

Woonsocket Education Department

REQUEST FOR PROPOSAL

For

Professional Development Tracking Software

Proposals must be received no later than 10:00 A.M.
Thursday, April 6, 2017

Woonsocket Education Department
108 High Street
Woonsocket, RI, 02895
(401) 767-4617

Woonsocket Education Department

Professional Development Tracking Software

Request for Proposals

1.0 INTRODUCTION

Through this Request for Proposals (RFP), Woonsocket Education Department is soliciting proposals from vendors who are interested in providing professional development tracking software for the school district.

Proposals in response to this RFP must be received by Woonsocket Education Department no later than 10:00 A.M. on Thursday, April 6, 2017. Proposals received after this time will not be considered.

2.0 GENERAL REQUIREMENTS

The following is an outline of the requirements for the professional development tracking software vendor to meet the needs of the Woonsocket Education Department.

2.1 Software

All software must meet the minimum requirements outlined in the attached as follows:

- This must be an Internet based application that will provide a flexible and paperless solution to PD tracking.
- It should be a subscription based model that the district will pay for based on the number of users. Please base all pricing on 700 users at this time. This amount of users may be subject to fluctuate either up or down in the future.
 - o If pricing changes based on the number of subscriptions, please note that on Attachment C : Pricing Proposal.
 - o If pricing changes for agreements lasting more than one year, please indicate that in your RFP.
- This application should have at least 10 GB of cloud storage for all users as part of the per user pricing. Additional storage space may be offered at an additional cost.
- All technical support should be included in per user pricing.

3.0 RFP SCHEDULE AND PROPOSAL SUBMITTAL

3.1 Timeline

The following chart shows the schedule of key events in this RFP process. The key events and deadlines for this process are as follows, some of which are set forth in more detail in the sections that follow:

March 10, 2017	Issuance of RFP
March 17, 2017	Submission of Written Questions
March 22, 2017	Responses to Written Questions
April 6, 2017	Proposal Submittal / Bid Opening
April 12, 2017	Projected Vendor Selection
ASAP after Selection	Contract Start Date

3.2 Written Questions

Bidders may submit questions in writing to bperyea@woonsocketschools.com by Friday, March 17, 2017 at 5pm. Answers to questions will be provided by 5pm on Wednesday, March 22, 2017 via posting to the Woonsocket Education Department finance website.

Vendors are warned that no other individuals are to be contacted in this regard. No other source of responses will be considered valid.

3.3 Proposal Submittal

For consideration, vendors must submit a comprehensive response to the RFP that meets the minimum requirements included in this RFP and the corresponding attachments. All vendors are required to respond to this RFP as outlined, in order to evaluate all proposals on an equal and timely basis. Any supporting information shall be clearly identified and included in a section titled, "Documentation." Two signed originals shall be mailed or hand delivered to Brad Peryea, Woonsocket Education Department, 108 High Street, Woonsocket, RI, 02895.

No proposals received after 10:00 A.M. on Thursday, April 6 will be accepted.
All responses received after the deadline will be returned unopened.

3.4 Right to Modify or Cancel

Woonsocket Education Department reserves the right to cancel this procurement or reject any and all proposals. Woonsocket Education Department also reserves the right to modify the proposal process and timelines as it deems necessary.

3.5 Vendor Responsibility for Proposal Costs

The vendor shall be fully responsible for all proposal development and submission costs. Woonsocket Education Department assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by a vendor, and the evaluation of any accepted proposal or the selection of finalists.

3.6 Proposal Acceptance and Rejection

Woonsocket Education Department reserves the right to reject any or all proposals, to reject or accept any or all the items in a proposal, and to award the contract in whole or in part as deemed to be in the best interest of the school district.

Woonsocket Education Department reserves the right to negotiate with any vendor if such action is deemed to be in the best interest of the school district.

3.7 Contract Award

Final selection of the successful vendor is targeted for April 12, with negotiation to commence immediately thereafter for the development of a contract. This target date is subject to revision.

