Strategic Sourcing Department
780 Grant Street
Denver, CO 80203

Date: March 13th, 2017

Subject: Request for Proposal, #BD1790 Integrated Library System

Enclosures: (1) Request for proposal cover sheet
(2) General terms and conditions
(3) Special terms and conditions.
(4) Scope of work/Specifications

To: All prospective bidders:

Thank you for obtaining this Request For Proposal on line.

Please note: Please refer to Bids and Proposals section under Doing Business/Bids option on the DPS Strategic Sourcing website for official bid documents. Please, carefully review the proposal as the District's proposal documents have been revised.

Enclosed, please find a Request for Proposal to provide Denver Public Schools with an integrated library system. Unless otherwise noted, (bidders) must provide a proposal on all of the requirements stated within this request. Bidders must be able to commit the resources necessary to provide the services requested in a timely manner and conform to the material aspects of the scope of work enclosed. To be considered valid in the selection process, all proposals must follow the critical dates, as set forth below:

Critical dates:

1) RFP Issue date – March 13th, 2017

2) Questions due date – March 20th, 2017 – by 3PM local Denver time. Questions that arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed via email to Maggie Wolfe, maggie_wolfe@dpsk12.

The Vendor submitting the question shall be responsible for ensuring that the buyer receives all questions no later than 3pm on 3/20/2017. Responses to questions will be provided via an addendum to this RFP and posted on the DPS Strategic Sourcing website.

3) Proposal due date - Proposals must be received in the District’s Strategic Sourcing Office on or before Thursday, April 13th, 10AM local Denver time. Proposals received after this date and time will not be considered and individual extensions to the due date will not be granted. If you are hand delivering your response on the due date, allow enough time to find parking (the District does have a parking lot but space is limited and access may be denied) and security check-in. The District will not accept an e-mail or fax response to this Request for Proposal. You are responsible to address the envelope as follows- Denver Public Schools, Strategic Sourcing Department, 780 Grant Street, Denver, Colorado 80203, Attn: BD#1790.

4) Proposal Expiration date- Bidder must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than (90) days from the proposal due date as indicated herein.
Please be advised that the award is based upon the content of the bidder’s proposal. Organized, succinct and straightforward submissions are appreciated. There is no need to go to excessive costs in preparing elaborate packaging. Prior to a formal award, all contract terms and conditions must be agreed upon by all parties. Please address any inquiries to the buyer via email.

Sincerely,

Maggie Wolfe
Strategic Sourcing
Date: March 13th, 2017
Proposal number: BD1790
Proposal title: Integrated Library System
Proposals will be received until: April 13th, 2017
10AM local Denver time
780 Grant Street
Denver, Colorado 80203
Goods or services to be delivered to or performed at: District-wide
For additional information please contact the buyer: maggie_wolfe@dpsk12.org
Documents included in this package:
Request for Proposal Cover Sheet
General Terms and Conditions
Special Terms and Conditions
Scope of Work/Specifications

If any of the documents listed above are missing from this package, email the buyer listed above. If you require additional information, call the Denver Public Schools contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) that the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) that the vendor will accept any awards made to it as a result of the offer submitted herein for a minimum of ninety calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION
Name of Company: ____________________________ Fax: _____________
Address: ____________________________ City/State: ________________ Zip: ______________
Contact Person: ____________________________ Title: ________________ Phone: ___________
Authorized Representative’s Signature: ____________________________ Phone: ___________
Printed Name: ____________________________ Title: ________________ Date: ____________
Email Address: ____________________________ Approved by: ________________ Date: ____________
Reviewed by: ____________________________ Date: ______________

RFP BD#1790 Page 3 of 21
I. **APPLICABILITY.** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as “Offers” or “Responses”) made to the Denver Public Schools (hereinafter referred to as “District”) by all prospective suppliers (hereinafter referred to as “Vendors”) in response, but not limited, to Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as “Solicitations”).

II. **CONTENTS OF OFFER**

A. **General Conditions.** Vendors are required to submit their Offers in accordance with the following expressed conditions:

1. Vendors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and services as required by the conditions of the Solicitation. No plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying the requirements of the District or the compensation to the Vendor.

2. Vendors are advised that all District contracts are subject to all legal requirements contained in the District Board policies, the Strategic Sourcing Department’s procedures and state and federal statutes. When conflicts between the Solicitation and these legal documents occur, the highest authority will prevail.

3. Vendors are required to state exactly what they intend to furnish to the District via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Vendor’s Offer, it shall be construed that the Vendor’s Offer fully complies with all conditions identified in this Solicitation.

4. Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (**joint ventures are encouraged**). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District’s request.

5. All Offers and other materials submitted in response to this Solicitation shall become the property of the Denver Public Schools.

B. **Open Records.** Disclosure of information to the District. The Vendor understands that all material provided or produced under this Agreement may be subject to the Colorado Open Records Act, § 24-72-201, et seq., C.R.S. (2006), and that in the event of a request to the District for disclosure of such information, the District shall advise the Vendor of such request in order to give the Vendor the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the District will tender all such material to the court for judicial determination of the issue of disclosure and the Vendor agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Vendor further agrees to defend, indemnify and save and hold harmless the District, its officers, agents and...
employees, from any claims, damages, expenses, losses or costs arising out of the Vendor’s intervention to protect and assert its claim of privilege against disclosure under this Article including, but not limited to, prompt reimbursement to the District of all reasonable attorney fees, costs and damages that the District may incur directly or may be ordered to pay by such court.

C. Worker’s Compensation Insurance. Each contractor and subcontractor shall maintain at his own expense until completion of his work and acceptance thereof by the District, Worker’s Compensation Insurance, including occupational disease provisions, covering the obligations of the contractor or subcontractor in accordance with the provisions of the laws of the State of Colorado. The contractor shall furnish the District with a certificate giving evidence that he is covered by the Worker’s Compensation Insurance herein required, each certificate specifically stating that such insurance includes occupational disease provisions and provisions preventing cancellation without five days’ prior notice to the District in writing.

