

LIVONIA PUBLIC SCHOOLS
15125 FARMINGTON ROAD
LIVONIA, MI 48154-5474
(734) 744-2500

The Livonia Public Schools Board of Education, Livonia, Michigan, hereby invites the submission of **sealed bids** for the purchase of: **District Website Bid**

(See Attached Specifications)

Request for Proposal (RFP) documents can be obtained at the Livonia Public School Website, www.livoniapublicschools.org under the section titled DISTRICT, Purchasing Bids, 2018-19 school year, Open Bids OR the SIGMA Website, www.michigan.gov/SIGMAVSS. Please feel free to include additional pages of information if necessary. For bids to be considered they must meet or exceed all specifications herein.

A pre-bid meeting will be held on January 9, 2019, at 12:30 p.m. in Conference Room A at the Board of Education complex, 15125 Farmington Road, Livonia, Michigan.

Sealed bids marked District Website Bid will be received until 2:00 p.m. on the 16th day January 2019, in the Operations Office at the Board of Education complex, 15125 Farmington Road, Livonia, Michigan. Mailed bids should be sent to the attention of: Phillip Francis, Director of Operations, Livonia Public Schools, 15125 Farmington Road, Livonia, Michigan, 48154. Livonia Public Schools is not liable for any delivery or postal delays.

The Bid Opening will take place at 2:00 p.m. on the 16th day of January, 2019, at the Livonia Public Schools Board of Education Complex, at which time all bids will be publicly opened and read. No bids will be accepted after the date and time specified and will not be opened. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration.

All bids must be accompanied by a sworn and notarized statement of disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the Livonia Board of Education, the Livonia Public Schools Superintendent or Director of Finance, any member of the Wayne RESA Board of Education or the Superintendent of Wayne RESA. **No bid shall be accepted that does not include this sworn and notarized disclosure statement.**

All bids must be accompanied by a sworn and notarized Affidavit of Compliance – Iran Economic Sanctions Act. **No bid shall be accepted that does not include this sworn and notarized statement.**

All bids must be accompanied by the Equal Opportunity Statement. **No bid shall be accepted that does not include this statement.**

All bids must include a Treasury listed bid bond or certified check made payable to Livonia Public Schools for not less than five percent (5%) of the contract for each bid over \$23,230.00 and must be submitted with the bid forms furnished with specification.

All bids must be submitted on the forms provided in the bid packet and all sheets must be returned for the bid. All proposals shall remain firm for a period of ninety (90) days.

The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part: to award to other than the low bidder: to waive any irregularities and/or informalities: and in general to make awards in any manner deemed to be in the best interests of the district, including awarding by line item, with rationale to support such a decision. Livonia Public Schools local preference resolution will be followed for all proposals.

Prices bid are to be **F.O.B. Destination**. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

Any bid submitted will be binding for ninety (90) days subsequent to the date of the bid submission. All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bid package are to be addressed to the attention of:

Phillip Francis, Director of Operations
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154-5474
"District Website Bid"

One (1) copy of the bid package should be retained for your files. Any questions regarding bid specifications should be referred to Harry Lau, Administrator of Facilities and Operations, hla@livoniapublicschools.org, 734.744.2511, between 8 a.m. and 3:30 p.m. EST. **All samples should be sent to Harry Lau, 15125 Farmington Road, Livonia, MI 48154.**

LATE BIDS WILL NOT BE ACCEPTED

OFFICIAL BID REQUIREMENTS

District Website Bid

NAME OF COMPANY _____

REPRESENTATIVE _____

BUSINESS ADDRESS _____

CITY, STATE, ZIP _____ DATE _____

The bidder above-mentioned declares and certifies:

- A. That said bidder is of lawful age and the only one interested in this bid; that no one other than said bidder has any interest herein.
- B. That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
- C. Bid prices MUST include ALL delivery charges.
- D. Specifications: Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible. In the event that a supplier wishes to bid a voluntary alternate in addition to the base bid (and as a cost savings consideration for the District), such alternate shall be submitted with the bid, on separate sheets and labeled as such with a brief description of the difference and rationale. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.
- E. That the prices quoted herein are net and exclusive of all federal, state and municipal sales and excise taxes. TAXES- The successful company within this context is considered to be providing a service in which the company is the consumer of all equipment, supplies and materials used in providing this service. The company must pay tax on all equipment, supplies and materials used. When it comes to the affixation of materials to real property or the purchasing of services from a company, the school district's exemption does not flow through to the company who is the consumer of material for tax purposes. Any questions regarding this issue of tax, please contact the Michigan Department of the Treasury at 517.339.1123.
- F. All price proposals and delivery terms shall remain firm for ninety days after the date of bid opening and pricing should be based on current market value with agreement to invoice according to any price reduction that may occur prior to final delivery.
- G. District reserves the right to award this bid separately or in total, or for reasons of establishing uniformity, to other than the low bidder.
- H. No member of Livonia Public Schools Board of Education, or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
- I. The bid MUST be signed by an authorized company agent and submitted on the attached forms (School District designed form).
- J. Under penalty of perjury, the vendor bidding certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State anti-trust laws. The bidder also certifies that their bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

OFFICIAL BID REQUIREMENTS (continued):

- K. All bids must be accompanied by the following three statements:
 - 1) Familial Disclosure Statement – **sworn and notarized.**
 - 2) Affidavit of Compliance – Iran Economic Sanctions Act – **sworn and notarized.**
 - 3) Equal Opportunity Statement.**No bid shall be accepted that does not include all of these statements.**

- L. A bid bond executed by a U.S. Treasury listed surety company acceptable to the owner, or a cashier’s check in the amount of 5% of the sum of the proposal payable to Livonia Public Schools shall be submitted with each proposal in excess of \$23,230.

- M. Any error or omission found within this specification packet shall be communicated to all bidders as soon as possible. Bidders will not be allowed to take advantage of any errors or omissions in the specifications of this bid. Full instructions shall be given regarding any errors and omissions if called to the attention of Livonia Public Schools within two working days of the bid date.

- N. Bidder must be a firm established not less than three (3) years in the field for which this bid is solicited.

- O. Additional references may be requested after the bids are submitted. When requested, references are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

- P. The undersigned certifies that the bid contained herein meets or exceeds specifications.

Signature _____ **Print Name** _____

Title _____ **Date** _____

**LIVONIA PUBLIC SCHOOLS
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT
District Website Bid**

All bidders must complete the following disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid proposal will be accompanied by a sworn statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Livonia Public Schools Board of Education, the Livonia Public Schools Superintendent or the Director of Finance, any member of the Wayne RESA Board of Education or the Superintendent of Wayne RESA. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

The members of the Livonia Public Schools Board are: Karen Bradford, Tammy Bonifield, Colleen Burton, Daniel Centers, Crystal Frank, Liz Jarvis, Mark Johnson. The Livonia Public Schools Superintendent is Andrea Oquist and the Director of Finance and Board Treasurer is Alison Smith.

The following are the familial relationship(s):

	Owner/Employee Name	Related to:	Relationship:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships

BIDDER'S FIRM NAME _____
BY (SIGNATURE _____
PRINTED NAME AND TITLE _____

STATE OF MICHIGAN)
)SS
COUNTY OF)

Subscribe and sworn before me on this _____

Day of _____, 20__ , a Notary Public

In and for _____ county,

Notary Public

My Commission expires _____

**EQUAL OPPORTUNITY STATEMENT
District Website Bid**

Livonia Public Schools:

It is the publicly stated policy of _____ not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry or sex. With regard to employment, such non-discrimination includes, but not limited to, our (my) policies of recruitment, recruitment advertising, selection for apprenticeships or other training, rates of pay, promotion, transfer, lay-off or termination.

