

E-RATE YEAR 13 (2010/2011) RFP

Webhosting

Winters Joint Unified School District

December 3, 2009

Winters Joint Unified School District is seeking proposals for the upcoming Year 13 round of E-Rate. The District is soliciting proposals for web hosting for all 6 school sites and teacher sites.

Service Provider Criteria and Contract Requirements

WJUSD wishes to take advantage of E-Rate funding discounts.

The successful bidder(s) will be responsible for participating in the Federal E-Rate program.

In addition, the District may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using District funds for these purchases.

Prices must be held firm for the duration of the E-Rate Year 13 fiscal year ending June 30, 2011, or until the end of resulting contract. Proposals must clearly identify costs associated in items/services that are not eligible for E-Rate discount.

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2010.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The vendor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted
- ***The vendor is responsible for providing an FCC Registration Number (FRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.***
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.

- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.

All Service Providers will be responsible for procuring the discounted amount from the SLD. Applicant will not provide the form 472 (Bear form reimbursement process).

The District reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.

Proposals must be received by our office no later than Wednesday, January 6, 2010

All proposals are to contain costs for taxes and shipping as separate items.

Proposals must be submitted in writing to:

Winters Joint Unified School District
Attn: Mary Kay Callaway
909 W. Grant Ave
Winters CA 95694

Late proposals will not be accepted.

All requests for information (RFI) should be made in writing via e-mail to Joseph Cook at Joseph.Cook@ycoe.org. Be aware that all parties will be copied on the questions and responses.

Proposal Evaluation

It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation considerations are price, industry experience, and qualifications.

SCOPE OF WORK

The District wishes to select a vendor who will provide web hosting for all District schools and all teachers.

Specifications:

- CONTENT MANAGEMENT SYSTEM WITH DRAG-AND-DROP TOOLS, WYSIWYG PAGE DESIGN, AND PREBUILT TEMPLATES
- INTEGRATED SCHOOL/DISTRICT CALENDARS AND NEWS EVENTS
- PORTAL SITES FOR STAFF, TEACHERS, STUDENTS, AND PARENTS
- ONLINE STORAGE FOR STUDENT FILES
- HOMEWORK ASSIGNMENT DROP BOXES
- IMAGE MANAGEMENT
- SECURITY RIGHTS MANAGEMENT SYSTEM
- CREATE ONLINE FORMS
- SECURE AND STABLE HOSTING INFRASTRUCTURE
- INTEGRATION WITH SIS
- SECTION 508 COMPLIANT
- TECHNICAL SUPPORT AND AVAILABLE TRAINING

Current district enrollment

Preschool	47 students
Waggoner Elementary (K-3rd)	459 students
Shirley Rominger (4 th & 5th)	241 students
Winters Middle (6th-8th)	371 students
Winters High School (9 th -12 th)	555 students
<u>Wolfskill Continuation (9th-12th)</u>	<u>50 students</u>
TOTAL	1,723 STUDENTS