D. Clarification and Modifications in Terms and Conditions

1. Where there appear to be variances or conflicts between the General Terms and Conditions, the Special Terms and Conditions and the Technical Specifications outlined in this Solicitation, the Technical Specifications then the Special Terms and Conditions will prevail.

2. If any Vendor contemplating submitting an Offer under this Solicitation is in doubt as to the true meaning of the specifications, the Vendor must submit a written request for clarification to the District’s Contact person as stated in the Special Terms and Conditions. The Vendor submitting the request shall be responsible for ensuring that the request is received by the District at least five calendar days prior to the scheduled Solicitation opening or as stated in the Special Terms and Conditions.

Any official interpretation of this Solicitation must be made, in writing, by an agent of the District’s Strategic Sourcing Department who is authorized to act on behalf of the District. The District shall not be responsible for interpretations offered by employees of the District who are not agents of the District’s Strategic Sourcing Department.

The District shall issue a written addendum if substantial changes which impact the technical submission of Offers are required. Such addenda will be posted on the Strategic Sourcing Department web site (http://purchasingts.dpsk12.org/bids/default.asp). Vendors are responsible for either revisiting this website prior to the due date or contacting the designated buyer to ensure that they have any addenda which may have been issued after the initial download. The Vendor shall certify its acknowledgment of the addendum by signing the addendum and returning it with its Offer. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

E. Prices Contained in Offer--Discounts, Taxes, Collusion

1. Vendors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Offers; discounts for periods of less than twenty days, however, will not be considered in making the award.

2. Vendors shall not include federal, state, or local excise or sales taxes in prices offered, as the District is exempt from payment of such taxes.

3. The Vendor, by affixing its signature to this Solicitation, certifies that its Offer is made without previous understanding, agreement, or connection either with any persons, firms or corporations making an Offer for the same items, or with the District. The Vendor also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the District’s public procurement process, all Vendors are hereby placed on notice that any and all Vendors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.
III. SUBMISSION OF OFFER

A. Submission

1. The original offer shall be sealed in an envelope with the vendor's name and the RFP number on the outside and marked, 'Master'. This master copy shall be sent or delivered to the District's Strategic Sourcing Offices-Denver Public Schools, 780 Grant Street, Denver, Colorado 80203.

2. Furnish one complete 'Master' copy on a portable storage drive device (thumb drive). **We no longer require a printed version of the master as a paper copy.** The District will distribute this electronic version for evaluation. Please ensure that this copy is complete and accurate and includes all proposal content, descriptions, and pricing.

3. In the event that there is an "Open Records Request" the District requests that each vendor furnish one (1), electronic redacted version of their proposal. Be sure to clearly mark each proposal as "Master" or "Redacted". The District will not be responsible for evaluating the incorrect proposal if they are not clearly labeled.

4. Offers submitted via facsimile machines or email will not be accepted.

5. Vendors which qualify their Offers by requiring alternate contractual terms and conditions as a stipulation for contract award must include such alternate terms and conditions in their Offers. The District reserves the right to declare Vendors' Offers as non-responsive if any of these alternate terms and conditions are in conflict with the District's terms and conditions, or if they are not in the best interests of the District.

B. Late Offers. Offers received after the date and time set for the opening shall be considered non-responsive and returned unopened to the Vendor. (**Note:** If you are hand delivering your response to the District on the due date, please allow ample time for parking. Space is limited in the District's parking lot and additional time may be required for security check in).

C. Supplier Portal. All Vendors are required to register on the DPS Supplier Portal. Access to the portal is at: [http://purchasing.dpsk12.org/suppliersvendors/](http://purchasing.dpsk12.org/suppliersvendors/).

IV. MODIFICATION OR WITHDRAWAL OF OFFERS

A. Modifications to Offers. Offers may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the Offers to be opened. Each modification submitted to the District's Strategic Sourcing Department must have the Vendor's name and return address and the applicable Solicitation number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Strategic Sourcing Department will be considered the valid modification.

B. Withdrawal of Offers

1. Offers may be withdrawn prior to the time and date set for the opening. Such requests must be made in writing on company letterhead.

2. In accordance with the Uniform Commercial Code, Offers may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If an Offer is withdrawn by the Vendor during this ninety day period, the District may, at its option, suspend the Vendor from the bid list and may not accept any Offer from the Vendor for a six month period following the withdrawal.
V. REJECTION OF OFFERS

A. Rejection of Offers. The District may, at its sole and absolute discretion:

1. Reject any and all, or parts of any or all, Offers submitted by prospective Vendors;
2. Re-advertise this Solicitation;
3. Postpone or cancel the process;
4. Waive any irregularities in the Offers received in conjunction with this Solicitation to accept an offer(s) which has additional value or function and/or is determined to be more advantageous to the District; and/or
5. Determine the criteria and process whereby Offers are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by the District.

B. Rejection of a Particular Offer. The District may, at its sole and absolute discretion, reject an offer under any of the following conditions:

1. The Vendor misstates or conceals any material fact in its Offer;
2. The Vendor’s Offer does not strictly conform to the law or the requirements of the Solicitation;
3. The Offer expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation’s Special Terms and Conditions;
4. The Offer does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Offer in conjunction with the Solicitation’s Special Terms and Conditions and/or Technical Specifications; or
5. The Offer has not been executed by the Vendor through an authorized signature on the Specification’s Cover Sheet.

C. Elimination from Consideration

1. An Offer may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
2. An Offer may not be accepted from, nor any contract awarded to, any person or firm which has failed to perform faithfully any previous contract with the District, state or federal government, for a minimum period of three years after this previous contract was terminated for cause.

D. The District reserves the right to waive any technical or formal errors or omissions and to reject any and all bids, or to award contract for the items hereon, either in part or whole, if it is deemed to be in the best interest of the District to do so.

VI. COMPLIANCE WITH LAW AND DISTRICT POLICIES.

The Contractor will comply with all laws, regulations, municipal codes and ordinances and other workplace requirements and standards applicable to the provision of services/work performed including, without limitation, federal and state laws governing wages and overtime, civil rights/employment discrimination, equal employment, safety and health, verifiable security background checks, employees' citizenship, withholdings, pensions, reports, record keeping, and campaign contributions and political finance.

