

**To be published
November 6 & 10
NOTICE TO BIDDERS**

The Grand Prairie Independent School District will receive sealed documents for qualifications until:

1:30 PM – DECEMBER 01, 2008

at which time all responses will be publicly opened

FOR:

OUTSOURCING OF WEB ADMINISTRATION

Detailed specifications will be available Monday 10th November 2008

at

http://www.gpsid.org/departments/business/purchasing/current_bids.html

or

2602 South Belt Line Road, Grand Prairie, TX 75052

The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

and

PLAINLY MARKED:

RFQ NO. 09-12

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. If you cannot bid at this time and desire to remain on the bid list, please submit a **NO BID** on the bid form and return.

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR SEALED BID OR PROPOSALS

1.0.0 GENERAL CONDITIONS

1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract, and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

1.2.0 WITHDRAWAL OF BIDS - Any bid or proposal may be withdrawn by the contractor prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the bidder.

1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included in the bid.

1.4.0 CONTRACTORS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so will result in their being deleted from our contractor list.

1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities, to be the sole and independent judge of quality and suitability of any products offered, and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.

1.6.0 GPISD will enter into contractual relationships only with those contractors who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority contractors are encouraged to compete in providing goods and services to the District. GPISD does not operate under a set-aside program.

2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured equipment.

2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

3.0.0 EVALUATION OF BIDS/PROPOSALS, in accordance with Article 2368a.3, Section 5, Reviews of bids/proposals are subject to the evaluation of the user department and subsequent recommendation. The following AWARD CRITERIA will be used.

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the District shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the District, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one contractor for each item/group/service or to award on contract for the entire bid. All contractors will receive a statement of bid award. Contractors desiring a copy of the bid summary may request such by enclosing a self-addressed stamped envelope to the Purchasing Office.

4.0.0 CONTRACTS

4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department or the User Department after awards have been made.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 The District's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for the Buyer will return goods to the Seller. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

5.0.0 DISCLOSURES

- Non-Collusion - By signing this statement, the person or entity responding to this invitation, affirms that, to the best of his/her knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid. Neither has the proposer offered to give, nor intends to give at any time

hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted. The person or entity responding to this invitation any and all relationships that might be a conflict of interest and include such information with the proposal.

- **Felony Conviction** - The person or entity responding to this invitation must give notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony
- **Conflict of Interest** - The person or entity responding to this invitation shall note any and all relationships that might be a conflict of interest and include such information with the proposal. A list of current board members and the superintendent may be reviewed at <http://www.gpisd.org/trustees/index.html> and <http://www.gpisd.org/departments/admin/index.html>

6.0.0 **CONDUCT WHILE ON DISTRICT PREMISES** - All personnel that conduct work of any nature on District premises, including but not limited to successful contractor(s), sub-contractors, service technicians, etc. will be required to comply with the same standards applicable to the employees of the GPISD as referenced in the Auxiliary Services Handbook.

<http://www.gpisd.org/departments/business/maintenance/documents/08-09AuxEmployeesHandbook.pdf>

7.0.0 **STATEMENT OF QUALIFICATIONS**, shown in specifications below.

8.0.0 **SECURITY** – Not Required with this request

9.0.0 **INSURANCE** shall be provided by the successful offerer, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Contractor and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Contractor shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The contractor shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection.

9.1.0 Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Contractor shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

9.2.0 **Self-Insurance:** A contractor who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Contractor certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Bid Invitation.

9.3.0 The Certificate of Insurance must be presented prior to start of service. The policy must reflect Grand Prairie I.S.D. as “additional insured” or “co-insured”. The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance. The District requires ten (10) days WRITTEN NOTICE prior to cancellation of ANY INSURANCE.

PROCEDURES FOR SUBMITTING PROPOSALS

Responses to the Request for Qualifications should be addressed to:

Purchasing Office
Grand Prairie ISD
2602 S. Beltline Road
Grand Prairie, TX 75052
(972) 237-5592

Qualifications must be received no later than 1:30 PM, Monday, December 01, 2008. Qualifications received after the time and date specified above will not be considered and will be filed unopened.

Oral or telegraphic qualifications transmitted via the District’s facsimile machine are not acceptable. Qualifications must be submitted to the District in a sealed envelope.
DO NOT FAX YOUR QUALIFICATIONS!

