REQUEST FOR PROPOSAL
BLUE VALLEY UNIFIED SCHOOL DISTRICT NO. 229

RFP response should be addressed to:

Blue Valley School District   Date: July 5, 2022
Attention: Nicole Hogan   RFP: 23001
Emailed to: Purchasing@bluevalleyk12.org   For: Library System RFP

RFP # 23001

RFP WILL BE ACCEPTED TO AND OPENED ON:

Date: August 5, 2022
Time: 3:30 p.m.
Location: District Office

CONDITIONS UNDER WHICH RFPS ARE REQUESTED ARE INCLUDED. PLEASE REVIEW THOROUGHLY.

The Blue Valley School District (District) is soliciting proposals for the purpose of investigating and exploring an Integrated Library System and related products that meet the needs of our district library patrons, staff, and program. Proposers (also herein referred to as "Service Providers" or "Contractors") will execute and submit all proposals in accordance with these instructions and the applicable provisions of the specifications.

Please note the following MANDATORY Pre-Proposal Conference details:
  - **MANDATORY Pre-proposal conference - meeting to be held via Zoom conference call on July 13, 2022 at 2:00 PM CST. Link to be sent in email with this invitation.**

Proposers or potential proposers who obtain this document from the District's web site or in any other way without receiving a formal invitation from this District's Purchasing Department are responsible for notifying purchasing@bluevalleyk12.org in order to receive addenda or virtual meeting information if any are issued. Proposals received by the District that do not include acknowledgement of addenda may be rejected.

Blue Valley School District reserves the right to reject any or all proposals received if such action is considered to be in the best interest of the District. This request does not obligate the District to pay any cost incurred by vendors related to submission of proposals in response to this RFP.

Unauthorized communication by potential vendors about this RFP to District representatives, other than via the purchasing email address below, may result in vendor disqualification.

Any questions regarding RFP specifications or procedures should be directed in writing to: **purchasing@bluevalleyk12.org** by **July 15, 2022, 12:00 PM CST**. Questions received by this date will be sent with answers to all known participants shortly thereafter. Please keep in mind your questions and our responses will be shared with all known participants.

We are including only one copy of the RFP. Please return all RFP sheets completed. **Do not include sales tax.** RFP number and name of RFP must appear on the front of the sealed envelope or package.

This RFP will be awarded to only one bidder. Final results of the RFP will be distributed to all responding parties via email after the evaluation period.

THIS RFP IS NOT TRANSFERABLE

RFP TERMS AND CONDITIONS

1. Blue Valley USD 229 ("School District") reserves the right to reject any or all proposals, to accept any item or items in the proposal and to waive any informality in proposal. Further, the District may negotiate the terms of any proposal after it has been submitted. Any accepted proposals are subject to the approval of the Blue Valley School District.

2. An alternate request for proposal ("RFPs"), based on group or total awards will be considered.

3. Cash discounts and delivery terms will be considered in awarding a contract.

4. Please submit original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.

5. Prices quoted must remain firm for a period of ninety (90) calendar days from date of proposal opening.

6. The right is reserved by School District to increase or decrease, by not more than thirty percent (30%) at time of award, the quantity listed for any proposal items.

7. Prices quoted are to be free of all federal, state and local taxes, except those taxes from which the School District is not exempt.

8. The supplier represents that the price or prices specified in the proposal do not exceed the supplier's current selling prices for the same or substantially similar items to any other purchaser, taking into account the quantity and/or service under consideration.

9. When submitting a substitute product or service as equal, the full name and illustrated description must be given in the proposal response. The School District reserves the right, to decide upon suitability of the product or service for the intended use. Upon request, samples of substitute products or services must be submitted. Substitute items furnished must be manufactured in compliance with all existing legal or governmental directives.

10. Envelopes containing proposals must be sealed and marked on the lower left-hand corner with the company name and address of the supplier, proposal control number, proposal opening date, and proposal opening time. Emailed proposals are preferred.

