



POUDRE SCHOOL DISTRICT R-1

REQUEST FOR PROPOSAL

WORK-BASED LEARNING and CAREER AWARENESS: MANAGEMENT SYSTEM

RFP #16-63G-001

PROPOSAL SCHEDULE

RFP Issue Date	January 21, 2016
Vendor Questions Due Date	January 26, 2016 @ 2 p.m. MST
Addendum Issue Date	January 28, 2016
RFP Opening Date	February 12, 2016 @ 2 p.m. MST
Potential Vendor Demonstrations	March 1-2, 2016
Anticipated Award Announcement	March 8, 2016
Planned Implementation	April 2016

TABLE OF CONTENTS

PURPOSE OF RFP

BACKGROUND

1.0 GENERAL CONDITIONS

2.0 SPECIFIC CONDITIONS

3.0 SCOPE OF WORK

4.0 REVIEW AND ASSESSMENT

5.0 REFERENCE EVALUATION

6.0 INSURANCE

7.0 PROPOSAL CERTIFICATION

8.0 MODEL FORMAT OF PROPOSAL

ATTACHMENT A: COST PROPOSAL

**REQUEST FOR PROPOSAL
WORK-BASED LEARNING and CAREER AWARENESS: MANAGEMENT SYSTEM
RFP #16-63G-001**

Poudre School District is requesting proposals from professional and qualified firms to provide a Work-Based Learning and Career Awareness: Management System to the District.

A copy of the Proposal and any associated addenda may be obtained as follows:

1. Download the Proposal from the Rocky Mountain E-Purchasing website.
<http://www.RockyMountainBidSystem.com>
2. Request a copy at the PSD Purchasing office.
1502 South Timberline Road, Fort Collins, CO

Questions regarding the proposal specifications must be emailed to Karen Wailly (**kwailly@psdschools.org**) by 2 p.m. MST on **January 26, 2016**. The questions and responses will be compiled and posted as an addendum to the Rocky Mountain E-Purchasing website to by January 28, 2016.

Proposal responses must be received by 2 p.m. MST (PSD clock) on **February 12, 2016**. Proposals (two written copies + 2 electronic copies submitted on USB Drives) shall be sealed in a single package, marked "16-63G-001" and mailed or delivered to:

Karen Wailly
Poudre School District
Purchasing & Materials Management
1502 South Timberline Road
Fort Collins, CO 80524

It is the sole responsibility of the Offeror to see that the proposals are received by the submission deadline. The Offeror shall bear all risks associated with delays in the U.S. mail or delivery service. Proposals will be opened at 2 p.m. MST on February 12, 2016 in the Poudre School District Purchasing and Materials Management Conference Room, 1502 S. Timberline Rd., Fort Collins, Colorado.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the school district of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the school district. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with Poudre School District R-1 is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal.

Poudre School District R-1 reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,
Karen Wailly

**REQUEST FOR PROPOSAL
WORK-BASED LEARNING and CAREER AWARENESS: MANAGEMENT SYSTEM
RFP #16-63G-001**

BACKGROUND

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. PSD's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of PSD families choose to send their children to their neighborhood school, the district does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. PSD has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 31 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 4 charter schools
- 1 online school

PSD is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

1.0 GENERAL CONDITIONS

- 1.1 Offeror must provide all requested information. Failure to do so may result in rejection of the proposal at the option of PSD.
- 1.2 Proposals must meet or exceed specifications contained in this document.
- 1.3 PSD is exempt from city, county, state and federal sales/excise taxes. Tax exempt certificates will be issued upon request.
- 1.4 Submission of a proposal is deemed as acceptance of all terms, conditions and specifications contained in PSD's solicitation package initially provided to the Offeror. Any proposed modification must be accepted in writing by PSD prior to award of the contract.
- 1.5 It shall be the sole responsibility of the Offeror to pay for any type of delivery service charge and to see that the PSD Purchasing and Materials Management Department receives the vendor proposal on time. The bid clock used shall be the PSD bid clock. PSD does not assume financial responsibility for late deliveries by the U.S. Postal System or any other delivery service.
- 1.6 Each Offeror (and its employees, representatives and subcontractors) agrees to abide by all applicable federal, state and local codes, laws, rules and regulations.
- 1.7 The awarded vendor shall furnish all supplies, which conform to all applicable safety codes and regulations.
- 1.8 Contact with PSD personnel regarding this RFP, other than inquiries to the specific Buyer identified in this document, may be grounds for elimination from the selection process.
- 1.9 All information submitted in response to this RFP is public record under the Colorado Open Records Act and will be available for inspection upon completion of contract negotiation and award. Proprietary information must be submitted in a separate envelope and clearly marked "Confidential."
- 1.10 Proposals must contain a manual signature of an authorized representative in the space provided on the Proposal Certification Form. Failure to properly sign the proposal shall invalidate same and it shall not be considered for award.
- 1.11 The accuracy of the RFP is the sole responsibility of the Offeror. No changes in the proposal shall be allowed after the submission deadline, except when the Offeror can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake.
- 1.12 For services requiring service provider's presence on PSD property and the project site, the service provider must provide proof of insurance that meets the insurance requirements stated in section 6.0 of this document.