Number of Copies of Qualifications - Submit three (3) copies of the qualifications.

ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the Request for Qualifications or about the operations of the District may contact:

Sam Buchmeyer, Director of Communications at sam.buchmeyer@gpisd.org

The District will only respond to questions submitted via email. The District will send addendum(s) to the RFQ to potential firms via email. Please send an email to sam.buchmeyer@gpisd.org containing firm contact name and email address no later than 12:00 noon CST Friday, November 14, 2008.

REQUEST FOR QUALIFICATIONS

OUTSOURCING OF WEB ADMINISTRATION

RFQ#09-12

All qualifications in response to this request must meet the following conditions to be considered:

- A. Qualifications must include a cover letter clearly stating the name of the firm and the name, address, and telephone number of the interested firm's representative;
- B. Qualifications must address each of the requirements as stated in this Request for Qualifications;
- C. The District reserves the right to reject any and all qualifications, and to negotiate portions thereof. Qualifications that address only part of the requirements contained in this Request for Qualifications will not be considered;
- D. The District reserves the right to select any proposal, considering the quoted estimated fee and other factors;
- E. The interested firm shall furnish such additional information that the District may reasonably require;
- F. The District will not be liable for any cost incurred in the preparation of qualifications; and
- G. The District may ask interested firms to send a representative for an oral interview prior to Board of Trustee approval of a proposal. The District will not be liable for the costs incurred by the interested firm in connection with such interview.
- H. The District and interested firms may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with interested firms who are deemed to be within the final competitive range; however, the GPISD reserves the right to award a contract without discussions/negotiations. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.
- I. Qualifications must be signed by an authorized individual to contractually bind their firm when submitting the Qualifications. Failure to sign the Qualifications will be considered as a "mistake in Qualifications", and the Qualifications will be rejected as "non-responsive".
- J. By submitting a proposal, the interested firm affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- K. Upon notification of potential selections for award, the person or entity submitting this proposal must complete disclosures as identified above.
- L. In the event that any one or more of the provisions contained in this Request for Qualifications (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Qualifications (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

MUST RETURN THIS PAGE

OFFERER'S CERTIFICATE

FIRM'S NAME

ADDRESS

CITY & STATE

ZIP CODE

EMAIL

TELEPHONE

FAX

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

REQUEST FOR QUALIFICATIONS

OUTSOURCING OF WEB ADMINISTRATION

RFQ#09-12

SCOPE: The Grand Prairie Independent School District, hereafter referred to as district, will consider a partner assisting in the execution and management of the district's overall Internet presence. This includes all district campuses, the district's main website, and any adjunct facilities that require a website.

Solution Expectations must be of a broad scope and reach that extends across many aspects of the district's public facing presence including:

- Branding and visual design for the various schools
- Implementation of a comprehensive and long-term Internet presence strategy
- Re-design, coding, and content assistance for all websites
- Training for school administrative staff to successfully update website content
- Ongoing technical support and supplemental content updates

District Profile - The districts' Internet footprint includes school websites (i.e. 25 elementary schools, seven middle schools, two ninth-grade centers, two high schools and two alternative education schools), the main district site, and a few adjunct websites. At the time of writing, the

Goals of the district redesign includes, but is not limited to:

- Improving and standardizing the visual branding of all schools
- Improving the visual appearance of each website
- Establishing suitable standards and practices for website content
- Satisfying section 508 accessibility requirements
- Conforming with W3C web coding standards
- Any other priorities the district establishes
- During the redesign process all aspects of the organizations branding will be examined and if necessary redesigned.

Deliverables must address four main areas - website redesign, training and support, and content updates.

- Website Redesign must provide standardized layout templates for elementary and junior high websites. These templates must
 - be customizable (colors, logos, fonts) for each school and serve to standardize the look across the district while providing some flexibility for individual expression.
 - creating three (3) template choices for use across all elementary schools
 - one template choice for junior high schools
 - high school websites and the district main website require a full custom design for optimal results

Each website design must have:

- Professional logo design in vector form (scalable to any size)
- This includes up to three discreet logo concepts
- Logo files in .eps, .ai, .jpg, and .tif formats
- Color choices
- Font choices
- Branding Style Guide document (PDF) including
- Examples of proper logo usage
- Rules regarding logo usage
- Color names, RGB and Hexadecimal values
- Branding work must also provide for use with business cards, stationary/letterhead, clothing, etc. These branding elements must plug in to each school's semi-custom (or fully custom for the High Schools) web design to create the website appearance (skin) and navigation elements (menus).

