

Clarke County, Virginia



REQUEST FOR PROPOSAL

STUDENT INFORMATION MANAGEMENT SYSTEM

ACCEPTANCE DATE: 3:00 p.m., Tuesday, April 10, 2007

RFP NUMBER: #07-0410

ACCEPTANCE PLACE: Clarke County Purchasing Department
129 Ramsburg Lane
Berryville, Virginia 22611

Visit our webpage, clarke.k12.va.us to obtain an electronic version of this proposal. To request information related to this Proposal contact:

Mrs. Patricia Wiley
Buyer
Phone: (540) 955-5148
FAX: (540) 955-0456

Issue Date: March 14, 2007

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT PURCHASING AS SOON AS POSSIBLE.

STUDENT INFORMATION MANAGEMENT SYSTEM

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Proposal Form, Exhibits, Costing Data Sheets, and other Miscellaneous Forms to be executed by Offeror

1.0 PURPOSE

Clarke County Public Schools (hereinafter referred to as “CCPS” or the “District”) is conducting the Request for Proposal (RFP) process to determine the most responsive proposal for the turnkey procurement of a scalable, user-friendly, Student Interoperability Framework (SIF) certified student information system (SIS) software package. CCPS plans to implement the system at the District during the 2006- 2007 school year, with full implementation scheduled for the start of the 2007-2008 school year (September, 2007).

By 'turnkey', CCPS means that the successful responder will, as a minimum, identify hardware and network requirements for CCPS, provide and install all required software (including applications, database and web servers, etc.), convert existing CCPS data files and structures into the new system, and provide onsite program management and support during the implementation period.

This document provides general information, requirements, and instructions needed for participating in the process of selecting and implementing a student information system. Information provided in this section includes general information about the District's current student information system, a District profile, and evaluation guidelines.

The intent of this Request for Proposal and resulting contract is to obtain price proposals from vendors specializing in providing system software and related expertise in the implementation, training and support of comprehensive computer systems for public school districts. Proposals are requested from those experienced vendors (Offerors) who have had commercially available computer systems in the web based student management market for at least three years. The successful vendor will have an active user group of clients with structured meetings and a formalized relationship with the vendor. The vendor will support a large user base with clients of similar size and nature to Clarke County (projected student population of 2,350 by 2008) and will support the following software application types:

- CENTRALIZED database and REPORTING system
- Web-Based application INTERFACING to Windows 2003
- SIF Certification to include the existence or development of the required agent to exchange data with the VIRGINIA Department EIMS. (Development and testing prior to final implementation)
- Software functionality as described in **Exhibits A – W**
- Virginia State Reporting application

Proposals that do not meet these minimum requirements will not be considered for evaluation.

- All proposals will be evaluated using the factors and techniques described in this Request for Proposal.
- All proposals will be prepared in accordance with the instructions as described in **Section 6.0**.

2.0 COMPETITION INTENDED

It is the District's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. **Such notification will be received by the Director of Joint Administrative Services not later than fifteen (15) days prior to the date set for acceptance of proposals.**

3.0 BACKGROUND INFORMATION

Clarke County Public Schools is a K-12 education system serving 2,300 students in 5 schools. Our School District boundaries encompass 176 square miles. Our vision is to create a legacy of excellence, with the ultimate goal of all children learning at high levels of expectations. More than 300 employees work daily to bring this vision into reality for our learners. Our learners enjoy an average class size of 13.91. Our school system is governed by a five-member elected School Board. All Clarke County schools are fully accredited by the Virginia Department of Education. We offer a variety of supplemental programs including gifted education, special education, and after-school enrichment. For more information, visit our website at clarke.k12.va.us.

3.1 Current SIS System

The Clarke County Public Schools have been using Pearson's SASIxp (Schools Administrative Student Information) software since the 1997-98 school year. The system is a distributed database with individual SASIxp applications installed at each school. Nightly uploads from individual schools populate the District database that includes consolidated data files for reporting purposes. SASIxp has served the District's expectations and needs in previous years. However, SASIxp does not have the functionality and flexibility to meet the 21st century initiatives set forth by our School Board, including, but not limited to:

- Intuitive, web-based graphic user interface;
- Standards Based Grade book at all grade levels;
- Real time, period-by-period attendance reporting and tracking;
- Parent and teacher portal secure access to real-time/near real-time student data via the World Wide Web;

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Since the original purchase of SASIxp, modifications have been made to the application to allow interactive maintenance of vocational, special education, Head Start, grade calculation and reporting, course request and scheduling data, and tracking verified credits. Unfortunately, these modifications have not been sufficient for meeting the high reporting demands currently expected by federal and state governments and parents.

