

ADVERTISEMENT

The Livingston Parish Public School district is seeking Request for Proposals from qualified proposers/contractors who can demonstrate their ability to provide goods and services to the District to obtain a solution for Erate services. Livingston Parish Public Schools is seeking a hosted email solution email. Sealed proposals will be received in the office of Sandra Brewer, Director of Technology, Sandra Brewer, Livingston Parish School Board, P O Box 1130, Livingston LA 70754, February 22, 2012. .

Proposals will be received until the stated date and time; late proposals arriving after the stated date and time will not be considered and will be returned unopened. Proposals must be in a sealed envelope and should be marked "*RFI/RFP for Hosted Email: E-Rate Services 2012-2013*" and sent to:

Livingston Parish Public Schools
P. O. Box 1130
13909 Florida Blvd
Livingston, 70754
Attn: Sandra Brewer, Director of Technology

Any questions concerning the RFP must be addressed in writing via email to Sandra.brewer@lpsb.org

Part I. Administrative and General Information

1.0 Scope

The Livingston Parish Public School System (LPSB) would like to receive information/proposals from providers for a hosted email solution. We are currently using GroupWise 8 for email but we are migrating to a Microsoft network environment and want to move to only an Active Directory environment. Service is to include anti-spam, anti-virus, shared calendaring, and mobile access (iPhone, Blackberry, etc.), web access, and client-based access to mail and calendaring. We will require approximately 3000 mail boxes and the solution must be as feature rich as GroupWise 8 at a minimum. Service should be enterprise level with ability to automatically create and maintain email groups through either LDAP, Active Directory, or user database. Email archiving is desired and may be quoted with email solution or separately.

Email has become our number one method of communication and any solution we select must be robust, secure, safe, and reliable, Please discuss how your solution will benefit our system as laid out in this proposal.

Please address each he following items.

1. LPPS must keep our current email addressing scheme including domain name.
2. LPPS email is integrated with our HR (personnel) system and there is no human interaction required to create email accounts, move, and change or delete accounts.
3. Email Groups (within system) are automatically maintained for schools and system distribution list.
5. Currently there is no limit on mailboxes but would like to have limits with new system. What size boxes do you provide?
6. Messaging Architect is currently used to archive our email. What archiving services do you provide?
- 7 A two week back up of all email is combined with the archiving system to preserve the integrity of email. What back up do you offer?
8. Discuss the migration to proposed service and the migration back to us if we should choose to pull email back and host it ourselves.

1.1 Executive Summary

The proposing vendor must include an Executive Summary highlighting the vendor's offer and outlining the benefits to the Livingston Parish School Board.

1.2 Liability

The LPSB is not liable for any costs incurred by prospective proposers responding to this RFI/RFP. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer remains the responsibility of the proposer.

The Livingston Parish School Board will, at its discretion, strongly consider the vendor submitting the best proposal that complies with this RFI/RFP for a potential business agreement. The Livingston Parish School

Board may, at its sole discretion, reject any or all proposals received or waive minor defects, irregularities, or informalities therein.

The Livingston Parish School Board reserves the right to change the schedule of events or amend this RFI/RFP by an addendum issued up to five business days prior to the date set for receipt of proposals. LPSB also reserves the right to cancel or reissue this RFI/RFP. Addenda or amendments will be mailed or faxed to all vendors who have procured copies of this RFI/RFP. If revisions are of such a magnitude to warrant, in Livingston Parish School Board's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

1.3 Instructions to Bidders

This section outlines specific instructions for proposal submission. Vendors not adhering to these instructions may be subject to disqualification without further consideration.

This RFI/RFP is issued by: Sandra Brewer
Director of Technology
Livingston Parish School Board
P O Box 1130, 13909 Florida Blvd
Livingston, LA 70754
Sandra.brewer@lpsb.org
Phone: (225)686-7044 Fax: (225)686-4347

All prospective proposers must email Sandra Brewer stating the vendor's intent to submit a proposal. The words, "INTENT TO SUBMIT PROPOSAL FOR HOSTED" should be typed in the subject. Any amendments and/or addendums issued by the LPSB will be sent to the person making this initial contact.

1.3.2 Preparation for Submission

All proposals must be on 8½" x 11" paper in three-ring binders. Refer to section 1.3.3, Proposal Response Format, for instructions on expected proposal format.

