

REQUEST FOR QUOTATION	TROY SCHOOL DISTRICT 1140 RANKIN, TROY, MICHIGAN 48083 248-823-4052 FAX: 248-823-4077	REQUISITION
No. 9477		
DUE DATE 1-17-08 NO LATER THAN 3 p.m.		DATE 12-11-07

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
 BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with Web Hosting Services.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. 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.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____
(the "Bidder), pursuant to the familial disclosure requirement provided in the _____
_____ (the "School District") advertisement for construction bids, hereby
represent and warrant except as provided below, that no familial relationships exist
between the over(s) or any employee of
_____ and any member of the Board of Education of the
School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2006,
by _____.

,Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

PROJECT SUMMARY

1.0 GENERAL

- A. Troy School District (the "District") is soliciting proposals until 3:00 p.m. January 17, 2008 for the purchase of:

1. Web Hosting Service

- B. All questions and correspondence concerning this Request For Bid ("RFB") must be submitted in writing to the District's bid coordinator. Address all correspondence and questions to:

Attn: Purchasing Supervisor
c/o Troy School District
1140 Rankin
Troy, MI 48083
Email: bids@troy.k12.mi.us, Subject "Web Hosting Service Question"
Fax: 248-823-5050

All valid questions received in a timely manner, along with the District's responses will be posted via addendum on the District's Web site at

http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm.

Questions will be accepted no later than 4:00 p.m. on January 11, 2008. Vendors are responsible for confirming their response against the list of posted questions. All other communication with District staff regarding this bid request is prohibited, and may be cause for rejection of bid.

- C. Sealed bids will be received up to the time noted above and should be labeled and delivered to:

Bid Number 9477
Web Hosting Service
Troy School District
Attn: Frank Lams
1140 Rankin
Troy, Michigan 48083

- D. The District reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The District

may award a contract to a single prime contractor for all elements for the entire project or may award any of the elements separately.

- E. No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for at least ninety (90) days. All responses must be on the Bid Form that has been enclosed with this RFB.
- F. The formal proposals to be received will be evaluated by several criteria:

Factor	Weight
Hosting license cost	20%
Interoperability with District's existing operating environment	20%
Response meets bid specification	15%
Professional Development/training expenses	15%
Vendor experience	10%
Facilities hosting infrastructure	10%
Privacy/security policies and practices	10%
Total	100%

Note that low apparent bid will not be the sole determining factor. The bid will be awarded to the Provider that Troy School District determines to be the most cost effective solution that best meets the needs of the District. Troy School District reserves the right to accept or reject any and all bids, in whole or in part, to waive any irregularities in the bid process and to negotiate contract terms, in its sole discretion. The decisions of the District are final and vendors have no right to appeal.

1.1 INTRODUCTION

- A. The intent of this RFB is to secure under contract Web Hosting Service rates for the District.
- B. The Provider's Universal Service Fund (USF) Service Provider Identification Number (SPIN) **MUST** be included in the bid proposal. Questions regarding the USF project should be directed to 888-203-8100.
- C. This project qualifies for USF FY 2008 funding. No invoice will be dated before July 1, 2008.

This contract is 100% conditional upon Universal Service Funding. Further, the District reserves the unrestricted right to reduce the contract

amount by reducing the scope of work and/or components in order to meet budget requirements in the event the level of the USF discount is reduced. Unit pricing as specified in the bid proposal, will be used to control contract adjustments. Any such action will be taken before specific work on a building or on a project component has commenced.

1.2 SPECIFICATIONS

The Troy School District currently publishes District-wide and individual building web pages using district owned servers and web publishing applications. Currently many teachers also publish individual classroom web pages using this functionality. Due to changes in the marketplace, increased demand from buildings and individual end users, relative complexity of web publishing applications vs. available time for teachers to share information, security issues related to web publishing on District equipment by non-District personnel, and cost considerations, the District has determined that a hybrid solution involving building level self-hosted web sites combined with externally hosted teacher, classroom, club, and activity pages is a better solution. The District is seeking a web hosting solution with the following capabilities:

- A. Individual web space per school building, including URL, color scheme, teacher, student and parent lists, permissions/security, and other functionality independent of all other sites. Provider must provide any storage space or user count limitations.
- B. Ability to create teacher and student accounts directly from District's Student Information System (details published to successful Provider) – Provider must include details on account import process in their bid response. Every individual must be provided a unique username and password.
- C. Ability to create parent, student, teacher and administrator accounts either centrally via a single administration point **and** distributed by individual building. Provider must include details on account creation process in bid response. Every individual must be provided a unique username and password.
- D. District administrative access to all school sites via single login.
- E. Ability to publish school news, calendar, directory, and other common building-wide information.

