Anderson School District One
Request for Proposals (RFP): O365VC
Office 365 Virtual Classroom with Identity Provisioning

Anderson County School District 1 is seeking to purchase an “Office 365 Virtual Classroom with Identity Provisioning” solution. Bids and supporting information MUST BE SUBMITTED TO THE DISTRICT BY EMAIL at the below address with the subject line “RFP 0365VC” by the submission deadline of **June 13, 2014 at 10:00 AM ET.**

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<th>Email</th>
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<tbody>
<tr>
<td>Andria Hancock</td>
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<td><a href="mailto:HancockA@anderson1.k12.sc.us">HancockA@anderson1.k12.sc.us</a></td>
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<td>Subject: RFP O365VC</td>
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There will be no walk-through or Pre-bid meetings. Interested Respondent may submit questions to Andria Hancock by email at the address listed above. **DEADLINE FOR QUESTIONS IS JUNE 6, 2014.**

The District has elected to convert its existing mail system to Office 365 (conversion of 1200 employee mail accounts and the creation of approximately 8500 student accounts). The District is looking for a turn-key solution that provides a 24x7 Virtual Classroom environment within the Office 365 environment. Additionally, the District seeks a solution that can automate the creation, modification and deletion of Staff and Student accounts within the Office 365 system as users are added, updated or removed from our Student Information System – PowerSchool and Personnel Software – SmartFusion.

Because each solution may have different characteristics and feature sets, this posting is written as a Request for Proposals rather than a bid specification. Feel free to provide as much documentation about the product that fits the below description as possible.

The District does not discriminate on the basis of race, religion, sex, color, age, national origin, immigrant status, English-speaking status, familial status, or disability with regard to its procurement.
Proposal Requirements:

Your response should include the following:

1. **Company History**
   This section should include background information on your organization and highlight your experience with similar projects. The District will only consider responses from a stable company with a proven track record delivering these services to K12 institutions.

Please make sure to include the following about your organization:

- How long your company has been in business providing technical services and products to customers.
- How long your company has developed and marketed the type of products this RFP is seeking.
- How long the manufacturer has been marketing the type of and/or software in your proposal.
- The total number of client installations that use this system.
- Total number of these systems you have sold over the last 12 months?
- Employees on staff trained to assist with the implementation. Or, if applicable, will this be done through manufacturers support? Describe the training and/or certifications.

The district requires that all Respondents must have been in business for a minimum of five (5) years and have a minimum of five (5) successfully completed projects of the same size and scope. Respondents should include a minimum of five (5) references for similar projects. Districts in SC are preferred references, followed by similar Districts in the Southeast.

2. **Project Scope**
   This section should include an overview of the solution you are proposing, any equipment and/or software you are proposing and a description of all training you are proposing. Please address how you plan to meet the District’s expectations as listed below.

   The District expects at least a full day of instruction to at least 25 Staff members on the end-user operation of the new system as well as a half day to technical Staff on the support of the system.

   The District also expects the Respondent to provide post migration support at no additional charge for a period of forty-five (45) days upon completion of the project. Support will cover any defects or issues related directly to the project. It is not expected that support will cover additional training or system failures that were not a direct result of the respondents work. The scope should cover how you plan to provide this support.

   Lastly, the District requires that Respondents must have at least one (1) current Wave 15 Microsoft Certified Solutions Associate Office 365. That person must be assigned as the primary engineer for the duration of our project. Please list this person’s name and current certification level.

3. **Cost Proposal**
   All of the following should be included in your cost proposal. Any additional feature or option may be included, but must include separate line-item pricing.
1. It is expected to have the District’s Office 365 environment designed, delivered and tested by the respondent. These costs should all be included.
2. It is expected to have all existing mail accounts as well as all contents: Mail, Appointments and Distribution lists migrated to the Office 365 environment.
3. It is expected that Staff and Student accounts will be created and provisioned in Office 365 automatically when they are entered into PowerSchool and Smart Fusion.
4. It is expected that SharePoint Sites for each Class in PowerSchool will be provisioned in Office 365 to include the following:
   a. Teachers Assigned to the site
   b. Students Assigned to the site
   c. Virtual Classroom Template applied to Site
   d. All security rights assigned in a manner that provides for the following:
      i. Teacher has ability to see all student work and classroom communication
      ii. Teacher has the ability to manage the Virtual Classroom in the following ways:
         1. Post Discussion Threads
         2. Add Instructional Content
         3. Assign Tasks to Students
         4. Collect Student Work
         5. Support Blended and or Flipped Learning
      iii. Student has the ability to participate in their assigned classes in the following ways:
         1. Participate in Discussion Threads
         2. Access Instructional Content
         3. Complete assigned tasks
         4. Submit Work
         5. Participate in Blended or Flipped Learning
         6. Access only their work product or group work product shared by the teacher.
5. It is expected that the respondent must include the costs for documentation of relevant administrator and end-user guides that will aid in the migration process.
6. It is expected that the respondent will provide appropriate knowledge transfer in the form of at least a half day of training of the foundational migration process to local IT staff as well as a full day of instruction to at least 25 Staff members on the end-user operation of the new system. You may quote multiple blocks of training for 25 staff.
7. Ongoing yearly cost, after the first year and initial project implementation.
8. Any additional yearly costs that may be required but are not expressly mentioned previously.

