



Harvard

Community Unit School **District 50**

REQUEST FOR
QUALIFICATIONS AND
PROPOSAL FOR
TECHNOLOGY SERVICES

April 11, 2019

1. PROPOSAL SPECIFICATIONS

INTRODUCTION

It is understood that this is not a competitive bid, but rather a request for qualifications and proposal for technology services for Harvard Community Unit School District 50 (“CUSD50”, “District”).

CUSD50 is in the process of seeking a Technology Services vendor. CUSD50 invites you to submit your qualifications and proposal to provide the technology services. It is the intent of the CUSD50 to enter into an agreement with the Vendor that successfully meets all the bidding and project specifications described in this Technology Services RFQP that best fit CUSD50’s specific needs and budget.

RFQP TIMEFRAME

STEP	TIMING
Notice placed in newspaper and on CUSD50 web site	April 11, 2019
Questions regarding the RFQP due by date/time	April 16, 2019 by 11:00 AM
Issue addendum regarding questions (if necessary)	April 18, 2019
Proposal due to CUSD50	April 24, 2019 by 11:00 AM
Review RFQP submissions/further follow-up possible	April 25, 2019 through May 10, 2019
Board Approval	May 15, 2019

The schedule above outlines the major activities that will occur in this bid process and the corresponding due dates. Any changes in deadlines will be communicated to all vendors in writing. CUSD50 reserves the right to disqualify any supplier who does not comply with these deadlines.

On or before April 16, 2019 by 11:00 AM, questions regarding the RFQP are to be in writing and emailed to Mike Prombo at mprombo@cusd50.org. The District will answer the vendor questions as noted in the above schedule and will be posted on the District’s website.

DISTRICT BACKGROUND

Harvard Community Unit School District 50 proudly serves the children of the greater Harvard area. The District educates more than 2,700 students ranging from pre-kindergarten to 12th grade. Harvard CUSD50 features a dual language program, one-to-one computing, advanced building trades curriculum, modern STEM classes, and yearly summer camps. The community of Harvard has supported public education since 1859 and is located in McHenry County, seven miles south of the Illinois/Wisconsin border.

The District is comprised of an early childhood center and two elementary schools serving 1,400 PK-5 students, one middle school serving 600 grade 6-8 students, and one high school serving 750 grade 9-12 students at the following locations.

LOCATION
District Office, 401 N. Division Street, Harvard, IL
Washington Elementary, 305 S. Hutchison Street, Harvard, IL
Crosby Elementary, 401 Herely Street, Harvard, IL
Jefferson Elementary, 1200 N. Jefferson Street, Harvard, IL
Harvard Junior High, 1301 Garfield street, Harvard, IL
Harvard High School, 103 N. Jefferson Street, Harvard, IL

2. GENERAL INFORMATION

CUSD50 is looking for a vendor to manage and maintain the technology infrastructure of the District. The vendor selected will be the first point of contact for most technology issues and is expected to provide best effort support for any technology used in the District.

The following information is supplied as a snapshot of the current state of technology and systems in place at Harvard CUSD50:

User Devices

1:1 Chromebooks for approximately 2,700 students
 Approximately 300 Windows Devices (Desktop and Laptops)

Classroom Displays

Clevertouch
 ENO

Aquos at the high school

Network Monitor Software

SolarWinds Enterprise MPM monitoring

Server software

Veeam Endpoint
 Windows Defender
 SQL Server 2012 R2

Servers/Infrastructure

Physical Servers - 15
 Virtual Servers - 30
 Microsoft Office 2016 / Office 365
 Server OS (2008R2, 2012R2, 2016, Ubuntu 16.04 LTS, SCALE)
 Computer Operating Systems - Windows 10 LTSB, Windows 10 Education, ChromeOS
 Network Infrastructure - Fiber between all buildings. Hub/Spoke architecture.

Security

FortiGate 1500D

Print Management

Papercut
 Printers are leased from Stan's

Telephones

Cisco IP Phone 7940 Series System in each building

User accounts and email

Google Apps for Education

Gmail

Active Directory for Windows environment

Access Control

Keri system with Viking devices

Camera servers

Milestone

Bell/Intercom System

Valcom

SIS/BIS

TeacherEase SIS hosted by TeacherEase (moving to PowerSchool in July 2020), and winning bidder is not expected to support but may be required to support access/programs

SDS is the business information software hosted by SDS, and winning bidder is not expected to support but may be required to support access/programs

Network Printers

Approximately 350 Networked printers/copiers

3. GENERAL TERMS AND CONDITIONS

CUSD50 reserves the right to negotiate all elements, which comprise the Vendor's proposal to ensure that the best possible consideration be afforded to all concerned. CUSD50 further reserves the right to reject any and all proposals, award separate items, and to seek new proposals or modify proposals when such action would be deemed in the best interest of the District.

CUSD50 is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, CUSD50 will not be responsible for payment of the taxes. The Vendor shall absorb the taxes entirely. Upon request, CUSD50's Tax Exempt Certificate will be furnished.

GENERAL CONDITIONS

This RFQP is not an offer to contract. Form and agreement will be a signed CUSD50 purchase order including an accepted proposal and agreement. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this RFQP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

VALID PERIOD OF OFFER

The pricing, terms, and conditions stated and quoted in the vendor's response for all labor and materials will remain valid for 90 days from the date of delivery of the proposal to our district. Labor rates will remain in effect for the length of the project.

RIGHT OF REJECTION

CUSD50 reserves the right to accept or reject any or all responses to the RFQP and enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

BEST AND FINAL OFFER

CUSD50 reserves the right to request the best and final offer.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFQP are vendor's sole responsibility.

ALL INCLUSIVE

The proposal is to include all product and services outlined herein.

TAXES

CUSD50 is exempt from Illinois sales tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

INSURANCE

All insurances and any other necessary costs shall be included in the proposal.

AMENDING OR CANCELING REQUESTS

CUSD50 reserves the right to amend or cancel this RFQP, at any time, if it is in the best interest of the District.

PROPOSAL CLERICAL ERRORS

CUSD50 reserves the right to modify this Technology Services RFQP if clerical errors are found after the release of this RFQP.

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Proposer shall indemnify, hold harmless and defend the District, members of the Board of Education, officers, employees and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, losses, costs, expenses, and attorney's fees in any manner caused by, arising from, incidental to, connected with, or growing out of the performance of this contract. In addition, all insurance policies described in this section shall insure this Hold Harmless Agreement.

REASSIGNMENT OF RIGHTS

Proposer agrees not to reassign or sell any right to this contract to another party or parties without prior approval from the District. Such action without approval shall invalidate this contract.

PROPOSER NOT DISTRICT AGENT

Proposer shall not be held or deemed in any way to be an agent, employee or official of the District, but rather an independent proposer furnishing audit services for the District.

PRESENCE OF CHILD SEX OFFENDERS ON SCHOOL PROPOERTY

Proposer acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. Proposer shall ascertain that its employees are notified of this law and that said employees are directed to notify Proposer if they have been convicted of a sex offense restricting their presence on school property. Proposer will then provide appropriate and immediate notification to District. District reserves the right to request the removal from the project of any persons, including, but not limited to, employees of Proposer who engage in conduct in violation of the law or Board of Education Policy or conduct otherwise disruptive to the educational process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Proposer.

HUMAN RIGHTS ACT

It shall be mandatory that the Proposer will not discriminate against any employee or applicant for employment upon grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the Proposer will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

EQUAL EMPLOYMENT OPPORTUNITY

The Proposer will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Proposer will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4. D50 TECHNOLOGY NEEDS

Two main areas to be managed by the vendor are production services and cyber-security as outlined below.

1. PRODUCTION SERVICES

- **24/7 Production Desk** - provides customer care 24 hours a day, 7 days a week, every day of the year, with the very best, certified Tier III talent via a Service Desk and Ticketing System. Vendor is committed to resolving any issue the District encounters.

- **Firewall Services** - provides an ongoing first line of defense against intrusions and network threats.
- **Global Password Management** - stores and manages current passwords for various accounts. Stores the passwords in a secure format and provides access to all password information.
- **Advisory Services / IT Staff Mentoring**
Curriculum Driving Technology – examples include: Physical; Management; Device Phasing;
Student Safety; Curriculum; Single Sign-On; Application Categories; Classroom Utopia
- **Network Design & Operating Systems** - Configures and maintains configuration of network routers, switches, Local Area Networks (LANs), Virtual LANs, and remote access systems while ensuring proper configuration, management, and backups.
 - Enterprise Network Monitoring WAN/LAN
 - Wireless/Firewall
 - Production Management WAN/LAN Wireless/Firewall
 - Servers Backup Protection Crypto
 - Tier III Support with Service Desk/Ticketing System
- **Backup and Recovery** - conducts backup and recovery on an agreed-upon schedule and methodology. The data backup schedule and methodology collectively create a Data Retention Policy.

2. **CYBER-SECURITY**

- **Network Assessment** – Ongoing evaluating of the District’s network systems, environmental infrastructure and applications usage, while also uncovering concerns from staff to identify gaps for improvements.
- **Security Assessment** - Provides ongoing in-depth analysis of networks, systems, and applications to identify, quantify, and mitigate risks.
- **Internal Network Deep-Dive Diagnosis** - Ongoing analyses of the District’s technology and cyber-security issues and operations.
- **Roles & Responsibilities** – Ongoing evaluation of the District’s infrastructure and organizational environment to provide a comprehensive picture of our current technological resources, processes, and infrastructure.
- **Information Security Pressure Posture Analysis** – Identifies the District’s specific outside pressures and drivers supporting a technology and cyber-security governance program.
- **Technology & Security Requirements Document** - managing a repository of information about the District, along with other factors that will influence the District’s information security strategy.
- **Technology & Security Gap Analyst Report** - Shows the District’s perceived and actual security level, in addition to the most and least mature security areas to recommend a baseline set of components for improvement.
- **Vulnerability & Remediation Tracking Doc** – Ongoing management tracking vulnerabilities and remediation within the system.
- **Security Training Schedule, Materials & Feedback** – provides training material to teach end users how to recognize current cyber-attacks.
- **Security Policies (Multiple)** - Reviews and designs a formalized set of rules and regulations within the District, prescribing the use of various devices and software that

can lead to cyber-security breaches.

- **External Security Audit Report** - Develops an agile, proactive ongoing security strategy to protect the District's infrastructure, systems, and data.
- **Incident Response Checklist** - Defines a specific process for managing information security incidents to minimize their impact on the District.
- **Backup & Recovery Operational Procedure** - Documents the processes undertaken to ensure the recoverability of critical organizational data.
- **Presentation of Findings** – Periodically presents a summary of the findings and areas at risk to determine potential targets for improvement, along with recommendations and next steps.

5. SUBMISSION OF PROPOSAL

CUSD50 is in the process of seeking a Technology Services vendor. CUSD50 invites you to submit your qualifications and proposal to provide the technology services. It is the intent of CUSD50 to enter into an agreement with the Vendor that successfully meets all the bidding and project specifications described in this Technology Services RFQP that best fit CUSD50's specific needs and budget.

INSTRUCTIONS TO VENDORS SUBMITTING PROPOSALS

Please email your proposal to Mike Prombo at mprombo@cusd50.org with the Subject Line description of "**Technology Services RFQP**" by April 24, 2019 by 11:00 AM.

PROPOSAL DOCUMENTS

Vendors are to submit their proposal with the following information, in the order listed.

Number, tab, and title every section in such a way as to allow for easy identification by CUSD50.

A Table of Contents is required as follows:

1. Interest and Qualifications:
 - a. A brief description of the firm, including its location, years in the business, history, and philosophy. Include an outline of the firm's officers and executive management.
 - b. A statement of interest for the scope of services including a narrative describing the respondent's capabilities and unique qualifications as they pertain to this particular project
2. Description of Vendor shall provide detailed information describing how you will meet the demands of the Technology Services RFQP. Please include staffing plan.
3. Implementation Plan
4. Training Plan
5. Quality Assurance and Testing
6. Ongoing Maintenance and Support
7. Cost Proposal should be presented as follows:
 - a. fixed monthly fee for providing production services,
 - b. fixed monthly cost for providing cyber-security services; and
 - c. Any other costs associated with the data management transition of this project.
 - d. All pricing should be submitted free of any sales tax as CUSD50 is sales tax exempt.