-
- F. Template based, intuitive, easy-to-use teacher web publishing capability on an individual teacher-by-teacher basis, with ability to flag items for public (accessible to general Internet) or private (accessible only to authenticated users) viewing.
 - G. 100% compatibility with Gradequick, the District's electronic gradebook system. Teachers must be able to publish grade and homework assignments from Gradequick to the web hosted site easily and intuitively, with appropriate security permissions defaulting to private, **not public**. The process for publishing from Gradequick will be outlined in detail in the bid response.
 - H. Ability to generate encrypted, access-controlled reports on a per-class and per-student basis. Provider must include sample reports indicating available fields for such reports, including attendance, grades, assignments, etc.
 - I. Ability for parents with students in more than one school to access all student information via a single login; i.e. tie one parent account to students in multiple schools based on appropriate permissions.
 - J. Providers must include detailed descriptions of hosting service facilities, including server specifications, Internet connectivity infrastructure details, physical/hardware/software security of site premises, electrical/backup capabilities, Service Level Agreements (SLAs), and independent 3rd party audits of facility security.
 - K. Provider must demonstrate that student data is protected in compliance with FERPA, HIPAA, COPPA and any other regulations that apply to data on minor children in a public K-12 school setting.
 - L. Provider must include its privacy policy for student, parent, teacher, and District individuals, including date of most recent revision, frequency of updates, methods of notifying members of updates, and any 3rd party audits or policy reviews that have been performed or that are intended to be performed (including dates).
 - M. Web hosting service will be provided for the following schools (October 2007 student count provided next to school name):

Barnard Elementary School (499)
3601 Forge Dr.
Troy, MI 48083

Martell Elementary School (348)
5666 Livernois
Troy, MI 48098

Bemis Elementary School (504)

3571 Northfield Parkway
Troy, MI 48084

Morse Elementary School (431)

475 Cherry
Troy, MI 48083

Costello Elementary School (337)

1333 Hamman
Troy, MI 48085

Schroeder Elementary School (458)

3541 Jack Drive
Troy, MI 48084

Hamilton Elementary School (424)

5625 Northfield Parkway
Troy, MI 48098

Troy Union Elementary School (517)

1340 E. Square Lake Road
Troy, MI 48085

Hill Elementary School (343)

4600 Forsyth
Troy, MI 48085

Wass Elementary School (404)

2340 Willard
Troy, MI 48085

Leonard Elementary School (495)

4401 Tallman
Troy, MI 48085

Wattles Elementary School (424)

3555 Ellenboro
Troy, MI 48083

Baker Middle School (637)

1359 Torpey
Troy, MI 48083

Larson Middle School (731)

2222 E. Long Lake Road
Troy, MI 48085

Boulan Park Middle School (737)

3570 Northfield Parkway
Troy, MI 48084

Smith Middle School (694)

5835 Donaldson
Troy, MI 48085

Athens High School (1920)

4333 John R
Troy, MI 48085

Troy High School (1997)

4777 Northfield Parkway
Troy, MI 48098

Niles Community High School (123)

201 W. Square Lake Road
Troy, MI 48098

International Academy East (125)*

1291 Torpey Dr.
Troy, MI 48083

*International Academy East will open in August 2008 with a projected enrollment of 125 students. In August 2009, the enrollment is anticipated at 250, growing to 375 in August 2010, and at least 500 by August 2011. Total 2007-08 student population for Edline count purposes is 12,023 students in 19 buildings.

- N. The Provider shall provide complete pricing details, including district price, per building price, unit/stratum/tier price, installation/data conversion/custom programming expenses, and any other incidental, programmatic, setup, or configuration fees that may be applicable to allow the District to fully evaluate potential costs.

