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| Dillon School District Four  801 South 9th Ave.  Dillon, SC 29536  **Date Issued: June 14, 2019**  **Phone: 843-841-3604**  **Fax: 843-774-1214**  **E-Mail Address: paula@dillon.k12.sc.us** | | | |
|  | SUBMIT OFFER BY: | **June 29, 2018 11:00 AM** |  |

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| QUESTIONS MUST BE RECEIVED BY: | **June 21, 2018 11:00 AM** |  |
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| NUMBER OF COPIES TO BE SUBMITTED: **One (1) original Four (4) copies (marked ‘copy’)** |
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**Offers must be submitted in a sealed package.**

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| **SUBMIT YOUR SEALED PROPOSAL** | MAILING AND PHYSICAL ADDRESS: | |
| Dillon School District Four  801 South 9th Ave.  Dillon, SC 29536 | |
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| **AWARD/ INTENT TO AWARD BY:** | June 29, 2018 |

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| You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of one-hundred twenty (120) calendar days after the Award Date. | | |
| NAME OF OFFEROR: (Full legal name of business submitting the offer) | |  |
| AUTHORIZED SIGNATURE:  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.) | |
| TITLE: (Business title of person signing above) | |
| PRINTED NAME: (Printed name of person signing above) | DATE SIGNED |
| Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, sole proprietorship, etc. | | |

1. **SCOPE OF WORK / SPECIFICATIONS**

In order to be considered, Respondent must be able to provide the following project requirements and address them in a Scope of Work:

**Scope of Services**

Dillon School District Four is seeking proposals for the purchase of “iBoss” Internet Filtering System.

The District has researched a and determined that the overall best solution was to specify this system. Therefore, no substitutions or equivalent systems will be entertained as the School District reserves the right to insist upon the specified name brands.

**Requirements**

1. All vendors/contractors/bidders must be an authorized reseller of the specified iboss system and a certifiable iboss Inc. partner. Vendors must include written proof of such in their bid package. Failure to include this written proof in the package may disqualify the bid at the sole desecration of the District.
2. All vendors/contractors/bidders must have the experience and capability to activate all licenses and keys associated with the intent of this solicitation and the evaluation setup currently in place and operational.
3. All vendors/contractors/bidders must have significant and documentable implementation/deployment experience of the specified iboss units particularly in the public K-12 school district market.
4. Freight, training, shipping and all other pricing/charges must be included in pricing on Bid Sheet.
5. Price must remain firm for 45 days.
6. Award will be issued to offeror as soon as possible receiving proposals.
7. All Manufacturers’ Warranties must be delivered to the District within 10 days of product receipt.
8. Bid only as specified. Any bids for product not specified will be deemed non-responsive.
9. **PROPOSAL EVALUATION CRITERIA**

All proposals will be reviewed for purposes of determining responsiveness and responsibility. Any proposal, which does not meet the essential requirements of the District, will be subject to disqualification. For purposes of determining responsibility, all information given by the proposer concerning its availability to perform fully the contract requirements and the integrity and reliability of the proposer will be reviewed. The submission of a proposal for review does not necessarily qualify the proposer or proposal as being responsive or responsible. Failure to provide specific information, as requested, for use in our evaluation will cause your proposal to be disregarded.

Evaluation Factors: Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive offerors will be ranked from most advantageous to least advantageous. The award will be made to the responsive and responsible bidder whose proposal is determined to be most advantageous to the District, taking into consideration all evaluation factors set forth in this RFP. The following criteria will be used in the evaluation process:

* 1. ***Quality of Product/Proposal:*** Needs to meet or exceed the provided specification.
  2. ***Proposing Organization References/History:*** Proposer’s past contract management experience and references of success to programs similar to this size. Proposer must include at least three (3) references, with company name, name of contact person and correct daytime telephone number.
  3. ***Program (Contract) Costs:*** What are the total costs of the services proposed?
  4. ***Contractor’s Management Qualifications:*** Management and staff capabilities and expertise, resumes, and experience, and resources.

***Grading Format*** – Each of the above listed criteria will be graded individually. The point value for each criterion shall be multiplied by the percentage grade to give the criterion score. All scores will be summed to give the grand total score. The maximum possible grand total score for the RFP response is 100 points.

**POINT EVALUATION VALUES**

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| **CRITERION** | **POINT VALUE** |
| Quality of Product/Proposal | 30 |
| References / History | 25 |
| Program Cost | 25 |
| Contract Management Qualifications | 20 |
| **TOTAL POINTS** | **100** |

###### INSTRUCTIONS TO PROPOSERS:

1. The District requires that one (1) original, and four (4) copies of the proposal be submitted to the Procurement Coordinator, no later than the deadline specified to receive proposals. Any proposals received after the scheduled deadline will be disqualified immediately in accordance with the District’s policy.
2. All proposals should be complete and must convey all of the information requested by the District. If significant errors are found in an Offeror’s proposal, or if an Offeror’s proposal fails to conform to the requirements of this solicitation, the District may elect to reject the proposal.
3. When specifications or descriptive literature are submitted with the proposal, enter the proposer’s name and address thereon.
4. **All proposals must be in a sealed envelope and have clearly marked on the envelope:**

Name of Firm Address

**Internet Filtering System – District wide**

###### NOTIFICATION:

The contract resulting from this request shall be awarded to the most responsive and responsible offeror whose proposal is determined to be the most advantageous to the District. However, the right is reserved to reject any and all or portions of proposals received, and in all cases, the District will be the sole judge as to whether an Offeror’s proposal has or has not satisfactorily met the requirements of the RFP. The District is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous nor will it be required to furnish any information regarding the RFP. The award to the successful proposer regarding this solicitation will be mailed to all proposers.

1. **QUALIFICATION OF OFFEROR**

Before the award of the contract, any bidder may be required to show that they have the necessary experience, facilities, ability, and financial resources to perform the work in a satisfactory manner.

1. **AWARD / CONTRACT TERM**

It is the intention of the District to award a contract to the highest ranked, responsible, and responsive Offeror with the best, overall proposal of services for the District at the most reasonable cost.

**QTY Description Unit Price Total**

4000 BandwidthOPTSUB-1YR

Bandwidth Optimization Subscription K12-1Y

4000 Core Features K12-1Y

Core Features K12-1Y

1 Local Gateway Node Blade 14600 K12-1Y

Additional Local Gateway Blade

Subscription - K12 - 1 Year

Product Total

Installation Services

Subtotal

Tax

Grand Total

Company Name:

Authorized Signature (same as page 1)

Printed Name from Above

Date:

**Reference Form**

**Company Name:**

**Company Address**

**Contact: Telephone #: Fax #:**

**E-mail address: Date service provided:**

**Company Name:**

**Company Address**

**Contact: Telephone #: Fax #:**

**E-mail address: Date service provided:**

**Company Name:**

**Company Address**

**Contact: Telephone #: Fax #:**

**E-mail address: Date service provided:**

Proposer/Company name (Please print):

***This page shall accompany page one of this proposal.***