3.2 New SIS Objectives

The Clarke County School Board has set forth 21st century goals for our students to achieve:

1. Prepare all students to succeed as members of a global community and in a global community
2. Eliminate the Achievement Gap
3. Recruit, retain, and develop a diverse cadre of the highest quality teaching personnel, staff, and administrators.
4. Achieve recognition as a world-class educational system
5. Establish efficient systems for development, allocation, and alignment of resources to support the District's vision, mission, and goals.

CCPS has identified the following as expectations for a new SIS:

- Web Based (not web enabled)
- SIF Certification and Vertical Integration agent with Virginia Department of Education's Electronic Information Management System (EIMS)
- Parent and Teacher Portals based on Security Privileges
- Comprehensive Attendance, Grading, and Scheduling capabilities
- Teacher Classroom Management
- Longitudinal Data with Multiple Year Analysis Functionality
- Virginia Department of Education Student Record Collection (SRC) ASCII file calculations and extraction

3.3 Personnel Structure

The systems development and support activities for the District are organized in a team allocation concept with defined work units providing support to defined users. CCPS is staffed with a Director of Instructional Technology and Database Specialist who are responsible for the oversight of the SIS in establishing standards, protocols, workflow procedures, and for custom application development to interface with the SIS. It is their responsibility to provide school base support for reports, analysis, and end user training. Each school is assigned as the designated SIS contact for their school providing SIS support to school staff and is responsible for the daily integrity of the SIS.

3.4 Future Plans

This RFP addresses the District's current need for a new student information system. Future plans include the implementation of mobile software for on demand reporting,

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SIF agents for horizontal integration across external applications, student assessment integration, curriculum management, and integration of SIS data with a variety of student assessment data for use in a data warehouse.

3.5 School Enrollment and Staffing

School Name	Level	2006-2007 Enrollment
Berryville Primary School	PK - 2	252
Boyce	K - 5	360
D.G. Cooley	K - 5	358
Johnson - Williams	6 - 8	514
Clarke County	9 - 12	762
Total Enrollment		2,246

Division Staff	Total
Administrative/Division Offices	15
School Based	227
Support	94
Total Staffing	336

3.6 COMPUTER NETWORK

Internet

The District currently has a single, firewalled, DS3 (45Mbps) connection to the Internet. Traffic to the Internet is filtered using Websense Enterprise filtering server.

Wide Area Network

Each Clarke County school, as well as the central office, is interconnected via one-hundred megabit (100Mb) Ethernet to the division's Wide Area Network (WAN). The division's central data center, however, is connected to the WAN with gigabit (1Gb) Ethernet. The wide area network carries both instructional and administrative traffic across a fiber-optic backbone.

Local Area Network/School Infrastructure

All schools and departments are equipped with a 100Mb, switched Ethernet local area network as well as wireless access. Windows PC clients are in the schools. A file server running SASIxp is physically located in each school. The division's school data is accessed across the WAN from a single file server located in BPS Frontend Room. For student enrollment and reporting purposes, the SASI databases are consolidated nightly on a central server using the District Integration module within SASIxp.

Directory Service

The District uses Microsoft's Active Directory service.

3.7 Applications Used in Clarke County

<i>Product</i>	<i>Company</i>	<i>Function</i>	<i>Internally Hosted or ASP</i>
SIFWorks Enterprise ZIS	Edustructures	SIF/Zone Integration Server	Internally Hosted
SmartR	Trapese Software	Bus Routing Software	Internally Hosted
Follette	Follette Software	Library Management System	Internally Hosted
Blackboard Learning System	Blackboard, Inc.	Instructional Courseware Server	Internally Hosted

4.0 SCOPE OF SERVICES

4.1 General Requirements

All proposals will be made on the basis of meeting the requirements contained herein including the phased-in approach to acquisition, installation, and support. The goal of the District is to acquire a standardized student information management system a large user base, requiring no customized work to provide the functionality that is required. The intent of the District is to award this contract to a vendor that can demonstrate financial stability, provide a high level of support through the issuance of application updates, new features, program fixes, provide a high level of ongoing training and support activities, and have the ability to calculate and extract data required for Virginia state reports. Therefore, the desired proposed system would have great flexibility to allow the District to obtain maximum utility from the standard application design. Any additional material or equipment necessary for proper implementation and operation of the system that has not been specified or has not been described in this document will be called to the District's attention prior to submitting a proposal.