Attach any other information that will provide insight into your proposal. Since this is a RFP, you can recommend whatever solution you feel will best meet the District’s needs. Include as much information as you wish to help the district select the best solution.
GENERAL CONDITIONS

Payment will be made in accordance with the District’s policy and procedures. Delay in receiving invoices, as well as errors and omissions on the invoices, will be considered just cause for withholding payment without losing discount privileges. The District reserves the right to withhold payment or make such deductions as may be necessary to protect the District from loss or damage because of defective work, claims, and damages or to pay for repair of correction of materials furnished hereunder.

Quoted prices must remain firm for a period of 14 days beyond the Request for Quotation deadline. Unit prices will govern over extended prices unless otherwise stated.

The District reserves the right to reject any and all proposals/quotations, to cancel the solicitation, or to waive any and all technicalities; the District reserves the right to reject any submission in which the delivery time indicated to be of substantial length to cause disruption and/or delay in operation for which the item(s) is/are intended; ambiguous quotations which are uncertain as to terms, delivery, quantity or compliance with specifications may be rejected.

The District may make a decision solely on the information provided in the Proposals, may ask for clarification or additional information from a specific Respondent, or may request a meeting, webinar, or presentation from one or more selected Respondent.

The successful contractor assumes sole responsibility and shall hold harmless Anderson County School District One, its directors, officers, employees and agents from and against any and all claims, actions or liabilities of any nature which may be asserted against them by third parties in connection with the performance of the successful bidder, its directors, officers, employees and agents under this agreement.

The District agrees to accept responsibility for claims, actions or liabilities resulting from negligent acts of its employees occurring within the scope of their employment which may be asserted against them by third parties in connection with the performance of the District, its members, directors, officers, employees and agents under this agreement.

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner to state or imply that the products or service provided are endorsed or preferred by the user.

IMPORTANT – The District must have a form I-9 on file for all Contractors performing work for the District. Respondents may elect to submit this form with their proposal or within five (5) business days of notification that they have been selected. No POs will be processed until the District has this documentation.

ADDITIONAL CONDITIONS

MATERIAL AND WORKMANSHIP

Unless otherwise specifically provided in this contract, all equipment, material, and articles incorporated in the work covered by this contract are to be new and of the most suitable grade for the purpose intended.

DELIVERY / PERFORMANCE LOCATION
After award, all deliveries shall be made and all Services provided to the location specified by the District in its purchase order. If you have questions, contact Andria Hancock at HancockA@anderson1.k12.sc.us.

CURRENT ENVIRONMENT
The District currently has a Microsoft Exchange server 2010 environment with 1200 user accounts to be migrated.

EVALUATION
The District will use the following criteria in evaluating proposed solutions.

- Components of the Solution. Does it meet the requirements of the District?
- Proposal costs (immediate and on-going).
- Respondent’s demonstrated understanding of the District’s needs and the complexity of the Project, with specific relevance given to the coordination necessary between the District and the Respondent.
- The District’s own anticipated costs in managing and coordinating between the Respondent and other systems at the District, with a focus on the necessary District time, resources, and personnel.
- Respondent’s demonstrated experience with applicable projects of similar or greater complexity.
- Quality of references
- The proposed terms of the Proposal.
RFP O365VC Response

IMPORTANT: THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL

REQUIRED COMPANY INFORMATION

NAME OF COMPANY:  __________________________________________________

ADDRESS OF COMPANY:  _______________________________________________

PHONE:   ___________________    FAX:   ___________________

CONTACT PERSON:  ___________________________ EMAIL: __________________

By submitting this proposal I certify that I have read and agree to all the conditions set forth in this RFP. I agree to perform the services outlined at the costs submitted in the attached proposal.

BY: __________________________ TITLE: ____________________ DATE: ______________
  (Signature)

___________________________
  (Printed Name)