A. The Contractor certifies that it shall comply with the provisions of C.R.S. 8-17.5-101, et seq. In accordance with that law, the Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. The Contractor represents, warrants, and agrees that it: (i) has verified that it does not employ
any illegal aliens, through participation in the E Verify Program; and (ii) otherwise will comply with the requirements of C.R.S. 8-17.5-102(2)(b). The Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-17.5-101, et seq., the District may terminate this Agreement for breach and the Contractor shall be liable for actual and consequential damages to the District.

B. The Contractor, if a natural person eighteen (18) years of age or older, hereby swears or affirms under penalty of perjury that he or she (i) is a citizen of the United States or otherwise lawfully present in the United States pursuant to federal law, (ii) shall comply with the provisions of C.R.S. 24-76.5-101, et seq., and (iii) shall produce one of the forms of identification required by C.R.S. 24-76.5-103 prior to the effective date of this Agreement.

VII. AWARD OF CONTRACT.

The District shall award a contract to a Vendor through the issuance of a Purchase Order or a Notice of Award. The General Terms and Conditions, the Special Terms and Conditions, any Technical Specifications, the Vendor’s Offer, and the Purchase Order or Notice of Award are collectively an integral part of the contract between the Denver Public Schools and the successful Vendor. Accordingly, these documents shall constitute a binding contract without further action by either party.

VIII. APPEAL OF AWARD.

Vendors may appeal by submitting, in writing, a detailed request for reconsideration to the District's Director of Strategic Sourcing within 72 hours after the recommendation of award is posted on the Strategic Sourcing Department's web site at http://purchasingts.dpsk12.org/bids/viewawardedbids.asp, provided that the appeal is sought by the Vendor prior to the District finalizing a contract with the selected vendor.

IX. CONTRACTUAL OBLIGATIONS

A. Local, State and Federal Compliance Requirements. Successful Vendors shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws applicable to, and affected by, this contract including, but not limited to, Equal Employment Opportunity (EEO) regulations, Occupational Safety and Health Act (OSHA), and Title II of the Americans with Disabilities Act (ADA).

B. Disposition. The Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of the District.

C. Employees. All employees of the Vendor shall be considered to be, at all times, employees of the Vendor, under its sole direction, and not an employee or agent of the District.

1. The District may require the Vendor to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable, and whose continued employment on District property is not in the best interest of the District.

2. The Vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to the District pursuant to this Solicitation unless the Vendor receives prior written permission.

3. In accordance with the District’s policy regarding the use of tobacco products, no employee of the Vendor shall be permitted to use tobacco products when performing work on District property.

4. To protect the staff and program against undue invasion of the school or work day, sales representatives shall not be permitted in schools or other departments for the purpose of making sales unless authorized to do so by the Director of Strategic Sourcing or his/her designee. If special or technical details concerning goods or services to be purchased are required, the involvement of vendors should be coordinated through the Strategic Sourcing Department.
D. Delivery. Prices, quotes and deliveries are to be **FOB destination, freight prepaid**, and shall require inside delivery unless otherwise specified in the Solicitation’s Special Terms and Conditions. Title and risk of loss shall pass to the District upon inspection and acceptance by the District at its designated point of delivery, unless otherwise specified in the Special Terms and Conditions. In the event that the Vendor defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Vendor or from other sources during the remaining term of the terminated/defaulted contract. Under this arrangement, the District shall charge the Vendor any difference between the Vendor’s price and the price to be paid to the next lowest Vendor, as well as any costs associated with the re-solicitation effort.

E. Material Priced Incorrectly. As part of any award resulting from this process, vendor(s) will discount all transactions as agreed. In the event the District discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, vendor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

X. MODIFICATIONS TO EXISTING CONTRACT.

Terms and conditions may be added, modified, and deleted upon mutual agreement between agents of the District and the Vendor provided that such terms and conditions remain within the scope and original intent of the Solicitation. Said terms and conditions may include, but are not limited to, additions or deletions of service levels and/or commodities and/or increases or decreases in the time limits for an existing contract. Any and all modifications must be expressed in writing through a Memorandum of Understanding and executed by authorized agents of the District and the Vendor prior to the enactment of such modifications.

XI. TERMINATION OF CONTRACT

A. The District may, by written notice to the successful Vendor, terminate the contract if the Vendor has been found to have failed to perform its service in a manner satisfactory to the District as per specifications, including delivery as specified. The date of termination shall be stated in the notice. The District shall be the sole judge of non-performance.

B. The District may cancel the contract, without penalty, upon thirty days written notice for reason other than cause. This may include the District's inability to continue with the contract due to the elimination or reduction of funding.

XII. STANDARDS OF QUALITY OR PERFORMANCE: The goods and/or services supplied by the Vendor in conjunction with this Solicitation shall either meet or exceed the standards of quality and/or performance that have been established by Library Services.

XIII. VARIATIONS ALLOWED IF INDICATED: For purposes of Response evaluation, Vendors must indicate any variances to the Specifications, terms and conditions, no matter how slight. If variations are not stated in the Vendor’s Response, it shall be construed that the Response fully complies with the Specifications, terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually, or as a whole, do not meet the standards established in the Specifications.
REQUEST FOR PROPOSAL BD1790

SPECIAL TERMS AND CONDITIONS

SCHEDULE OF ACTIVITIES: The following activities outline the process to be used to solicit vendor responses and to evaluate each vendor proposal.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date proposal is posted</td>
<td>March 13th, 2017</td>
</tr>
<tr>
<td>Due date for questions</td>
<td>March 20th, 2017</td>
</tr>
<tr>
<td>Deadline for DPS to provide responses to questions</td>
<td>March 23rd, 2017</td>
</tr>
<tr>
<td>Deadline for vendors to submit proposal</td>
<td>April 13th, 2017</td>
</tr>
<tr>
<td>Notification of finalists for presentations</td>
<td>Week of April 24th, 2017</td>
</tr>
<tr>
<td>Deadline to provide access to demo site/sandbox</td>
<td>May 1st, 2017</td>
</tr>
<tr>
<td>On site oral presentations</td>
<td>Week of May 22nd, 2017</td>
</tr>
<tr>
<td>Estimated notification of award</td>
<td>June 2017</td>
</tr>
</tbody>
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PURPOSE: Denver Public Schools is seeking to purchase and implement an integrated library system that will serve school sites and central library services.