The offeror will provide support to all applications that are specified and defined by the proposal.

The CCPS system requires that all offerors propose an implementation plan that will meet the requirements for data conversion and system implementation as specified in the timeline depicted in **Exhibit E**.

In addition, all offerors will be able to support the minimum requirements as specified in Section 1.0.

4.2 Hardware Requirements

The District requires a computer system that can support the centralized, real-time processing of student records.

The offeror will describe:

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- How the system hardware/software protects against loss of data, including system, data, application, and print files, during unexpected system failures.
- System recovery packages and recovery times.
- The level of software support available and response time (i.e. 24/7 dial-up, online, etc.).
- How system updates are distributed and implemented
- Specifications for the hardware to operate the system of the size and complexity of CCPS

4.3 Application Software Requirements

CCPS desires a comprehensive solution in a centralized, real-time database environment utilizing a host computer(s) and providing on-line and dial-up assistance. Microsoft Office Suite, including Word, EXCEL, Access, and PowerPoint, is the standard data processing software utilized by CCPS.

4.4 Student Information Management System Requirements

The desired system modules are indicated below and detailed in the exhibits indicated with each module type. All proposals will be made on the basis of:

- 1) meeting or exceeding requirements;
- 2) plans to meet or exceed requirements and when; or
- 3) could meet requirements with customization (provide associated cost)

Proposals that meet the desired and optional features will rank higher in the analysis.

The application modules listed below are all to be considered as minimal components of the proposed system:

<u>Information Required</u>	<u>Exhibit</u>
General Information	
Open-Ended Survey	A
General Requirements	B
SIS Specific Information	
Demographics	C
Programs	D
Attendance	E
Grade Books	F
Grades	G
Courses	H
Scheduling	I
Discipline	J
Student Tracking	K
Mobility	L
Testing and Portfolios	M

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Medical	N
LEP Information	O
Transportation	P
Usability Information	
SIF Requirements	Q
Interface	R
Parent Portal	S
Support and Training	T
State Specific Information	
State Requirements	U
Reports	V
Other Information	
Miscellaneous	W

4.4 Computer Interface Capabilities

The District's mapping and geographic information system (GIS - SMARTr) is capable of producing text files for importing and exporting selected data to applications. Offerors will allow for the possible importing and exporting of such files to the student information system. The street and road networks, census data and other data elements as yet undefined that are stored in the GIS system may be integrated into the student information system database. Offerors will provide and describe a solution that allows the import and export of this data. Offerors will also describe any interface configuration including hardware and software requirements.

4.5 Delivery Schedules

Delivery of the total initial system will be phased in over several months, with initial installation of Phase 1 in May 2007. Phase 2 software installation time frame shall be synchronized to the proposed implementation timeline. Tentative suggested implementation schedule is listed for your review:

Phase 1 of the proposed system to deliver and support in Spring 2007:

- Software Implementation for Central Office
- Administration Training
- Customization

Phase 2 of the proposed system to deliver and support in Summer 2007:

- Software Implementation for all Schools
- Staff Database Administrator Training
- Conversion of all 2007-08 student data

Phase 3 of the proposed system to deliver and support in August 2007:

- Continued DBA Support Training – Train the Trainer Model

4.6 Installation Support

A detailed plan will be submitted outlining the tasks and associated timelines to accomplish the three phases described in 4.5 Delivery Schedules above. Offerors will propose alternative solutions to the phased-in approach that may better accomplish the task. In addition, on-site project management support will be provided for District staff in the implementation and installation of the SIS to include hardware and operating system.

4.7 Datafile Conversion Requirements

CCPS desires total on-site assistance during the conversion phase of the existing data files. This conversion will be priced separately for evaluation purposes. Initially the intent is to convert only the 2007-08 school year data into the new SIS. Pricing will also include the cost for the conversion of previous year's data.

4.8 Staffing and Training Requirements

Proposals will include a recommendation for a training program to be offered during all phases of the implementation of the SIS. At a minimum, the training offered will include:

- System management training for hardware, software, telecommunications, and network
- Database Analyst training for SIS customization and/or database interface
- End user training for ALL staff utilizing the system (This is to be submitted as a "Train-the Trainer" format).
- Availability of self-paced distance-learning courses will be identified

Offerors will provide:

- Course listing and schedule
- Training outline (including the level of skill required of personnel to be trained)
- Description of training location and facilities required by the District
- Description of training materials and end user documentation
- Availability of on-site training

Proposals will include and describe training requirements to support the proposed solution. This includes user manuals, program documentation, operations manuals, and any modifications to the system necessary to meet CCPS system requirements. The amount of post-implementation support that may be required will be identified.

5.0 EVALUATION OF PROPOSALS: SELECTION FACTORS

The General Contract Terms and Conditions set forth certain criteria which will be used in the receipt of proposals and selection of the successful Offeror.

The RFP Committee will perform an internal evaluation process based on Offeror responses to this RFP. Offerors that offer a product and related services that are most responsive to District’s requirements will be identified as finalists and will be required to perform a demonstration of their student information system. In addition, examination of trial versions of the offered software, other school District references, and potential District visits to installed sites may be required.

Identification of finalists will be based on the following criteria:

1	Ability to meet or exceed all requirements as specifically defined in Exhibits A – W	45
2	Adequacy of availability of professional level staffing	05
3	Credentials, References and related experience	05
4	SIF agents for horizontal integration with District’s external applications	10
5	State Reporting Interface	25
6	Total cost of software/hardware solution over five years	10
Total Possible:		100

Demonstrations will include the participation of District users and will require the Offeror to perform a series of pre-determined tasks. A list of the pre-determined tasks will be provided to all finalists. Presentations and site visits will be scheduled during the month of April 2007.

The finalist demonstrations will be evaluated using, but not limited to, the following criteria:

1. Verification of overall functionality
2. Usability
3. School Board Office reporting component
4. Reporting tools and query component
5. Ability to aggregate selected data for the entire District
6. Security
7. SIF Interface with Virginia Department of Education
8. State Reporting procedures, calculations, and reports
9. Ability to customize the product at the building and District levels

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10. On-line help and documentation and phone support

When demonstrations have been completed, District representatives may visit installed sites and/or the Offeror's facility in order to investigate the Offeror's experience, capabilities, and resources for supporting the product.

The District may ask finalist to submit a **Best and Final Offer** for the procurement of all necessary student information systems products and related services. Offerors are encouraged to offer their best price and terms with their initial proposal.

Negotiations with the finalists will include, but not be limited to: maintenance, training, future price protection, and contract terms and conditions.

Proposals that meet the minimum requirements will be evaluated further, and points will be awarded on the basis of the criteria listed below.

Offerors will include with their proposal, statements in Exhibit A and on the following:

PROPOSAL EVALUATION

Phase I: Mandatory Criteria

RFP NUMBER: _____ #xxxxxxx _____

PROJECT DESCRIPTION: Turnkey Procurement of a New Student Information Management System

COMPANY: _____

RFP Phase I Evaluation Committee:

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Mandatory Criterion	Criterion Met	Criterion Not Met
	(check one)	
Centralized database and reporting system		
Web-Based application INTERFACING to Windows and MAC personal computers		
SIF Certification to include the existence or development of the required agent to exchange data with the VA Dept EIMS *.		
Demonstrated Virginia State Reporting application *		

* Development and testing prior to final implementation may be acceptable if development plan is perceived to be achievable and sufficiently low-risk within project schedule by review committee.

Committee Comments: _____

Committee Finding (Check one):

- Proposal _____ Meets Minimum Requirements for Phase II Evaluation
- _____ Is Evaluated as Non-Responsive to Mandatory RFP Requirements

PROPOSAL EVALUATION

Phase II: Functional Criteria

RFP NUMBER: _____ #xxxxxxx

PROJECT DESCRIPTION: Turnkey Procurement of a New Student Information Management System

COMPANY: _____

RFP Evaluation Committee:

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Name: _____ Department: _____