11. The date when goods are actually received by the School District shall be the effective date of receipt.

12. Deliveries are to be F. O. B. at a stated location and included in your proposal.

13. If the supplier refuses or fails to make deliveries of the materials or supplies within the time specified on the face of the request for proposal or the purchase order, the School District may, by written notice to the supplier, terminate the right of the supplier to proceed with deliveries of the materials or supplies as to which there has been delay.

14. In the event the School District cannot accept a scheduled delivery, it will notify the supplier of such delay as soon as possible.

15. All items furnished must be free from defects in material and workmanship. Items will be subject to School District inspection and approval at any time within thirty (30) calendar days after delivery.

16. All items must be properly packed or crated to insure delivery in good condition and in accordance with instructions listed on the face of the request for proposal or purchase order, if any.

17. Rejected items will be held by the School District at the supplier's risk and expense. No replacement of defective items shall be made by the supplier unless agreed to by the School District in writing.

18. The supplier shall comply with the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1030) and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry.

19. The School District is seeking an annual contract with the option to renew for four additional one year periods. The contract may be terminated by either party by giving the other party thirty (30) calendar days prior written notice of termination.

20. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.

21. **Sample Contract: A sample contract must be submitted for review with the supplier's proposal. The sample contract must be submitted in an electronic version in unrestricted Microsoft Word format.** In the event that an agreement is not reached with the top scoring supplier within a reasonable time, the School District, at its sole discretion, may elect to award the contract to the next highest scoring supplier.

22. Kansas state law prohibits smoking in or on any Blue Valley USD 229 property. Compliance is required.

23. Contractors working on school property must have a background check that covers: Social Security, Felony conviction record, Misdemeanor conviction record, and US DOJ National Sex Offender Data base.

24. Indemnity and Hold Harmless: The supplier agrees to protect, defend, indemnify and hold the School District, its Board members, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, reasonable attorneys' fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the supplier. The supplier further agrees to investigate, handle, respond to, provide a defense for, and defend any such claims, at supplier's sole expense; and agrees to bear all costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

25. Tax Exempt: School District is exempt from state and local sales taxes by virtue of Kansas Statutes Annotated 79-3606.

26. Supplier understands that the School District is subject to the Kansas Open Records Act, K.S.A. 45-215 et seq., as amended (the "Act"), and that any proposals made in response to an RFP may be disclosed as required, in the sole opinion of the School District, by the Act or other applicable law or judicial order. School District assumes no responsibility for such disclosure and will not be held liable for any damage or injury that may result from any disclosure that may occur. By submitting a response to an RFP, Supplier agrees to defend, indemnify, and hold School District harmless from and against any and all claims, demands, costs, and expenses, including reasonable attorneys' fees, arising as a result of School District's disclosure or refusal to disclose response information provided by Supplier.

27. Payment of the supplier's invoice is subject to adjustment for any shortage, or for rejection of any item or items. Individual invoices must be issued for each shipment applying against a purchase order.

BLUE VALLEY USD #229 - PAYMENT TERMS:

- Payment can take 30-60 calendar days depending on when goods or services are received, orders are verified, and the date the invoice is received in Accounts Payable.

- Invoices received by Accounts Payable and orders verified by the 15th day of the month will be paid/mailed on or about the 15th day of the following month. Invoices received and orders verified on or after the 16th day of the month will be paid the second month following, on or about the 15th day of the month.