- 1.13 The proposal awardee is not permitted to transfer any interest in the project whether by assignment or otherwise, without prior written consent of the PSD Purchasing and Materials Management Department.
- 1.14 Offeror must note in the RFP response any intent to use subcontractors. The subcontractor's name, address, phone number and three client references, along with the type of work to be performed must be included. Use of subcontractors may be considered as a factor in PSD's evaluation process. If the Offeror fails to notify PSD of its intent to use subcontractors in the proposal submittal, the proposal may be considered a void offer. Subcontractors will be allowed only by written permission of PSD.
- 1.15 PSD reserves the right to reject any and all proposals or any part thereof, to waive any formalities, and further, to award the proposal to the responsible Offeror as deemed in the best interest of PSD. There is no expressed or implied obligation for PSD to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- 1.16 This solicitation does not commit PSD to award a contract or to pay any costs incurred in the preparation of a proposal or to procure a contract for the services. PSD reserves the right to accept or reject any or all proposals received as a result of this request or to cancel in part or in its entirety this proposal if it is deemed to be in the best interest of the District. PSD reserves the right to accept any portion of the proposal or the entire proposal as deemed in the best interest of the District.
- 1.17 Responses to this RFP will be independently evaluated by an evaluation committee to be established for such purpose.
- 1.18 Only the names of the companies submitting proposals will be disclosed prior to the completion of contract negotiations.
- 1.19 Proposals submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to proposal submission, Offerors are encouraged to check the BidNet website and/or their emails received from PSD prior to finalizing responses to ensure additional requirements are incorporated into their submissions.
- 1.20 PSD reserves the right to negotiate further with one or more Offeror or to request additional information. Should PSD determine in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- 1.21 A submission of a proposal in response to this RFP is an offer to contract with PSD based upon the terms, conditions, scope of work and specifications contained in this RFP. A PSD purchase order, along with this RFP submission, addenda and any amendments to this RFP shall constitute a binding contract without the necessity for further action by either party. If the awarded vendor desires a formal contract, all costs associated with obtaining the contract will be borne by the awarded Vendor.

- 1.22 In the event PSD has reasonable grounds to believe that any individual assigned to perform work under RFP has a criminal record, is a registered sex offender, is under the influence of alcohol or other substance, has exhibited violence or based upon other information PSD deems reliable; PSD may exclude such individual from any school building or grounds or impose reasonable conditions upon such individual's presence upon any school premises. In the judgment of PSD, if a contract cannot be performed as a result of such action, the contract may be terminated.
- 1.23 The initial agreement between PSD and the awarded vendor is planned to commence April 2016 and is planned to continue in full force and effect through and including March 2017, unless earlier terminated by PSD as provided in section 1.26 below.
- 1.24 For services provided, and at the option of PSD, the Agreement may be extended beyond year one for up to four (4) additional one-year terms subject to the parties' negotiation of mutually agreeable one-year fee schedule for each successive one-year term.
- 1.25 Notwithstanding any other term or provision of this Request for Proposal, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) an Agreement is in effect. In no event shall the District's obligations in an Agreement constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 1.26 Notwithstanding the planned term of an Agreement and/or any extensions thereof as provided in section 1.23 above, PSD may terminate an Agreement at any time in its sole discretion for any reason, with or without cause, upon written notice served on the service provider no less than thirty (30) days prior to the date of termination. In the event of such early termination by PSD, the service provider shall be paid up to the date of termination for services performed under and in accordance with this Agreement.
- 1.27 Independent Contractor
- 1.27.1 The service provider shall provide the services as an independent contractor of PSD. As such, the provider shall have the right to determine how and by whom the services will be provided, subject to and consistent with the terms and conditions of this RFP.
- 1.27.2 The service provider shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this RFP.

