Proviso Area for Exceptional Children

E-Rate District RFP 2014-2015
Posted February 14, 2014

Proviso Area for Exceptional Children is seeking comprehensive technology solutions proposals from qualified vendors for the 2014-2015 E-rate period for the purposes of website hosting.

Proviso Area for Exceptional Children's E-rate filing window opened on February 12, 2014 and the district will accept proposals by email or postal mail through March 31, 2014 at 3:00 PM.

All proposals for E-rate projects should be submitted to:

Dan Boni   Mary Beth Boeh
Technology Specialist   Assistant Director
1000 Van Buren Street   1000 Van Buren Street
Maywood, IL 60153   Maywood, IL 60153
708-234-8820   708-234-8820
rbid@paec803.org   rbid@paec803.org

Preferred Vendor proposals should include theme design, installation, maintenance, backup, training, and technical support costs where eligible. All ineligible services or charges should be itemized by Vendor on a separate quote/proposal and sent to the project contacts listed above. Vendor should provide detailed information as to what portion of web hosting service is eligible for E-rate discounts (percentage and dollar amount) and what portion is ineligible and thus the responsibility of the District. Vendor may consider conducting a needs analysis survey to determine best solutions and can be arranged through Dan Boni by phone at 708-234-8820.

Proviso Area for Exceptional Children is currently using SOCS (http://socs.fes.org/) as a web-based management system for displaying web content. Any proposed solution should address similarities to the existing system and relevant differences. The following is a list of features and services Vendor is requested to provide as needed by Proviso Area for Exceptional Children:

- **Training**: Vendor should provide training (online or onsite) to designated site managers to support and maintain web site content. Vendor should provide a robust ongoing training system (online or print) to support future growth and additional users.

- **Browser independence/mobile accessibility**: Ideal platforms will demonstrate the ability to be viewed/edited on a variety of platforms/browsers, including but not limited to Internet Explorer, Firefox, Safari, Google Chrome, iPads, iPods, and mobile phones.

- **Highlight School News**: Site Managers can change site content and articles to highlight school events.

- **Include Private Sections**: Sections or sites that can be password protected.

- **Provide Up-To-Date Content**: Designate content managers who can easily change or update site content in a timely manner. Site Managers can approve content before it is published for public display and content can be removed by date automatically.

- **Provide School Forms**: Post forms online making them easily accessible for view, print or download.

- **Interactive communication features**: These features should include, but are not limited to blogging, email lists, instant messaging, and chat.

- **School Events Calendar**: Provide public events calendars with automatic email reminders and change notifications for users. Calendar solution must be compatible with Google Calendar and CalDAV standards compliant.

- **Searchable Content Archive**: Expired content can be automatically archived and available via a searchable content library.

- **Server-based spell checker and profanity filter**.

- **Translate Content**: Language translation features that allow readers to easily translate content into multiple languages.

- **Create Banners and Buttons**: Highlight special sections, sponsorships or advertisements by easily creating banners and buttons.

- **Conduct Polls and Surveys**: Interactive polling and comprehensive surveys that allow District personnel to gauge constituent interest in -- and awareness of -- school-related issues. Results should be able to be downloaded in raw data format.

- **Gather Reader Feedback**: Public feedback options that allow readers to submit comments about content on our site. Site managers and other District personnel can review and approve all responses before they post on the site.

- **Include Images and Slide Shows**: Images can go directly from a digital camera to hosted without photo-editing software. Users can create slide shows with full-sized images and captions.

- **Provide Accessibility**: Provide accessibility to people with visual disabilities in full accordance with ADA/Section 508 guidelines.

- **Transfer/import of existing content**: Management system should be capable of importing content from existing web content management system in .txt or .html format.

- **Traffic/visitor monitoring:** Site managers should have access to comprehensive traffic monitoring tools, including the ability to track the number of visitors to pages and sections of the web site.

- **Bandwidth**: Priority consideration will be given to Vendors who offer unlimited bandwidth for both uploading and downloading of files/pages by Site Managers and visitors. Vendor must state bandwidth restrictions and overage fees if they exist.

- **File storage/backup**: Vendor should provide adequate storage for future growth and addition of files including but not limited to photos, documents, and videos. All files should be backed up in a secure, redundant environment. Vendor may be asked to provide verification of current storage capabilities/references.

Invoicing:

The applicant chooses to use E-rate BEAR invoice forms for these services at the discount rate indicated on the Funding Commitment

Service Availability/Reliability

Services provided must be available 24 hours a day, 365 days a year. The service must perform 99.9% of the time during any calendar month.

Contract

All service ordered in the contract that results from this RFP will end on the expiration date of the contract. In the event that a new line(s) of service needs to be added during the contract period, the -new line(s) will also have a term of service that ends with the expiration date of the contract as described above. This proposal shall provide the incremental costs to add a new line(s) of service using the final contract pricing structure.

The requirements, provisions, and terms and conditions included in the RFP document will apply to any contract awarded as a result of this RFP.

1.3 E-Rate Requirements

It is the intention of MPS to apply for universal service support under the Schools and Libraries support mechanism (E-rate program) for the services that are the subject of this RFP.

Any vendor responding to this RFP must be an Eligible Telecommunications Services Provider as defined under the Federal Communication Commission's E-rate program and will be required to submit their assigned SPIN (Service Provider Identification Number) and FCC Registration Number as part of its response along with a copy of their Form 498—Service Provider Information Form. If you do not have a SLD SPIN number, or FCC Registration Number, you MUST obtain one before you respond to this RFP. You must also have filed a Form 498 for Funding Year 2013.

*You can obtain an FCC registration number from the FCC web site which is found at the following URL:
https://fjallfoss.fcc.gov/coresWeb/publicHome.do
*You can obtain a SPIN number by following the directions on the Schools and Libraries Division (SLD) web site which is found at the following URL:
www.usac.org/sl
*You can obtain Form 498 at the following URL: www.usac.org/sl

In order to comply with E-rate requirements, the selected service provider shall maintain all records, correspondence, receipts, vouchers, memoranda and other data relating to the services provided under the resulting contract. All records referenced above and any required under the document retention requirements of the Federal Communications Commission shall be retained for at least five (5) years after the last day of the delivery of discounted services, such information shall be subject to inspection and audit by MPS and/or SLD/USAC and/or their contractors. Pursuant to 47 CFR 54.516 the service provider shall be subject to audits and other investigations to evaluate their compliance with the statutory and regulatory requirements for the **E-rate program** including those requirements pertaining to what services and products are purchased, what services and products are delivered, and how services and products are being used. The service provider shall assume responsibility for its subcontractors' compliance with the FCC requirements on document retention and auditing. The service provider shall include, in all of its subcontractor agreements for Services, provisions requiring subcontractors to maintain the above-described records and allowing MPS and/or SLD/USAC and/or their contractors the same right to inspect and audit said records as set forth herein.

Service Providers shall also provide information regarding any point at which they were placed on "red light" status by the Federal Communications Commission (FCC) either currently or at any time during the prior three E-rate funding years.