Proposal must be received by **12:00pm** on **February 22, 2012**, and will be labeled: *Response to Hosted EMAIL Solution RFI/RFP for Livingston Parish School Board.*

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline will result in rejection of the proposal. The LPSB is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

All proposals shall be submitted to: Sandra Brewer
Technology Director
P O Box 1130
13909 Florida Blvd
Livingston, LA 70754
Sandra.brewer@lpsb.org

1.3.3 Proposal Response Format / Procedures

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter/Executive Summary: Containing summary of the vendor's offer, the ability to deliver the service described in the RFI/RFP and the benefits to the LPSB.
- B. Table of Contents: Organized in the order in the format contained herein.
- C. Proposer Qualifications and Experience: Address all qualifications as outlined in Section 2.0 Vendor Qualifications. Copies of documents containing the following must be submitted in this section of the proposal: 1) Service Provider Identification Number (SPIN) with the Schools and Libraries Division (SLD), 2) Service Provider Annual Certification (SPAC Form 473) filed with the SLD 3) at least 3 letters of reference, and 6) company history,
- D. Technical Proposal: Illustrating how proposed solution will meet the need of the LPPS system, and how proposer will handle the conversion.
- E. Terms, Maintenance, and Support: Address service, support and maintenance issues and how proposed solution will integrate with current solution
- F. Pricing: Address installation charges, monthly recurring charges, and any other charges to be considered by the LPSB.
- G. Innovative Concepts/Supporting Documentation: Present any "innovative concepts"/supporting documentation, if any, not discussed above for consideration.
- H. **Copy of Contract that the LPPS will be expected to sign so we can get a legal opinion before we select a vendor.**

Vendors are cautioned that proposals which do not follow the format required by this RFI/RFP will be subject to rejection without review.

A proposal, which is in any way incomplete, irregular, or conditional, will not be accepted unless approved in advance by the Livingston Parish School Board.

Once submitted, a proposal may be modified or withdrawn only by appropriate notice to Livingston Parish School Board. Such notice will be in writing over the signature of the vendor. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided it then fully conforms to the general terms and conditions.

Proposals submitted and terms and conditions specified in each vendor's bid response will remain the property of Livingston Parish School Board.

All information in this RFI/RFP is confidential and will not be disclosed except to those responding to this RFI/RFP.

1.3.4 Questions Regarding RFI/RFP Specifications

Inquiries regarding vendor qualifications, existing infrastructure, and technical requirements should be directed to:

Sandra Brewer
 Director of Technology
sandra.brewer@lpsb.org

Rusty Silvey
 Network Administrator
rusty.silvey@lpsb.org

Email is the preferred method of contact. The words, “Hosted email Solution RFI/RFP Clarification” must appear in the subject.

1.4 Time Line

Activity	Date
E-rate Form 470 Application Submitted	January 17, 2012
Notice of Intent to Propose	February 17, 2012
Final questions deadline	February 17, 2012
Proposal due	February 22, 2012
Opeing proposal and Review/Evaluation by District Team	February 22, 2012
Vendor Oral Presentations- Note: All vendor presentations will be subject to video recording.	February 23-24, 2012
Contract negotiation Notification of selection	February 27-29, 2012
Contract Award	March 1, 2012
Form 471 Submission Deadline	March 20, 2012
Service Begins	July 1, 2012

2.0 General Requirements.

The LPPS desires a solution that will contain the following elements.

2.1 Integration: A solution that will allocate efficient integration with LPPS data methods for an automated system that will require little intervention. Ability to manually add, move and change email when problems occur without intervention of service provider.

2.2 Reliability: A solution meeting all of the LPPS’s requirements, while acknowledging future functionality.

2.3 Security: A solution which provides data security and confidentiality as a primary objective through the use of encryption.

2.4 Supportability: A solution that can be remotely maintained, can provide written documentation of system service, and can be updated and configured for evolving needs.