TERM OF CONTRACT: 4-year contract with a 1-year renewal option

OPTION TO RENEW: Yes

CONTRACT SUPPORT: The Vendor must have demonstrated its capability to provide such system contract support to other customers to be eligible for this award.

METHOD OF AWARD - BEST EVALUATIVE SCORE BASED ON WRITTEN RESPONSE AND ORAL PRESENTATION: It is the intent of the District to award this Contract to the Vendor who receives the highest score when the Responses submitted by interested Vendors are reviewed by the District's Response Evaluation Committee. For this Solicitation, the Evaluation Committee will score Responses in two phases. In the first phase, the Committee will score written Responses by reviewing documentation submitted by the Vendors. Evaluation will be based on the following criteria: see criteria in Section III. In the second phase, the Committee will invite a limited number of Vendors who received the highest scores during phase one to provide an oral presentation. The number of Vendors who are invited to provide an oral presentation will be determined by the Committee after the written Responses have been scored. For round 2 scoring, the vendors will have a clean slate (scored independently from round 1) and will be ranked based on oral presentation, continued review of the demo site, and question responses to determine the awarded vendor.

The District reserves the right to conduct negotiations with Vendors and to accept revisions of proposals. During this negotiation period, the District will not disclose any information derived from proposals submitted, or from discussions with other Vendors. Once an award is made, the solicitation file and the proposals contained therein are in the public record.

CONFIDENTIALITY, DATA PROTECTION

1. The vendor shall adhere to the mandates of federal, state, and local ordinances and statutes, and DPS Board Policy, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), Children’s Online Privacy Protection Act of 1998 (COPPA), 15 U.S.C. 6501–6505 and Colorado’s Student Data Transparency and Security Act, with regard to the protection of data made available by the District.

2. The vendor shall carefully select the personnel entrusted with the data, inform them about all of the legal aspects of data protection, and oblige them to preserve data secrecy. The obligation is to be made on record and evidence of this is to be provided to the District upon its request.
3. The vendor shall be obliged to maintain a comprehensive information security program that is reasonably designed to protect security, privacy, confidentiality, and integrity of data with appropriate administrative, technological, and physical safeguards. The vendor shall store on encrypted volumes all confidential and sensitive data that is placed on mobile computing devices including laptops and PDAs. All data transmitted over the Internet must be encrypted.

4. Upon request, at the latest, upon the cessation of the contractual relationship between the District and the vendor, all existing data in this context is to be returned to DPS or is to be irretrievably deleted by the vendor. The deletion shall take place, at the latest, upon the expiry of mandatory data protection law periods. Upon request by the District, the deletion is to be confirmed in writing.

5. In the event a breach of the obligations herein detailed or if indications of such a breach exist, the vendor hereby undertakes to inform the District of that fact without undue delay.

6. The District shall be entitled to monitor the compliance with the data protection provisions by the vendor. For this purpose, the individual authorized by the District to monitor the data protection compliance shall have access to the business of the vendor after written prior announcement at the usual business times, insofar as the business will not be unduly interrupted. Support is to be given to this individual in the monitoring process.

7. The vendor must provide clear notice to the District before making any material changes to vendor’s privacy policy.

8. The District shall be entitled to timely access data and correct data held by the vendor that is factually incorrect in response to a parent/guardian request.

9. The vendor can only utilize the student data for the purposes specifically authorized by the District and cannot set up a personal profile of a student unless to support purposes authorized by the District.

10. Vendor cannot sell data or use/share data for targeted advertising to students.

11. Vendor cannot re-disclose data to sub-contractors, partners, or other third parties unless expressly authorized by District and sub-contractors, partners, or other third parties agree to District’s Terms of Use.

CONFIDENTIAL INFORMATION BELONGS SOLELY TO THE DISTRICT. The District’s Confidential Information and all other confidential information and data relating to the District's business are the District's exclusive property, and the Contractor therefore agrees that:

A. All notes, data, reference materials, sketches, drawings, memoranda, disks, documentation and records in any way incorporating or reflecting any of the Confidential Information and all proprietary rights in the Confidential Information, including copyrights, trade secrets and patents shall belong exclusively to the District;

B. At all times while this Agreement is in effect, the Contractor will keep secret and will not disclose to any third party, take or misuse any of the District's Confidential Information, or any other confidential information the Contractor acquires or has access to because of its provision of services;

C. At all times while this Agreement is in effect, the Contractor will not use or seek to use any of the District's Confidential Information for the Contractor's own benefit or for the benefit of any other person or business or in any way adverse to the District's interests;

D. On the District's request or on termination of this Agreement, the Contractor will promptly return to the District all its property, specifically including all documents, disks or other computer media or other materials in the Contractor's possession or control that contain any of the District's Confidential Information;

E. After termination of this Agreement, the Contractor will preserve the secrecy of and will not disclose directly or indirectly to any other person or business any of the District's Confidential Information; and

F. The Contractor will promptly advise the District of any unauthorized disclosure or use of the District's Confidential Information by any person or entity.
METHOD OF PAYMENT - PERIODIC INVOICES FOR COMPLETED SERVICES: The successful Vendor shall submit an invoice to the District's Payment Services Department. The invoice shall reference the appropriate Purchase Order/Contract Release Request number, the service address(s), a detailed explanation of the work that was performed at the location, and, if applicable, the model and serial numbers of each piece of equipment that was serviced and/or repaired by the Vendor in conjunction with the corresponding invoice. The periodic invoices shall not exceed thirty calendar days from the date of the service. Under no circumstances shall the invoices be submitted to the District in advance of the service being performed.

DEFICIENCIES IN WORK TO BE CORRECTED BY VENDOR: The successful Vendor shall promptly correct all deficiencies and/or defects in work and/or any work that fails to conform to the Contract Documents. All corrections shall be made within 10 calendar days after such rejected defects, deficiencies, and/or non-conformances are verbally reported to the Vendor by the District's Project Manager. The Vendor shall bear all costs of correcting such rejected work. If the Vendor fails to correct the work within the period specified in this Solicitation, the District reserves the right to place the Vendor in default of its contractual obligations, obtain the services of another vendor to correct the deficiencies, and charge the Vendor for these costs, either through a deduction from the final payment over to the Vendor or through invoicing.

COOPERATIVE PURCHASING EFFORTS: Denver Public Schools encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, to the extent other governmental jurisdictions are legally able to participate in cooperative purchasing, the District supports such cooperative activities. (Examples of these cooperative efforts include: MAPO-Multiple Assembly of Procurement Officials, CEPC- Cooperative Educational Procurement Council).

We hereby request that any member of other governmental jurisdictions be permitted to avail itself of this contract and purchase any and all items specified herein from the successful Vendor(s) at the contract price(s) established herein. Each governmental entity which uses a contract(s) resulting therefrom would establish its own contract, issue its own orders, schedule deliveries, be invoiced therefrom, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the District is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a result of this Solicitation. The District shall not be liable for any costs or damages incurred by any other entity.

EQUAL OPPORTUNITY: Denver Public Schools intends and expects that the contracting processes of the District and its Vendors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Vendors make available equal opportunities to the extent third parties are engaged to provide goods and services to the District as subcontractors, vendors, or otherwise. Accordingly, the Vendor shall not discriminate on any of the foregoing grounds in the performance of the contract, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the contract (joint ventures are encouraged). The Vendor shall disseminate information regarding all subcontracting opportunities under this contract in a manner reasonably calculated to reach all qualified potential subcontractors who may be interested. The Vendor shall maintain records demonstrating its compliance with this article and shall make such records available to the District upon the District's request.

INDEMNIFICATION: The successful Vendor shall indemnify and hold the District harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor’s contractual obligations as outlined in this Solicitation. The Vendor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the District when applicable, and shall pay all costs and judgments which may issue thereon.

INSURANCE: The Vendor shall purchase and maintain at its own expense, insurance which is at least as broad, and with limits at least as great as outlined below:

**General Liability**

<table>
<thead>
<tr>
<th>Policy form:</th>
<th>Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products/completed operations aggregate</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Each occurrence limit</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Personal &amp; advertising injury limit</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Products/completed operations</td>
<td></td>
</tr>
<tr>
<td>Defense in excess of limits</td>
<td></td>
</tr>
<tr>
<td>Per location / per job aggregate limit</td>
<td></td>
</tr>
</tbody>
</table>
Blanket contractual
Independent contractors
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
All locations / operations (if not, show district job/location specifically)
Name the District as “Additional Insured”

Automobile Liability:
Combined single limit $ 1,000,000
Any auto (or Hired & Non-owned, if you own no vehicles)
Show Waiver of Subrogation in favor of the District
Primary & non-contributory
Auto pollution liability (IF you carry any hazardous cargo)
(If the Vendor is providing repairs to District vehicles on the Vendor’s property, the Vendor shall possess Garage Liability Insurance, covering premises, auto and completed operations)
Name the District as “Additional Insured”

Professional Liability: {IF you render professional services}
Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit $ 1,000,000
Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated profession must be applicable to your work for our company
Name the District as “Additional Insured”

Pollution Liability: {IF you have any pollution exposure}
Policy form: Occurrence
(if not, claims-made retro date must predate our contract or date of service)
Per claim or occurrence limit $ 1,000,000
Blanket contractual
Primary & non-contributory
Show Waiver of Subrogation in favor of the District
Per location / per job aggregate limit
Defense in excess of limits
Designated Location or Operation must be shown as per your contract for the District
Name the District as “Additional Insured”

Umbrella:
Policy form: 
Each occurrence or claim limit: $ 1,000,000
Excess commercial general liability
Excess Products/completed operations
Show Waiver of Subrogation in our favor
Excess automobile liability
Excess professional liability (if you provide professional services)
Excess pollution liability (if any pollution exposure exists)
Excess employer’s liability
Blanket contractual
Per location / per job aggregate limit
Defense in excess of limits
Primary & non-contributory
All locations / operations (if not, designate specific project or location)
Name the District as Additional Insured including Products/Completed Operations

Workers' Compensation:
Workers Compensation benefits: per Colorado Statute
Employers liability – limit per accident $ 100,000
Employers liability – limit per disease 100,000
Employers liability – disease aggregate 500,000
All owners/officers who will be on District property or job site must be covered
Show Waiver of Subrogation in favor of the District
Coverage must apply to workers in Colorado

Insurance companies providing the coverage specified above must be authorized to do business under the laws of the State of Colorado and must be rated no less than “A-” by A.M. Best Company. Issuance of a contract is contingent upon verification of all required coverage, as required below.

**Insurance Certification:** Vendor shall cause its insurer(s), (or the insurer(s)’ agent, broker or authorized representative), to furnish the District’s Purchasing Department with a Certificate of Insurance which indicates that insurance coverage have been obtained which meet the requirements as outlined. Issuance of a contract is contingent upon the receipt of the insurance documents.

**SALES TAX:** The District is exempt from paying State or Local Sales Taxes. Notwithstanding, Vendors should be aware of the fact that all materials and supplies which are purchased directly by the Vendor in conjunction with this contract will be subject to applicable state and local sales taxes and these taxes shall be borne by the Vendor.

**SAMPLES OF SERVICE MAY BE REQUIRED DURING EVALUATION:** After the Responses are opened by the District, the Vendors may be required to demonstrate their competency and ability to provide the quality of service that will be required by the District during the contract period. Such demonstrations will be provided to the District for evaluation by, and at no cost to, the District. If a demonstration of competency is required, the District will notify the Vendor of such and will specify the deadline for providing the demonstration. The District reserves the right to establish its own procedures for evaluating the Vendors’ competencies and abilities. On the basis of these evaluation criteria, the District shall be the sole judge of the abilities of each Vendor in conformance with standards established in the Specifications and its decision shall be final.
Denver Public Schools
Strategic Sourcing Department
780 Grant Street
Denver, Colorado 80203

REQUEST FOR PROPOSAL
BD1790

SCOPE OF WORK/ SPECIFICATION

Section I
Overview

Denver Public Schools is seeking to purchase and implement an Integrated Library System which will allow us to be responsive to the needs of our students, school sites and central library services. The system should feature an easy to use web interface, provide modules for circulation, cataloging, and acquisitions, support integration with our eBook collections, and have the ability to integrate with our current SIS and rostering systems while adhering to student data privacy concerns. The back end systems should allow for ease of system administration and integration with the district’s current enterprise backup solution. The District intends to begin migration of systems beginning August 1st, 2017 with full implementation to be completed by August 1st, 2018.

DPS Background:
The mission of Denver Public Schools is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our diverse society. Denver Public Schools is committed to meeting the educational needs of every student by providing rigorous and enriching educational opportunities, and great schools in every neighborhood. DPS is comprised of 185 schools, with a current total enrollment of 90,150 students. Of those, 57% of the school district’s enrollment is Hispanic, 22% is Caucasian, 14% is African American, and 3% is Asian. Approximately 35% are English learners and 70% of the district’s students qualify for free and reduced lunch.

Under the leadership of Superintendent Tom Boasberg and guided by the tenets of The Denver Plan 2020, DPS has become the fastest-growing large school district in Colorado in terms of enrollment and student academic growth. DPS is committed to establishing Denver as a national leader in student achievement, high school graduation and college and career readiness.

Section II
Scope

Denver Public Schools is moving to replace its current integrated library system, Innovative Interfaces-Sierra (ver. 2.2.0_6), which no longer meets our needs. The District will replace it with another single district wide integrated library system that supports all district schools. In addition to the software acquisition, the District is seeking proposals for a complete implementation solution including software, hardware, data conversion, installation, training, and ongoing technical support and maintenance.

DPS System Capacity Requirements
Vendor’s proposed system must support the following quantities of:
304,833 Bibliographic Records (titles)
1,517,989 Items (copies, volumes)
100,000 Patron Records
300 Concurrent User Connections (library staff)
Unlimited Concurrent User Connections (public catalog users)
140 Number of sites: Elementary (80), K-8 (13), Middle (10), 6-12 (7), High (10), Alt./Charter (10)

These figures represent current database size and transaction volume. Vendor should use these figures in calculating costs to implement the system and load data files. In addition, Vendors must indicate the extent to which each of these quantities can be expanded to support future growth without additional costs.

Vendor acknowledges and meets the above general system requirements
Critical Presentation Requirements-

ADFS Integration
The District is currently using Active Directory Federated Services (ADFS) for both families and staff. Through a parent sub-domain, families have ADFS accounts to access Infinite Campus (the District’s Student Information System) via the District’s parent portal. In order to streamline accessibility, the District wants both families and staff to be able to use their existing ADFS accounts to access the vendor solution. The vendor solution must accommodate for the following use cases:

1. Authenticate login for families that currently have an ADFS account
   a. In the event that families forgot their ADFS information, the vendor solution must easily link to District interfaces where the user can recover or reset their password.
2. Create a new login for existing families that don’t currently have a parent portal account
   a. Though all families who have students currently enrolled in the District have the ability to set up parent portal accounts, only 50% of families are currently leveraging this technology. Therefore, the vendor solution must easily link to a District interface where users can complete steps to create an account.
3. Create a login for new families
   a. Only families who currently have a record in the SIS can have an ADFS account. Therefore, the vendor solution must allow families who are new to the district to set up an account.
   b. The vendor solution must check existing ADFS accounts to prevent duplicate information.
   c. Newly created accounts must meet ADFS account requirements.

Please scroll down to section 7 in the technical requirements tab in Appendix A for more detailed requirements regarding the ADFS integration. Additionally, the District requests that responders outline their standard architecture when connecting with ADFS.

SIS Integration
The District is currently using Infinite Campus (IC) as its SIS. The information the vendor solution must pull from IC includes but is not limited to: student demographic information, parent/guardian data, household information, and enrollment records. This data will be displayed on user interfaces, used to calculate student eligibility, and used to confirm that parents are not entering duplicate information when enrolling in the District. Additionally, a significant amount of data collected in the vendor solution must be pushed back to IC. However, as mentioned in the business requirements, student information entered by families must be validated and verified by an administrator before being pushed to IC. Similarly, administrators must confirm that algorithm results are final before enrollment records can be created in the student information system. Therefore, all data collected in the vendor solution must be stored in a staging/holding table until an administrator indicates that it can be pushed to IC.

Please scroll down to section 8 in the technical requirements tab in Appendix A for more detailed requirements regarding the SIS integration. Additionally, the District requests that responders outline their standard architecture when connecting with student information systems.

Section III
Evaluation Criteria / Method of Award

RFP Evaluation

Round One: Proposals will be evaluated by a committee composed of staff from the Educational Technology and Library Services Department (ETLS) and other relevant stakeholders. The contract will be awarded to the vendor whose response, conforming to the RFP, will be most advantageous to the District. In evaluating qualified bids, the following considerations will be taken into account:

- Compliance with critical requirements
- Suitability of system specifications
- Implementation
- Cost, including ongoing factors such as maintenance fees, additional staffing required, ease of administration, support, and the development and installation of new enhancements
- Previous experience with K-12 libraries
- Vendor’s service and delivery capabilities and history
- Vendor viability and financial strength
- Recommendations from peer libraries using the vendor’s product
For example, each proposal will be evaluated based on the committee’s assessment of how well the proposal meets the system and performance specifications stated in the RFP. Submission of a proposal by a vendor will be judged as acceptance of the evaluation process and as vendor recognition that some subjective judgements must be made by Denver Public Schools.

**EVALUATION CRITERIA SCORING - INTEGRATED LIBRARY SYSTEM**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Experience and References</strong></td>
<td>10%</td>
</tr>
<tr>
<td>Vendor’s past performance and relevant references. Customer support and training processes, and system maintenance procedures</td>
<td></td>
</tr>
<tr>
<td>Experience with comparably sized K-12 site (100+ schools or more)</td>
<td>4%</td>
</tr>
<tr>
<td>Conversion/migration of at least 500,000 bibliographic records</td>
<td>4%</td>
</tr>
<tr>
<td>Customer references</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Design and Solution</strong></td>
<td>60%</td>
</tr>
<tr>
<td>Defined in fulfilling the desired features and functions as described by the scope. The total points associated with design and solutions, current and native functionality are allocated as indicated below.</td>
<td></td>
</tr>
<tr>
<td>1.0 General Functional Requirements</td>
<td>10%</td>
</tr>
<tr>
<td>2.0 Circulation Requirements</td>
<td>6%</td>
</tr>
<tr>
<td>3.0 Inventory Control Requirements</td>
<td>6%</td>
</tr>
<tr>
<td>4.0 OPAC Requirements</td>
<td>6%</td>
</tr>
<tr>
<td>5.0 Cataloging Requirements</td>
<td>6%</td>
</tr>
<tr>
<td>6.0 Acquisitions Requirements</td>
<td>6%</td>
</tr>
<tr>
<td>7.0 Reporting Functionality</td>
<td>5%</td>
</tr>
<tr>
<td>8.0 Training</td>
<td>5%</td>
</tr>
<tr>
<td>9.0 Optional Requirements</td>
<td>5%</td>
</tr>
<tr>
<td>SIS and eBook Integration</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>20%</td>
</tr>
<tr>
<td>Including how the final price is calculated, implementation costs, recurring maintenance, and all other associated costs.</td>
<td></td>
</tr>
<tr>
<td>Implementation costs</td>
<td>10%</td>
</tr>
<tr>
<td>Recurring maintenance and support costs</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Implementation and Support</strong></td>
<td>10%</td>
</tr>
<tr>
<td>Software and hardware specifications, testing plan, disaster recovery, schedule and implementation plan, support and maintenance, etc...</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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</tbody>
</table>
In the second round, the Evaluation Committee will invite a limited number of vendors to provide an oral presentation. The number of vendors who are invited to provide an oral presentation will be determined by the Evaluation Committee after the written responses have been scored. During Round 2, the vendors will have a clean slate (scored independently from round 1) and will be ranked based on oral presentation, review of the demo site, and question responses to determine the awarded vendor. Please Note: The overall score from Round One is only used to determine the Round 2 participants. Evaluators in Round Two will be given a ranking form upon invitation and the finalist will be determined based upon a ranking scale.

During this negotiation period, the District will not disclose any information derived from proposals submitted or from discussions with other vendors.

Section IV
Proposal Preparation and Submission Requirements

To enable the District to conduct a uniform review of all proposals submitted in response to this solicitation, components of the proposal shall be submitted as set forth below. Please provide your full proposal in a single PDF document. Additional marketing materials can be provided in a separate attachment but please keep the formal proposal focused on the specific requirements and functionality requested in this RFP. The District reserves the right to reject submittals that do not follow the requested format.

TAB A – Cover sheet: Submit the signed, completed Cover Sheet from this Request for Proposal

TAB B – Management Summary: Include a management summary and an overview of proposed services. Vendors should emphasize why their proposal is best suited to meet the needs of the District.

TAB C – Vendor Profile: Provide a brief description and history of your company including current size, organizational structure, qualifications, and a short bio of all key personnel.

Provide at least three (3) references.

1. One reference must be from an organization that has been using the solution you propose for at least three years.
2. One reference must be the most recently completed implementation of the solution you propose.
3. If possible, one reference should come from a library that completed a migration from Innovative Interfaces Sierra software to the solution you propose.

TAB D – Solution Details: Include a description of your comprehensive solution to the user roles, general system, business, and technical requirements. Describe your system’s functionality and content.

TAB E – General Implementation Requirements and Data Conversion: A detailed implementation timeline should be included in the submitted proposal. In addition, the vendor must quote and be able to provide all of the following products and services, to the full extent required for successful system implementation and operation. Please address each of the following:

A. Describe data conversion and implementation services included in this proposal. Describe Vendor and library roles and responsibilities in the data conversion process.
B. Provide a migration and implementation plan, including timetables and whether parallel operation of the old and new system is required.
C. Documentation should be online, keyword searchable, downloadable, and modifiable by the library.
D. Must include information on retrieving data from current source, transforming it, and uploading within a specified time frame. Proposals must include a schedule in a number of days for conversion and implementation of system.
E. If there are unforeseen circumstances, how will these affect cost?

TAB F – Usability and Accessibility: Describe how your solution addresses multiple languages, visual impairment and hearing impairment (if appropriate).

TAB G – Software and Hardware Specifications: Provide software specifications and requirements for desktop, mobile, and infrastructure that are appropriate for the solutions presented. Address proprietary as well as third party requirements including, but not limited to operating systems, system environments, browsers, etc. Provide proposed server hardware recommendations including hardware specifications, CPU requirements, and operating system needed for deployment and management of the vendor solution. Any material, equipment, or network requirements necessary for proper implementation and operation of the system that has not been specified or has not been described in this document must be called to the District's attention prior to the proposal due date.
TAB H – Project Management, Project Schedule and Implementation Plan
The vendor should describe its project management and implementation methodology and how it will meet the District’s desired implementation timeline. Provide an overview of vendor resources who will support the implementation including title, role/ability description, management approach and expected duration of support. Describe how the vendor will contribute to project management, requirements gathering and change management/support planning. A sample project plan detailing the work schedule, tasks, number/role of team members, expectations from District staff, and the anticipated timeline to deployment and district readiness must be submitted with the proposal.

TAB I – Testing Plan: The vendor should describe its testing methodology. The District expects the vendor to have robust testing procedures and plans to ensure that the system meets requirements and that defects do not escape to the end user. This should be demonstrated through well-documented test plans, test cases, testing schedule, status reports during testing, and defect resolution SLA. Testing documentation should be reviewed with DPS prior to the start of development. During the implementation phase, the vendor should participate in weekly check-ins to discuss test progress, outstanding defects, and resolution timelines. The vendor should be primarily responsible for testing the solution, with assistance from DPS staff during both test planning and execution.