1.3 TIMETABLE

- A. The anticipated timetable of key dates for this RFB are as follows:

RFB Available for Providers	December 12, 2007
Last Date for Questions	January 11, 2008
Bids Due	January 17, 2008
Board Award to Provider	February 05, 2008
Start Implementation	July 1, 2008
Complete Implementation	July 16, 2008

BID FORM

Bid For: Web Hosting Service

Project: Troy School District
Troy, Michigan

Date: _____

Bidder's Name: _____

Bidder's Address: _____

USF - SPIN _____

Universal Service Fund

This project is being submitted for funding to the Universal Service Fund (USF). The USF is a federal program designed to assist school districts in becoming more technologically advanced by paying portions of various technology-related systems and components. It is the intent of Troy School District (the "Owner") to meet all eligibility requirements for participation in the USF. The successful Contractor must accommodate the Owner's participation in the USF and comply with all procedures and payment policies set forth by the USF governing body for all eligible items.

Web Hosting Service

District Cost for Web Hosting (1 & 3 year contract period)	1 year _____	One Time Installation _____
	3 year _____	One Time Installation _____

Per Building Unit Price (1 & 3 year contract period):

Elementary Schools

Barnard	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Bemis	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Costello	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Hamilton	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Hill	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Leonard	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Martell	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____

Morse	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Schroeder	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Troy Union	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Wass	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Wattles	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
<u>Middle Schools</u> Baker	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Boulan Park	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____

Larson	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Smith	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
<u>High Schools</u> Athens	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Troy High	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
Niles	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____
International Academy East	One Year	_____	One Time Install	_____
	Three Year	_____	One Time Install	_____

Setup/Installation for GradeQuick data import	One Year	_____
	Three Year	_____
Setup/Installation for SIS data import	One Year	_____
	Three Year	_____

Stratum 1 building rate (1-A students, Provider to define A) One Year _____

A = _____ # Students Three Year _____

Stratum 2 building rate (A-B students, Provider to define B) One Year _____

B = _____ # Students Three Year _____

Stratum 3 building rate (B-C students, Provider to define C) One Year _____

C = _____ # Students Three Year _____

Details on additional strata _____

Other volume discounts _____

Cost to integrate with Gradequick _____

Custom programming rate _____

Installation or other costs not identified above _____

Voluntary Alternates _____

ADDENDA

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

WITHDRAWAL OF BIDS

The undersigned agrees that his/her Proposal shall not be withdrawn for a period of ninety (90) days after the date set for receipt of Proposal.

COMMENTS: _____

ACCEPTANCE OF PROPOSAL

The undersigned agrees to execute a Contract for work covered by this proposal provided that he/she is notified of its acceptance within ninety (90) days after the bid opening.

The undersigned affirms that the bid was developed without collusion, undertaking, or agreement, either directly or indirectly, with other contractor(s) to maintain the prices of indicated work or prevent any other contractor(s) from bidding the work.

SIGNATURE

Signed and sealed this _____ day of _____, 2008.

(Individual, Partnership, Corporation)

Affix Corporate Seal

By: _____
(Authorized Signature of Contractor)

(Business Address)

(Telephone Number)

Instructions: Submit three (3) copies to the OWNER and retain one (1) copy for your files.

Troy School District Web Hosting Services Bid 9477

Edline, LLC

School	1 Year	3 Year	Installation
Barnard	\$1,524	\$1,524	\$0
Bemis	\$1,836	\$1,836	\$0
Costello	\$1,524	\$1,524	\$0
Hamilton	\$1,524	\$1,524	\$0
Hill	\$1,524	\$1,524	\$0
Leonard	\$1,524	\$1,524	\$0
Martell	\$1,524	\$1,524	\$0
Morse	\$1,524	\$1,524	\$0
Schroeder	\$1,524	\$1,524	\$0
Troy Union	\$1,836	\$1,836	\$0
Wass	\$1,524	\$1,524	\$0
Wattles	\$1,524	\$1,524	\$0
Baker	\$1,836	\$1,836	\$0
Boulan	\$1,836	\$1,836	\$0
Larson	\$1,836	\$1,836	\$0
Smith	\$1,836	\$1,836	\$0
Athens	\$3,636	\$3,636	\$0
Troy High	\$3,636	\$3,636	\$0
Niles	\$1,092	\$1,092	\$0
Int'l Academy East	\$1,092	\$1,092	\$0
Setup/Installation GradeQuick	\$0	\$0	
Setup/Installation SIS import	\$0	\$0	
Total Bid	\$31,426	\$31,426	

Volume discount based on district wide purchase