In all advertising for employment, subcontractors, or suppliers we (1) shall state all applicants or respondents will receive consideration without regard to race, religion, color, national origin, ancestry or sex.

We (1) understand that any contract for the Livonia Public Schools shall be in consideration of our maintaining the above mentioned non-discrimination policy.

We (1) understand that we (1) may be required to submit further information covering the race, color and work classification for our employees and those of subcontractors to be employed on this project.

NAME OF BIDDER (COMPANY): _____

SIGNATURE: _____

NAME: _____

TITLE: _____

VENDOR PROFILE:

Livonia Public Schools requests that vendors participating in the **District Website Bid**, provide specific information about their company. This information will be taken into consideration when the bids are evaluated.

CONTACT INFORMATION:

NAME OF COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ FAX: _____

SALES MANAGER: _____

Email address: _____

NO. YEARS IN BUSINESS: _____ TOTAL NUMBER OF EMPLOYEES: _____

CLIENT CONTACTS:

Please provide a list of the five (5) or more references of school districts and/or companies using the products or services recommended in this bid proposal:

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

CLIENT CONTACTS (continued):

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

NAME OF SCHOOL DISTRICT/COMPANY: _____

Contact/position: _____

Email Address: _____

Address: _____

City: _____ PHONE: _____

Estimated volume of business per year: \$ _____

Price Bid Sheet for Livonia Public Schools
District Website Bid

Company Name: _____
Address: _____
Signature: _____
Title: _____
Date: _____

Total price, as specified, to include delivery (please attach or describe/include all specifications and include minimum specifications with any variations noted):

Quantity:	Description:	Unit Cost
1	District Website Bid	\$ _____
	\$ _____ TOTAL Bid	
	\$ _____ *Total Bid Award DEDUCT (if any)	

*The DEDUCT is () OR is not () included in the Total Bid price.

Please indicate if the above pricing is firm for individual bid items or only as a TOTAL bid package (check box below).

Individual Bid Items ()

TOTAL Bid Package ()

BID INCLUDES A TWO (2) YEAR WARRANTY AND A THREE (3) – FIVE (5) YEAR MAINTENANCE PRICE AGREEMENT.

Livonia Public Schools

Bid Specs for Website Hosting

Point of contact:

Stacy Jenkins, Administrator of District Communications

15125 Farmington Rd.

Livonia, MI 48154

Sjenkins3@livoniapublicschools.org

734-744-2533

December 20, 2018

Scope of project:

Livonia Public Schools is seeking proposals from website companies that have an expertise in hosting and supporting K-12 school district websites. The district is desirous of securing a service contract with a company that will provide a high-quality web presence for the school district while also providing a high level of support via training and assistance with page migration, technical support and all other necessary training.

The school district hopes to utilize a website platform, for the district and 26 school websites, that is responsive in design, attractive and dynamic, yet clean and simplistic in function. It should allow for easy maintenance and creation of website content, without broad technical skills being required by the site and page administrators.

We aim to secure a contract early in the first quarter of 2019 with migration and implementation being completed by July 1, 2019.

General Requirements

1. The vendor must describe their experience in working with K-12 school districts and provide live links to comparable school district clients' websites that are hosted by the vendor.
2. The vendor must describe their website support services and must include around-the-clock coverage for technical assistance.