Committee Total Score (100 Points Maximum): _____

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Item I: Committee's Perception of Proposed Solution's Ability to meet or exceed all requirements as specifically defined in Exhibits A – W (45 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Quality of Software Solution			
Quality of Student Information Software			
Quality of Grade Reporting Software			
Quality of developer and end-user interfaces			
Quality of Student Transcripts/GPA Software			
Quality of Student Attendance Recording/Reporting Software			
Quality of Student Scheduling Software			
Quality of Discipline Software			
Quality of Special Education Software			
Quality of Vocational Education Software			
Quality of Title I Tracking Software			
Quality and Availability of scripts and routines to identify data errors, and to ensure continued high degree of data quality			
Quality of Report Writing Features to extract data to files and/or hard copy reports			
Quantity/quality of available application software modules/packages for additional student and school administration needs			
Availability and quality of programming and development tools available for in-house support of the application			

Item I: Committee's Perception of Proposed Solution's Ability to meet or exceed all requirements as specifically defined in Exhibits A – W (45 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Quality of the software documentation, including development and end-user materials, as well as detailed data description dictionaries			
Ease of upgrade			
Availability and quality of support levels of the operating system (24/7 on-line support, dial-up support, etc.)			
Availability and Quality of training materials			
Availability of tools required for quick response to changing/emerging requirements (user defined fields, report writer, interface development tools, etc.)			
Proven mechanism to incorporate local, quick response modifications into scheduled system updates.			

Committee Item I Score: (Maximum 45 Points): _____

Item II: Committee's Perception of Offeror's professional level staffing Adequacy and Availability (5 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Availability of a high level of application development support			
Delivery and availability of application program updates, fixes, enhancements and new modules			
Availability of data conversion tools and staff			
Quality and Completeness of Proposed Training Package (all staff levels, all staff functions including programming, systems analysis and operations, data entry and analysis, etc.)			
Availability and Frequency of training offered			
Quality and detail of the proposed implementation plan			
Availability of sufficient credentialed staff to effect proposed implementation plan			

Committee Item II Score: (Maximum 5 Points): _____

Item III: Committee's Perception of Offeror's credentials and related experiences (5 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Quality of references for installed sites of similar size and feature configuration as SCPS			
Size of user base for proposed SIS (Nationally and in the Commonwealth of Virginia)			
Financial stability of the software vendor			
Compatibility of hardware (servers, connectivity, backup and other associated peripherals) required to implement proposed SIS with existing SCPS infrastructure and support system			
Perceived capability of the proposed onsite support to effect the system implementation on schedule			

Committee Item III Score: (Maximum 5 Points): _____

Item IV: Committee's Perception of Offeror's SIF Maturity and Readiness (10 points)

Note: Vertical Agent for VA Department of Education's EIMS Student Test Identifier (STI) is required

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Horizontal Agents for Integration of SIS with SCPS existing SIF Compliant external applications <ul style="list-style-type: none"> • Listing of existing, tested and operating agents; • Development Roadmap for ongoing agent development and upgrade; • Development Roadmap for maintaining SIF Certification to latest version; 			
Perceived Ease of Use			
Set-Up and on-going support plan			

Committee Item IV Score: (Maximum 10 Points): _____

Item V: Committee's Perception of Offeror's State Reporting Interface (25 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Testing program to verify accuracy of reports against results from existing system			
Report Generation procedures			
Calculations			
Short Notice and Emerging Report Change Responsiveness			
Perception of Vendor Process to incorporate locally developed, quick response report changes into regular SIS program updates			
Verification reports			
Offeror Technical support plan for Virginia State Reports			
State Report Interface Ease of Use			

Committee Item V Score: (Maximum 25 Points): _____

Item VI: Committee's Perception of Offeror's Solution Total cost of Ownership for software/hardware solution over five years (10 points)

Item Description	Review Committee Comments	Item Value (set by Review Committee)	Committee Item Score
Software Procurement Costs			
Hardware Procurement Costs			
Implementation Project Management and Support Costs			
Software Annual Costs (Licensing, Maintenance, Reports, Hosted Services, etc.)			
Hardware Annual Support Costs			
Other Costs (e.g., Required WAN Bandwidth upgrades, Added Support Staff, etc.)			

Committee Item VI Score: (Maximum 10 Points): _____

Evaluation Summary		
Committee Item	Possible Score	Actual Score
Committee Item I Score	Maximum 45 Points	
Committee Item II Score	Maximum 05 Points	
Committee Item III Score	Maximum 05 Points	
Committee Item IV Score	Maximum 10 Points	
Committee Item V Score	Maximum 25 Points	
Committee Item VI Score	Maximum 10 Points	
Total:	Maximum 100 Points	

6.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

6.1 Proposal Format

The proposal is to be clear, concise, and limited to one volume. Each offeror that submits a technical proposal will include a separate cost/price proposal for each phase and the out-years. Cost proposals will follow the general outline depicted in the format contained in this document. Proposals will be structured in the following manner (Section tabs are recommended).