1.27.3 Nothing in this RFP or as a result of this RFP shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between a future service provider and PSD. The future provider will not be considered a partner, agent or representative of PSD and will not represent itself to be a partner, agent or representative of PSD. PSD is not a partner, agent or representative of any future service provider and shall not represent itself to be a partner, agent or representative of the service provider.

1.28 Certification Regarding Illegal Aliens

1.28.1 Service provider certifies, represents, warrants and agrees that it will not knowingly employ or contract with an illegal alien to provide services under this Agreement and will not enter into a contract with a subcontractor that fails to certify to Service provider that the subcontractor will not knowingly employ or contract with an illegal alien to provide services under this Agreement. Service provider also certifies, represents, warrants and agrees that it will confirm the employment eligibility of all its employees who are newly hired for employment to provide services under this Agreement through Service provider's participation in either: (a) the E-Verify Program created under federal law and jointly administered by the Department of Homeland Security and the Social Security Administration; or (b) the Colorado Department of Labor and Employment Program ("Department Program") established pursuant to C.R.S. § 8-17.5-102(5)(c).

1.28.2 Service provider shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed. If Service provider obtains actual knowledge that a subcontractor providing services under this Agreement knowingly employs or contracts with an illegal alien, Service provider shall notify the subcontractor and the District within three (3) days that Service provider has such actual knowledge, and terminate the subcontract within three (3) days of providing the notice if the subcontractor has not stopped employing or contracting with the illegal alien. Service provider shall comply with any reasonable request made by the Department of Labor and Employment in the course of an investigation undertaken pursuant to the authority of C.R.S. § 8-17.5-102(5). If Service provider participates in the Department Program, it shall: (a) notify the District and the Department of Labor and Employment of such participation as required by law; and (b) within twenty (20) days after hiring an employee to provide services under this Agreement, provide to the District a written notarized copy of an affirmation that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.

1.29 Indemnification

The service provider shall indemnify and hold harmless PSD and PSD's Board, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to the service provider's real or personal property, operations, provision of

Services and/or conduct of any of its employees, agents or representatives. The indemnification and hold harmless obligation hereunder shall include all attorney fees, costs and expenses incurred by PSD and/or PSD's Board, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings. Nothing in this section shall be construed in any way or applied in any manner as a compromise or waiver of PSD's rights and protections under the Colorado Constitution or the Colorado Governmental Immunity Act.

1.30 Qualifications of Service provider

PSD may make such reasonable investigations as deemed proper and necessary to determine the ability of the service provider to perform the work and the service provider shall furnish to PSD all such information and data for this purpose as may be requested. PSD further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such service provider fails to satisfy PSD that such service provider is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

1.31 Warranty/Guarantee Laws and Regulations

By acceptance of an agreement as a result of this Request for Proposal, in addition to the guarantees and warranties provided by law, vendor expressly guarantees and warrants as follows:

- 1.31.1 That the articles to be delivered hereunder will be in full conformity with the specifications or with the approved sample submitted, and agreed that this warranty shall survive acceptance of delivery and payment for the articles and that the vendor will bear the cost of inspecting and/or testing articles rejected.
- 1.31.2 That the articles to be delivered hereunder will not infringe on any valid patent, trademark, trade name, or copyright, and that the vendor will, at his own expense, defend all actions or suits charging such infringement. The vendor will save and hold harmless Poudre School District, its Board of Education, officers, employees, agents, and representatives from any and all claims, losses, liabilities and suits arising there from.
- 1.31.3 That the articles to be delivered hereunder will be manufactured, sold and/or installed in compliance with the provisions of all applicable Federal, State and Local laws and regulations.
- 1.31.4 That nothing contained herein shall exclude or affect the operation of any implied warranties otherwise arising in favor of Poudre School District.

1.32 Miscellaneous

- 1.32.1 **Governing Law.** An Agreement resulting from this RFP shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Larimer County, State of Colorado.

- 1.32.2 Equal Opportunity. The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sexual orientation, national origin, ancestry or physical handicap.
- 1.32.3 Appeal of Award. Offeror may appeal the award by submitting, in writing, a request for re-consideration to PSD Purchasing Manager within 72 hours after the receipt of the notice of award.
- 1.32.4 Sustainability. The District is committed to being a responsible steward of our natural resources and believes that public education should provide leadership in developing an ethic of sustainability in all its practices. In the District we have both Energy Conservation and Waste Management policies and espouse these values, making environmental stewardship and integral part of the physical plant operation.