3. The vendor should be based in the U.S. and must not sub-contract any aspect of services provided.
4. The vendor must describe how its product meets WCAG 2.0 AA standards for ADA compliance and should include built-in error correction services and/or built-in features to ensure all new content meets ADA compliance standards.
5. The vendor must describe the content migration process and pricing.
6. The vendor must clearly state which components or services are included in the core product service contract and which are priced separately as add-ons. Pricing must include design, migration, training and support pricing options.
 - a. Please provide pricing for a three-year contract, with optional one-year renewals.
 - b. Please indicate whether the pricing is based on district student enrollment or on the number of web pages contained in the sites. Our district enrollment is currently 14,210 and we maintain a total of 26 websites under the livoniapublicschools.org domain.
7. All initial set-up and annual costs must be clearly identified and listed in the proposal.
8. Please include mobile app platform pricing.
9. The vendor must propose a timeline for transitioning from our current platform to a new solution. This transition should include:
 - a. Proposed timeline for consultation with the district on needs, design, migration, training and live launch. Our goal is to launch a new site by July 1, 2019.
10. The vendor must provide a proposed plan for training website admins and describe various venues for ongoing training such as webinars, web links, blogs, etc. for staff to access.
11. The vendor must provide data on website performance (reliability, downtime rates, etc.)
12. The vendor must provide client retention rate and age of the company.
13. The vendor must provide references from current clients.
14. The system may be a hosted system that is external to the district and located on a secure website.

Specifications

Functionality

1. The Content Management System (CMS) must be template based and offer centralized access to and management of all school websites.
2. The CMS must be platform neutral and accessible from any Internet browser.
3. The CMS must have a responsive design for display and function on computers, mobile phones, tablets and other mobile devices.
4. The user management system must be hierarchy based, allowing all local school-based websites to be centrally managed and maintained at the district level.
5. Must have page access controls that allow webmasters to edit only certain pages and/or sections.
6. Primary among the goals of the district is to have a system that is user-friendly, intuitive and easy to use and maintain by a variety of page and site administrators.
 - a. Livonia Public Schools website contains 26 additional school-based sites, each with 1-2 webmasters or administrators. The district site is managed by three website administrators. Teacher pages would number approximately 1,000.
7. Prefer the ability to directly upload videos, with closed captioning.
8. Prefer ability to upload files from cloud services.

Website features:

1. Single sign-on for admins, teachers, students and parents
2. Intranet for staff -- password-protected pages
3. Integrated calendar options that are compatible with iCal and Google Calendar
4. Must be compatible with LDAP
5. Should have reusable site content/one-step creation, allowing webmasters and admins to post the same content to multiple pages, with updates carrying over to those pages automatically.

6. Must have calendar posting integration (district calendar events can be set to automatically post across all school website calendars)
7. Must have teacher pages on every school site, that can serve as the main webpage for a teacher or a "landing" page for the teacher's external links.
8. Advanced search functions
 - a. Most recently searched pages
 - b. Recognize synonyms
9. Auto image/photo scaling / sizing
10. Secure payment manager component for parents
11. Secure online forms/surveys/polls; prefer front page pop-up feature for certain critical announcements or surveys
12. Pages must allow embedded multimedia links
13. Must have quality assurance tools, ie: spell check, grammar check
14. Prefer built-in photo editing tools
15. Sites must allow social media integration
16. Must have easy-to-use editors
 - a. WYSIWYG editor
 - b. In-line editing
 - c. Drag and drop editing
17. Must have an archive feature
18. Must have publish controls
19. Must have user-friendly staff directories for each site
20. Should have custom reporting for website analytics -- including, but not limited to, number of page views, page visit duration, pages per visitor, stale content reports, etc.
21. Must have unlimited bandwidth, disk space and storage
22. Must have automatic back-ups of all content
23. Prefer integration with Microsoft Office suite, Adobe applications and the Google Classroom Suite.
24. Sites must have easy page navigation for the user, with a breadcrumb-style feature.

Design

1. Must contain sufficient page layout and publishing features to create visually compelling, clean-designed webpages.
 - a. WYSIWYG editor
 - b. In-line editing
 - c. Drag and drop editing
2. Design templates must be flexible to allow for district branding elements across all pages.

Additional Information

Please provide responses to the following questions and include them in your proposal:

1. Describe, in detail, the process for migrating our current content. Please include pricing structure for page migration.

2. Tell us how your solution can assist us in maintaining ADA compliant web pages and *specifically how the feature works*. Please include the pricing for this tool.