

NPS-2021-1018 App, Website & Mass Communication



**NPS-2021-1018 App, Website & Mass Communication
REQUEST FOR BID/PROPOSAL**

ISSUE DATE:

Date: October 29, 2021

TITLE:

**NIXA PUBLIC SCHOOLS
App, Website & Mass Communication**

ISSUING AGENCY MAILING ADDRESS:

Nixa Public Schools Attn: Zac Rantz
301 S. Main St.
Nixa, MO 65714
PH (417) 724-6215

LOCATION WHERE BID/PROPOSAL CAN BE HAND DELIVERED:

Faught Administration Center, 301 S. Main St, Nixa, MO 65714

PROPOSAL DUE DATE AND TIME:

Friday, December 3, 2021, @ 3:00 p.m. (CST). Proposals will be placed in a public folder after 3 p.m. on December 3, 2021. These can be accessed at www.nixapublicschools.net/bidsandnotices. Proposals may be mailed, hand delivered, or emailed to the person listed below for questions. All submissions must be received by the due date and time specified.

Proposals hand delivered or mailed must include a flash drive with a PDF of the full proposal or email a copy.

QUESTIONS/INQUIRIES:

E-mail all inquiries for information to the following: zacrantz@nixaschools.net

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Date: _____

By: _____

Title: _____

Fed ID No: _____

Signature: _____

Email: _____

Phone: _____

As a political subdivision, employer, recipient of federal funds and educational institution, the Nixa Public Schools are prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family Medical Leave Act, in its programs, activities and with regard to employment. The board is an equal opportunity employer.

NPS-2021-1018

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE
I.	PURPOSE	3
II.	GOVERNING RULES	3
III.	BACKGROUND	3
IV.	PERIOD OF BID PROPOSAL PRICING	3
V.	BID PROPOSAL ITEMS	3
VI.	FEES/OTHER EXPENSES	3
VII.	PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS	3
VIII.	EVALUATION AND AWARD CRITERIA	4
IX.	PAYMENT METHOD AND SCHEDULE	4
X.	SPECIAL TERMS AND CONDITIONS	4-5
XI.	QUALIFICATIONS OF VENDOR	5

NPS-2021-1018 App, Website & Mass Communication

I. PURPOSE. The purpose of this Request for Bid/Proposal (RFP) is to solicit proposals from qualified sources (hereafter referred to as Vendor) to establish a purchase price through competitive bidding for providing District with items listed in V. BID PROPOSAL ITEMS below.

II. GOVERNING RULES: This solicitation is issued in accordance with the provisions of Board Policy DJF PURCHASING.

III. BACKGROUND:

- Nixa Public Schools is a public school district organized and existing pursuant to the laws of the State of Missouri.

IV. PERIOD OF PURCHASE PRICE: This is a multi-year agreement for BID PROPOSAL ITEMS as listed section V. BID PROPOSAL ITEMS in this RFP.

V. BID PROPOSAL ITEMS:

Please provide information on the following:

Contract 5 years with the option to renew yearly for 5 additional years. Companies can bid on one or any combination of the following options.

App

- Ability for app to integrate with mass notification system
- Address time it takes for updates to take place on app (in-app/background updates vs. needing to download an update)
- Ability for sub groups within a school or district to have sub groups to subscribe to that can send their own independent notifications to their subscribers (ex: athletic updates)
- Ability to integrate with Google calendars and Google single sign on for users.
- Ability for single sign on for non-Google users

Website

- Integrated ADA compliance checker for website
- Options on pricing if no teacher websites are needed (ex. just building and district pages and no teacher websites)
- Language translation options for content
- Ability to have sponsorship ads on the website
- Ability to integrate a chat bot (either live person or AI) into the website, and if not native, what platforms integrate with the website platform. Indicate if chatbot has conversational AI.
- Ability to integrate with Google calendars and Google single sign on for users
- Ability for single sign on for non-Google users

Mass notification

- Teacher two-way messaging options
- Ability to house html email and app coding or integrate with a platform that develops HTML newsletters (ex. S'more, BeeFree)
- Language translation options

NPS-2021-1018 App, Website & Mass Communication

- Ability to create custom lists that are stored in the system and do not have to be recreated and are not tied to a student number (ex. Building a list of everyone going on a trip so the sponsor could text parents, students, volunteers, staff, etc. all at once the whole time they were gone on the trip).
- Ability for people to access voice messages after they have been sent (ex. Located on app, or a call back number, etc.)