2.0 SPECIFIC CONDITIONS

- 2.1 As used in this contract, “personally identifiable information” is defined as information (including metadata) that, alone or in combination, is linked or linkable to a specific student so as to allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personally identifiable information includes but is not limited to: (1) the student’s name; (2) the name of the student’s parent or other family members; (3) the address or phone number of the student or student’s family; (4) personal identifiers such as the student’s social security number, student number or biometric record; or (5) indirect identifiers such as the student’s date of birth, place of birth or mother’s maiden name.
- 2.2 As used in this contract, “confidential student records and information” is defined as education records and personally identifiable information concerning District students, including but not limited to confidential student records and information collected and/or generated by the Company.
- 2.3 As used in this contract, “collect” is defined as the gathering of data and other information by any means, including but not limited to the use of logs, cookies, tracking pixels, etc.
- 2.4 All confidential student records and information shall remain the exclusive property of the District and all rights, title and interest in the confidential student records and information, including but not limited to intellectual property rights, belong to and are retained solely by the District. The District hereby grants to the Company a limited, nonexclusive license to access, view, collect, generate and use confidential student records and information solely for the purpose of performing its obligations specified under this contract.
- 2.5 The Company shall utilize appropriate administrative, physical and technical safeguards in accordance with industry best practices to secure confidential student records and information from unauthorized disclosure, access and use. The Company shall conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. The Company shall promptly notify the District in the event of any security or privacy breach concerning confidential student records and information.
- 2.6 Under this contract, the Company may access, view, collect, generate and/or use confidential student records and information only under the following terms and conditions: (a) the Company shall not disclose confidential student records and information, in whole or in part, to any other party; (b) the Company shall not use any confidential student records or information to advertise or market to students or their parents/guardians; (c) the Company shall access, view, collect, generate and use confidential student records and information only to the extent necessary to perform its obligations specified under this contract; and (d) at the conclusion of its work under this contract the Company shall, as directed by the District, permanently delete or destroy

all confidential student records and information in its possession, custody or control, or return such confidential student records and information to the District.

- 2.7 The Company shall promptly furnish to the District upon request all confidential student records and information collected and/or generated by the Company and not in the District's possession. Such requests may include but shall not be limited to those made in order to respond to parent/guardian and eligible student requests to inspect and review education records as authorized under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") and/or under the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 to -206 ("CORA"). The District, not the Company, shall respond to all parent/guardian and eligible student requests to inspect and review records, data and other information.
- 2.8 If the Company fails to comply with any of the foregoing requirements at any time during or after the term of this contract the District may, as applicable, terminate this contract and disqualify the Company from future contracts with the District.
- 2.9 The Company shall not assign this contract or any of its rights, interests or obligations under this contract without the prior written consent of the District, which consent may be withheld for any reason or no reason as determined by the District in its sole discretion.
- 2.10 No amendment or modification of this contract shall be valid unless set forth in writing and executed by the District and the Company in the same manner and with the same formality as was done for this contract.

3.0 **SCOPE OF WORK**

3.1 Executive Summary

Poudre School District is seeking proposals from organizations to provide *all* specified components of a comprehensive Work-Based Learning and Career Awareness: Management System (WBLACAMS) within a single, integrated, web-based platform. This web-based platform must be browser independent, yet compatible with virtually any user-device format – ranging from desktop, laptop, tablet, and smartphone platforms representing all major operating systems. The platform must be comprehensive, reliable, flexible *and* secure, with a scalable infrastructure for 100 to 100,000 users or more.

The WBLACAMS must be a Commercial off the Shelf (COTS) solution that can be procured as a vendor-hosted solution. The COTS solution must be customizable, tractable, and provide results that are scalable and constructive. This solution shall stand alone in its ability to maintain and track Work-Based opportunities for all staff, and develop and track individualized learning plans for specific roles.

Qualified firms that meet ***all*** specifications and special instructions may participate in this solicitation of a comprehensive Work-Based Learning and Career Awareness: Management System (WBLACAMS) within a *single, integrated, web-based* platform. This is an investigative procedure to identify the system that is most suited to PSD operations and requirements. Through this RFP process, Poudre School District seeks to solicit firm system specifications and price quotations from manufacturers related to the purchase of the Work-Based Learning and Career Awareness: Management System (WBLACAMS) required for long-term operations. No consideration will be given to multi-vendor and/or multi-system responses.

3.2 Work-Based Learning and Career Awareness: Management System (WBLACAMS) Key Components

To be launched for users in April 2016, the Work-Based Learning and Career Awareness: Management System (WBLACAMS) *must* include the following Key Components noted below to be considered relevant and responsive to the specifications of this Request for Proposal.