TAB J – Training, Support, and Supplemental Materials: Provide a detailed description of the training and support provided by your firm for your solution. Address technical training, user training, and “train the trainer” as well as online, classroom, and any other delivery method available. Describe your customer support model and identify who the users may contact, the frequency, and hours of availability. Provide documentation of your service level agreements (SLAs) and describe the means to access your firm’s subject matter experts. Also, explain how your organization will maintain SLA’s during peak utilization periods (e.g. adding incremental support staff) and adequately accommodate an organization the size and complexity of DPS. Discuss supplemental materials provided to support your solution including training manuals, quick reference guides, help files, tutorials, etc.

TAB K – Business Continuity and Disaster Recovery: Provide information concerning your company’s disaster recovery and business continuity plan. Detail how impact to the District will be minimized in event of an issue and disaster recovery plans during business critical time periods (e.g. – round 1 of choice). Provide information on how your company would assist the District in its business continuity as well as disaster recovery planning and the actualization of the plan. Include 7 x 24 contact capabilities, escalation procedures and backup availability.

TAB L – Upgrade Releases and Patches: Describe the release schedule for your solution. Address current release as well as the product roadmap for the next 18 months, release delivery notification and methodology, and the upgrade process.

TAB M – Security and Confidentiality: Describe the process by which District data is maintained confidential and not released in any manner to anyone but District approved personnel. Describe how the vendor solutions with state and federal regulations including but not limited to FERPA and the Colorado Student Data Privacy Law.

TAB N – Licensing and Maintenance: The vendor should describe maintenance options and agreements, an outline of what is included in a maintenance agreement, and any required licensing and associated costs. The vendor should also outline the required skills the District will need in order to effectively administer and maintain the system. Reference Appendix B - the District’s Software License and Services Agreement, which the selected vendor will be accountable to sign. If redlines are required, we ask that you include those as an attachment to Appendix B. This will expedite DPS Legal review.

TAB O – Risk Analysis: Identify the major risks associated with this project. For each risk, identify those activities that can be undertaken to reduce, mitigate, or eliminate the risk. Ensure these activities are reflected in your project management and implementation plans.

TAB P – Costs: Please provide pricing as described below for the implementation of the proposed solution.
A. Submit a price proposal to provide the features, functionality, and services detailed in your scope of work.
   a. Itemize pricing for any shipping or other charges that may apply.
   b. All charges are to be listed separately. Identify one time charges and ongoing expenses. Include incremental costs for service upgrades.
      i. Wherever possible, itemize the pricing by module/functionality. Include any applicable discounts available from bulk purchase of all modules
B. Submit any other pricing/cost data necessary to carry out the project.
   a. Provide pricing schedules for all services if applicable.
   b. Provide pricing schedules for all levels of service available, including monitoring services, reduced response times, after hours support, etc.
TAB Q – Redacted copy of proposals: In order to balance the demands of the Colorado Open Records Act and DPS’s obligations as a public school district within the state of Colorado, we request all vendors provide a redacted version of their proposal as part of their submission process.

Appendix A - Requirements
Please complete and provide the Appendix A SPREADSHEET as part of your final RFP proposal. An Excel version of the spreadsheet is available via email from Maggie Wolfe – maggie_wolfe@dpsk12.org.

Appendix B - Requirements (Asset Management)
Please complete and provide the Appendix B SPREADSHEET as part of your final RFP proposal this will need to include a summary page explaining the Asset Management support you can provide. An Excel version of the spreadsheet is available via email from Maggie Wolfe - maggie_wolfe@dpsk12.org. Please note that this piece will not be scored as part of the RFP document. This is for information purposes only.

File the following in TAB A

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your offer comply with all the terms and conditions? If no, indicate exceptions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your offer meet or exceed all specifications? If no, indicate exceptions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May any member of another governmental jurisdiction avail itself of this contract and purchase any and all items specified?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State percentage of prompt payment discount, if offered.</td>
<td></td>
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<tr>
<td>The District has a VISA Procurement Card Program. Will you accept the District's Visa as payment for goods and/or services purchased from this Proposal?</td>
<td></td>
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</tr>
</tbody>
</table>
DENVER PUBLIC SCHOOLS SUPPLIER PORTAL

Effective July 1, 2013, all new business conducted with Denver Public Schools will require you to be registered on the DPS Supplier Portal.

The Denver Public Schools (DPS) District is modernizing its Financial Management and Strategic Sourcing business processes to include two-way web-based communication with its Suppliers and Vendors. The benefits extended to our supplier/vendor business partners that register with DPS include:

- Electronic Bidding Events/Solicitations.
  - Bids and Proposals sent directly to your personal Supplier Portal account
  - On-line bid responses, negotiations, awards, and much more
- Direct submission of electronic invoices (depending on your contractual relationship).
- Complete view of your contracts, purchase orders, invoices and payments online through your “Supplier Portal”.
- Ability to maintain your business profile, points of contact, diversity qualifications, list of commodities you wish to provide, W-9s, certifications and insurance documentation, along with optional subcontractor tracking.
- Historical record of your interaction and performance with DPS

Access to the supplier portal can be found here: http://purchasing.dpsk12.org/suppliersvendors/

Supplier Portal User Guides are available at same link (under the ‘Suppliers/Vendors’ link on the right-hand of the page).

Access to the supplier portal can be found here: http://purchasing.dpsk12.org/suppliersvendors/

Supplier Portal User Guides are available at same link (under the ‘Suppliers/Vendors’ link on the right-hand of the page).

DPS’s mission is to provide all students the opportunity to achieve the knowledge and skills necessary to become contributing citizens in our society.

With this purpose comes responsibility: we must ensure that we fulfill DPS’s commitments while upholding a high standard of integrity and ethical business conduct. We are proactively taking steps to assist in that aim by implementing IntegraReport.

Letter from the CFO

To anonymously submit information on potential fraud, waste, or abuse of District property, assets, and resources, please visit:

IntegraReport.com

DPS Subscriber Code: DPSK12

You can also call our automated phone hotline 24 hours a day, seven days a week

855-858-3344