Once the website skin is created, system must complete these tasks to launch each new site:

- Website Instantiation
- Skin and menu application

- Basic pages and modules added
- Existing content transferred and edited
- New initial content added (requires interface with school staff)
- Content 508 accessibility validation
- Go live transition

Training must provide quality online, classroom, and on-site DotNetNuke and Microsoft .NET development training, and identify key persons in each school to train and task with that school's website administration and updates. Classroom training courses must be designed for four specific audiences:

- Portal Administrator - Operating a live DNN website on a daily basis. Covers user role structure, site organization, and content management techniques
- Skin Designer - Designs the visual appearance and navigation of the DNN portal. This person does not need to know how to program, but a solid knowledge of HTML and CSS is essential.
- Module Developer - Using Visual Studio, SQL Server, and the latest Microsoft Technologies to create custom DNN web applications.
- SOLUTION Implementation and Management Methodology

Implementation must encompass:

- Dedicated resources from both the provider and the district to ensure objectives are accomplished in a timely manner
- Focused project planning and management to complete simultaneous steps in minimum time
- Defined and documented client requirements
- Frequent and clear communications
- Progress monitoring and reporting
- Scope management
- Schedule control
- Risk management
- Identify deliverables, due dates and budgets to ensure quality, value and consistency

- Anticipate foreseeable change actions required for future state operations
- build, deliver and test the components of the approved solution(s)
- develop processes to support customization; transition district employees to the new content management design, assimilate and systems employees and test the technical and operations infrastructure

Transition

- work closely with the district to evaluate the current support model and the Internet activity to develop a seamless transition plan whereas existing site activity would remain stable.
- design help desk support against all activity
- lead introductory campaigns with current end users with active and pending sites
- track daily activity through tracking and monitoring tools.
- Ensure minimal disruption to service delivery in regard to:
- alignment with district priorities
- provide the guidelines, structure and discipline required to exceed service expectations
- establish activities, including:

Implementation Transition Checklist – district will review all activities and provide feedback

Operational Transition Checklist – district will review all activities transitioned from Implementation to Operations and assess current operational effectiveness

Solution Support

- provide ongoing support throughout the duration of the contract through a separate Service Level Agreement (SLA) document including but not limited to :
 - Up to 5 hours of phone support per week
 - Immediate, priority support in the event of an outage
 - Application of updates to the DotNetNuke CMS framework
 - Application of updates to modules deployed with the framework

Solution Investment – The district expects this contract term to be three years, with an additional extension option of two years. Delivery of site redesigns should approximate the rate of five (5) websites per month with an intended goal of having all sites ready by August 2009.

3 Year Solution Investment – Estimated Pricing (Contingent on Due Diligence) should reflect cost for:

- Monthly Management Fee
- Per Site Fees
- Major Sites (Initial Design)
- Main Site (www.gpisd.org)
- Intranet portal
- Grand Prairie High School
- South Grand Prairie High School
- Dubiski Career High School
- Secondary Sites (Initial Design)
- 25 Elementary Schools
- 7 Middle Schools
- 2 Ninth Grade Centers
- Crosswinds High School
- Lamar AEP

COMPANY NAME:

Pricing Component	Site Price	Quantity	Est. Price	Total
Monthly Management Fee				
Per Site Fees				
Major Sites (Initial Design)				
Main Site (www.gpisd.org)				
Intranet portal				
Grand Prairie High School				
South Grand Prairie High School				
Dubiski Career High School				
Secondary Sites (Initial Design)				
Elementary Schools				
Middle Schools				
Ninth Grade Centers				
Crosswinds High School				
Lamar AEP				
ESTIMATED TOTAL CONTRACT COST:			\$	

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

Note: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME

NAME OF AUTHORIZED INDIVIDUAL (printed or typed)
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AUTHORIZED SIGNATURE	DATE
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POSITION WITH COMPANY

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME:

Check the appropriate box and sign the form.

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: _____

- My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: _____

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s):

AUTHORIZED SIGNATURE: _____