- A. Company Profile
To include the number of years firm has owned, sold, and supported similar (school information systems) software, number of employees, key personnel to be assigned to this project, experience over past three years, etc.
- B. Hardware/Network/System Architectures
- C. Application Software
- D. SIF Certification and Agents
- E. State Reporting interface to Virginia Department of Education
- F. Software Customization
- G. Training
- H. Project Management
- I. Other

6.2 Copies of Materials

Each offeror will submit one (1) original and seven (7) copies of their proposal (including price proposal) to **Clarke County Purchasing Department** as indicated on the cover sheet of this Request for Proposal (RFP). The original proposal will be clearly marked. In addition, one (1) electronic copy of the proposal will be included.

1. Seven (7) complete sets of this document including all attachments and responses.
2. Detailed product descriptions
3. Seven (7) itemized lists of costs, including, but not limited to:

- the cost per student
 - total installation and implementation price
 - total discounted price
 - complete training costs
 - annual maintenance cost
4. Seven (7) copies of sample contracts.
 5. One (1) complete set of end-user documentation.
 6. One (1) complete set of technical administration and installation documentation.
 7. A trial or demonstration version of the offered software if available.

PURCHASING DEPARTMENT

6.3 **A Financial Statement of Operations for the most recently completed corporate fiscal year will be submitted with the Proposal.**

6.4 Submission of Proposals

Price proposals will be submitted on Request for Proposal pricing form only. Include other information as requested or required. Be sure proposal container is completely and properly identified. The face of the container will indicate the RFP number, time and date of acceptance, and the title of the RFP. Proposals will be received by the Clarke County Purchasing Department BEFORE the hour specified on the acceptance date. Proposals may either be mailed or hand delivered to:

Clarke County Purchasing Department
ATTN: Patricia Wiley
129 Ramsburg Lane
Berryville, Virginia 22611

6.5 Questions and Inquiries

Questions and inquiries, both verbal and written, will be accepted from any and all Offerors. Inquires pertaining to Request for Proposals will give RFP number, title and acceptance date. Material questions will be answered in writing and will be distributed to all Offerors who receive the RFP provided, however, that all questions are received at least fifteen (15) days in advance of the proposal acceptance date.

6.6 Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the offeror to ensure that he has received all addendums prior to submitting a proposal.

6.7 Firm Pricing for District Acceptance

Proposal pricing will be firm for District acceptance for 90 days from proposal receipt date. "Discount from list" proposals not acceptable unless requested.

6.8 Quotations to be F.O.B. Destination

QUOTE F.O.B. destination for all competitive sealed proposals. If otherwise, show exact cost to deliver. Quote unit price on quantity specified--extend and show total. In case of errors in extension, unit prices will govern. Proposals subject to unlimited price increases will not be considered.

6.9 Proprietary Information

It is the responsibility of each offeror to clearly mark any part of his proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Offerors will not mark sections of their proposal as PROPRIETARY OR CONFIDENTIAL if they are to be part of the award of the contract and are of a "Material" nature, (i.e., prices).

6.10 Authority to Bind Firm in Contract

Proposals WILL give full firm name and address of offeror. Failure to manually sign proposal may disqualify it. Person signing proposal will show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature will appear on proposal in the space provided in the lower right hand corner of the pricing page(s).

6.11 Preparation and Submission of Proposals

- a. All proposals, both technical and price, will be signed in ink by the individual or authorized principals of the firm.
- b. All attachments to the Request for Proposal requiring executing by the firm are to be returned with the proposals.
- c. Proposals are to be returned in a sealed container. The face of the container will indicate the RFP number, time and date of public acceptance, and the title of the proposal (i.e., RFP 07-0410, 3:00 p.m., April 10, 2007.)

