of California)
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County of)

E-rate Service Provider Contact Information

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Vendor must provide the following information

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and Sacramento City Unified School District:

Name: _____

Title: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____