



Hazelwood School District
Request for Qualifications – Database Administration

Date:

Thursday, May 31, 2018

Due:

Monday, June 11, 2018

Time:

10:00 a.m. CDT



1.0 Purpose

The Hazelwood School District is soliciting competitive sealed proposals from qualified vendors to assume the roles and responsibilities of database administration.

2.0 Background

The Hazelwood School District (“District”), is a high performing school system in St. Louis County, Missouri. The District comprises 78 square miles, and currently services approximately 18,474 students in grades K-12 and employs 2,500 full-time personnel. The District’s physical plant includes three high schools, six middle schools, twenty elementary schools, three early childhood education centers, and administration building and support services facility. The Hazelwood School District is the fourth largest school district in St. Louis metropolitan statistical area and the seventh largest in the State of Missouri.

The Infrastructure consists of a fully meshed 10GB backbone with highly dense Wi-Fi. VMware is utilized for both server and desktop environments. Currently there are 186 file/print servers and 2,000 virtual desktops. The database environment is Microsoft SQL server.

General Conditions

1. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. However, the District may select a small number of Proposer’s to make a presentation/attend an interview at the Proposer’s own expense. Notification will be given to qualified proposer.
2. The Proposer must submit Five (5) original copies of the Proposal in a sealed envelope plainly labeled “Database Administration” and an electronic version of the proposal formatted as a single Adobe PDF file (on USB drive). Proposals must be submitted by Electronic (e-mail) and facsimile offers will not be considered in response to this RFQ, nor will modifications by electronic or facsimile notice be accepted. The District is not responsible for lateness or non-delivery by the US Postal Service (USPS) or any other carrier to the District. The time and date recorded by the District shall be the official time of receipt.

Proposals will be delivered to:

Hazelwood School District Business Office

“Database Administration”

Attn: Kevin Cross

15955 New Halls Ferry Road

Florissant, MO 63031

3. The information presented in the RFQ is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in preparing Proposals in response to this request.
4. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
5. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFQ call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Proposer for any expense, cost, loss or damage incurred or suffered by the Proposer as a result of such withdrawal.
6. While the District has used considerable efforts to ensure an accurate representation of information in this RFQ document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFQ document.
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8. No oral interpretation will be made to any Proposer as to the meaning of the RFQ. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Proposer with other District employees or Board members regarding the RFQ may result in disqualification. Requests for interpretation must be made in writing to the Chief Information Officer (CIO) no later than, 4:30 p.m. on Friday, June 8, 2018, at the following e-mail address a davemc@hazelwoodschoools.org. Any information given to a Proposer concerning the RFQ will be furnished to all Proposer's as an addendum to the RFQ if, in the District's sole discretion, such information is deemed necessary to all Proposer's in submitting Proposals on the RFQ, or the lack of such information would be prejudicial to uninformed Proposer's. The Proposer should rely only on written statements issued by the District in the form of an addendum to the RFQ. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
9. Proposals may contain data that the Proposer does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Proposer marks the letter of transmittal of the Proposal with the following statement: **"Technical data contained on pages 7 _____ and 8 _____ in this Proposal furnished in connection with the Request for Proposal of the Hazelwood School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Proposer as a result of or in connection with the submission of this Proposal, Hazelwood School District shall have the right to use or disclose technical data to substantiate the award of a Contract."** The above restriction does not limit the District's rights to use or disclose without the Proposer's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above statement. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
10. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Proposer, regardless of whether such Proposer was interviewed or submitted a best and final Proposal.
11. The District reserves the right to withdraw the award to a successful Proposer within 30 days of the award if, in the opinion of the District, the successful Proposer is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Proposer.

12. In the event of a conflict between the Proposal and the RFQ, the District shall resolve any inconsistency in favor of the RFQ. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFQ and the Proposal. The Proposer agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Proposer with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
13. All of the terms and conditions of this RFQ are deemed to be accepted by the Proposer and incorporated into the Proposer's Proposal submission. The terms and conditions stated in this RFQ and the successful Proposer's response to this RFQ shall be incorporated into the contract between the District and the successful Proposer.
14. Termination for Cause: In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate the contract for cause by specifying reasons and the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Hazelwood School District also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any cost incurred.

4.0 Proposal Format

1. Proposals must be concise and organized. Proposals shall be limited to ten (10) pages; not including the letter of transmittal, executive summary, attachments required by the District or personnel resumes.
2. The Proposal shall include a Letter of Transmittal that provides an introduction to the Proposer and includes an expression of the Proposer's ability and desire to meet the requirements of the RFQ. The Letter of Transmittal should be under the signature of a Proposer officer.
3. The Proposal shall include an Executive Summary that briefly describes the Proposer's approach to meeting the District's requirements as outlined in the RFQ, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The executive summary must be no longer than three (3) pages. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.