3.2.1 Single web portal with role-based access for the following user groups:

- School-level work-based learning program administrators
- District-level work-based learning program administrators
- Students
- Employers

3.2.2 Single Sign On (SSO) via ADFS / LDAP (or other to be clarified)

3.2.3 Pending Bin and Approval Process for Opportunity Applications

- Automated emails through stages of process flow

3.2.4 Appointment Scheduler

- Manage appointments between students and employers

- Manage appointments between students and work-based learning program administrators
- Manage appointments between employers and work-based learning program administrators
- Track student work schedules
- Synchronization of appointment scheduler functionality with Microsoft Outlook for the following items:
 - Appointments between students and employers
 - Appointments between students and work-based learning program administrators
 - Student work schedules

3.2.5 Generate reports to track

- Student growth/enrollment
- Student employment history
- Student lists by employer

3.2.5.1 Ad hoc reporting capability

3.2.6 One District database for students, staff and employers

3.2.7 Automated data import via web services or flat file for

- Student information
- Staff information
- Employer information

3.2.8 Allow students to search and contact mentors for jobs, internships, shadows, etc.

3.2.9 Ability to upload files (i.e., student docs and internship records) and attach directly to

- Student records
- Employer records
- School records

3.2.10 Unlimited administrator accounts for Work-Based Learning programs

3.2.11 Use note functionality to document student and employer interactions

3.2.12 Customize the information that mentors and students can access

3.2.13 Post and manage internship opportunities online

3.2.14 Activate and deactivate internships/jobs

3.2.15 Track referrals, placements, internships, job views, jobs/internships and student applications sent to employers

3.2.16 Enable students to easily register, search and apply for internships/jobs and schedule interviews

3.2.17 Maintain and track work-based opportunities for all staff and students

3.2.18 User friendly - Easy navigation by all staff members, both technically proficient and technically challenged

3.2.19 Have the ability to sign documents electronically (eSignature) with the ability to update/upgrade to PSD current version of Adobe

3.3 Detailed Platform Performance

A successful implementation of the Work-Based Learning and Career Awareness: Management System (WBLACAMS) sought by PSD will depend upon the overall functional capabilities of the platform that is comprised of components detailed in **Section 3.2: Work-Based Learning and Career Awareness: Management System (WBLACAMS) Key Components**. Detailed aspects of that functionality are noted below.

3.3.1 Overall Functionality

3.3.1.1 If an existing product, without modification, is to be proposed, please describe, in general, the process that was used to develop the existing platform.

3.3.1.2 User hardware platform requirements and limitations. For example, is the software compatible with all computer and mobile devices or is it specific to iPad, Chromebooks, Android tablets, Windows computer, Apple computers, or other?

3.3.1.3 A schedule describing the general steps for platform configurability should be submitted with the proposal.

3.3.1.4 The proposer will provide guides that describe the major features of the online platform and how to use them.

3.4 WBLACAMS Implementation, Maintenance and Ongoing Support

Proposals should describe the overall approach to implementation, maintenance and ongoing support provided for the Work-Based Learning and Career Awareness: Management System (WBLACAMS).

3.4.1 Project Management

3.4.1.1 Each proposer shall describe the entire process for providing project management throughout the initial planning, installation and implementation, testing, pilot, deployment and certification phases.

3.4.1.2 Each proposer shall provide a detailed organizational chart of all positions that will play a role on both the contract implementation and ongoing team.

3.4.1.3 Each proposer shall provide a detailed description of the background

and experience of those expected to be part of the implementation project team.

3.4.2 Customer Support and Technical Support

3.4.2.1 Specify the method and availability of support materials and documentation that will be available to all PSD staff which must include, at a minimum, the following:

- A user's manual that is available online and printable
- Online help within the application
- Tutorial video vignettes
- Quick-start user guides

3.4.2.2 Proposals should describe the telephone support to be provided. At a minimum, customer support for users should be available via the phone from 6:00 am to 6:00 pm, Mountain Time, Monday through Friday. Email support should be available and respond to inquiries within 12 hours, Monday through Friday. Describe any known and/or planned breaks in this coverage on an annual basis as part of the proposal statement.

3.4.2.3 PSD intends to ensure maximum availability for the WBLACAMS to all supervisors, principals and educators. To this end, describe in detail any standard and/or optional Service Level Agreement plans that would lead to maximum service availability, priority escalation of issues, assignment of highest-qualified resources as needed, and automatic escalation when calling into the normal service queue.

3.4.2.4 Proposals should describe the availability of and levels of technical support that would be provided and any additional help that may be provided during implementation and peak usage.

