

# ***Plano Independent School District Request for Proposals***

<b>RFP#</b>	2017-059
<b>RFP Title:</b>	Programming & Consulting Services
<b>RFP Opening Date:</b>	May 2 <sup>nd</sup> , 2017 @ 2:00 pm
<b>Contact:</b>	Raymond Weaver, Director of Purchasing Phone: 469-752-0285

**Please note the following information:**

- No late proposals will be accepted
- No faxed or electronic proposals will be accepted
- Please submit original & 4 copies to:  
Plano ISD Purchasing Dept., 6600 Alma Drive, Plano, TX 75023

<b>Company Name:</b>	
<b>Address:</b>	
<b>Contact Name:</b>	<b>Phone:</b>
<b>Fax #:</b>	<b>Email:</b>
<b>Website:</b>	<b>Signature:</b>
<b>Printed Name of Authorized Person:</b>	
<b>Title of Authorized Person:</b>	

**Proposer's Certification**

The undersigned, by his/her signature, represents that he/she is authorized to bind the proposer to fully comply with the terms and conditions of this Request for Proposal, including all forms and attachments included and/or referenced herein, for the amount(s) shown on the accompanying proposal form(s).

NOTE: Proposer is strongly encouraged to read the entire Request for Proposal prior to submitting. Failure to provide the above information in its entirety may be grounds for disqualification of response.

## REQUEST FOR PROPOSALS

### FOR PROFESSIONAL SERVICES: PROGRAMMING AND CONSULTING SERVICES

The Plano ISD ("District") is requesting qualifications of programmers, web developers and consultants to assist the Instructional Technology Department with writing code, consulting and other services including, but not limited to, those outlined below under Scope of Services. This RFP document describes the services required by the District, the information that must be included in submissions, the format for submissions, and evaluation criteria.

Our objective is to establish a pool of vendors to be used on an annual basis. Qualified vendors will remain in the pool for three years commencing with date of Board approval. In addition, there is an option to renew for an additional three years if Plano ISD wishes to do so and if all key parties agree and if Board approves.

Plano ISD reserves the right to suspend, or delete consultants throughout the term of this contract.

Proposers are reminded that verbal responses are not binding - only questions answered in writing will be binding. The District must receive requests for clarification on bid specifications in writing no later than April 25, 2017 at 2 PM. E-mail your questions to Raymond Weaver at ray.weaver@pisd.edu or fax your questions to 469-752-0281.

**ABSOLUTELY NO VERBAL RESPONSES WILL BE PROVIDED.**

### **GENERAL INFORMATION**

We are in need of a web application developer that is able to manage software development projects from the requirements gathering to the completion of the project as well as software integration engineers. We are looking for a team that can fulfill the following needs.

- I. **SCOPE OF SERVICES:** This is an effort to develop an Approved List of Consultants so that as needs arise, Staff may select from Approved List and negotiate prices for this service.

The District requires extensive skills in **Texas K-12 environments** that provide the following:

## **Web Developers**

- Drafting specification documents from interviews with district staff members.
- Experience creating intuitive data work flows and a visually appealing user experience.
- Extensive experience creating web application services
- Provide software development solutions
- Deploy the application per project requirements with audience size and information sensitivity as critical decision making factors.
- In depth knowledge of the visual studio platform
- Responsive design web programming
- Ajax programming
- C# programming
- Serialized JSON programming
- Integration with third party tools

## **Data warehouse and database conversion/integration development**

- SAS programming
- php, C#, and VB.net programming
- Extensive knowledge and working with MS SQL Server Integration Services (SSIS) and SQL Server Reporting Services (SSRS) and management services (SSMS)
- Working knowledge of MySQL, and IBM DB2
- Familiar with stored procedures and views

## **Technical writing, testing, and project management**

- Information gathering
- In depth knowledge of latest technologies regarding, projectors, printers, cameras, computers, wireless technologies, and mobile devices.
- Project management associated with district technology needs
- Produce technical documentation
- Use of tools such as Wireshark, performance monitor, File monitor, Remote Access, etc. to troubleshoot and test applications.

The District also has a smaller need for a vendor to help with web development with the following support skills listed below:

- Ruby
- Ruby on Rails
- Solr (search server)
- Heroku (cloud services)
- Amazon Web Services (cloud services)
- Git (version control)

## **II. QUALIFICATIONS**

The District will consider the qualifications of the proposer's organization and staff to provide services outlined above and in the following areas:

- Experience with public sector and school district plans
- Location – Consulting/Programming is to take place onsite in Plano ISD
- Personnel and management experience

## **III. EVALUATION CRITERIA**

The District will consider the following criteria when evaluating submissions. The District reserves the right to accept or reject any and all qualifications, to waive any technicalities, to be the sole judge of quality and equality, and to accept the qualifications that are in the best interest of the District.

The District may elect to interview some of the submitting firms and will notify the firm(s) of scheduling. There is to be no contact by the firm or its agents with members of the Plano ISD Board of Trustees prior to an interview. The qualifications of any firm or agent that contacts the Board shall be rejected.

## **IV. FORMAT FOR SUBMISSIONS**

One (1) original and four (4) copies of submissions must be provided in a sealed envelope and manually signed in ink by a person having the authority to submit information and qualifications.

Initial submissions must be received by the Plano ISD Purchasing Department, 6600 Alma Drive, Suite A, Plano, Texas, 75023, by May 2, 2017 at 2:00 p.m. Central Standard Time. There will be a public opening, but only the name of the firm(s) responding will be read aloud.