- The School District is not requiring the acceptance of a credit card as its form of payment and will still offer checks. However, would you accept a credit card as the School District's form of payment for your goods and services understanding the requirements below?
        Yes_____ / No_____

Note: Acceptance of Credit Card Payment
- *Will not change payment terms or timelines.*
- *Cannot increase the proposed costs as outlined in your Bid or RFP response.*
- *The vendor cannot charge any additional fees for the acceptance of credit card payment.*
- *We will need to work with you to setup the payment details.*

I.   DISTRICT OVERVIEW

Blue Valley School District is located in Overland Park, Kansas, a thriving suburb of Kansas City. The District was unified in 1965 and encompasses 91 square miles in southeastern Johnson County. Overland Park has been recognized in many national quality-of-life rankings. For example, in 2015 Livability.com ranked Overland Park as No. 17 in the "2015 Top 100 Best Places to Live"; in 2014 mylife.com ranked Overland Park as the No. 1 city to raise children; Overland Park was ranked No. 3 on the "Best Cities for Families" list by Wallethub.com in 2014; and Livability.com ranked Overland Park at No. 3 out of the "Top 10 Best Cities for Kids 2014". Overland Park was ranked #9 in Money magazine's Top 10 "Best Places to Live" in 2012.

The Blue Valley School District currently has approximately 23,000 students located in five high schools (grades 9-12), nine middle schools (grades 6-8), twenty two elementary schools (grades K-5), a Center for Advanced Professional Studies building, Blue Valley Academy, an Early Childhood and Conferencing Center and several administrative buildings. The District also currently has 108 administrators, 1,888 certified staff members, and 1,328 classified staff members to serve the students and the community.

II.   PURPOSE AND CURRENT STATE

The Blue Valley School District has a need for a vendor to provide an integrated library system (ILS) and related products to meet the needs of our District library patrons, staff, and program. Our intention is to solicit competitive proposals in order to obtain vendor relationship(s) that provide(s) maximum services and competitive pricing to the District. The District is seeking an annual contract with the option to renew for four additional one year periods. The first year of the contract will begin on July 1, 2023 and will continue through June 30, 2024. The optional second year of the contract will be from July 1, 2024 through June 30, 2025, and so forth. This aligns with our financial fiscal years. Below is the current staffing state of our libraries and the program foundations. Due to a recent shift in staffing, the ILS system needs to support library staff by allowing them to continue to focus on being teacher-librarians, while providing more independent service to students through the ILS.
- Library Staffing
    - Elementary - 1 Full-time Librarian, 0-1 Full-time Para (varies by school)
    - Middle School - 1 Full-time Librarian, 0 Library Paras
    - High School - 2 Full-time Librarians, 0 Library Paras
- Library Program Foundations
    - Our school library work is grounded in three foundations: Fostering a culture of Literacy, Collaboration with educators to design curriculum, and supporting a Flexible Schedule to ensure student access to the librarian, facility and resources at their point of need.

III.   MANDATORY REQUIREMENTS OF ILS

1. Cloud hosted – Software as a Service (SaaS)

2. Centralized Administration

3. Centralized Cataloging

4. Unified Catalog Capabilities

5. Single Sign On (ADFS, Classlink, etc)

6. Cross-District Holds

IV. <u>DESIRED QUALIFICATIONS OF ILS</u>

1. ILS Migration Services

2. Enterprise Migration

3. Compatibility with District's current:

    a. Student Information System (Synergy)
    b. Canvas
    c. LibGuides
    d. Overdrive/Sora – through Johnson County Libraries
    e. OCLC

4. Reporting & Analytics

5. Customization & Flexibility in All Areas

6. Ongoing Technical Support

7. Self-Check Stations

8. RFID

V. <u>REFERENCES</u>

The reference section must be filled out completely. Failure to do so, or references giving unsatisfactory recommendations, may be reason to disqualify the proposal. If the references given are not, in the opinion of the District, applicable to a contract of this magnitude, the District may contact other firms with whom the bidder has or is currently providing services as a means of validating compliance or proving noncompliance with the references requirement. Please list four (4) references of comparable size to the District who have used your ILS on a regular basis within the past five (5) years (preferably K-12 Kansas school districts) or who have recently purchased your product.

