



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
Phone (757) 925-6762

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POSTED AP

February 28, 2020

To: Interested Parties:

Re: IRFP-1742-I

E-Flyer Management System

The Suffolk City School Board, hereafter called the "School Board", is requesting informal proposals from interested parties to provide an e-flyer management system that can be used by the schools and central office administration to digitally approve and distribute e-flyers directed to the parents by way of school websites. The system proposed must be in accordance with the requirements listed below.

Interested parties shall submit proposals marked "IRFP-1742-I, E-Flyer Management System" to Anthony Hinds, Suffolk Public Schools, Department of Purchasing, 100 North Main Street, Second Floor, Suffolk, VA 23434 or emailed to anthonyhinds@spsk12.net **on or before 4:00 pm on Friday, March 20, 2020**. Suffolk Public Schools reserves the right to accept proposals after the closing date until the need is filled. Due to the nature of our mail delivery, please mail your package several days ahead of the due date. For this procurement it is recommended that the proposal be e-mailed (with 1742 in the subject line), UPS, Fed Ex, or hand delivery to the above address by the due date and time.

Any questions concerning this informal request for proposal must be submitted via email to anthonyhinds@spsk12.net. **The last day for questions for this IRFP is March 12, 2020 at 5:00 PM.**

Scope of Services

Suffolk Public Schools is seeking proposals for qualified offerors to provide a management system that can digitally approve and distribute e-flyers directly to parents and have these flyers posted to the website for each school. Implementation and training are required. The goal is to provide an efficient means to distribute information to parents/interested parties of Suffolk Public Schools students.

Suffolk Public Schools consists of eleven (11) elementary schools, five (5) middle schools, three (3) high schools, one (1) alternative education site and one (1) career and technical education site. The total population is about 14,500 students. The School Board reserves the right to add/delete locations during the term of this agreement.

The management system shall meet the following minimum requirements:

1. Web-based or cloud based service hosted by the successful vendor
2. Compatible with Windows 10 and greater
3. Works in Chrome
4. Fully compatible with Chromebooks
5. SSL compatible and able to operate on Port 443 (<https://>)

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6. Allow for the electronic approval and distribution of information in a digital format to parents and interested parties
7. Allow parents to sign up for activities and events electronically
8. Allow parents to forward e-flyers to family and friends
9. Provide these services at no cost to Suffolk Public Schools and their associated community organizations
10. Incorporate the Suffolk Public Schools logo (Attachment 1) when appropriate and integrate with the existing websites
11. Provide automatic notifications and alerts when applicable
12. Provide instant, accurate and comprehensive reports
13. Include installation, implementation, automatic upgrades, ongoing maintenance and training

Proposal Requirements

Proposals shall be as thorough and detailed as possible to illustrate the vendor's capabilities to provide software that meets the requirements as detailed in this Informal Request for Proposal. Vendors are required to submit the following items as a complete proposal.

1. Provide a letter of introduction that includes the name and location of the company, a statement of interest and the following non-collusion statement.

“The offeror expressly warrants that the information submitted herein is not the result of an agreement expressed or implied with any other offeror or offerors in an attempt to influence or restrict competition.”

The letter of introduction shall be signed by an individual authorized to conduct business for the firm; in addition, include the phone number and email address for that individual.

2. Provide a detailed description of the management system to describe how it will provide Suffolk Public Schools a solution in accordance with all requirements listed. Description shall include, but not be limited to persons responsible for implementation, training and support; implementation process; training provided; timeframe for completion of the project and any other information that will assist in evaluation of the proposals.
3. Provide screenshots of the management system to show digital approval process, distribution process, samples of reports available and any other information that will assist us in evaluating your company's ability to meet the needs of Suffolk Public Schools.
4. Provide at least three (3) references for similar work done in the last three (3) years. Include contact names, phone numbers and email addresses.
5. Provide a detailed description of pricing model associated with this system to include costs to vendors desiring to use these services.
6. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this procurement.

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Evaluation Criteria

The evaluation of proposals will be based on the following criteria:

1. Ability of the vendor to provide the required services and management system including technical support, annual maintenance and upgrades available please include screenshots and sample reports. Included in this, proposers need to demonstrate ease of use of product – 40 points
2. Timeframe for implementation of system and quality of training – 20 points
3. Quality of references provided – 10 points
4. Total cost of ownership – 30 points

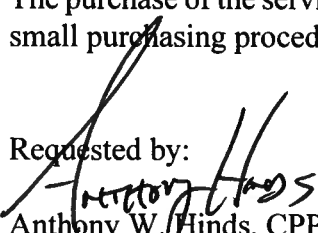
Award

The proposal, as submitted, will be evaluated in accordance with the criteria described above. The offeror(s) deemed the most qualified may be selected for interview and negotiations. Suffolk Public Schools may conduct formal or informal interviews as a part of this process. If the School Board determines that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. An award resulting from this solicitation will be issued to the successful offeror in writing and will be posted on the Suffolk Public Schools Bid Board located at 100 N. Main Street, Second Floor, Suffolk, VA 23434 and on the Suffolk Public Schools Purchasing Department website. The initial term of this agreement shall be from July 1, 2020 through June 30, 2021 and will automatically renew for five (5) additional one-year periods. Cancellation must be provided in writing by either party prior to May 31st of each calendar year. The School Board may approve a price increase for each subsequent year. The request shall be presented in writing by April 30th of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U.S. Department of Labor, for all Urban Consumers (CPI-U) South, for the preceding calendar year. Suffolk Public Schools also reserves the right to extend this agreement should it become necessary for the continuity of services.

The School Board reserves the right to reject any or all proposals, purchase additional services and upgrades as may be appropriate to the program described herein and will not be liable for any cost incurred in connection with the preparation and submittal for this Informal Request for Proposals.

The purchase of the services described herein shall be conducted in accordance with Suffolk Public Schools small purchasing procedures for professional and non-professional services.

Requested by:


Anthony W. Hinds, CPPB
Purchasing Manager
Purchasing Department

Terms and Conditions

Nondiscrimination:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

Drug Free Workplace:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

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Contractor/Employee Background Certification:

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. (See form attached.)

This is inclusive of compliance with the Federal Immigration Reform and Control Act of 1986.

Cooperative Procurement:

This solicitation is being conducted on behalf of other public bodies under the provisions of § 2.2-4304 of the Virginia Public Procurement Act, Cooperative Procurement, as stated, “a public body may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the Request for Proposal or Invitation to Bid specified that the procurement was being conducted on behalf of other public bodies.”

If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms.

Any jurisdiction using such contracts shall place its own orders(s) directly with the Successful Contractor(s). Suffolk Public Schools acts only as the Contracting Agent and is not responsible for the placement of orders, payment or discrepancies of the participating jurisdictions.

It is the Contractor's responsibility to notify the jurisdictions of the availability of contract(s). Proposers may opt out of this only by indicating this in your response.

Suspension or Disbarment

In issuing your proposal, you are certifying that you have not been suspended or disbarred at any level (state or national) and are eligible to be awarded a contract.

Insurance

Proposers may be requested to provide insurance during the provision of these services.



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CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor (ii) convicted of a crime of moral turpitude.

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

CERTIFIED BY _____

PRINTED NAME _____

TITLE _____

DATE _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection.

For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities.