



April 19, 2011

Subject: **Request for Proposal, # BD 1509, Media Storage and Distribution System**

Enclosures: 1. Request for proposal cover sheet
2. General terms and conditions
3. Special terms and conditions
4. Scope of work/Specifications
5. Response questionnaire
6. DPS Vendor Information Form
7. Diverse Business Certification Form (optional)
8. License Agreement

To: All prospective bidders:

Thank you for obtaining this Request for Proposal on line.

Enclosed, please find a Request for Proposal to provide Denver Public with a Media Storage and Distribution 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 system 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: Tuesday, April 19, 2011

2) Optional Pre-Bid Conference Call: Thursday, April 28, 2011 12:30 p.m. Mountain Daylight Time. Please note that in order to participate in this call and receive bridge information, you must email Wendy Scheidegger (Wendy.Scheidegger@dpsk12.org) by 3:00 P.M. MDT on Tuesday, April 26. Due to space limitations, we cannot host any vendors on-site for this call.

3) Questions due date: Friday April 29, 2011 3:00 p.m., Mountain Daylight Time. RFP Addendum posted for all prospective bidders, by **Tuesday May 3, 2011, 10:00 a.m. Mountain Daylight Time.**

4) Proposal due date: Proposals must be sent or delivered as directed with the proposal instructions and received on or before, **Wednesday , May 11, 3:00 p.m., Mountain Daylight Time** to the District's Purchasing Office. Proposals received after this date will not be considered and individual extensions to the due date will not be granted. 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, Purchasing Department, 900 Grant Street, Room #301, Denver, Colorado 80203, Attn: BD #1509.

5) Finalist Notification: Wednesday, May 25, 2011

6) Finalists on-site presentations: June 2, 2011 Specific vendor presentation time to be determined. The selected vendors will be giving 90 minute time slots for their presentation. Selected vendors will be asked to load district materials on vendor software for the demonstration. Vendor will have 30 minutes for a presentation, district participants will have 30 minutes to use the software on their own, and then vendor will be available for 30 minutes to answer participant questions and provide a summary.

8) Proposal Expiration date - Bidder must indicate an expiration date for the proposal and pricing. Any expiration date shall not be less than 120 days from the proposal due date as indicated herein.

Please be advised that the award of any agreement is based upon the content of the bidder's proposal. Organized, succinct and straight forward 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 following: Wendy Scheidegger, C.P.M., Manager of Purchasing, wendy_scheidegger@dpsk12.org or (720) 423-3335.

Sincerely,

Wendy Scheidegger, C.P.M.
Purchasing Manager
Denver Public Schools



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

**REQUEST FOR PROPOSAL # 1509
COVER SHEET**

Date: April 19, 2011
Bid number: BD 1509
Bid title: Media Storage and Distribution System
Bids will be received until: Wednesday, May 11, 2011 at 3:00(MDT)
at 900 Grant Street, Room 301.
Goods or services to be delivered to or performed at: DOTS- 780 GRANT ST and various DPS locations.
For additional information please contact the buyer: Wendy Scheidegger
720-423-3335
Email Address Wendy_Scheidegger@dpsk12.org
Documents included in this package: Request for Proposal Cover Sheet
General Terms and Conditions
Special Terms and Conditions
Specification and Pricing Form
Vendor Information Form
Diversity Business Certification Form
License Agreement

If any of the documents listed above are missing from this package, they may be picked up at 900 Grant, Room 301. 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: _____



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD # 1509

GENERAL TERMS AND CONDITIONS

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 (herein after 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 Purchasing 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.
6. Disclosure of Information to the District.

The Vendor understands that the information provided to the District in response to a Request For Proposal ("RFP"), a bid or under an agreement or contract between District and the Vendor, may be subject to release, inspection or disclosure upon request.

"Information," shall include any confidential or non-confidential information which: (a) belongs to the Vendor; (b) is of a scientific, technical, clinical, business, financial, marketing, corporate, specialized or other trade secret; (c) has value to the Vendor; (d) has generally been considered and treated by the Vendor as confidential prior to the time of disclosure; and (e) is clearly identified as "Confidential" or "Proprietary" when disclosed to the District. Information shall not include any information which: (a) at the time of disclosure is in the public domain (whether or not any of the parties knows that the information is in the public domain); (b) after disclosure is published or otherwise becomes part of the public domain in any manner other than by the District; (c) was in the possession of the receiving party at the time of disclosure by the District as evidenced by competent written documents; or (d) was independently developed by the receiving party as evidenced by competent written records.

It is presumed that any Information provided to the District is a public record and is subject to inspection, further disclosure and release by lawful subpoena, government regulation, court order, lawful purpose or as requested pursuant to the Colorado Public (Open) Records Act (Colo. Rev. Stat. sec. 24-72-204, or as amended later), except any information that is recognized as confidential, qualifies as exempt or is protected by the applicable state and Federal law, the District will not disclose; provided, however, when it is reasonably practicable to do so under the circumstances, the District will make an effort to notify the Vendor of the impending release of records in order to provide the Vendor an opportunity to challenge the release of the requested information. Barring the receipt of a legal order or decree prohibiting the District's disclosure of the requested information, the information will be released to the requesting party as the law requires.

Nothing in this provision shall be construed to create a legal duty or an obligation or a liability for the District or its employees, officers, agents or assigns to act or pursue any claim, defense, cause of action, or legal process on the Vendor's behalf. The Vendor further agrees to defend, indemnify and save and hold harmless the District, its employees, officers, agents or assigns against any claim, judgment, damages and legal expenses and costs, including any attorney fees awarded to a third party or incurred or a court may order to pay because of a lawful release of the requested information by the District.

- B. 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.
- C. 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 Purchasing 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 Purchasing 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 Purchasing Department web site (<http://purchasing.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.

D. 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. PREPARATION AND SUBMISSION OF OFFER

A. Preparation

1. The Offer must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Vendor must be initialed **in blue ink** by the authorized agent of the Vendor.
2. Offers must contain, **in blue ink**, a manual signature of an authorized agent of the Vendor in the space provided on the Solicitation cover page. **The original cover page of this Solicitation must be included in all Offers. If the Vendor's authorized agent fails to sign and return the original cover page of the Solicitation, its Offer shall be invalid and shall not be considered.**
3. Unit prices shall be provided by the Vendor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and **shall be for the unit of measure requested**. Prices that are not in accordance with the measurements and descriptions requested may be considered non-responsive and may not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
4. Alternate Offers will not be considered unless expressly permitted in the Specification's Special Terms and Conditions.
5. The accuracy of the Offer is the sole responsibility of the Vendor. No changes in the Offer shall be allowed after the date and time that the Offers are due.

6. Organization of BID response: (See scope of work section for additional details)
 - Cover letter and transmittal sheet (identify any exceptions to specifications or terms and conditions within this section).
 - TAB A: Executive Summary
 - TAB B: General Requirements, Baseline and Functional Requirements
 - TAB C: Vendor Information
 - TAB D: Project schedule and implementation plan
 - TAB E: Cost Pricing Details
 - TAB F: Maintenance/Support Plan and Warranty Details
 - TAB G: Attachments
 - Attachment: Denver Public Schools Vendor Information Form
 - Attachment: Invitation to Bid Questionnaire
 - Attachment: Diverse Business Certification Form (Optional)
 - TAB H: Software and License Agreement

B. Submission

1. The Offer shall be sealed in an envelope with the vendor's name and the RFP number on the outside.
2. Furnish one complete copy of your Proposal on a CD-ROM disk or furnish the electronic copy on a portable storage drive device (thumb drive) along with the master paper copy and 9 printed bound copies for distribution. Please ensure that these copies are complete and accurate and includes all proposal content, descriptions and pricing.
2. Unless otherwise specified, when a Specification and Pricing form is included as a part of the Solicitation, it must be used when the Vendor is submitting its Offer. The Vendor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the addendum duly issued by the District. No other form shall be accepted.
3. Offers submitted via facsimile machines or email will not be accepted.
4. 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.

C. 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).**

D. Vendor Information Form. All Vendors are required to complete the Vendor Information Form that is included with this solicitation.

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 Purchasing 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 Purchasing 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
 7. 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(s) 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 Purchasing within 72 hours after the recommendation of award is posted on the Purchasing Department's web site at <http://purchasing.dpsk12.org/bids/default.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 Purchasing 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 Purchasing 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.



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD 1509

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:

Tuesday, April 19, 2011	Distribute Invitation to Bid
Thursday, April 28, 2011	Optional Pre-Bid Conference Call
Friday April 29, 2011	Deadline for submitting questions
Tuesday, May 3, 2011	Addendum posted for all prospective bidders
Wednesday, May 11, 2011	Proposal deadline (RFP responses due)
Wednesday, May 25, 2011	Vendors will be notified if they are finalists
June 2, 2011	Selected Vendors will present on-site.

PURPOSE: The purpose of this Request for Proposal is to obtain a Media Storage and Distribution System for Denver Public Schools. The primary focus of this RFP is for a repository for district owned media resources such as DVD's (5000 titles) VHS (7100 titles) and e-books (750 titles), the ability to schedule and provide access according to publisher licensing agreements and for cable TV distribution. Additionally, the district has a growing quantity of district-created digital video professional development content that will also be housed and delivered through this system.

Additional functionality such as digital conversion, lecture capture and delivery, local capture and archiving, video trunking and school announcements are also desired components of the system.

DPS is interested in a primarily district-hosted system, with the ability to cloud host a public access non-authenticated interface.

The district's technical infrastructure information provided below should assist vendors in meeting the district's requirements for both hosting solutions. Responding vendors should be specific regarding their abilities to provide both of these hosting solutions.

TERM OF CONTRACT: Please provide pricing for a 3-year contract and for licensing in perpetuity.

OPTION TO RENEW FOR SUBSEQUENT YEARS (MAINTAINING SAME PRICES): The prices or discounts quoted in this solicitation shall prevail for term of the contract, at which time the District shall have the option to renew the contract for subsequent one-year periods, not to exceed two years. Within these renewal terms the Vendor will maintain the same prices or discounts that were awarded during the initial contract. The Vendor may provide greater discounts or reduction of prices at any time during the original term or subsequent renewal terms. Continuation of the contract beyond the initial period is a District prerogative and not a right of the Vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the District

PRE-BID/PROPOSAL CONFERENCE CALL IS OPTIONAL: An optional pre-bid/proposal conference call will be held Thursday, April 28 at 12:30 p.m.. MDT to discuss the Specifications. Please contact Wendy Scheidegger (Wendy_Scheidegger@dpsk12.org) via email in order to get conference bridge information and join this call. Due to space constraints we will not be able to host any vendors on-site.

RESPONSE TO QUESTIONS: Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed, in writing, via email to *Wendy Scheidegger*, Technology Buyer, Purchasing Department, Denver Public Schools,

wendy_scheidegger@dpsk12.org. The Vendor submitting the question shall be responsible for ensuring that the question is received by the buyer no later than 3:00 pm MDT Friday, April 29 2011

Any official interpretation of this solicitation must be made by an agent of the District's Purchasing 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 Purchasing Department.

SUBMISSION OF OFFERS: One CD copy and 6 bound, printed on both sides, hard copies. Offer must be received at the time and place specified in this Solicitation. Please provide your electronic copy as keyword searchable. The Excel spreadsheet should be saved as an active Excel spreadsheet (not PDF). Please provide page numbers on each page of the response (after the cover page).

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.

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 from here would establish its own contract, issue its own orders, schedule deliveries, be invoiced from there, 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.

CONFLICTS WITHIN THE CONTRACT DOCUMENTS: In the event that conflicts exist within the Contract Documents, the policies stated in the following paragraphs shall govern:

- A. Addenda shall supersede all other Contract Documents to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.
- B. Drawings and specifications are intended to agree and be fully explanatory and shall be accepted and used as a whole and not separately. Should any item be omitted from either the drawings or specifications as specified, it shall be implied that such omissions are contained in both the drawings and the Specifications as necessary for the proper construction of the work herein specified. Should any error or disagreement between the specifications and drawings exist or appear to exist, the Vendor shall not avail itself of such manifestly unintentional error or omission, but must have same explained or adjusted by the District's Project Manager before proceeding with the work in question.

ACCIDENT PREVENTION: The Vendor shall be required to take safety precautions in an effort to protect persons and District property. All contractors and subcontractors shall conform to all OSHA, State and County regulations while performing work under the terms and conditions of this contract. Any fines levied by the above mentioned authorities because of inadequate compliance with these requirements shall be borne solely by the Vendor which is responsible for same. Barricades shall be provided by the Vendor when work is performed in areas traversed by persons or when deemed necessary by the District's Project Manager.

CLEAN UP AFTER PROJECT IS COMPLETED: At completion, the Vendor shall thoroughly clean up all areas where work has been involved as mutually agreed with the District's Project Manager.

PRODUCT RECALL: The Vendor awarded contract(s) under this solicitation shall be required to notify the DPS Purchasing Department of any manufacturer's recalls regarding items ordered under said contracts. The Vendor shall contact the Buyer by phone within two hours of notification by the manufacturer and shall follow-up in writing within 24 hours. Failure to comply with this requirement may be cause for termination of any existing contracts between the Vendor and the District and for removal from the District's approved Vendor list(s).

DEFICIENCIES IN WORK TO BE CORRECTED BY VENDOR: The 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 seven calendar days after such defects, deficiencies, and/or nonconformance 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 from to the Vendor or through invoicing.

MATERIAL PRICED INCORRECTLY: As part of any award resulting from this process, The Vendor will discount all materials as agreed. In the event the District discovers, through its contract monitoring process or formal audit process, that material was priced incorrectly, the Vendor agrees to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.

PURCHASE ORDERS PLACED WITH VENDOR DURING CONTRACT: All orders placed with the Vendor during the term of the contract shall be issued by the District's Purchasing Department through a Purchase Order bearing a unique Purchase Order number which will be sent directly via fax or email to the Vendor. The Vendor shall not fill any requests for materials or supplies until a Purchase Order or has been received from the Purchasing Department. A verbal Purchase Order number, however, may be issued to the Vendor by an agent of the Denver Public Schools.

SHIPPING TERMS - FOB DESTINATION (IF APPLICABLE): All Vendors shall quote prices based on F.O.B. Destination and shall hold title to the goods until such time as they are delivered to, and accepted by, an authorized District representative.

INDEMNIFICATION: The 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 be 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

Policy form:	Occurrence
Policy Aggregate	\$ 2,000,000
Products/completed operations aggregate	\$ 2,000,000
Each occurrence limit	\$ 1,000,000
Personal & advertising injury limit	\$ 1,000,000
Products/completed operations	
Defense in excess of limits	
Per location / per job aggregate limit	
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: Occurrence - Umbrella
 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 coverages 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.

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 coverages have been obtained which meet the requirements as outlined. Issuance of a contract is contingent upon the receipt of the insurance documents.

Non-Compliance: If the Vendor fails to submit the required insurance documents within 15 calendar days after verbal or written notice to submit such policies is given to the Vendor by a District representative, the Vendor shall be in default of the contractual terms and conditions and will not be awarded the contract. The next qualified bidder will be notified.

Cancellation/Modification: The Vendor shall be responsible for notifying the District thirty days in advance of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.

Impaired Aggregate: If Vendor is threatened by any claim which, if paid, may impair any aggregate limit by more than 25%, Vendor shall notify the District representative, and the District representative may require purchase of additional coverage, as appropriate to protect the District.

EQUAL OPPORTUNITY: DPS 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. 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.



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

REQUEST FOR PROPOSAL BD1473
SPECIFICATION

**Section I
Overview**

A. Objectives

The purpose of this Request for Proposal is to obtain a Media Storage and Distribution System for Denver Public Schools. The primary focus of this RFP is for a repository for district owned media resources such as DVD's (5000 titles) VHS (7100 titles) and e-books (750 titles), the ability to schedule and provide access according to publisher licensing agreements and for cable TV distribution. Additionally, the district has a growing quantity of district-created digital video professional development content that will also be housed and delivered through this system.

Additional functionality such as digital conversion, lecture capture and delivery, local capture and archiving, video trunking and school announcements are also desired components of the system.

DPS is interested in a primarily district-hosted system, with the ability to cloud host a public access non-authenticated interface.

The district's technical infrastructure information provided below should assist vendors in meeting the district's requirements for both hosting solutions. Responding vendors should be specific regarding their abilities to provide both of these hosting solutions.

DPS requires the proposed system to be based on an IP architectural design. The audio-visual distribution system will include a comprehensive content management software application to allow the selection of live or pre-recorded programming from the media library to be delivered to an instructional location on a scheduled or on-demand basis. For purposes of this RFP an IP audio-visual distribution system must utilize an Ethernet-based LAN and an IP-based WAN for transmission of control, audio and video communications signaling necessary to support some or all basic and advanced features and functions integral to the overall system solution. It is acceptable to DPS that in order to meet all of the requirements that the proposed system be based on cooperative partnerships between vendors. In such instance, only one response should be submitted by the managing vendor.

Denver Public Schools (DPS) serve approximately 78,352 students in a metropolitan area with a population of more than 600,000. The District is comprised of 161 schools and several administrative properties. The school district employs some 13,087 employees, 4555 of which are teachers, and covers approximately 200 square miles.

Below are some use case scenarios to further highlight intended technology applications.

"As a..." Position	"I have..." types of media	"That I want to"	"for ..." Audience and how many people in that audience at any given time	"so that"	ACCEPTANCE CRITERIA What does it take to do this?	PRIORITY How important is it?
Librarian	DVD's and VHS (high number) 4853 dvd and 7084 vhs one viewer one license at this time, ebooks 750	make accessible online, being able to search through ILL (LION)	classroom teachers and students	they can show them in class without scheduling weeks ahead of time	teachers must be able to schedule specific time for showing the video where license restrictions apply	must have
Classroom Teacher	DVDs, VHSs and electronic books for which we have digital rights	make accessible online	myself and my students (approx 30 - 50)	I can show them in class	teachers will be able to schedule a specific time where they can legal show the video	must have
Student	DVDs, VHSs and electronic books	make accessible online	one student (approx 30 - 300 total students)	Students can use on line at their leisure	Students can look digital media up on line and view it within a specific scheduled time period based on the course or section they are assigned to.	must have
Principal	DVD's and VHS	make accessible online	My school or a subset of my school population	I can show them in an assembly environment	principals must be able to schedule specific time for showing the video where license restrictions apply	must have
Project Manager	announcements	make accessible online	district staff or some subset of staff	I can show them in an assembly environment or desktop environment	an alert to teachers that there is an announcement for them to view	should have
general public	board of education videos and other educational video	make accessible live and recorded	anonymous access	I better understand what is happening in the district	multicast, single stream	must have
Human Resources	business updates and training videos	portal type (secretary portal)	staff	they receive professional development	multicast, single stream	must have
Student Services	preventions intervention and counseling	make available to staff	their viewing according to their availability	they receive professional development	multicast, single stream	must have
Principal		capture classroom teachers delivering lessons as part of an interview process	evaluating the quality of teaching	I can see a teacher teach without interrupting the classroom	record in real time, and play at a later time	nice to have

B. Method of Award

METHOD OF AWARD - BEST EVALUATIVE SCORE BASED ON WRITTEN RESPONSE AND ON THE ON-SITE PRESENTATION AND DEMONSTRATION: It is the intent of the District to award this Contract to the vendor who receives the highest score (s) when the responses submitted by interested vendors are reviewed by the District's Response Evaluation Committee. The Committee will require access pass codes (40) to services and will establish a trial period for Committee to use and evaluate the system. The Committee will also score written responses by reviewing documentation submitted by the vendors.

Based on scoring from the first round, the Committee will invite selected vendors to the second phase of this RFP process to make on-site presentations to the Committee and staff. The Committee will review the finalists' best and final proposals.

Evaluation Criteria

This RFP will be evaluated by an evaluation team consisting of staff members from the district: This evaluation committee will evaluate and score proposals based upon the following, pre-established criteria:

Bidders capabilities <ul style="list-style-type: none">• General Terms and Conditions• Description of firm and organization• Company size and background• Past performance and references• Ability to meet Insurance requirements.	10
Design and solutions meeting DPS requirements <ul style="list-style-type: none">• Ability to perform services	35
Pricing	30
Integration approach <ul style="list-style-type: none">• Teacher Portal• Library System (III)• Distance Learning	10
Software and License Agreement compliant	15
Total points possible	100

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 will be of public record.

AWARDS:

Award will be made on an "all" basis for the media storage and distribution system. Denver Public Schools (DPS) installation and configuration services are awarded as needed. DPS will utilize this Request for Proposals (RFP) process to select the most qualified, and responsive vendor. DPS reserves the right to reject any and all submissions for any reason whatsoever, and may suggest the restructuring of the focus of the terms of the project and may negotiate pricing.

ELIGIBILITY OF VENDORS - MUST BE ENGAGED IN SUPPLYING PRODUCTS OR SERVICES RENDERED:

Vendors must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period and have sufficient financial support, equipment and organization to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry and as determined by the proper authorities of the District. The District reserves the right, before awarding the contract, to require a vendor to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including, but not limited to, the financial, technical and other qualifications and abilities of the vendor, including past performance and experience with the District) in making the award in the best interest of the District.

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

CERTIFICATION REQUIRED: Vendors must be professionally certified as a reseller/provider for the proposed product in order to be eligible for award. Vendors shall enclose a copy of their certification with their response.

CONFIDENTIALITY, DATA PROTECTION

1. The Contractor shall adhere to the mandates of federal, state, and local ordinances and statutes and Denver Public Schools Board Policy with regard to the protection of data made available by the District.
2. The Contractor 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 Contractor shall be obliged to protect all data in this context. The Contractor 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 Contractor, all existing data in this context is to be returned to DPS or is to be irretrievably deleted by the Contractor. 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 Contractor 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 Contractor. For this purpose, the individual authorized by the District to monitor the data protection compliance shall have access to the business of the Contractor 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.

METHOD OF PAYMENT - PHASED PAYMENTS FOR WORK COMPLETED: The District shall provide partial payments for work completed by the successful vendor during various phases of the work assignment. The District and the successful vendor shall negotiate the percentage or component of completed work which corresponds to the acceptable payment schedule after the response has been evaluated and the successful vendor determined. The Vendor shall provide a fully documented invoice to the District's Accounts Payable Department. The invoice shall identify critical, descriptive data including,

but not limited to, the purchase order/contract release request number, the service location(s) and time and materials provided to the District. It shall be understood that such invoices shall not be authorized for payment until such time as a District representative has inspected and approved the completed phase of work.

DELIVERY DATE: The delivery date shall be the date required to deliver all item(s) after the receipt of the order or award of the proposal. The vendor will provide all of the required equipment to 780 Grant Street or a DPS specified location based on the installation schedule determined by DPS. The vendor will provide a complete list of equipment/services being delivered and a tracking mechanism to ensure complete delivery. The right is reserved to reject any proposal in which the delivery date indicated is considered sufficient to delay the operational needs for which the components/service is intended.

Section II Scope of Work and Compliance

(Vendors should submit responses for Section II under Tab B)

INTRODUCTION

The purpose of this Request for Proposal is to solicit responses from qualified vendors for a district hosted media storage and distribution system.

DPS requires the proposed system to be based on an IP architectural design that will utilize an Ethernet-based LAN and an IP-based WAN for transmission of control, audio and video communications signaling necessary to support some or all basic and advanced features and functions integral to the overall system solution. The new system is expected to enable DPS employees and guests to more effectively access audio and video resources.

1.0 OVERVIEW OF CURRENT TECHNOLOGY ENVIRONMENT

The Denver Public Schools currently operate two physically separate Data Centers and a Metropolitan Area Network (MAN) consisting of multiple Local Area Networks (LANs) connected together via a Wide Area Network (WAN). Within each Data Center there currently exists an enterprise storage infrastructure consisting of enterprise class storage devices and a Storage Area Network (SAN). Also the District uses standardize enterprise servers within each Data Center General specification to follow:

Primary Data Center: The DPS Primary Data Center (PDC) is designed with four rows containing ten server cabinets per row. Cabinets are 29 inch wide and 36 inch deep. Cabinet have two 30 Amp 208 volt power feeds from two independent data center power distribution units. Cabinets have two in-cabinet power distribution units located towards the center of each cabinet that have 16 IEC C-14 connectors capable to providing 20 Amps at 208 Volts. Cabinets have existing cabling infrastructure including 24 multi-mode 10 Gbps fiber pairs and 12 Category 6A copper runs located at the top of each cabinet. This fiber and copper infrastructure connects each cabinet to the IP network distribution switches and SAN switches. A single cabinet may host up to 20 servers, which require at least one redundant connection per server. Server have between one and five, one Gbps IP network connections and, up to two 4 Gbps Fiber Channel storage network connections. The storage network connections are arranged in a redundant path configuration; with one connection to one Cisco 9509 and the second connection to the other independent Cisco 9509. Each Cisco 9509 has multiple connections to each storage device, also arranged in redundant path configuration. With this configuration, servers have zero latency when one path fails and no latency when that failed path is restored. However; the servers do experience bandwidth reduction by half during a path failure. Each path utilizes full bandwidth while both paths are active. This type of "zero latency" failure and restoration is required in current and future solutions. It is the explicit intent of the District to reduce the total number of network connections to each server within each of the District Data Centers. Currently, a server may have in excess of five gigabits of IP network bandwidth and eight gigabits of storage network bandwidth giving a total aggregated network bandwidth of 13 gigabits.

DPS' primary data center IP network is comprised of two core switches, two distribution switches, and forty Cisco 3560 G-48 top-of-rack switches. HSRP is channeled between the two core 6509's to

support the two ASA 5540-AIP20 firewalls that connect to a 300 Mbps Internet service. All other links to the core are Layer 3 routed connections. HSRP is channeled between the two distribution 6509 switches. Redundant ether-channels consisting of two 1 Gbps links each connect the distribution switches to each 3560 G-48 switch. The 3560 G-48 switches are distributed on the top space in the 40 equipment racks. One Redundant Power Supply (RPS 2300) unit is installed for every two 3560 G-48 switches.

Secondary Data Center: The District Secondary Data Center (SDC) currently has 16 server cabinets arranged in two rows. Twelve cabinets in one row, with the center two cabinets dedicated to networking equipment, and four cabinets arranged in another row. If the SDC were to be completely built out, there would ultimately be four rows of twelve cabinets each. These cabinets are of the same dimensions as the cabinets in the PDC. Cabinet have two 30 Amp 208 volt power feeds. Cabinets have two in-cabinet power distribution units located along the sides of the cabinets that have 16 IEC C-14 connectors capable to providing 20 Amps at 208 Volts. There is no structured cabling infrastructure within the SDC, single runs from the networking equipment to each server is the current cabling plan for this Data Center. DPS SDC IP Network uses one 6509 as a collapsed core/distribution. All servers in the SDC connect directly to a Cisco 6509. The Cisco 6509 supports one ASA 5540-AIP20 connecting to a 100 Mbps Internet service. Layer 3 routed links connect the SDC 6509 to the DPS core and to the adjacent school.

Enterprise Storage: Denver Public Schools enterprise storage infrastructure is currently a multi-tiered storage implementation utilizing multiple EMC storage devices, EMC and other vendor software and Cisco fiber channel switches that allows for replication between the District's Primary Data Center (PDC) and its' Secondary Data Center (SDC). This infrastructure currently has a raw capacity of 154 Terabytes of storage at the PCD and 84 Terabytes at the SDC. Currently this infrastructure provides storage for HPUX hosts, Windows Server hosts and Network Attached Storage (NAS) for the entire DPSNet, which includes Windows and Macintosh workstations, approximately 21,000.

Enterprise Servers: The Denver Public Schools standardizes on two enterprise server implementations supplied currently supplied by Dell Computers, one two rack-unit, dual-socket server with a minimum of 32 memory slots, there are approximately 237 of these servers currently deployed, and one four rack-unit, quad-socket server with a minimum of 64 memory slots, there are approximately 90 of these servers currently deployed. **Servers are standardized to allow for standard OS imaging and ease of repair/replacement. Note: All Vendors should adhere to this protocol for servers.**

Denver Public Schools Network (DPSNet): Is a municipal routed IP network using a hub and spoke design. There are 88 sites connected with Qwest Metropolitan Optical Ethernet (QMOE). There are 41 sites connected with Comcast's Institutional Network (INET). Eleven sites are connected to DPSNet via T1 connections or dark fiber.

OVERVIEW of QMOE, INET, and DPSNet:

Qwest Metropolitan Optical Ethernet (QMOE): Remote sites have a 100-megabit pipe connecting to QMOE with a redundant one-gigabit aggregate connection to the DPS centralized Datacenter for district provisioned data, voice, and video services. Hand-off from QMOE to DPS is gigabit multimode fiber.

Comcast INET: Remote sites have a one-gigabit pipe connecting to one of four strategically located INET Point of Presence (POP) facilities. The four INET POP sites are connected with a 10-gigabit ring; with a redundant 10-gigabit connection from one of the INET POP sites to the DPS centralized Datacenter for district provisioned data, voice, and video services. Hand-off from Comcast INET is a gigabit single-mode fiber.

Four remote sites are connected via point-to-point T1s back to the DPS central Datacenter, and seven sites are connected by dark fiber from a neighboring QMOE or INET connected school for district provisioned data, voice, and video services.

As described above, Denver Public Schools has two data centers located in geographically dispersed areas of Denver. Each data center has Internet services that use BGP and policy based routing for load sharing.

DPSNet is monitored with HP OpenView, NetScout and Airwave Management Platform System.

DPS core and distribution layers are described as follows: Redundant core and distribution Cisco 6509 chassis with WS-X6748-SFP and WS-F6700-DFC3B distribution forwarding card.

2.0 GENERAL REQUIREMENTS

2.1 Project Overview:

DPS plans to choose of an enterprise-class audio-visual storage and distribution system from an authorized channel partner and/or integrator, who sells and supports this solution. The intent of DPS herein being, that upon award of a proposal to the successful vendor, such vendor shall supply DPS with equipment and software to be purchased by DPS at the vendor proposed discount rate (percentage below manufacturers list price). DPS is requesting that pricing be itemized e.g. price for shipped product, price for configuration and installation, price for maintenance and software support, etc.). **If DPS can work directly with the hardware vendor and receive better pricing due to District relationships, DPS will elect to do so.**

The Vendor must provide a plan to ensure full integration and interoperability with the current DPS environment.

The baseline specifications are documented herein and shall be deemed the minimum specifications to furnish, configure and activate. Each vendor must submit a proposal utilizing the design requirements set forth, and must include any documentation specific and pertinent to such vendor's operating components and/or accessories, whether or not such documentation is deemed proprietary or deemed to be non-proprietary. If a vendor determines one or more of its proprietary configurations enhance the fulfillment of the total solution, it is the responsibility of such vendor to explain such enhancements in detail. The vendor is also responsible to provide actual customer implementation information detailing when and where such vendor and/or its customers have successfully utilized such vendor's proprietary operating configuration.

The intent and meaning of the term "award" under the terms of this RFP is, any award made by DPS to a vendor and will require such vendor to provide the solution described in their response for the term of this agreement.

Vendor recognizes and understands that DPS has determined in order to fulfill the requirements the execution of the work must be coordinated with DPS at all times and must include a vendor-provided maintenance and update plan. Maintenance minimum requirements are attached hereto and by this reference incorporated herein. Each potential vendor must provide their maintenance and support costs, required to maintain all components, existing and new, during the implementation time frame and the additional minimum maintenance term of three (3) years after final implementation and activation of the service.

Costs not identified or omitted within the scope of the project necessary for completion and adherence to the solution provided will be not be the responsibility of DPS but will be the responsibility of the vendor. Changes to the initial configuration due to enhancements, upgrades or advances in technology may be addressed on a yearly basis through the use of change orders approved by authorized DPS personnel. It is understood that the discount provided as part of the initial proposal will be utilized within these change orders.

Vendor's proposed solution must have an alternative solution for future maintenance and support outside of the three year service agreement. This is to mean any equipment and/or software the vendor provides per this RFP which becomes obsolete or is replaced during the first three years after implementation, Vendor shall be obligated to maintain and support all obsolete equipment and/or software for the three -year period and/or provide an upgrade to future versions of such equipment and/or software.

Authorized Denver Public School staff must be able to open trouble, maintenance and warranty tickets directly with the manufacture of the equipment and/or software.

2.2 Project Expectations

2.2.1 Project Requirements

- Vendors must provide details of an implementation plan, to include pre-staging, installation, verification, and timelines.
Vendor response:
- Vendors must provide details of their abilities to pre-stage, test and demonstrate the proposed solution.
Vendor response:
- Vendors must provide details on assistance they will provide with pre-staging, testing, installation, and verification of operation of the proposed solution.
Vendor response:
- The vendor must be able to deliver, install and verify operation of the proposed solution.
Vendor response:
- Vendors must state how many accredited technology support staff they employ relating to the proposed solution(s) with details of the specific accreditations held.
Vendor response:
- Vendors must detail training options that will be available for district staff.
Vendor response:
- Vendors must state what training they propose including course content and duration. Costs must be included.
Vendor response:
- Vendors must provide documentation on all aspects of testing, installation and acceptance testing procedures.
Vendor response:
- Vendors must agree to a two-stage acceptance process. Stage one will involve the vendor conducting their standard tests. Stage two will involve DPS IT department conducting its own acceptance tests. This stage will take place following installation of the solution.
Vendor response:
- The vendor must provide details of the acceptance tests that they propose (stage one tests as outlined above) to undertake to ensure that the solution is in working order.
Vendor response:
- Authorized Denver Public School staff must be able to open trouble, maintenance and warranty tickets directly with the manufacture of the equipment and/or software.
Vendor response:
- The Committee will require access pass codes (40) to services and will establish a trial period for Committee to use and evaluate the system.
Vendor response:

2.3 Vendor Information

2.3.1 Vendor Qualifications

It is important that the manufacturer(s) and/or vendor of the proposed system solution have sufficient experience and resources required to support DPS's current and future needs. In addition to the information requested above, the following section includes a number of questions intended to help identify and judge the qualifications of each vendor responding to this RFP.

Please provide short, but complete, answers to each of the following inquiries about the manufacturer and vendor of the proposed system solution.

2.3.2 Product Portfolio

Briefly list the manufacturer's enterprise system offerings, including products for both the small/medium enterprise (SME) and large enterprise customer markets such as higher education. Include in the summary a listing of core systems as well as other optional application server systems relevant to the proposed system. The proposing vendor must provide similar information about its product portfolio offerings if not the system manufacturer.

Vendor Response:

2.3.3 Extensibility

Vendor will provide the following future information:

- Pending features
- Frequency of updates, roadmap of future enhancements
- Timelines
- Anticipation of high availability (up time)
- Hardware replacement and time frames (check with John)

Vendor response:

2.3.4 R&D, Patents, & Awards

Briefly summarize current personnel and financial resources devoted to research and development (R&D) efforts designed for enterprise-class audio/video distribution solutions, including location of major R&D facilities; patent activity (applications, awards) for the past five years; industry awards for product offerings, manufacturing, or services.

Vendor response:

2.3.5 Market Share

For the vendor of the proposed system solution identify current domestic market share estimates.

Vendor response:

2.4 Basic Understandings

2.4.1 Equipment

The Vendor's proposed system must be the most current of media storage and distribution systems, hardware and software releases. It is also understood that vendors that incorporate current DPS standards for servers, storage and networking will be given preference.

Confirm/understand the proposed system solution complies with this requirement.

Vendor response:

2.4.2 Expectations of DPS Personnel

The Vendor must identify all tasks and duties that will be an expectation of DPS personnel along with the expected time commitment for each. A timeline of DPS expectations in conjunction with the overall project plan is to be provided.

3.0 Baseline and Functional Requirements

Vendor shall mark whether their proposed solution is compliant (C), partially compliant (PC) or non-compliant (N) for each requirement called out below. **Vendor must complete the accompanying excel spreadsheet and mark a response to each of the requirements. Vendor must save the spreadsheet as an excel spreadsheet, and not a PDF or other static format. The content below serves as information only.**

#	Description	Required/Preferred	Rating Compliant (C) Partially Compliant (PC) Noncompliant (NC)	Vendor Comment
General Objectives and Expectations				
GO-1.0	The vendor service and associated system components must be highly reliable, survivable in the event of a network failure and be configured for high availability (99.9%).	Required		
GO-1.1	The system must support delivery of a minimum 40 simultaneous live streams and 500 on-demand streams playback, limited only by available network bandwidth.	Required		
GO-1.2	The vendor service must allow for content delivery to over 140 distinct locations with multiple content viewers within each site, with the ability to expand that capacity.	Required		
GO-1.3	The vendor service must be capable of simultaneously delivering mixed media to over 140 distinct locations	Required		
GO-1.4	Subject to network bandwidth, the system shall provide for viewing streamed video content in web-standard (e.g. 320x240 pixels), analog SD (480i) and HD (720p-1080i) quality.	Required		
GO-1.5	The system shall provide the option to download content locally to client system.	Required		
GO-1.6	The system allows for delivery of content to digital signs and information kiosks within the district	Preferred, but note that GO-1.7 is required if this option is available.		
GO-1.7	Digital sign content can be managed locally within each building (160+ locations)	Required		
GO - 1.8	System provides method for capture and delivery of video conferencing	Preferred		

GO 1.9	System provides for rich media webcasts	Preferred		
GO-2.0	The system must support both Apple and PC clients to ensure the broadest range of user access.	Required		
GO-2.1	The system must provide enhanced security capability as protection from malicious activity.	Required		
GO-2.2	The system should employ low overhead management and maintenance strategies.	Preferred		
GO-2.3	The system must provide effective industry standard quality of service mechanisms to allow voice, video, multimedia and high bandwidth applications to effectively co-exist on the network.	Required		
GO-2.4	The system must be accessible from home by staff (upon implementation) and students (future) using log-in authentication.	Required		
GO-2.5	The system must have an option to provide wireless access to content - at lower quality as appropriate for wireless bandwidth limitations.	Required		
GO-2.6	The system should offer mobility options for use on systems such as Apple's iPad or Google Android.	Required		
GO-2.7	Vendor provides one designated customer service contact to work directly with DPS to mediate solutions to problems that are unique to the district's implementation or customer base.	Preferred		
Management Requirements				
GO-2.8	Vendor provides Site/District administration with the ability to run detailed usage reports. Data should include, at a minimum, video consumer site and/or location, time of day, length of time, and channel/stream viewed. Additional usage information is preferred.	Required		
GO-2.9	Vendor provides technical reports showing bandwidth usage, failures, etc.	Required		
GO-3.0	Vendor provides an equipment management system that enables District personnel to easily and efficiently manage the configuration of the devices from a single location	Required		

GO-3.1	Service provides the ability to selectively control or restrict access to various streams.	Preferred		
GO-3.2	The management server will automatically determine the desktop components necessary for video playback and, if necessary, push and install the needed components to the end user.	Preferred		
G.O 3.3	Vendor provides the ability for District to monitor the quality of the streams and provides alerts and/or alarms when quality problems are detected.	Required		
Content Conversion, Encoding and Live Broadcasting				
GO-3.4	The service must include tools that provide scalability to support an increasing number of concurrent on-demand streams and an increasing amount of storage capacity.	Required		
GO-3.5	The proposed solution should include mobile encoding and broadcasting carts to be used for live video and audio broadcasting. Multimedia functionality such as the ability to integrate stored media from a CD or DVD into a broadcast presentation is desired but optional	Optional But note that subsets below GO-3.6-3.9 are required if this option is available		
GO-3.6	Video and audio files should be able to be uploaded from the mobile encoding and broadcasting cart to the video server over the network for on-demand viewing.	Required		
GO-3.7	The mobile cart and/or associated software system must support concurrent capture and live IP broadcast of video and audio content	Preferred		
GO-3.8	The mobile cart must support a means to initiate a live broadcast stream.	Preferred		
GO-3.9	The mobile cart must support a means to automatically launch and record to the system	Required		
GO-4.0	Able to broadcast school or district announcement broadcasting and staff training sessions.	Preferred		
GO-4.1	The system's management server will automatically recognize live streams generated by the standards-based network appliances and create a live program listing and channel guide to be used for stream selection.	Required		

GO-4.2	The system shall allow users to view a channel guide which displays a list of live 24/7 channels that are available. If these channels are streaming television content, then the actual program information should be displayed along the channel. Programs should be able to be recorded or scheduled to be recorded on the system and transferred automatically to a Video on Demand (VOD) Server.	Preferred		
GO-4.3	The system shall provide status on recording and their subsequent transfer and ingestion to the VOD servers.	Preferred		
GO-4.4	The system shall enable the association of a live Stream or IPTV channel with an OCS content with dynamic presence information that reflects the program title.	Preferred		
GO-4.5	The system shall enable the association of a live Stream or IPTV channel with an OCS content with dynamic presence information that reflects the channels on/off status.	Preferred		
GO-4.6	Multiple streaming channels must support concurrent viewing of the same SD or HD quality video title or television channel to thousands of people on-demand (limited only by the available bandwidth of the network).	Required		
	Scalability with Content Replication, Load-Balancing and Media Server Farms			
GO-4.7	The system must provide scalability to support an increasing number of concurrent live and on-demand streams and an increasing amount of storage capacity	Required		
GO-4.8	The system must support automatic content replication between streaming and storage servers located at the district's central site or located on the edge of the network at a remote facility. When content is replicated to a remote site or multiple servers the system should deliver content for remote users on the closest server without user interaction based on network subnets	Required		
	Non-computer classroom device solutions			

GO4.9	Head end insertion - system must connect to existing school television network. For a few select locations that have an existing legacy television distribution system for local programming, this solution would exist at one central location and provide search, selection and display capabilities to direct digital content to traditional televisions throughout the district.	Optional		
System Software				
	Ensuring a High-Quality Functional User Experience			
SS-1.0	All operating system software for servers, application software, client players and other licenses required for operation of the service must be provided and included in the price of the proposed services.	Required		
SS-1.1	The service shall run on PCs or Apple computers to ensure the broadest range of user access. Likewise, the service must be web-enabled and accessible over the Internet and support the following Internet browsers: for PCs — Microsoft Internet Explorer and Mozilla Firefox; and, for Apple — Safari and Mozilla Firefox.	Required		
SS-1.2	The service must use and support industry-standard Web browser video and audio players for Internet Explorer, Safari and Firefox.	Required		
SS-1.3	The term “on-demand” shall mean that each user, from his or her own computer station, shall be able to search and view material when they need it and for how long they need it, independent of other users on the system, subject to licensing restrictions that may be imposed. On-demand means “without scheduling” so that the resource is viewable without download delay on an instant’s notice by the user, pending built-in rights management, allowing access based on available licenses for that resource.	Required		
SS-1.4	The end user interface must be intuitive and provide easy navigation.	Required		

SS-1.5	The system administration must allow for only periodic supervision and automatic or easily accomplished management.	Required		
SS-1.6	The system allows users the ability for setting first language support in the user interface to English or Spanish	Preferred		
SS-1.7	The system must allow users with the appropriate privileges the ability to print media where rights permit.	Preferred		
SS-1.8	Option to embed an entire video in a 3rd-party website (specifically, SharePoint, DPS portals, Moodle), document or presentation.	Required		
SS-1.9	Option to embed video in small clips in a 3rd-party website (specifically, SharePoint, DPS portals, Moodle), document or presentation.	Required		
SS-2.0	Vendor supports the Open URL Framework so that users can create dynamic and persistent URLs to reference media within a document or presentation.	Preferred		
SS-2.1	The user can cut and paste a URL into an e-mail program, calendar or web page. Access to such URL's should be authenticated through the system's server.	Preferred		
SS-2.2	Clips can be grouped into one video playlist within a website.	Preferred		
SS-2.3	The system needs to provide the level of flexibility necessary to deliver video in appropriate formats to a variety of digital devices: computers, iPad, iPods, other hand held devices.	Preferred		
SS-2.4	The program must allow users to return to previous play location when showing over multiple periods of time.	Required		
SS-2.5	Access is provided through authenticated log-ins and IP based configurations.	Required		
SS-2.6	The user must be able to save settings so that the user can start the program with ease.	Required		
SS-2.7	Content can be saved to an individual user's playlist.	Required		
SS-2.8	Estimated time to download files is provided.	Preferred		
SS-2.9	A video preview window is provided and a single button will bring the screen into full screen display mode.	Preferred		

SS-3.0	The system allows for the user to launch and re-size multiple external windows	Preferred		
SS-3.1	The software program is user-friendly and provides initial user tutorials and documentation.	Required		
Software Features/Capabilities				
SS-3.2	<p>The service must provide a simple GUI Interface (Google-like search interface, standardized horizontal navigation, complimentary secondary or vertical navigation, consistent navigation between modules) and at a minimum the following content search queries: Simple keyword with dynamic keyword filtering by alpha or numeric. Search by metadata criteria including all of the following: by subject, by publisher, by author, by course, by instructor, by school, by media type, by grade level, by ISBN/call number or by access type, by custom fields, by state and national standards, user or group, program, or course.</p>	Required		
SS-3.3	System must include the ability to make reservations for use of content. This should allow users to reserve a digital license for a specific date and time. This shall be integrated with digital rights management so the maximum number of users that can reserve a resource during a time period is limited by the number of licenses for that resource. Users must be able to view, edit and delete their reservations but not those of others. Manager level users should be able to view and override reservations of all users.	Required		
SS-3.4	The system shall allow users (based on permission levels) to schedule events such as live streams, recordings or conferences	Preferred		
SS-3.5	Users must be able to create personal bookmarks for creating a list of shared and personal favorites and/or playlists. The service must allow users to see their previous searches and viewing history.	Required		

SS-3.6	The system allows multiple bookmarks to be strung together as a playlist, allowing playback of multiple segments of multiple videos.	Preferred		
SS-3.7	The system shall allow users to create thumbnails to be associated with a particular video by pressing a thumbnail button during video playback. Users should be able to upload existing thumbnails.	Preferred		
SS-3.8	A minimum of four functional security levels must be supported and include Content Manager, System Administrator, Instructor, and General User. Additional rights should allow users to be assigned rights as encoder manager, digital announcements management, content licensing approval and content uploading rights. For security purposes the system shall automatically require re-login after a set period of time determined by the district. The system shall also have a global-defined auto log-out function that allows the System Administrator to set the time period for automatically logging users out when a client computer is left unattended.	Required		
SS3.9	The service shall support single login authentication from the district's existing Active Directory servers and must support Microsoft Active Directory. The user authentication integration must map users' credentials, such as group membership, from the district's directory with similar credentials in the system. Must provide a mapping tool for non-technical users to assign groups based on keyword for role-based permissions.	Required		
SS-4.0	The system must have transaction recording and reporting to view, print and export reports on media usage. Reporting shall allow sorting by user and usage statistics within date ranges and given formats and shall show what resources were viewed, how often they were viewed, who viewed them and for how long they were viewed. Reporting shall be customizable.			

SS-4.1	Accounts must be synchronized so that disabling a user, adding a user, changing password or changing group membership in the district's Active Directory has the same affect in the system.	Required		
SS-4.2	Concurrent with support of authentication using active directory, the system must support manual management of user accounts. The system shall provide import of user account information from a text delimited file with duplicate record verification and error checking.	Required		
SS-4.3	System databases that are used to determine system access, privileges, system settings, logging in etc., shall be ODBC compliant.	Required		
SS-4.4	The software system must include an on-demand digital content repository whereby instructors, students and staff can search, locate and view many different formats of media directly within the system's web-interface. Supported digital library resources must include video, audio, live IP video and audio broadcasts, images, graphics files, documents, Flash files, HTML documents, Intranet sites, web site URL links and cataloging of non-electronic items including publications, texts, equipment and physical objects	Required		
SS-4.5	The system shall allow static links to user defined content for both lived and stored video as well as other forms of rich media (PowerPoint presentations, PDFs, web URL's etc.	Preferred		
SS-4.6	Other instructional resources such as lesson extensions, activities, graphic organizers, and assessments can be associated with each video.	Preferred		
SS-4.7	The system shall support live closed caption display on both computer desktops and television monitors as required by the Americans with Disabilities Act.	Required		

SS-4.8	The system must support the creation and display of closed captions on Flash video, QuickTime, H.264 and Windows Media Player video that do not originate from VHS tapes or cable with Line 21 captions or from DVD or digital cable with subtitles. This means the system must provide the ability to import SMIL, SAMI files and text transcript files for video titles and provide synchronized playback with the video.	Required		
SS-4.9	Multiple digital repositories shall be supported as a way to separate content libraries (i.e. a library for only elementary schools, staff development, special programs, etc.). The system must also provide the ability for these segmented libraries to be trusted and shared so users with certain permissions can access content in multiple libraries.	Required		
SS-5.0	The system supports community building through locally authored reviews, star ratings, and tagging.	Preferred		
SS-5.1	There is a process to identify superseded titles.	Preferred		
INTERFACES				
I-1.0	Ability to interface with multiple applications within DPS - i.e. Infinite Campus, Schoolnet, Innovative Interfaces Inc.(Library System), Moodle, etc. Describe.	Required		
I-1.1	Ability for application to interface with Active Directory or be LDAP Compatible.	Required		
I-1.2	Vendor utilizes common library standards such as MARC Records, Qualified Dublin Core, RDA or IMS.	Required		
I-1.3	Metadata can be exposed to Open Archives Initiative-Protocol for Metadata Harvesting (OAI-PMH).	Preferred		
I-1.4	Resource records can be integrated with the district's existing Innovative Interfaces Inc. library system product "Encore/Synergy" through federated search tools, context sensitive linking dynamic interfiling or web services.	Required		
I-1.5	Federated searching: metadata are exposed and web services connectors can be built.	Required		
General Requirements				