Company/School Name: (1)_____
Person to Contact: _____
Dates Contract Held: _____
Company Address: _____
City, State, Zip: _____
Telephone: _____
Email:_____

Company/School Name: (2)_____
Person to Contact: _____
Dates Contract Held: _____
Company Address: _____
City, State, Zip: _____
Telephone: _____
Email:_____

6

Company/School Name: (3)_____
Person to Contact: _____
Dates Contract Held: _____
Company Address: _____
City, State, Zip: _____
Telephone: _____
Email:_____

Company/School Name: (4)_____
Person to Contact: _____
Dates Contract Held: _____
Company Address: _____
City, State, Zip: _____
Telephone: _____
Email:_____

Failure to provide the above information will result in the rejection of RFP.

VI.   SCHOOL DISTRICT RESPONSIBILITIES

1. Provide key contact names and telephone numbers for each building's contact.

2. Provide key contact names and telephone numbers for technology team members.

3. Provide maps if necessary of building sites.

4. We will provide awarded company items the vendor needs to be successful while staying within our security posture from an ITS standpoint.

VII.   REQUEST FOR PROPOSAL (RFP) TIMELINE -

1. RFP Release – July 6, 2022

2. Mandatory Pre-Proposal Conference – July 13, 2022 at 2:00 PM CST

4. Deadline for Submitting Questions – July 15, 2022 at 12:00 PM CST

5.   Proposals due – August 5, 2022 at 3:30 PM CST

6. Optional Finalist Interviews – September 12, 2022 OR September 13, 2022, Time TBD

7. Anticipated Award of RFP 23001– November 14, 2022

8. Anticipated Contract Start Date – July 1, 2023

VIII.   <u>**MANDATORY QUESTIONS -**</u>
       Please provide a complete, but concise answer after each question.

Vendor Qualifications

1. Briefly describe your company's history, number of years in business, where your company is located, how long you have operated, and ownership and senior management structure (organization chart a plus with brief description of roles for each person).

2. Describe your employee pool in terms of how many full-time year round employees you have either locally or nationally to support the District?

3. Provide some background/experience on servicing school districts, schools of any kind or similar clients in the K-12 education industry. What history do you have servicing Kansas School Districts?

4. What are the days and hours your company would be available to assist Blue Valley School District? What are your normal service hours?

5. If your company is servicing many school districts with ILS, how would you work to prioritize Blue Valley into your schedule?

6. Have you ever failed to complete, defaulted, or been accused of failing to complete any work awarded to you? If so, where and why? Also, how did your company resolve the situation?

7. Have you been sued or sued an Owner within the past ten (10) years? If so, provide the case number and court, including county and state? Also please describe the project, nature of arbitration and outcome.

Value Added

8. What makes your company unique when compared to the competition?

9. Please provide any additional information or benefits on services offered or not called out in this RFP?

10. OTHER CONTRACT INCENTIVES: Vendors are being provided the opportunity to offer other incentives for contract consideration. This could include such options as up-front payments to the District, donations to schools, scholarship donations to graduating seniors, educational programs, staff development, or other contract incentives the vendor might elect to propose. What will you be offering to Blue Valley as an incentive?

Mandatory Requirements

General ILS questions

11. How is system client or user access activity determined? By the number of district users, items, workstations, average circulations?

12. What types of End User catalog options are available (Creating lists, sharing lists, viewing account information, placing autonomous holds, etc.)? Are they customizable?

13. How are users added to your system?

14. Can it receive borrower loads from external databases nightly, or does it integrate synchronously for user loads and billing?

15. Does your ILS offering include item images, ad hoc carousels, augmented record information such as reviews, previews, read-a likes, etc.? Are these linked back to searching or other records?