Additional Information Requested

- Ability to adjust products being used yearly or after a designated period while still keeping original contract dollar amount.
- Customer service experience using live operators, support-ticket only, or a combination of both.
- List of items that require additional costs including design, yearly updates, support, etc. or anything else that would require an additional cost to the district outside of the contract expense.
- Tech support availability and what levels of support are included in the length of the contract.

VI. FEES/OTHER EXPENSES

1. Provide detailed fees and/ or additional/other expense estimates associated with the BID PROPOSAL ITEMS that you will require or for additional services you make available with respect to the BID PROPOSAL ITEMS.

VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

1. RFP Response. In order to be considered, proposals must be submitted prior to the due date and time stated in this RFP by an authorized individual. If submitted through email, it must come from an authorized users official email.
2. Proposal Presentation:
 - a. Bid/Proposal shall be submitted by an authorized representative of the Vendor. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered non-responsive and, therefore, rejected.
 - b. Bid/Proposal should be prepared simply: price quotes for each item should be concise and straightforward, fees/other expenses should be separate from item price quote and the proposed delivery/ship date defined by month-day-year.
 - c. Oral Presentation: Vendors who submit a bid/proposal in response to this RFP **may** be requested to give an oral presentation of their proposal or answer questions to Nixa Public Schools either in person, email, or via teleconference. This will provide an opportunity for the Vendor to clarify or elaborate on the bid proposal. This is a fact finding and explanation session only and does not include negotiations. Nixa Public Schools will schedule the time and location of the presentation. Oral presentations are an option of Nixa Public Schools and **may or may not** be conducted.
3. Identification of the RFP Proposal Envelope: The proposal should be returned in a separate envelope or package and identified on the outside as follows.

FROM: Name of Provider _____
 Street or Box Number _____
 City, State, Zip Code _____

NPS-2021-1018 App, Website & Mass CommunicationName of Contract Officer or Buyer: **(Administrator's name)**

RFP Title: _____ (for example: HS Furniture & Fixtures)

RFP #NPS-_____Due Date: **(day of week, Month/day/year, time/am/pm)**

If submitted through email, please put the bid/proposal ID (NPS-_____-_____) in the subject line of the email.

If a proposal is mailed, the Vendor takes the risk that the envelope/package, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated hand delivery location on page 1 of this RFP. No other correspondence or other bid/proposal should be placed in the envelope.

VIII. EVALUATION AND AWARD CRITERIA:

A. ACCEPTANCE OR REJECTION: Nixa Public Schools reserves the right to accept or reject any or all bids/proposals, in whole or in part, to take exception to any RFP specifications, to make an award based solely on the proposals received or to negotiate further with one or more Vendors. Nixa Public Schools also reserves the right to negotiate a contract with the selected Vendor(s), which is at variance with the RFP initially prepared by Nixa Public Schools and/or responded to by the Vendor. Failure to comply with the RFP by a Vendor, as determined by Nixa Public Schools may be grounds for the exclusion of such Vendor from further consideration by Nixa Public Schools.

B. SELECTION: Nixa Public Schools shall select the Vendor deemed to be fully qualified and best suited among those submitting bids/proposals. Price shall be considered, but need not be the sole determining factor. After reviewing all RFP submitted, Nixa Public Schools shall select the Vendor, which, in its opinion, has made the best bid proposal, and shall award the bid to that Vendor. Nixa Public Schools may cancel this Request for Bid or reject a bid at any time prior to an award. Should Nixa Public Schools determine in writing and in its sole discretion that only one Vendor is fully qualified, or that one Vendor is clearly more highly qualified than the others under consideration, a bid proposal may be negotiated and awarded to that Vendor.