5.0 Organization, Staffing and Qualifications

- a Include names, titles and specific responsibilities of team members. Clearly indicate the Proposer's prior experience in school district Database Administration.
- b Give the address of the specific office which will have responsibility for performing the work.
- c List the qualifications of personnel by discipline presently employed, as of the date of this Proposal, at the office specified above. If personnel is qualified in several disciplines, list the personnel only once under their primary discipline. Clearly indicate prior experience in school district Database Administration.
- d Provide résumés for all personnel who will have major project responsibilities. Each résumé must include: (i) name and title, (ii) the project assignment or role that the person will fulfill in relation to this project, (iii) the years of relevant experience with the Proposer, (iv) the academic degree(s) achieved, the discipline covered and the year achieved, (v) professional registrations, field of registration and year acquired and (vi) a synopsis of experience, training or other experience which reflects upon the individual's potential contribution to this project and clearly indicating their prior experience in school district Database Administration.
- e Through narrative discussion, show reason why the Proposer believes it is especially qualified to undertake this project. Discuss any unique qualifications that the Proposer possesses which would be of a benefit to the District in the execution of this project.
- f List recent examples of the Proposer's school Database Administration project experience during the last five (5) years. For each project, indicate the name of school district, contact person, and phone number.
- g Include references from other School Districts with name, address and phone number of contact person. Only include references for which the Proposer has completed projects in the past five (5) years.

6.0 Other Information

The Proposer shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit. The District pledges absolute confidentiality on all litigation disclosed.

- The Proposer must complete Attachment 1, **“Proposer Identification Form.”**
- The Proposer must complete Attachment 2, **“References and Experience,”** including a listing of all Missouri school districts for which the Proposer currently provides architectural services. The Proposer should provide information on projects of a similar nature to that described in this RFQ. Information on projects shall include the year the work was completed. The references should include at least one contract currently in force with a district similar in size and population to the Hazelwood School District.
- The Proposer must complete **Form A** from Attachment 3, **Supplier Diversity Program.**

7.0 Scope of Work

The successful vendor must be able to meet the following Database Administration requirements:

- Minimum 5 years’ experience with the front and back office portions of Tyler's SIS system
- Minimum 5 years’ experience with the front and back office portions of PowerSchool’s Business Plus system
- Minimum 5 years’ experience with Microsoft SQL Server
 - Regular and custom DBA tasks associated with 12 SQL Server instances
 - Development tasks associated with interfacing systems
- Minimum 5 years’ experience with Microsoft Visual Studio
 - C# projects
 - SQL Server Database projects
 - SQL Server Reporting Services projects
 - SQL Server Integration Services projects
 - Team Foundation Server (TFS)
- Minimum 5 years’ experience with Microsoft Identity Manager
 - Synchronization rules
 - Custom rules extensions
- Minimum 5 years’ experience with Microsoft Exchange programmatic administration
- Minimum 5 years’ experience with PowerShell
- Minimum 5 years’ experience with the Windows Server operating systems and Active Directory
- Data access, RPG and COBOL experience associated with the IBM AS/400 required

- Interface experience with the following systems:
 - AIMSWeb
 - AsureForce
 - Blackboard
 - Connect-ED
 - Destiny
 - Edulog
 - Equifax
 - GADS
 - Google Classroom
 - Hapara
 - Lifetouch
 - Phone System
 - School Reach
 - School Messenger
 - SRI
 - Other systems as requested
- Must be able to work with little to no supervision
- Must be able to translate administrative requests into a technical process, yielding a process friendly to administrative staff
- Must be able to be on site a minimum of 1 day per week
- Off hours work required during peak times

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8.0 Written Agreement

The selected vendor must be willing to enter into an agreement with the District and agree to all terms in the Agreement for Contracted Services. Respondents are advised that the District is not bound by the terms of the RFQ until a written agreement is fully executed and any activity taken by Respondent prior to a written agreement being fully executed is done at the Respondent's sole risk.

9.0 Pricing/Costs/Fees

Provide annual support and maintenance and on-site training costs with cost guaranteed for a period of five (5) years.

10.0 Evaluation and Scoring Criteria

Proposals will be evaluated, scored, and ranked by a Selection Committee with a maximum score of 100 points. The Selection Committee may invite up to the top three (3) ranked proposals for an interview or may choose to move forward to the equipment test period of the top two highest scoring firms. The purpose of the interview is for clarification and verification of the written proposal. The Selection Committee may re-score the proposal after the interview, but may not Re-score pricing /costs/fees, unless the Selection Committee requests a best and final offer.