16. Are subject headings, authors or other elements of the OPAC record hyperlinked for continued searching?

17. Do you offer a separate interface for K-2?

18. Do you offer a pre-formed/guided search visual catalog?

19. Is your end user interface ADA compliant?

20. Is the OPAC device or screen size responsive? In what way?

21. How customizable is the OPAC? Which features can be customized?

22. Does your OPAC include a CMS or is the assumption you have your own site for non-OPAC related information?

23. If your End User interface includes a CMS, can each page be password protected separately? Can you embed external resources (ex. Symbaloo, YouTube, Twitter feeds, etc.) into the OPAC?

24. Can your catalog be iframed into other resources? If so, what security protocols do you have in place?

Software as a Service (SaaS) questions

25. Do you offer SaaS?

26. How often are system updates?

27. Who performs the updates?

28. Is there a test environment for the ILS?

29. What kind of security do you have in place for user information?

Centralized Administration questions

30. Do you support centralized administration of the ILS and its components?

31. How flexible is the configuration of the circulation ILS?

32. Can circulation rules, dates, calendars, etc. be set globally, by level, by school, by item or user type, or any combination of this?

33. Is there an option for custom report writing?

34. How does one add additional libraries, subcollections, or material/copy/user types?

35. Similarly how does one rename a library, move or hide from public view a collection or library?

36. Ease of maintenance of components?

Centralized Cataloging questions

37. Do you support centralized cataloging?

38. Is this cloud-based?

Unified Catalog Capabilities questions

39. Is the catalog Unified or a Union catalog?

40. How is search configured? Search materials? (For instance: keyword, fuzzy, browse indexes, etc.)

41. What types of limits, filters, or field combinations can be applied to searches?

Single Sign On questions

42. Do you support SSO, and which kind do you support?

43. Can library credentials be used for authentication against other products (ex. Axis360, Mackin, Capstone, etc.) and if so, how is this accomplished?

Cross-District Holds questions

44. Can holds/material requests be placed across the entire district holdings in one single request?

45. Can it be filled similarly?

46. Can priorities be set in filling holds (ex. Can the materials at a particular school be used to fill their own student's holds first if the item is available)?

47. Can libraries, collections, item types, or user types be given different hold permissions?

Desired Qualifications

ILS Migration Services questions

48. What migration services do you offer?

49. What data pieces will we keep or lose (historical stats, bills, current checkout information, previous user information, etc.)?

50. How have you assisted similar customers in archiving data when they have chosen to no longer use your product?

51. Gap tape provided?

52. Please provide an implementation timeline for the system to be in place and operational no later than July 1, 2023.

Enterprise Migration questions

53. What does your ILS offer in comparison to what we have now?

54. What kind of landing page do you have? To ILS directly or to a school page like we have now?

55. What value-added services are available? Review? Read-alike info? Novelist?

56. Does the ILS have the capacity for student reviews to be included in the catalog search results? Is there a pre-approval by the librarian?

Compatibility with current systems questions

57. What compatibility do you have with the current programs listed below?

    a. Student Information System (Synergy)

    b. Canvas LMS

    c. LibGuides

    d. OverDrive/Sora

OCLC questions

58. What interoperability do you have with other systems or resources?

59. If so, to what extent and what features are available?

Reporting & Analytics questions

60. What types of reports library/templates do you offer?

61. Do you have any tools for more extensive reporting against logs?

62. What percentage of your reports can be exported to Excel?

63. Can notices be emailed directly to users?

64. Do you have APIs available to library administration to develop reports not available through your reports library or other tools?

Ongoing Technical Support questions

65. What types of ongoing support do you offer?

66. Who can contact you for support?

67. Are there areas where support becomes a billable service? If so, what defines this?

Self-Check Stations/Hardware Requirements (for ILS vendors) questions

68. Do you offer a self-check option?

69. With which 3rd party self-check companies is your software compatible?

70. Is your staff software cloud or station based? If station based, which OSs are supported?

71. Are iPads supported as a client?

72. Are any hardware, barcodes or RFID tags used with your products proprietary to your company (i.e. we must use your barcodes, scanners, etc.)? If so, what?

