



## Request for Proposal Information Technology Consultant Services

### 1 INTRODUCTION:

The **St. Joseph School District** (SJSD) is seeking proposals from potential qualified service providers that would demonstrate to the SJSD that their firms would be “qualified” and competent to provide the services listed in this Request for Proposal (RFP).

To be considered “qualified,” firms must be independent and demonstrate the skills and experience necessary to perform, at a minimum, the services listed in this RFP. **Information Technology Consultant Services** shall be undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity and with the applicable laws and regulations published and in effect at the time of performance of the services.

#### **Purpose & General Scope:**

The St. Joseph School District is issuing this request for proposal (“RFP”) to solicit sealed responses from qualified vendors/service providers to establish one or more contracts through competitive negotiations for the provision of services as **Information Technology Consultant** (the “Contractor”) to the SJSD on (but not limited to) *district-wide infrastructure, operations, security, data storage, hardware, software, E-rate contracts and I/T staffing.*

It is the SJSD’s intent to select a qualified vendor(s) to provide information technology consulting expertise to improve day to day operations, service, and support as well as partner in turnkey projects and/or staff augmentation resources for both fixed and variable projects as defined and developed by SJSD. Successful vendor(s) will include companies which can provide comprehensive IT services and solutions to update business processes, data collection, protection and storage methods as well as vendor(s) which can provide staff augmentation *as required and agreed* on a skill based service request to work with in-house staff.

Vendors who wish to submit proposals to provide analysis, consulting and support services up to and including turnkey project development solutions are asked to submit information and descriptions regarding experience, expertise, references, previous projects, administrative overhead and personnel. Vendors who wish to submit proposals that include staff augmentation will be asked to provide a catalogue/roster of position personnel, capabilities and skill sets.

## **Initial period of contract:**

It is the intent of the SJSD to sign a two (2) year contract with an option to renew for three one year extensions with mutual agreement between the SJSD and the contractor(s) selected. All rates provided in the submitter's response shall be fixed for the (2) year initial term and open (subject to caps) for negotiation for subsequent contract extensions.

## **2 SCOPE OF SERVICES REQUESTED:**

Comprehensive to industry and K12 needs & standards.

## **3 INSTRUCTIONS AND CONDITIONS FOR SUBMITTING PROPOSALS:**

In connection with this RFP, interested firms should limit their contact with the SJSD by communicating with **Roy Lashbrook** at [rlashbrook@sjsd.k12.mo.us](mailto:rlashbrook@sjsd.k12.mo.us) regarding this RFP.

Contact with persons other than Mr. Lashbrook regarding this RFP may be grounds for elimination from the selection process.

## **4 RFP SUBMISSION:**

All responses to this RFP must be received by the **SJSD Business Office – 925 Felix, St. Joseph, MO 64501 on or before noon, Wednesday April, 12<sup>th</sup> 2017**. Responses may be hand delivered to the SJSD Business Office at the address above via courier or company representative. All other forms of delivery should be via USPS or package service. (delivery by telephone facsimile will not be accepted). All proposals should be mailed in an envelope or package clearly marked “**RFP Information Technology Consulting Services**”. Proposals will be opened immediately after the closing deadline.

## **5 RESPONSE FORMAT & CONTENT:**

The detailed requirements set forth below are mandatory. Failure to respond to a specific requirement may result in disqualification. All proposals will have a minimum 12 pitch font size. All text sheets in the proposal must be numbered.

5.1 Interested firms must submit one original and (3) copies of their response (4 total documents) and a PDF copy submitted via e-mail to the contact address above.

5.2 **Pricing should be submitted as flat rate, monthly retainer-based, variable rate, time block, tiered services, hourly as applicable, or any combination thereof that is reasonable and customary for the submitter to provide. Variable and ancillary expense categories should be identified by the submitter and pricing provided as available and practical.**

## 6 SCHEDULE OF EVENTS:

The SJSD intends to use the following schedule of events for issuance of and response to this Request for Proposal:

<u>Date of Completion</u>	<u>Description of Event</u>
March 28, 2017	Issue RFP
April 12, 2017 (noon)	Deadline for submission of RFP response
April 24, 2017	SJSD selection(s)

## 7 AWARDS AND EVALUATION PROCESS:

7.1 The contents of the proposals of the successful firm shall become contractual obligations if procurement ensues. In the event of any conflict in the terms and/or conditions of this RFP and any subsequent contract resulting from this RFP, then the terms and conditions of this RFP shall take precedence. Failure to accept these obligations in a contractual agreement would result in cancellation of the award.