Proposals will be evaluated, scored, and ranked on the following criteria:

25 Points – Qualifications: Expertise of the Proposer demonstrated ability to meet the scope of the work.

30 Points – Technical capability: Years of experience outlined in section 7.0

10 Points – Strength of References: Quality and applicability of feedback received from references.

10 Points – RFQ Responsiveness:

- Completeness and conformity of the proposal to the RFQ's requirements.
- The respondent's demonstrated ability to perform the required services.
- The respondent's indication of its understanding of the purpose and scope of the proposed services as evidenced by the quality of the proposal submitted.

20 Points – Costs and Out-of-Scope Fees: Daily costs and cost for out-of-scope work.

5 Points – MBE/WBE Participation: Any included MWBE participation must meet the District's Supplier Diversity Program guidelines. See the attached Supplier Diversity Guidelines.

100 Points – Total available number of evaluation points.

SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in purchase made by the District. The District has established minimum goals of fifteen percent (15%) for MBE and five percent (5%) for WBE utilization for all supplier of professional services and consultant.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If the Hazelwood School District does not accept a MBE or WBE's certification, the district will notify the MBE or WBE in writing.

Attachment 1: Proposer Identification Form

Designate one individual as the Proposer's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Proposer hereby agrees to be bound by the terms of the RFQ and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Proposer to provide the services required by the District for the specified period. By signing this Proposer Identification Form, the Proposer certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Proposer and the District or any of its employees, agents or Board of Education members.

Legal name

Representative's Name

Title

Address

City/State/Zip

Telephone #

Fax #

E-mail Address

Years in Operation

Years under current structure and/or under previous structure

1) Name of Authorized Officer:

NAME

TITLE

2) The undersigned hereby acknowledges that the Proposer has read and agrees to the terms and conditions set forth in the RFQ, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Authorized Signature

Print/Typed Date

Attachment 2 - References and Experience

Each Proposer must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFQ. No reference may be an affiliate of the Proposer or the Proposer's officers, directors, shareholders or partners.

List as primary references any current contracts for Database Administration currently in force with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.

1 Proposer Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

2 Proposer Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

3 Proposer Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

4 Proposer Name: _____
Business Address: _____
Name and Title of Contact: _____
Phone Number of Contact: _____
Contract Length: _____ Contract Value: _____

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Proposer Name: _____

Business Address: _____

Name and Title of Contact: _____

Phone Number of Contact: _____

Contract Length: _____ Contract Value: _____

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HAZELWOOD SCHOOL DISTRICT
Supplier Diversity Program
HSD Form A
SUBCONTRACTOR UTILIZATION FORM

Project Name:

Prime Contractor:

If I am awarded this bid I will subcontract with the following MBE/WBE firms:

Work or Trade to be Subcontracted	MBE/WBE Firm Name or Joint Venture	Subcontract Amount	
		(MBE)	(WBE)
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

SUBTOTALS: \$ _____ \$ _____

MBE/WBE SUBCONTRACTS TOTAL \$ _____

TOTAL BID: _____ **TOTAL MBE %** _____ **TOTAL WBE %** _____

E-Verify Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, Proposer:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your Proposer to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your Proposer to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) Agrees that any failure by your Proposer to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(Signature)

Printed Name and Title: _____

For and on behalf of: _____(Proposer Name)



PROPOSAL PRICE SHEET

PROPOSED COST: \$ _____

Proposer Name

Address

City/Zip

Phone

Fax

Federal Tax ID

X _____ **Date:** _____

Signature: Authorized Proposer Official

Print Name

E-mail Address (Please clearly print or type)

Negotiation of the final Agreement between the District and the Contractor/Proposer will begin after the most qualified Contractor/Proposer have been selected and approved by the Hazelwood School District Board of Education.

Date of Issuance

Thursday, May 31, 2018

Written Question Cut-Off:

Friday, June 8, 2018

Proposal RFQ Due Date:

Monday, June 11, 2018

Submit To:

**Hazelwood School District
Business Office
“Database
Administration”
Attn: Kevin Cross
15955 New Halls Ferry Road
Florissant, MO 63031**

Number of copies required: Five (5) marked “Copies”, one (1) marked “Original”, and one copy on electronic flash media/Thumb Drive. Each original and copy will have tabs corresponding to the required sections listed in this RFQ, as appropriate.

All questions must be submitted electronically via email to David McCorkle at davemc@hazelwoodschoools.org. The last day to submit question is Friday, June 8, 2018 at 4:30 p.m. CDT.

All proposal are due on are before **Monday, June 11, 2018 no later than 10:00 a.m. CDT.**

BIDDERS CHECKLIST

- ✓ Five (5) copies of proposal; one (1) marked original _____
- ✓ One Thumb Drive with copy of RFQ _____
- ✓ Signed Proposal Price Sheet _____
- ✓ Completed Proposer Identification Form _____
- ✓ Completed & Signed E-Verify _____
- ✓ List of references _____
- ✓ MBE/WBE HSD Form A _____