Self-Check Stations (for 3rd party vendors) questions

73. What self-check options do you offer (software only, full stations)?

74. With which ILs systems are your products compatible?

75. What communications protocols are in place?

76. How secure are the transactions?

77. How are transaction statistics counted?

78. Are any hardware, barcodes or RFID tags used with your products proprietary to your company (i.e. We must use your barcodes, scanners, etc.)? If so, what.

RFID or Barcode only questions

79. What Library Systems is it compatible with?

80. Do you support barcodes as well as RFID?

81. Are theft detection gates required?

82. We are currently SaaS and do not house our ILS servers, is this an issue?

83. What is the typical ongoing expense for maintenance and other aspects?

OCLC Reclamation Project questions

84. What is involved in the process?

85. Is there a set time period for completion of the project?

86. Is there a 'gap tape' for additions during the project?

Record Clean up questions

87. What types of services do you offer?

  a. RDA record compliance?

  b. Authority control and authorities applied to existing bibliographic records?

  c. Record enhancement with Lexiles?

  d. De-duping of records?

  e. OCLC Reclamation?

88. Is there a test phase?

89. Is there a 'gap tape' for the period of time when the work is being performed and new items cataloged?

90. Do you require a cataloging freeze during work?

91. How much time is required for these projects?

IX. **SCORING AND SHORTLISTING**

Evaluation of Proposals: An evaluation committee comprised of District employees shall evaluate proposals received.

1. **Phase I Evaluation and Shortlisting:**
All proposals will be evaluated according to the point schedule listed below. Proposals not short-listed will not be further considered.

Section	Section Title	Total Possible Points
Overall Proposal	Quality of content, organized, complete, professional	**10 Points**
Section VIII	Q&A: Vendor Qualifications	**10 Points**
Section VIII	Q&A: Value - Added	**10 Points**
Section VIII	Q&A: Mandatory Requirements	1**5 Points**
Section VIII	Q&A: Desired Qualifications	**15 Points**
Section V	References	**5 Points**
Section X	Pricing/Cost Structure	**30 Points**

$$\frac{\text{Lowest Proposed Fees}}{\text{Proposer Proposed Fees}} \ \text{X} \ \text{Possible Points Available} \ = \ \text{Pricing Score (rounded to the nearest hundredth)}$$

Section XII	Deviations	**5 Points**

Total Possible Points Phase I: **100 Points**

The District retains the right to end the RFP and base award of the RFP after the Phase I scoring or continuing on to Phase II Optional Finalists Interviews. Vendors are encouraged to put their best proposals forward since award can be made after Phase I and if a Phase II shall occur, only the selected finalists will be invited based on Phase I scoring.

Phase II Optional Interviews/Demonstrations:
The district retains the right to invite some, all or none of the RFP finalists identified in the Phase I Scoring. Interviews and Demonstrations will be scheduled the week of September 12, 2022. The district retains the right to adjust the dates of the interviews/demos. Companies invited for interviews/demos will be notified approximately one week in advance.

Scores from Phase I will carry over and combined with the following:

Total Possible Points

Phase I **100 Points**

(May be adjusted pending outcome of interviews.)

Clarifications /additional information presented. **50 Points**

Grand Total Possible Points **150 Points**

Scoring from Phase I will not be made available until Phase II has been completed or ruled out.

X. PRICING/COST STRUCTURE

Units	Description	Initial Cost + Year 1	Year 2	Year 3	Year 4	Year 5
Infrastructure						
	Hosting Fee /Server Cost					
	Test Database					
ILS Applications						
	Staff Licenses					
	Acquisitions					
	Cataloging (w/Authority Control)					
	Circulation					
	Marketing/Customer Relationship Manager					
	Online Catalogue					
	Reporting Module					
	Serials					
	Others - List					
	Subtotal					
Professional Services						
	Project Management					
	Work Flow Analysis					
	Data Extraction					
	Migration Services					
	Installation, configuration, staging and implementation of ILS					
	On-site Training on all ILS functions					
	System Administration and User Documentation					
	Integration of third party products					
	Technical Support					
	Upgrades					
	Subtotal					
Other						
	Include any other optional items described in your Proposal					
Total Cost Per Year						

Future Optional Costs

List per unit costs for optional products that may be purchased over the next five years, such as user licenses, API, SIP2, etc. – I just put this in here as something to consider adding.