3.4.2.5 Proposals should describe the availability and level of normal utilization of online collaboration and planning tools, such as Microsoft Lync, Go-To-Meeting, Adobe Air, etc. in dealing with triage-style events that require quick, agile, and accurate information sharing to ensure fast turnaround on complex technical troubleshooting and resolution events.

3.5 Work-Based Learning and Career Awareness: Management System (WBLACAMS) Training

3.5.1 Training and Work-Based Logistics

3.5.1.1 Proposals should describe a recommended method that is both cost-effective *and* instructionally effective for providing systems training and professional development to administrators and staff of PSD. During the professional development, participants in the training should be working hands-on in the system using the information relevant to their current role in PSD and with up-to-date PSD data loaded into the practice site.

3.5.1.2 Proposals should describe any time proposed to utilize district technology staff to help set-up the systems training or professional development.

3.5.1.3 Proposals should describe any equipment or facilities beyond a classroom that are needed for the training.

3.5.1.4 The District reserves the right to approve and revise all training curricula and materials to meet the needs of district schools, before and during implementation.

3.5.2 Systems Training

3.5.2.1 The proposal will describe training on all technology used and the logistics of using the system, helping staff, students and administrators learn how to use the processes and system for each component.

3.5.2.2 Proposers should offer the most effective model and schedule for training on the WBLACAMS they are proposing.

3.5.2.3 At a minimum, proposers will provide onsite training to central office and designated school staff. If a “train the trainer” model is proposed, training must include how to deliver the training sessions to other teachers and administrators, and support materials for doing so *following* the completion of the initial pilot phase at a selected number of sites, to be determined by PSD.

3.5.3 Overview of Work-Based Learning and Career Awareness: Management System (WBLACAMS) Requirements

Proposals should describe the technology used in delivering the application on computer or other technology devices. This description should, at a minimum, include:

3.5.3.1 A complete listing of the browsers (including versions) that are supported. This must include Internet Explorer, Firefox, Chrome, and Safari with no required add-ons or plug-ins.

3.5.3.2 A complete listing of devices and operating systems supported. This *must* include Win7/Win8/Win10 and MacOSX-based computers, laptops, and tablets as well as the full breadth of iOS and Android-based tablets and smartphones in addition to ChromeBooks and any other devices not mentioned.

3.5.3.3 Given that the WBLACAMS must be web-based with no plugin dependencies for deployment, there should not be any server or networking infrastructure requirements beyond simple Internet access. However, indicate in detail if there is an option to house the system on premise, or if the system is available in a SaaS-only

functional manner.

3.5.3.4 Platform must not require extensive training for maintenance and upkeep.

3.5.3.5 Describe in detail the functional requirements and examples of how data related to staff, demographics, etc. will be integrated into the WBLACAMS in a reliable, secure and real-time manner. Provide both block diagram and detailed functional diagrams at the software integration and database table integration levels as part of this description.

3.6 Security

The Proposer must elaborate about how his/her solution supports strong security protocols, policy, processes and how the WBLACAMS will provide:

3.6.1 Appropriate security and privacy measures by role

3.6.2 Secure socket layers and other transport-layer protection measures

3.6.3 A process whereby information, particularly that which is defined by PSD as personally identifiable information (PII), is transferred securely while in transport to and from educational entities over the internet or within the network infrastructure

3.6.4 Proposers may offer equivalent or more robust alternate security architectures and standards that provide protection against unauthorized disclosures, data transfers, modifications, or destruction whether accidental or intentional.

3.6.5 Proposers may offer robust architectures that contribute directly to the PSD disaster recovery and business continuance planning process. Utilize industry standard backup, DR, BC, and planning processes for the purpose of this response.

3.7 Primary WBLACAMS Application and Database Preservation (Backup)

Describe the process and configuration for providing backup to the application and databases. Please include a description of the following.

3.7.1 The virus protection used; PSD currently utilizes Sophos Endpoint Security and Control.

3.7.2 How data is stored at all times such that it is not lost if there is a power outage or other disruption

3.7.3 The frequency of data backups, the storage location of application and data backups, and the timing for retrieving the backup of the data and the application

- 3.7.4 The process to be utilized to notify the District of problems with the application, anticipated timeline to resolution, and actual resolution

3.8 Ongoing Development

Proposals should include a timeline for development of any components on which proposers are bidding that do not exist currently.

3.9 Added Value

PSD is interested in maximizing the value of this contract as it relates to achieving additional value that would further benefit PSD and its operations, as well as its community of citizens. As such, proposers are encouraged to consider, develop and propose value added concepts, programs, components and the like that would further enhance the proposed acquisition represented in this RFP.

