



**Invitation to Bid
Timberlane Regional School District
TRSD District Websites/Communications
4/7/2025**

The Timberlane Regional School District (hereinafter referred to as "the District") invites proposals from qualified vendors to migrate our external and internal websites to a new platform with integrated communications. This initiative aims to enhance user experience, streamline content management, and improve engagement with students, parents, staff, and the community.

All Bids must be received by email (time stamped by our email system) no later than May 9, 2025 at 2:00pm.

Questions on this bid should be sent to the Director of Technology at kenneth.henderson@timberlane.net. The public bid opening will be located at the Timberlane Regional School District/SAU106 central office at 30 Greenough Rd. Plaistow, NH 03865 on May 9th at 2:30pm.

Instructions:

Please email your bid submission to only Heather Greenfield at the SAU106 Business Office at heather.greenfield@timberlane.net

Please label the subject of the email the following **“TRSD 2025 Websites RFP ”**.

The bidder shall submit a statement with the bid, indicating school relevant experience together with the names of school districts previously and/or currently served, the dates involved, and the scope of the services performed and three (3) school/education references with websites that showcase your platform.

The bidder shall submit a written statement of their warranty policy, as pertains to the warranty requirements set forth in the bid specifications.

Proposals may be held by the Superintendent for a period not to exceed thirty (30) days from the date of the opening of the proposals for the purpose of investigating the qualifications of the bidder prior to the awarding of the contract.



The Superintendent may make an investigation, as they deem necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish to the Superintendent all such information and data for this purpose as the Superintendent may request. The Superintendent reserves the right to accept or reject any and all bids or any item(s) thereof, and to waive any informalities in the bid process and to cancel in part or in its entirety the request for bid and to award the contract as the Superintendent deems to be in the best interests of the School District. The Timberlane Regional School District further reserves the right to select the bid that best meets the District's needs as determined by the Superintendent, in its sole discretion.

While price will be a substantial factor in the District's decision, the District reserves the right to select a vendor without the lowest cost proposal.

Any deviation from the conditions and specifications must be clearly expressed by each Bidder in the appropriate space on the bid forms. Unless so stated by the Bidder and accepted by the District, all conditions and specifications apply.

Any fraudulent or inaccurate statements or willful concealment of relevant information by the Bidder are grounds for rejection of that bid and for the termination of any subsequent contract there from.

Bidders may not withdraw bids for thirty (30) days after bid opening.

The successful Bidder, hereinafter referred to as the contractor, shall be prepared to enter into a written contract with the Timberlane Regional School District within Thirty (30) days of written acceptance of the bid by the District.

Data Privacy and Retention Compliance Requirement

The bidder must fully comply with all applicable privacy laws, regulations, and industry standards, including but not limited to FERPA and COPPA. The bidder shall not store, retain, or otherwise maintain any data related to the district, its students, or personnel beyond the duration necessary to fulfill the contractual obligations. Upon completion of services or termination of the agreement, the bidder must securely delete all district data and provide written certification of such deletion.



Project Overview

The District maintains multiple websites (Wordpress), Communications (School Messenger) and Mobile application (Finalsite) including external public-facing websites and internal portals for staff and students.

The new unified platform should offer:

- A modern, user-friendly design
- Mobile application which is available on both the Apple Appstore and Google Playstore free of charge. Must provide feeds from social media, staff directory, event calendars and custom options.
- Secure and scalable architecture providing robust performance with enough storage capabilities for the foreseeable future.
- Role-based access and content management
- Integrated communication tools (e.g., phone, email, SMS, notifications, emergency alerts)
- Communication lists must automatically sync with PowerSchool to retrieve phone numbers and email addresses. They should also support manual CSV uploads for contact information.
- The ability for anyone to sign up and be added to designated communication groups via an online form.
- Compliance with ADA, FERPA, and COPPA regulations
- Comprehensive site search functionality.
- Data migration from existing websites (A mix of Wordpress, Google Sites, and Sharepoint)
- The public facing websites MUST have the ability to allow for secure areas that require authentication for authorized personnel only.
- All authentication must integrate with Active Directory groups and accounts.
- Must have the ability to have securer websites requiring authentication to access and offer various degrees of security privileges.
- Postings to websites should have the ability to automatically post to social media accounts (Facebook, Instagram, X) simultaneously.
- Must provide 24/7/365 support for emergencies with unlimited support incidents.
- Please quote if offered 1, 3, and 5 year contracts.



Scope of Work

The selected vendor will be responsible for:

1. **Discovery & Planning:**
 - Reviewing existing website architecture and content
 - Identifying key requirements and stakeholder needs
 - Proposing a migration plan and timeline
2. **Platform Selection & Implementation:**
 - Designing and developing templates for pages
 - Ensuring mobile compatibility and accessibility compliance
3. **Content Migration & Data Transfer:**
 - Transferring content from current websites to the new platform
 - Implementing a user-friendly content management system (CMS)
4. **Communications Integration:**
 - Embedding tools for mass communication (emails, texts, push notifications)
 - Sync communication tools with Powerschool.
 - Setting up notification preferences for different user groups
5. **Testing & Training:**
 - Conducting usability and security testing
 - Training district staff on CMS management and communication tools
6. **Deployment & Support:**
 - Assisting with launch and troubleshooting
 - Providing ongoing support and maintenance options

Timeline

- RFP Issued: 4/7/2025
- Proposal Submission Deadline: 5/9/2025
- Vendor Selection & Notification: 5/16/2025
- Project Kickoff: 5/26/2025
- Project Completion 8/22/2025



Timberlane Regional School District

TRSD 2025 Websites RFP

Bid Worksheet

* you can attach a separate quote page in lieu of completing this table but please complete the fields under the table.

Quantity	Item Description	Unit Cost	Extended Costs

Total Cost: \$ _____

Submitted by: _____ Date: _____

Company Name: _____

Street Address: _____

City/Town: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Signature: _____