IX. PAYMENT METHOD AND SCHEDULE: Invoices shall be paid NET 30 day after receipt of order and approval by district administration. The Vendor shall list the Purchase Order number on all invoices submitted.

Mail Invoices Directly To: Nixa Public Schools
Accounts Payable Department
301 S. Main St.
Nixa, MO 65714

Email invoices directly to: accountspayable@nixaschools.net

X. SPECIAL TERMS AND CONDITIONS

A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to Nixa Public Schools will be used in product literature or advertising unless approved by Nixa Public Schools Chief Communication Officer (CCO) in writing. The Vendor shall not state in any of its advertising or product literature that Nixa Public Schools has purchased or uses any of its products or services, and the Vendor shall not include Nixa Public Schools in any client list in advertising and promotional materials unless approved by the CCO.

B. BEST AND FINAL OFFER (BAFO): At the conclusion of negotiations, the Vendor(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be

NPS-2021-1018 App, Website & Mass Communication

conducted with the Vendor(s). The decision to award will be based on the final evaluation including the BAFO.

C. RECEIPT AND OPENING OF BIDS: It is the responsibility of the Vendor to assure that the bids are delivered to the place designated for receipt of the same and prior to the time set for receipt of the bid. No bid received after the time designated for receipt of bids shall be considered. Vendors are responsible for the delivery of the bid or proposal and if using U.S. Mail or a delivery service should ensure that the bid or proposal is addressed properly. The official time used in receipt of bids shall be the time on the digital wall clocks of Nixa Public Schools.

D. BID PROPOSAL ACCEPTANCE PERIOD: This bid shall be binding upon the Vendor for 120 calendar days following the bid return date. Any bid proposal on which the Vendor shortens the acceptance period may be rejected. At the end of the 120 days, the bid proposal may be withdrawn at the written request of the Vendor. If the bid proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

E. COMPLIANCE WITH LAW: All goods and services provided to Nixa Public Schools shall be done so in accordance with any and all local, state and federal laws, regulations and/or requirements.

F. DISTRICT REVIEW/APPROVAL: All goods, services, products, designs, etc. produced by a Vendor for or on behalf of Nixa Public Schools are subject to Nixa's review and approval prior to bid award.

G. PRODUCT INFORMATION: The Vendor shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature and specifications with the quote to enable Nixa Public Schools to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the quote to be considered non-responsive.

H. QUANTITIES: Quantities set forth in this RFP are minimums only, and the Vendor shall supply at bid prices actual quantities as ordered.

I. INDEMNIFICATION: The Vendor agrees to indemnify, defend and hold harmless Nixa Public Schools, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Vendor/any services of any kind or nature furnished by the Vendor, provided that such liability is not attributable to the sole negligence of Nixa Public Schools or to failure of Nixa Public Schools to use the materials, goods, or equipment in the manner already and permanently described by the Vendor on the materials, goods or equipment delivered.

XI. QUALIFICATION OF VENDOR:

Nixa Public Schools will not do business with Vendors who have been suspended or debarred on a state or federal level. Vendors must complete Vendor Verification Forms and the Affidavit for Contracts over \$5,000 and provide a W-9.

By signing the RFP, the Vendor certifies that they have the capability, in all respects, to fully satisfy the RFP. Vendor understands they must be an approved vendor with Nixa Public Schools. The following documents must be in place with the District for a Vendor to be added to the Nixa Public Schools' Approved Vendor List . These forms are available on the District's web page: Communication Tab/Communication Department

1. Notice to Vendors & Bidders – District Form DJF-AF2

_____Attached _____Already on file with Nixa Public Schools

NPS-2021-1018 App, Website & Mass Communication

2. W-9 Attached Already on file with Nixa Public Schools
3. Vendor Verification Form Attached Already on file with Nixa Public Schools