

REQUEST FOR PROPOSAL

Webbased Student Email with Student Safe Features

Laurens County School District 56 (hereinafter referred to as the "School District"), is requesting proposals from vendors to provide Web-Based Student Email Service with student safe features for our school district. The purpose for seeking these services is to improve educational services, to provide increased safety to our students, improve parent/school communications, and assist the students in meeting national technology standards.

The selected vendor will be offered a one-year contract with an option to extend the contract on a year-by-year basis for a total of 5 years. The district is seeking USAC Erate funds for these services and the vendor must agree to meet this program's requirements.

This solicitation does not commit the school district to award a contract, to pay any costs incurred in preparation of a proposal, nor to procure any services that may be offered.

RFP Type:

Web-based Student Email Service with features to help provide safety of students using email

RFP Number:

LCSD56-10SEM

RFP Public Opening Date, Time, and Place

January 10, 2012, 3:00 pm

District Office

Laurens County School District 56

211 North Broad Street

Suite B

Clinton SC 29325

**Submit Proposals (4 copies) To:
PROPOSALS DUE BY 2:00 PM on 1/11/10
Courier or Hand Delivery:**

Lance Taylor, Director of Technology
District Office
Laurens County School District 56
211 North Broad Street
Suite B
Clinton SC 29325

**Submit Proposals (4 copies) To:
USPS Mail:**

Lance Taylor, Director of Technology
District Office
Laurens County School District 56
211 North Broad Street
Suite B
Clinton SC 29325

Request for Information:

All requests must be submitted in writing to Lance Taylor at least 5 business days prior to bid opening.

Contact Persons:

Lance Taylor, Director of Technology
Phone: (864) 938-2052
E-Mail lltaylor@laurens56.k12.sc.us
RFP # LCSD56-10SEM Web-based Student Email Service

INSTRUCTIONS TO OFFEROR

The deadline for submission is 2:00 P. M., Friday, January 6, 2012, and should be mailed or delivered to:

Laurens County School District 56
ATTN: Lance Taylor
ERATE RFP LCSD56-10SEM
District Office
Laurens County School District 56
211 North Broad Street
Suite B
Clinton SC 29325

Offeror MUST indicate on the outside of the envelope "Proposal for Web-based Student Email Services RFP # LCSD56-10SEM ". The sealed proposals will be opened promptly at 3:00 P. M. in the Technology office. Any proposals received later than the specified time will not be considered, and will be returned unopened to the offeror regardless of when it was mailed. No consideration of the award will be made at the opening, only the names of respondents will be announced.

Evaluation and award will be made prior to January 16, 2012. The school district reserves the right to reject any and all proposals or to cancel this request in its entirety. All proposals will be treated as public information unless it is specifically requested that portions of the proposal be treated as Trade Secrets under the Freedom of Information Act. These must be clearly marked as such. Any questions relating to this proposal must be submitted in writing to Lance Taylor at the above address 5 business days prior to the close of the RFP. Email any questions to ltaylor@laurens56.k12.sc.us. If a response is issued, both the question and answer will be posted to the district's web site at

<http://www.laurens56.k12.sc.us>

(From the HOME PAGE, click on the Departments link, then click on Technology, and select ERATE RFPs from the Left Navigation).

The terms of the contract will be effective for July 1, 2012 – June 30, 2013, with an option to renew annually for four additional years at the school district's determination. The District reserves the right to enter into a multi-year contract in the first year. The contract may be cancelled at any time by the district with a 30-day written notice of cancellation in the event that services prove to be unsatisfactory or funds are not available to the district.

In the case of duplicate, similar, or equal proposals, the decision of the district will be considered final. Evaluation considerations will include a selection committee's perception of the following:

1. Price (Primary consideration, 25%)
2. Safety features of the email system (15%)
3. Look and feel of the product (15%)
4. Integration with existing systems (15%)
5. Ease of teachers controlling and using the system (15%)
6. Technical support and reliability (15%)

RFP OBJECTIVES

The district's overall objective is to select a provider that can provide a dependable and high quality student email service with features designed to provide safety for students at the best price and feature level as indicated in the selection criteria.

REQUIREMENTS AND RESTRICTIONS

The district plans to provide email accounts to all students in grades 3 – 12. So far this year, the district is averaging approximately 6345 students in these grades attending 6 schools. The district uses the Pearson Power School administration system and uses Schoolwires web hosting, but does not currently allow students to log-in. Students currently have accounts in Novell eDirectory and LDAP; however, we are in process of migrating to and Active Directory authentication structure with support for Open Directory.

1. Describe the price and any optional components.
2. Describe computer platform compatibility (Mac OS X, Windows, etc.)
3. Describe browser compatibility (works with Firefox, Safari, IE, etc.)
4. Describe the features of web interface for students.
5. Explain the account storage space per user.
6. Describe the features of the web interface for teachers/administrators. Include the features as they relate to restrictions that can be placed on the accounts.
7. Describe features designed in support of student safety.
8. Describe the proposed technical support system. Include the Average response time. How do teachers communicate if they do not have phones in their classroom?
9. Explain how the system can integrate into district systems to automatically manage student accounts.
10. Discuss any additional features of the system such as language translation, auditory feedback, reporting tools and searching capabilities, etc.
11. Describe the hosting system, redundancy, backups, disaster recovery, and Internet connectivity bandwidth of the system hosting the service. What has been the uptime percentage of the system over the last year?
12. Describe how the price is adjusted if the student count goes up or down during the year.
13. List five references, if possible including public school districts who have used your services for two years or more, districts in North Carolina and/or the Southeast.
14. Describe any training included in proposal and additional options for training.

Requirements:

A. The vendor must submit the e-rate SPIN number with proposal, agree to work within the requirements of the e-rate program, and process all required paperwork on a timely basis.

B. District reserves the right to negotiate changes with the selected vendor and to waive any specifications or requirements to the district's benefit. The district plans to and may upgrade services and/or modify/add/delete the number accounts and/or features as needs change either during the year or at the beginning of each year renewal.

C. Vendors are encouraged to provide a sample email account for "look and feel" evaluation. Selected vendors may be asked to provide a demonstration (in person or webinar) to demonstrate their product. Vendors may be contacted with questions.

D. The attached Information sheet and price summary must be included with prices filled in for location totals, estimated monthly fees and taxes, and grand total.

Failure to submit this information as requested may disqualify vendor's proposal.

VENDOR INFORMATION SHEET

Company name: _____ E-rate SPIN No.: _____

Proposal Cover Sheet

Contact Information:

Name: _____ Phone: _____

Address: _____

Email Address: _____

Cost for 2500 student email accounts:

Describe and give cost for training (not e-ratable)

List options and their costs:

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Web-based Student Email Service

Laurens County School District 56