8. Insurance: A Certificate of Insurance showing \$1,000,000 coverage for Vehicle Liability, General Liability and Workers' Compensation at the rate required by the State of Illinois.
9. References - Vendor must provide a list of at least three (3) current K-12 school districts or other entities where they provide similar services. Please present the reference(s) in the following format. CUSD50 reserves the right to contact any individuals that are listed as references.

School District Name: Contact Name:
Contact Position with School: Contact E-mail:
Contact Phone:

10. Other Required Documents:

Proposers must submit the following items, all properly signed:

- a. Exhibit A - Certifications: Certification, Non-Collusion Affidavit, Sexual Harassment Clause, No Smoking Clause, Equal Employment Opportunity Clause, Issuance of a Purchase Order, Illinois Drug Free Workplace Act
- b. Exhibit B - Minority and Women-Owned Business Concern Representation
- c. Exhibit C - Illinois State Board of Education Certification

EVALUATION CRITERIA

The selection of the vendor to provide technology production services and cyber-security services will be based on the District's analysis of the vendor's specific experience and qualifications as presented in their submittal. The evaluation process may involve interviews with firms that have been determined to be most qualified.

The vendor will be selected on the basis of criteria regarding qualifications, experience, demonstrated competence as well as the best interest of the District, including consideration of fair and reasonable pricing.

CONTRACT TERM

The recommendation to the Board of Education will be for a one-year contract with annual renewals based on the sole discretion of the District administration.

SUBMISSION TIMELINE

Deadline for questions is Thursday, April 16, 2019 by 11:00 A.M. CST and must be sent via email to the attention of Michael Prombo at mprombo@cusd50.org.

Date Complete Proposals Are Due: Wednesday, April 24, 2019 by 11:00 A.M. CST

ALL PROPOSALS MUST BE EMAILED TO:

Michael Prombo, CFO
mprombo@cusd50.org

EXHIBIT A

CERTIFICATIONS

1. CERTIFICATION

The undersigned proposer or proposer hereby certifies that he is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. He/she also certifies that he/she has read, understands and agrees that acceptance by Harvard CUSD 50 of the proposer's offer by issuance of a purchase order and/or contract will create a binding contract.

2. NON-COLLUSION AFFIDAVIT

The undersigned proposer or agent states that he/she has not, nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor prevent any person from bidding nor induce anyone to refrain from bidding and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, gift, fee, commission or other thing of value on account of such sale.

3. SEXUAL HARASSMENT CLAUSE

Each proposer must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 50 is in compliance with this law.

4. NO SMOKING CLAUSE

Proposer agrees that he/she, his/her employees and sub-proposers, will abide by the District 50 no smoking policy on any District 50 property.

5. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The undersigned hereby certifies that the Proposer is in compliance with the Equal Employment Opportunity Clause and the Illinois Employment Practices.

6. ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned having 25 or more employees does hereby certify pursuant to section 3 of the Illinois Drug Free Workplace Act (30ILCS 580/3) that it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By signing this document, I state and declare that the Proposer/Proposer listed below and I are in compliance, and will comply, with all of the Certifications listed herein.

Signature

Firm

Name

Telephone

Address

Date

EXHIBIT B**MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION**

In January 2008, the School Code was amended to add the requirement that "Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include:

- 1) the total number of all contracts awarded by the school district;
- 2) the total value of all contracts awarded;
- 3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- 4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses

Minority-Owned Business: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals. Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Women-Owned Business: a business that is at least 51 percent owned by a woman or women who also control and operate it.

"Control" in this referenced context means exercising the power to make policy decisions.

"Operate" means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women-owned businesses.

PROPOSERS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.

Yes

No

Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency?

Would you or your organization be eligible for the above certification if you applied for it?

Are you or your organization locally owned?

 Firm Name

 Authorized Signature

 Date

EXHIBIT C

ILLINOIS STATE BOARD OF EDUCATION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals represent debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Harvard Community Unit School District 50
Organization Name

Technology Services
RFQP or Project Name

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “ lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the official that this proposal is to be submitted for assistance in obtaining a copy of the regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding debarment, suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of record in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.
9. Except for transaction authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.