- 3.9.1 Specify any unique awards, programs or grants that will benefit PSD as a result of this partnership. What area(s) of PSD will they impact, and to what extent? Are they Academic or Operations-oriented?
- 3.9.2 Explain how your company will support PSD's technology training efforts. For example, how can you assist in the PSD transition to utilizing the real-time access to rich, relevant educator evaluation data at the individual, school and district level? To what depth can you provide resources to ensure the success of this program for administrators and educators?
- 3.9.3 Specify instructional areas of support that will help PSD accomplish the goals and objectives of the District strategic plan, i.e., staff training, curriculum enhancements, conference sponsorships, etc. How can teachers, school administrators and specialists gain greater exposure to best practices, collaborative efforts and classroom extension efforts worldwide?
- 3.9.4 Explain how your company can assist PSD to improve on total cost of ownership beyond current systems already in place. For example, can you provide ongoing training for school-based technology staff, or analyze systems/infrastructure within PSD for improvements that benefit students and staff?
- 3.9.5 Explain how PSD can serve as a beta test site for research and development of new products. What programs exist to allow PSD to successfully simplify, integrate and widen services for all students and staff on a 24/7 basis?
- 3.9.6 Explain how PSD can be alerted to new products. Beyond simple product and service roadmaps, where could PSD optimize/maximize efforts for the benefit of both academic and operation needs?

4.0 **REVIEW AND ASSESSMENT**

- 4.1 Professional firms will be evaluated on the following General Qualifications criteria. These criteria will form one basis for review of the written proposals and interview session.
- 4.2 The rating scale will be from **1 to 3**:
Does Not Meet Minimum Criteria = 1; Meets Minimum Criteria = 2; Exceeds Minimum Criteria = 3
- 4.3 The proposal will be evaluated on a cumulative point system.

Work-Based Learning and Career Awareness: Management System (WBLACAMS) Evaluation Table

Key Components	Rating
Single web portal with role-based access	
Single Sign On (SSO) via ADFS / LDAP	
Pending Bin and Approval Process for Opportunity Applications	
Appointment Scheduler – Manage appointments among groups, track schedules and synchronize appointment scheduler	
Generate reports to track student growth/enrollment, student employment history and student lists by employer	
Ad hoc reporting capability	
One District database for students, staff and employers	
Automated data import via web services or flat file for student, staff and employer information	
Allow students to search and contact mentors for jobs, internships, shadows, etc.	
Ability to upload files and attach directly to student, employer and school records	
Unlimited administrator accounts for Work-Based Learning programs	
Use note functionality to document student and employer interactions	
Customize the information that mentors and students can access	
Post and manage internship opportunities online	
Activate and deactivate internships/jobs	
Track referrals, placements, internships, job views, jobs/internships and student applications sent to employers	
Enable students to easily register, search and apply for internships/jobs and schedule interviews	
Maintain and track work-based opportunities for all staff and students	
User friendly - Easy navigation by all staff members, both technically proficient and technically challenged	
Have the ability to sign documents electronically (eSignature) with the ability to update/upgrade to PSD current version of Adobe	
Total All Sections:	

5.0 **REFERENCE EVALUATION (TOP RANKED FIRM)**

5.1 The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Are you pleased with the services provided?
Thoroughness	Does the service provider follow through with the project, keeping you informed of status?
Knowledge of Work-Based Learning and Career Awareness: Management Systems	Is there an understanding of professional practices and procedures?
Reporting	Are the service provider reports thorough and complete?
Specific contract requirements	Is the service provider able to provide services per required schedules? Are reports completed on time?

6.0 INSURANCE

Service provider shall procure and maintain the required insurance specified below for the duration of this Agreement, which insurance shall be written for not less than the amounts specified or greater if required by law. Specified coverage amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. If not otherwise required by law, lower amounts may be acceptable upon review and written approval by the District's Risk Manager. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Service provider shall furnish the District's Risk Manager with certificates of the required insurance prior to the District's approval and signing of this Agreement, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Agreement. The standard wording of said certificates shall be amended to state that coverage provided is primary and is not excess to or contributing with any insurance or self-insurance maintained by service provider. Service provider shall provide at least thirty (30) days' advance written notice to the District prior to cancellation or change of coverage. The insurance requirements specified in this section shall not reduce the indemnification liability that service provider has assumed in section 1.29.