Consultants should feel free to make suggestions for changes in any area contained in these specifications. The District will evaluate such recommendations as possible amendments to the final contract and suggestions in this area are encouraged.

Submissions shall be divided into tabbed, marked sections including but not limited to each of the following. Provide any supplemental information you consider relevant or beneficial in any category.

- A. Experience – In Section I above several software/web components are listed. Provide a list of those and any other software/web solutions that you have expertise with.
- B. Scope of Services. Include a detailed explanation of services offered and your billing procedure. We are not asking for your fees at this time.

Describe your approach to providing the required services, your overall consulting approach and plan for implementation. Also describe any additional services you wish to offer.

The District will require a signed affidavit assuring that no commissions or any other payment will be paid to the consultant other than the District fee for services.

**C. References.**

Submissions shall include a list of at least three (3) references for which similar services or projects have been performed. Include name of firm, contact person, address, telephone number, description of service or project that was performed, and when it was performed.

In addition, list all school districts served by your organization.

**D. Supporting Materials.**

Submissions shall include any descriptive literature or other supporting materials to enable an intelligent comparison of services.

**E. Additional Documents**

The following documents are provided with the RFP package.

- Felony Conviction Notice
- Non-Collusion Affidavit
- Historically Underutilized Business Certification (HUBS)

**F. INTERLOCAL AGREEMENT CLAUSE:** Plano ISD is a member of the North Texas Educational Purchasing Cooperative, Collin County Governmental Purchasers Forum, and other purchasing cooperatives. Governmental entities utilizing Internal Governmental contracts with the Plano ISD will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Plano ISD will be billed directly to that governmental entity and paid by that governmental entity. Plano ISD will not be responsible for another governmental entity's debts. Each governmental entity will order its own material/service as needed. For information regarding the North Texas Educational Purchasing Cooperative, please visit their website at the following address: <http://www.lisd.net/purchasing/NTEPChomepage1.htm>

Do you agree to allow other government entities, as described above, to purchase the materials and services specified in your submittal?

Yes \_\_\_\_\_

No \_\_\_\_\_

## FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

### **THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true and to the best of my knowledge.

**Vendor's Name:** \_\_\_\_\_

**Authorized Companies Official (Printed):** \_\_\_\_\_

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: \_\_\_\_\_

- B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

Signature of Company Official:

\_\_\_\_\_

**PLANO INDEPENDENT SCHOOL DISTRICT  
NON-COLLUSION AFFIDAVIT**

STATE OF TEXAS :

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, of lawful age, being duly sworn, on oath says, that (s)he is the agent authorized by this document to submit the attached Request for Qualifications. Affiant further states that the document has not been a party to any collusion among submitters in restraint of freedom of competition by agreement to submission at a fixed price or to refrain from submitting; or with any District employee, Board Trustee, or benefit consultant as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions or actions between submitter and any District employee, Board Trustee, or benefit consultant concerning exchange of money or other things of value for special consideration in the letting of this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Above Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **PLANO INDEPENDENT SCHOOL DISTRICT**

### **HISTORICALLY UNDERUTILIZED BUSINESSES**

The Plano Independent School District is committed to assure that small, women-owned, and minority businesses have knowledge of, and access and equal opportunity to, compete for goods and services required by the District. The District supports the development and enhancement of small, women-owned, and minority businesses through outreach programs that will allow them to participate. Nothing shall be construed to authorize or require expenditures of funds for goods or services apart from normal and statutory purchasing processes.

The "Good Faith Effort" outlined below is for use by the District to help the District determine whether a "Good Faith Effort" was made by the vendor.

**"Good Faith Effort"** will be defined as:

1. Attendance at the pre-RFQ conference, if any.
2. Efforts to follow up initial solicitation of interest by contacting small, woman-owned, and minority businesses to determine with certainty whether these businesses are interested.
3. Efforts made to identify portions of the work that can be performed by small, woman-owned, and minority businesses in order to increase participation. If possible this should include the breakdown of subcontracts into economically feasible units to facilitate participation.
4. Document each small, women-owned, and minority business contacted, indicating the inclusion or decision regarding inclusion and the reason for the decision.
5. Efforts that demonstrate that the contractor effectively used the services of available organizations, contractor's groups, local, state and federal small, women-owned, and minority business assistance offices and other organizations that provide assistance and placement of small, women-owned, and minority businesses.

#### **REQUIREMENTS FOR ALL PROPOSERS/BIDDERS:**

Each firm responding to this request is required to submit with the submission form information regarding small, women-owned and minority business participation in this project.

NOTE: The Plano Independent School District will not allow misrepresentation for the purpose of evasion of this policy by certifying to any of the above statements. The District recognizes certifications issued by the North Texas Regional Certification Agency (NCTRCA), the State of Texas Historically Underutilized Business (HUB) and the Small Business Administration (SBA). Other certifications may be considered on an individual basis.

**SMALL/MINORITY/WBE IDENTIFICATION**

Minority Business Enterprise (MBE) -- The offeror/bidder represents that it is (    ) is not (    ) a minority owned business.

Certification #: \_\_\_\_\_

Woman Business Enterprise (WBE) -- The offeror/bidder represents that it is (    ) is not (    ) a woman owned business.

Certification #: \_\_\_\_\_

Small Business Enterprise (SBE) -- The offeror/bidder represents that it is (    ) is not (    ) a small business.

Certification #:: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title