- d. Proposals will be received by the CCPS Purchasing Department not later than 3:00 p.m., April 10, 2007. Requests for extensions of this time and date will not be granted. Firms mailing their proposals will allow for normal mail time to ensure receipt of their proposals by the CCPS Purchasing Department prior to the time and date fixed for acceptance of the proposals. Proposals or unsolicited amendments to proposals received by CCPS Purchasing Department after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.
- e. **Each firm will submit one original and seven (7) copies of their proposal (including price proposal) to the CCPS Purchasing Department** as indicated on the cover sheet of this Request for Proposal. The original proposal will be clearly marked. In addition, one (1) electronic copy of the proposal will be required.

6.12 Withdrawal of Proposals

- a. All proposals submitted will be valid for a minimum period of ninety (90) calendar days following the date established for acceptance.
- b. Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

6.13 District Furnished Support/Items

The level of support required from District personnel for the completion of each task shall be estimated by position and man days.

The offeror will indicate the necessary telephones, office space, and materials that the offeror requires.

The District may furnish the facilities if the District considers them reasonable, necessary, and available for the contractor to complete his task.

6.14 Subcontractors

Offerors will include a list of all subcontractors in their proposal. Proposals will also include a statement of the subcontractors' qualifications. The District reserves the right to reject the successful firm's selection of subcontractors.

6.15 References

All offerors will include, with their proposals as provided herein, a list of at least five (5) current references for whom comparable work has been performed. This list will include company name, person to contact, address, telephone number, etc. Failure to include references may be ample cause for rejection of proposal as non-responsive.

6.16 License Requirement

All firms doing business in Clarke County are required to be licensed in accordance with the District's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance.

Wholesale and retail merchants without a business location in Clarke County are exempt from this requirement. Questions concerning the BPOL Tax will be directed to the Director of Business, telephone (540) 955-6100. The BPOL license number will be indicated on the pricing page of this Request for Proposal.

6.17 Payment of Taxes

All offerors located or owning property in Clarke County will assure that all real and personal property taxes are paid prior to submitting a proposal.

The District will verify payment of all real and personal property taxes by the successful offeror prior to the award of any contract.

6.18 Exemption from Taxes

The District is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the County's tax exempt status will be furnished by Clarke County on request.

6.19 Late Proposals

LATE proposals will be returned to offeror UNOPENED, if RFP number, acceptance date and offeror's return address is shown on the container.

6.20 Rights of District

The District reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the District.

6.21 Prohibition as Subcontractors

No offeror who is permitted to withdraw a proposal will, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

6.22 Deviations from Scope of Services

If there is any deviation from that prescribed in the scope of services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The District reserves the right to determine the responsiveness of any deviation.

6.23 Miscellaneous Requirements

- a. The District will not be responsible for any expenses incurred by a firm in preparing and submitting a proposal. All proposals will provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis will be on completeness and clarity of content.
- b. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. The District of Purchasing and Support Services will schedule the time and location for this presentation.
- c. The contents of the proposal submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful firm will be expected to sign a contract with the District.
- d. The District reserves the right to reject any and all proposals received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the District. Offerors whose proposals are not accepted will be notified in writing.

6.24 Protest

Offerors may refer to Sections 11-63 through 11-70 of the Code of Virginia to determine their remedies concerning this competitive process.

6.25 Debarment

By submitting a proposal, the Contractor is certifying that he is not currently debarred by the District. A copy of the District's debarment procedure in accordance with Section 11-46.1 of the Code of Virginia is available upon request.

6.26 Use of Contract by Virginia Public School Divisions

Request For Proposal
STUDENT INFORMATION MANAGEMENT SYSTEM
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This clause is intended to allow a successful vendor to offer the goods and services of the bid to all other Virginia public school divisions. The pricing, terms and conditions of the final contract are offered to the other Virginia public school divisions. The successful vendor may directly notify any Virginia public school division of the availability of the contract.

Offering to sell goods and services as a result of this solicitation to other Virginia public school divisions is voluntary on the bidder's part. A school division's participation in the contract is voluntary, also. Any Virginia public school division obligated to participate in the contract is indicated in the body of the solicitation and contract.

The participating Virginia school division(s) which awards the contract as a result of this solicitation is responsible for the award, etc. of its portion of the contract only.

Each Virginia public school division which purchases as a result of this offer will be responsible for placing orders directly with the successful vendor, arranging all deliveries, reconciling discrepancies and invoices, and issuing payments.

Failure to offer the terms and conditions of the contract to any Virginia public school division will neither disqualify a bidder nor adversely affect the award of the contract.

It is the awarded vendor's responsibility to notify Virginia public school divisions of the availability of the Contract(s).