PRODUCT	UNIT COST

Additional Pricing Questions

1. SaaS Question: On average, what percentage of the purchase price is reflected in a maintenance fee?

2. OCLC Reclamation Project Questions: What is the cost and how is it determined?

3. Record Clean up question: How is the cost of the services calculated?

XI.   DEVIATIONS

Please include illustrated descriptions of all items that are deviations from specified items. Provide a statement with any deviations or simply state "none."

XII.   RFP RESPONSE INSTRUCTIONS

1. Sealed/Emailed proposal due to the District – The due date for the sealed/emailed RFP response is listed on page 1. **All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.** The District will not consider or be responsible for errant delivery or late performance by courier service.

2. District requires original signed proposal via email to Purchasing@bluevalleyk12.org. The electronic copy should be produced in PDF and sent to the email listed above.

3. The RFP response may be hand-delivered or must otherwise be received by the District at the address or email provided on page 1, by the submittal deadline. No fax proposals will be accepted.

4. Hand-delivered responses to the District should be in a sealed box or envelope clearly marked and addressed. If the RFP is not clearly marked, the Proposer has the risk of the proposal being misplaced and not properly delivered. The RFP Coordinator is not responsible for identifying proposals submitted that are not properly marked. (14950 Metcalf, Overland Park, KS 66223). **Emailed responses is preferred.**

5. It is the responsibility of the submitter to insure that the proposal arrives to the District within the deadline. Proposer should allow sufficient time for proper delivery. The District assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Postmarking by the due date will not substitute for actual receipt of response by the District. Every Proposer is solely responsible for ensuring that its proposal is delivered on time. Proposals will be opened only after the due date and hour.

6.   Original RFP responses shall be signed by an official authorized to legally bind the Proposer.

7.   Pricing Response forms must be submitted in a separate sealed envelope within the main submission document and be clearly labeled "Pricing Response, RFP # 23001". *(1 original– all together in one separate sub envelope). If submitting pricing response via email, please submit in separate PDF document.*

8.   Vendors are to reply with information in the following order:

Proposal Format: Proposals shall be submitted by tab number as instructed below. The Proposer agrees and will comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Deviations section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Deviations section. Failure to respond to these requirements may result in the proposal being considered non-responsive.

Tab 1 – Minimum Criteria

    a.   Cover letter

    b.   Proposal Form signed by an authorized Company Officer, plus any signed addendums if applicable. – Section XIII.

Tab 2 – Answers to Mandatory Questions

    a.   Provide answers following each of the questions asked in Section VIII.

Tab 3 – Sample Contract

    a.   A sample contract must be submitted for review with the supplier's proposal. Do not include pricing information in the sample contract. It must be redacted.

Tab 4– Deviations (Section XI.)

    a.   Provide a statement with any deviations or simply state "none".

Tab 5. Pricing in Sealed Envelope per Instructions Above (Separate PDF and spreadsheet in email).

    a.   Pricing/Cost Structure Responses includes sections X, Future Optional Costs, and Additional Pricing questions.

XIII. <u>PROPOSAL FORM - SIGNATURES</u>

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated except as stated as a deviation in Section XI.

_____   _____
Company   Authorized Signature

_____   _____
Company's Authorized Person's Name (Print)   Company's Authorized Person's Title

_____   _____
Company Address   Date

_____   _____
Telephone Number   Fax Number

_____
Email Address