Commercial General Liability

- | | | |
|----|---|-------------|
| a. | Each Occurrence Bodily Injury & Property Damage | \$1,000,000 |
| b. | Each Event Personal Injury | \$1,000,000 |
| c. | General Aggregate | \$2,000,000 |
| d. | Coverage must be written on an "occurrence" basis | |
| e. | Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance | |

Commercial Automobile Liability Providing Coverage for Owned, Non-Owned, and Leased or Hired Vehicles

- | | | |
|----|---|-------------|
| a. | Bodily Injury & Property
Damage Combined Single Limit | \$1,000,000 |
| b. | Medical Payment Coverage | \$5,000 |
| c. | Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance | |

Workers' Compensation

- | | |
|--|-----------------------------------|
| a. State of Colorado | Statutory |
| b. Employer's Liability | \$500,000 Each Accident |
| | \$500,000 Disease – Policy Limit |
| | \$500,000 Disease – Each Employee |
| c. Waiver of subrogation in favor of Poudre School District R-1; copy of policy endorsement must be attached to the Certificate of Insurance | |

7.0 PROPOSAL CERTIFICATION

**REQUEST FOR PROPOSAL
WORK-BASED LEARNING and CAREER
AWARENESS: MANAGEMENT SYSTEM
RFP #16-63G-001**

**Response is required in the Purchasing & Materials Management Department by:
2:00 p.m. MST (PSD clock) on February 12, 2016.**

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the company issuing this proposal and that all information provided in the proposal is true and accurate.
- He/she has read the conditions and technical specifications, which were made available to the company in conjunction with this RFP, and fully understands and accepts these terms unless specific variations have been expressly listed in the proposal.
- The company will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFP and/or the company's proposal responding to the RFP.
- The company meets or exceeds all of the required criteria as specified by this RFP, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- The company's proposal is being offered independently of any other Offeror and in full compliance with the terms specified in Section 1 and 2 of the RFP.
- The company will accept any awards made to it, contingent on contract negotiation, as a result of this RFP for a minimum of ninety (90) calendar days following the date and time of the RFP opening.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Phone number: _____

Fax Number: _____

Contact Person: _____

(Name, E-mail address, Phone)

NOTE: Proposals submitted without the manual signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.

8.0 **MODEL FORMAT OF PROPOSAL**

To simplify the review process and obtain the maximum degree of comparability, proposals should be organized in a manner specified as follows.

8.1 **Title Page**

8.1.1 Show the RFP subject, the name of the proposing firm, local address, telephone number, name of the contact person and the date.

8.2 **Table of Contents**

8.2.1 Include a clear identification of the material by section and by page number.

8.3 **Letter of Transmittal** – Limit to three pages

8.3.1 Briefly state the proposer's understanding of the work to be done. Make a positive statement that deadlines specified in the RFP will be met.

8.3.2 Briefly provide your company's background and financial information.

8.3.3 State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.

8.4 **Proposer's Approach**

8.4.1 Submit a work plan to accomplish the scope defined in the **Scope of Work** (Section 3.0).

8.4.2 Submit an added value plan as defined in the **Scope of Work** (Section 3.9).

8.5 **References**

8.5.1 Provide references (organization names, contact names, addresses and phone numbers). References will be checked as per Section 5.0.

8.6 **Cost Proposal**

8.6.1 Submit the information requested in Attachment A.

8.7 **Proposal Certification**

8.7.1 Submit the completed Form (Section 7.0).

**REQUEST FOR PROPOSAL
WORK-BASED LEARNING and CAREER AWARENESS: MANAGEMENT SYSTEM
RFP #16-63G-001**

Attachment A

Cost Proposal

PSD reserves the right to reject any or all proposals or any part thereof. PSD reserves the right to negotiate with an Offeror for further proposal considerations. Orders resulting from this proposal will be subject to the terms and conditions included with this proposal.

Please provide a complete price structure for a Work-Based Learning and Career Awareness: Management System (WBLACAMS) including, but not limited to, the following line items:

Implementation

- Hardware and Network (file servers, network and data communication, etc.)
- Software (application, system performance monitoring, etc.)
- Technical support (installation and implementation)
- Custom development, data conversion, creation of custom reports, etc.
- Documentation
- Professional development and training for **implementation**
Specify hourly, flat rate, etc.

Ongoing

- Annual Maintenance Agreement
Make note of **year one through year five** and options for a discount structure for multi-year.
- Technical support
- Custom development, data conversion, creation of custom reports, etc.
- Professional development and **on-going training**
Specify hourly, flat rate, etc.

Other

- Discounts
- Additional modules available