2.5 Scalability: A solution that can be expanded and updated to new applications and locations.

2.6 Robustness: A solution that can support the LPPS's 3000 users, and adapt for any flux in the established number.

2.7 Proposal Elements

1. Proposer must submit detailed description(s) of proposed solution(s).
2. Proposer must submit a detailed plan for implementation, if applicable.
3. Proposer must provide measurement/reporting tools used to monitor performance or usage, if applicable.
4. Proposer must submit a training plan for any training recommended by the Proposer.
5. Monthly, annual, and quarterly usage reports may be required. Reports must be customized to meet specific requirements.
6. If appropriate, proposer should have industry expert(s) in educational technology solutions to guide users to the forefront in technology. Name, qualifications, and phone number(s) must be included.
7. Proposer must provide a specified team to support the business requirements of the project. Names, titles, and phone numbers must be provided.
8. Proposer must provide an overview of their current and future technology, their vision and timeline for migration to any future technologies.
9. Proposer must supply a complete list and description of all supporting business partners.
10. Proposer must have the ability and technical resources to support technology communications for school district client base as the school district continues to expand their network and technology infrastructure.
11. Proposer must submit such financial and experience

3.0 EVALUATION

3.1 CRITERIA

The criteria listed below will be used to evaluate written proposals and the subsequent interviews. The scoring weight is listed for each criterion.

These criteria will be applied and interpreted solely at the discretion of the Evaluation Committee. Proposals should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of proposals may be requested from the Proposer/Contractor at the discretion of LPPS. The Evaluation Committee recognizes it is premature to place a major emphasis on projected financial benefits prior to the completion of the proposer's expert analysis/site audits and projections. The audits will define the potential scope and cost benefit. The criteria are not ranked in order of importance. The sub-criteria are of approximate equal weight.

A. QUALIFICATIONS AND CAPABILITY (Scoring Weight: 10 %)

- 1) **General Firm Information.**
- 2) **Experience of Firm.** General experience in contracts of similar type, scope, and size

- 3) **Scope of Services.** Comprehensiveness of management and maintenance.
- 4) **Financial Soundness.** Financial soundness and stability of the Proposer. Completeness and strength (financial viability) of most recent annual financial statements or other documentation provided to LPPS.

B. EXPERIENCE AND EXPERTISE (Scoring weight: 10%)

- 1) **Project History.** Quality of past projects completed with respect to scope, size, and type.
- 2) **Personnel Information.** Qualifications and relevant experience of the staff in project management and other areas of importance.

C. TECHNICAL APPROACH (Scoring Weight: 20%)

- 1) Overall approach including analysis, findings and subsequent recommendations for solutions.
- 2) Reasonableness of methodologies to effect solutions.
- 3) General plan for proposed solution and implementation schedule.
- 4) Any necessary additional training or technical implementation related to changing services/vendor from current.

D. SITE SPECIFIC APPROACH (Scoring Weight: 20%)

- 1) **Proposal Scope.** Understanding of specific needs and requirements for each type of service and/or site/campus/location. Comprehensiveness and clarity of the approach to this project. Relevance and benefits of proposed use of technology to enhance current methods of operations for specific sites.
- 2) **Project Management for This Contract.** Management approach and relevant qualifications of key personnel assigned to the project involved in technical auditing and design, project management and implementation, with respect to the size, scope and technology use on this project.
- 3) **Operational and Maintenance Responsibilities.** Operation and maintenance approach, approach to compatibility/openness/standardization of equipment, support personnel and provision of insurance.

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4. Financial Analysis (Scoring Weight: 40%)

Evaluate by weighing: Cost of project, including but not limited to, any cost of changing services and nearness of cost of new proposal to cost of current services.

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

Contractor will perform in accordance with the requirements and specifications of the RFP and resulting contract.

SERVICE:

- Proposer/Contractor will collect and electronically forward to LPPS Contract Administrator, usage data monthly basis OR PROVIDE LPPS staff for online data reports..
- Proposer/Contractor shall guarantee service and/or equipment availability throughout the term of the contract.
- Proposer/Contractor must provide LPPS with a detailed “System Implementation” plan and installation support and assistance. Please describe the services you will provide.

TRAINING:

Proposer/Contractor must provide any needed on-site training for the proposed services and any associated hardware and software. Please describe the training program for the proposed system/solution.

Training costs must be included in your pricing section of your proposal.

4.2 PERFORMANCE MEASUREMENT/EVALUATION

- Proposer/Contractor's Project Manager will report any problems immediately to LPPS Contract Administrator.
- Proposer/Contractor's Project Manager will meet as needed with LPPS Contract Administrator on implementation and training.
- Contractor will provide LPPS Contract Administrator with a detailed report of usage on a monthly basis and will meet with LPPS Contract Administrator once per quarter for review of contract.
- Contractor will conduct annual survey to determine satisfaction level and contract needs at LPPS and review same with LPPS Contract Administrator.