7.2 Evaluation Criteria:

All proposals will be reviewed by a designated committee.

7.2.1 Knowledge of core business needs, operations and technology

7.2.2 Cost (simplicity – application – structure – value)

7.2.3 Approach and documented abilities to providing services

7.2.4 The review committee will determine the relative importance of each category and evaluate each submission to the same scale

## 8 STANDARD TERMS AND CONDITIONS:

9.1 Proposal Costs Incurred:

The SJSD is not liable for any costs, incurred by firms responding to the RFP.

9.2 Proprietary Information:

The firms are hereby notified that information submitted will be handled in accordance with applicable laws, regulations, and policies of the SJSD.

9.3 Non-Collusion:

In regards to this RFP and any conduct and/or communication relative to the process all submitters must stipulate and abide by standard non-collusion parameters as set forth in SJSD policy which can be found on the SJSD website.

#### 9.4 Insurance and Indemnification Requirements:

- 9.4.1 The firm shall protect, indemnify, save and hold harmless the SJSD, its officers, agents, and employees from all suits, actions, or claims of any kind or character brought because of injuries or damages received or sustained by any person, persons, or property on account of any operation of the firm, its agents, employees, sub-contractors or any others authorized by the firm to perform work as specified under any contract for services which may result from responding to this solicitation.
- 9.4.2 The firm shall at its own expense procure coverage provided hereunder from companies authorized to do business in the State of Missouri prior to executing a contract for services. Before commencing any work hereunder, the firm shall furnish to the SJSD certificates of insurance as required herein showing that it has complied with this section.
- 9.4.3 In the event any of the work performed by the firm is sublet or assigned, or is otherwise to be performed by anyone other than the firm's own employees, then the insurance specified in this section shall extend to cover such work.
- 9.4.4 All policies required under this solicitation and any ensuing contract shall be maintained in force until completion of the work and shall include an endorsement requiring thirty (30) day prior written notice to the SJSD before any change or cancellation is made effective. The SJSD shall be named as an additional insured on the policies described.
- 9.4.5 Types and minimum limits of insurance required:
- 9.4.6 Comprehensive General Liability Insurance shall be carried for a combined amount of not less than one million (\$1,000,000) for bodily injury for each occurrence, including those resulting in death, and with an aggregate limit of \$2,000,000, together with \$500,000 in property damage coverage for any one occurrence;
- 9.4.7 Worker's Compensation and Employer's Liability Insurance shall be carried to cover the Submitter's liability under the Worker's Compensation Law of the State of Missouri when applicable having a liability limit of not less than \$100,000.
- 9.4.8 Comprehensive Automobile Insurance coverage which applies to owned, non-owned, and hired automobiles having a limit of not less than \$1,000,000 for bodily injury, including death, to any one person, and \$2,000,000 aggregate, together with \$100,000 for property damage on account of each occurrence.

## **10 PUBLIC AVAILABILITY TO RFP RECORDS:**

Copies of the proposals will be available for public inspection (after award has been made) under supervision of the SJSD Business Office and the receipt of a valid Sunshine Request for records through the Superintendent's Office.

## **11 DEVIATIONS AND EXCEPTIONS:**

Deviations and exceptions from the terms, conditions, or specifications shall be described fully on the firm's letterhead. In the absence of such statement, the proposals shall be accepted as in strict compliance with all terms, conditions, and specifications.

## **12 OTHER TERMS AND CONDITIONS**

**The SJSD reserves the right to reject any or all proposals or to cancel this solicitation at any time.**

**The SJSD reserves the right to waive minor technicalities in this RFP.**

**END OF RFP**