4.0 PROPOSAL FORMAT

4.1 Vendor Required Information

- ☐ **Bid Form** – The attached bid form (Attachment B) must be completely filled out, and placed on the top of your proposal.
- ☐ **Cover Letter** – The proposal must include an introductory letter attesting to the accuracy of the proposal, signed by an individual authorized to execute binding legal documents on behalf of the vendor. The letter should present the vendor's understanding of the services requested in the RFP, a summary of the approach to be taken in performing the services, highlights of the vendor's expertise and history.
- ☐ **Contact Person** – Provide a contact person for the RFP process, including name, title, mailing address, telephone number, fax number and e-mail address.
- ☐ **Company Description**, including the following:
 - Brief Company History
 - List the address and telephone number of every office that will be serving this account.

5.0 PROPOSAL QUALIFICATIONS AND EVALUATION CRITERIA

5.1 Qualification Requirements

Any qualified company, firm or corporation that can provide services in accordance with the specifications of the RFP is qualified to submit a proposal.

Competitive Pricing	60%
Software Functionality / Features	40%

5.2 Proposal Evaluation Criteria

Woonsocket Education Department will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals inconsistent with the RFP requirements will be eliminated from further consideration. Proposals that are complete and compliant will be evaluated on the prior listed qualifications.

5.3 Selection

A successful vendor will be the one best able to meet the needs of Woonsocket Education Department, based on the evaluation criteria. The determination of the successful vendor will be based on the information supplied by the vendor in response to the RFP.

ATTACHMENT A: Additional Provisions

ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the Contractor without the express written consent of Woonsocket Education Department. The granting or withholding of such consent shall be at the District's sole discretion.

CANCELLATION

Woonsocket Education Department reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Woonsocket Education Department's best interest. In no event shall Woonsocket Education Department have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION OF RESPONSES

Woonsocket Education Department reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary for properly evaluating a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

COLLUSION

A respondent submitting a Proposal hereby certifies that no officer, agent, or employee of Woonsocket Education Department has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

COST OF PREPARATION OF RESPONSE

Costs incurred by any respondent in the preparation of their response to this Request for Proposal is the responsibility of the respondent and will not be reimbursed by the District.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Woonsocket Education Department shall be final and binding upon all parties.

LOBBYING

Commencing with the issuance of this RFP, Contractors or others acting on their behalf are cautioned not to undertake any activities or actions to promote their proposals. Respondent or others acting on their behalf shall not make direct or indirect (through others) contact with members of the Woonsocket Education Department School Committee, district staff, or others to promote their proposals. Violation of this requirement may, in the District's discretion, be grounds for disqualifying the respondent from further consideration.

NON-APPROPRIATION

Notwithstanding any provision of this Request for Proposals or resultant contract to the District: In the event insufficient funds are appropriated for the project or the District has no other lawfully available funds, then the District may terminate any resultant agreements and contracts at the end of its then-current fiscal year, with no further liability or penalty. The District shall deliver written notice to the contractor of such termination no later than thirty (30) days from the determination by the District of the event of non-appropriation.

PROPOSAL NOT A CONTRACT

Neither this request for proposals nor responses to it constitute a contract between the District and the respondent. Woonsocket Education Department reserves the right to negotiate specific contract terms with the selected contractor, however should such negotiation fail to arrive at a mutually agreeable contract, the selected contractor shall abide by the terms and conditions generally specified in this request for proposals.

REJECTION OF PROPOSALS

Woonsocket Education Department reserves the right to reject any or all responses to this Request for Proposal. No proposals will be considered that fail to contain the required information. There will be no changes to the content of this request for proposals except by written notification to the bidders who respond in accordance with the criteria herein.

ATTACHMENT B: Bid Form

BIDDER

Bidder's Firm Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Contact Name: _____

Email: _____

BID DETAIL (per Attachment C)

Total Price: _____

ATTACHMENT C: Pricing Proposal

User Count	Price Per User / Yearly Cost	Total Cost
Total Yearly Cost		