



POUDRE SCHOOL DISTRICT R-1
REQUEST FOR PROPOSALS
DISTRICT -WIDE PROJECT MANAGEMENT
SOFTWARE
RFP 23-680-001

PROPOSAL SCHEDULE

RFP Issued	October 20, 2022
Questions due	November 3, 2022 , 2:00 p.m. MT
Q&A Issued (Tentative)	November 7, 2022
RFP Closing Date	November 17, 2022 , 2:00 p.m. MT

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REQUEST FOR PROPOSALS
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BACKGROUND

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 32 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 2 additional combined middle/high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

The District is fully accredited by the (I)119U^p -1.15 Td[op A MCID 34 B no(di)-2 (-S (t)-2 (e)3 (nt)-el)-6 (e8-1 ul)5

1.0 GENERAL CONDITIONS

- 1.1 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that Supplier believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Supplier believes they are confidential. The District, not Supplier, shall determine whether information and materials so identified will be withheld as confidential, but will inform Supplier in advance of disclosure to give

1.12

1.19 Responses to this solicitation will be independently evaluated by an evaluation committee to be established for such purpose.

1.20 Proposals submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation.

- 1.27 The successful Supplier will be required to enter into and sign a formal agreement with the District. The agreement language will control over any language contained within this RFP that conflicts with the signed and fully executed agreement.
- 1.28 In the case of conflicts between the RFP and any referenced proposal documents, the more stringent requirements shall govern. In all cases, the Supplier is responsible for notifying the District of the conflict.
- 1.29 Supplier warrants that it has full power and authority to grant the rights of its license agreement to the District with respect to its program without consent of any other person or entity. Supplier also warrants that neither the performance of the services by its company, nor the license to and use by the District of its company's product and documentation will in any way constitute an infringement nor other violation of any United States issued copyright, trade secret, trademark, patent, invention, propriety information, non-disclosure, or other right of any third party.
- 1.30 Access to District Server. If access to any District server is necessary for the functionality of the Contractor's services. Upon written approval by the Executive Director of Information Technology or designee, the District grants the Contractor limited access to the District server for the sole purpose of providing Services
- 1.30.1 The Contractor agrees to protect the confidentiality, integrity and availability of all electronic District or student information at all times.
- 1.30.2 The Contractor agrees to take proper steps to ensure the security of the device in which they connect to the District's systems remotely. The Contractor agrees not to copy information accessed remotely to local devices and or portable devices. Printing information is not permitted unless specific authorization has been granted.
- 1.30.3 The Contractor shall not share passwords, codes, credentials or user accounts with others.
- 1.30.4 The Contractor shall have a valid and up-to-date antivirus agent installed to ensure protection against malware and viruses upon connection to the District network.
- 1.30.5 The Contractor acknowledges that if the District determines in its discretion that remote access has been compromised by unauthorized parties, or that remote access has been misused, the Contractor's access will be disabled or terminated immediately
- 1.31 The Supplier shall provide the services as an independent contractor of the District. As such, the Supplier shall have the right to determine how and by whom

the services will be provided, subject to and consistent with the terms and conditions of this solicitation.

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1.33.3 Equal Opportunity. It is agreed that no otherwise qualified Supplier shall be excluded from participating in, be denied the benefits of, or be subject to discrimination, including harassment, under any provision of this Agreement on the basis of race; creed; color; national origin; age; sex; pregnancy; physical recovery from childbirth or a related condition; sexual orientation; marital status; veteran status; religion; genetic information; gender expression; gender identity; ancestry; or disability.

1.33.4 Appeal of Award. The Supplier may appeal the award by submitting, in writing, a request for re-consideration to the District's Executive Director of Finance within seventy-two (72) hours after the award is made.

- 2.2.4 Can projects be viewed by non-users? What visualization options are available?
- 2.2.5 Tell us about your product's collaborative features. Are there discussion or conversation options embedded in the product?
- 2.2.6 Tell us about how your platform can be used to support workload management (attention to workload, number of tasks, recurring non-
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3.1.3 Cost of training

3.1.3.1 Indicate the number of days anticipated for on-site training.

3.1.3.2 Provide cost for onboarding

3.1.3.3 Provide cost for user trainings

3.1.4 Indicate the number of days for delivery of software and services after receipt of a signed purchase order.

4.0 EVALUATION AND AWARD OF CONTRACT

4.1 Proposals will be evaluated on the following criteria. A cumulative point system will be used. Award shall be made to the most responsive and responsible Supplier meeting the specifications and deemed the most advantageous to the District.

Criteria	Points
System design and features	30
Ease of use for staff accessing the system	20
Ease of deployment and import of existing data	20
Cost Proposal	10
Timeframe, Support and Maintenance, Training	10
References from other school districts (Colorado preferred)	10

4.2 The District may at its discretion, elect to interview one (1) or more Suppliers that submit a proposal, but is not required to do so. The interview may either be conducted via a virtual platform or in person at a Poudre School District location (Ft. Collins, Colorado).

4.2.1 The determination of whether to conduct interviews with the finalist(s) shall be made by the District based solely on its determination of whether interviews would be helpful in evaluating the proposals.

4.2.2 Any Supplier selected for an interview will be expected to make an introductory presentation followed by a demonstration and question and answer period. The District will not reimburse any travel related or other expenses related to an interview.

4.3 Once the evaluation is complete and the Intent to Award has been issued to the recommended Supplier, the recommended Supplier will work with the District's Contract Administrator to successfully negotiate a District agreement.

5.0 REFERENCE FORM

DISTRICT -WIDE
PROJECT MANAGEMENT SOFTWARE
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References are mandatory- List three (3), non-Poudre School District, K-12 education market references, for which your company has completed similar services for projects of similar scope. The District may contact these references during the evaluation process. Client reference letters shall be included in addition to the reference information listed below.

5.1 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

5.2 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

5.3 Company Name _____
Address _____
Contact Person _____
Telephone _____
Email _____
Describe type of work/service performed or items supplied _____

6.0 INSURANCE

Supplier shall procure and maintain the required insurance specified below for the duration

- Per Loss \$1,000,000
- Aggregate \$3,000,000
- Liability extends for a period of three (3) years beginning at the time work under this Agreement is completed. Provider shall maintain continuous coverage, as required by the Agreement, for this period.

The insurance shall provide coverage for:

- Liability arising from theft, dissemination and/or use of confidential information (defined term including but not limited to bank account, credit card account, personal information such as name, address, social security numbers, etc. information) stored or transmitted in electronic form.
- Network Security Liability arising from the unauthorized access to, use of or tampering with computer systems including hacker attacks, inability of an authorized third party to gain access to Provider's services including denial of service, unless caused by a mechanical or electrical failure.
- Liability arising from the introduction of a computer virus into, or otherwise causing damage to, a District or third person's computer, computer system, network, or similar computer related property and the data, software, and programs thereon.
- Poudre School District R-1, its el (i)-2 (onO)-2 (r)3 (i)-2 (c)4 (t)-(i)-2 (a)4 pTjEMC /L(put)-2yattaa

7.3.2 State the names of the persons who will be authorized to make representations for the Supplier, their titles, addresses, phone numbers, and email addresses.

7.4 Supplier's Approach