GR-1.0	Provides "intuitive" navigation within the system and an easy exit from the application.	Required		
GR-1.1	Provides online application tutorials, and Help resources at function, field and form level.	Required		
GR-1.2	Provides major upgrade and patch release schedules with opt-in/out capability for minor patches and updates for any software needed for content delivery. Upgrades are backwards compatible.	Required		
GR-1.3	Provides advance notification to DPS personnel as required for planned maintenance activity and application downtime. Provides notification of emergency downtime.	Required		
GR-1.4	Vendor offers flexible system and implementation training and support options.	Required		
GR-1.5	Vendor's development, quality assurance, and implementation methodologies are adequate, mature, and tightly monitored	Required		
GR-1.6	Vendor meets DPS' data encryption requirements See RFP CONFIDENTIALITY, DATA PROTECTION	Required		
GR-1.7	Vendor adheres to data privacy regulations and laws.	Required		
GR-1.8	Supports a configurable overall application.	Preferred		
GR-1.9	Timeout and auto save functions are included and configurable	Preferred		
GR-2.0	Application and database architecture allows for linkage to DPS SharePoint portal.	Required		
GR-2.1	Vendor has prior implementation experience in the K-12 education space.	Required		
GR-2.2	Service provides a unique centralized database for DPS users to act as a repository for user information with one record per user.	Required		
GR-2.3	System provides the capability to purge/archive data and recall back into use files based on user defined parameters.	Required		
GR-2.4	System provides dynamic drop down menus at the field level (eligible codes for user selection will display automatically or on request).	Preferred		

GR-2.5	System provides audit trail of changes to user-designated data elements including date and time stamp, old and new values, user ID and effective date vs. actual date.	Required		
GR-2.6	System can flag transactions for audit. Describe audit capabilities and ability to view audit history on line.	Preferred		
GR-2.7	Standard reports can be modified by system personnel without programming intervention.	Required		
Non-Functional Technical Requirements				
NFT-1.0	Application adheres to technical requirements outlined in the following URL: http://dots.dpsk12.org/standards	Required		
NFT-1.1	All system components must adhere to all applicable federal, state, and local regulations relating to confidentiality and privacy.	Required		
NFT-1.2	Application adheres to Family Educational Rights and Privacy Act (FERPA).	Required		
NFT-1.3	Application complies with federal laws and regulations regarding accessibility for individuals with disabilities and adheres to Individuals with Disabilities Education Act (IDEA).	Required		
NFT -1.4	The system's architecture allows for system maintenance with no downtime.	Required		
NFT-1.5	All system components must allow users to connect via a web interface that is simple, intuitive and easy-to-use.	Required		
NFT-1.6	Included interface features must not require end user client to have additional tools or software installed unless they are included in the purchased solution.	Required		
NFT-1.7	End user client features are identical across desktop hardware platforms and browsers. Mobile device feature differences must be documented.	Required		
NFT-1.8	Identified plan for backup and recovery addressing all components of the system is included.	Required		
NFT-1.9	Application provides the ability to develop easy-to-use and decipher ad-hoc reports within a robust, adaptive environment.	Required		

NFT-2.0	All system access is secure, logged, and fully auditable.	Required		
NFT-2.1	Details on how the solution meets or exceeds current industry standards and international standards for access control, security, reliability, and response time are provided.	Required		
NFT-2.2	Vendor assumes full responsibility and liability for any security breach where the breach is the result of inadequate security/access control within the solution.	Required		
System and Integration Requirements				
SI-1.0	Application is Active Directory aware.	Required		
SI-1.1	Application can be integrated into a SharePoint 2007/2010 portal architecture.	Required		
SI-1.2	A fully documented Application Programming Interface (API) is provided for application.	Required		
SI-1.3	A library of web services is included with application.	Preferred		
SI-1.4	SharePoint 2007/10 web parts are included with application.	Preferred		
SI-1.5	Ability to customize the look and feel of the web templates via HTML and CSS for integration with the district look and feel.	Required		
Digital Rights Management Functionality				
DRM-1.0	The system includes configurable license settings to restrict the number of concurrent copies that can be viewed simultaneously for all digital asset formats, as well as for the enforcement of expiration dates for content recorded from TV channels and broadcasts.	Required		
DRM 1.1	Ability to encrypt content with file level DRM settings to restrict unauthorized copying or distribution of copyrighted video and audio content when distributed via email, CD/DVD or downloaded for off-line viewing.	Required		
DRM-1.2	Includes the ability to permit or restrict downloading of content for local playback.	Preferred		

DRM-1.3	provide the ability to link to content in the system from other 3rd party applications while still tracking, protecting and managing the digital content licenses.	Required		
DRM-1.4	Has the ability to distribute the same digital content files on multiple edge-deployed media servers while still tracking and protecting the content based on licensing done from the centralized system.	Required		
DRM 1.5	Has the ability to set specific unique passwords on individual titles that supersedes other digital rights settings. For example, certain sensitive or confidential content would not be available without providing a password to obtain access.	Required		
Support Requirements				
S-1.0	Vendor support level is defined to include contact information.	Required		
S-1.1	Vendor support level is defined to include contact hours of operation.	Required		
S-1.2	Vendor support level is defined to include contact response time obligations.	Required		
S-1.3	Client support obligation is defined to include what level of support is appropriate to contact the Vendor.	Required		
S-1.4	Client support obligation is defined to address if Client support requests should be filtered from one or more Client representatives.	Required		
S-1.5	An issue tracking system is provided that will be jointly reviewed on a weekly basis by Vendor and Client personnel.	Required		
S-1.6	Active issue resolution can be determined and documented by Client in an issue tracking system for historical reference.	Required		
S-1.7	Vendor will provide severity definitions, initial response time for each severity, escalation level and ongoing notification procedures.	Required		
Training Requirements				
T-1.0	Systems administration training will be conducted on Client premises to appropriate Client personnel prior to system implementation.	Required		

T-1.1	Full application training will be conducted on Client premises to appropriate Client personnel prior to system implementation.	Required		
T-1.2	Application training will be conducted in a train-the-trainer model with the intent to internalize application training during system implementation phases.	Required		
T-1.3	All training documentation provided by Vendor to Client will include full duplication rights for Client to use and distribute internally as needed.	Required		
T-1.4	Vendor will provide ongoing enhancement documentation for each patch/upgrade release.	Required		
T-1.5	Vendor has professional development/end user training modules for users across a spectrum of abilities and topics. Provide explanation of programs offered.	Preferred		

4.0 Service – Please submit under Tab F

- Describe your system warranties.
Vendor response:
- Describe the maintenance plans available with your system.
Vendor response:
- Describe your remote diagnostic and remote maintenance capabilities and the usual downtime associated with dial in diagnostic.
Vendor response:
- Do you have a disaster recovery plan in place? Please describe.
Vendor response:
- How frequently is preventative maintenance performed? Is there preventative maintenance that we will have to perform?
Vendor response:
- Describe your company’s policy regarding system upgrades, new releases, and enhancements. Please state what is covered under your maintenance and support agreements and what portions are not.
Vendor response:
- Please describe your capabilities regarding system modifications and/or software customization.
Vendor response:
- Does your company support a Users Group? Describe the relationship of your company with the Users Group.
Vendor response:

5.0 Management, Monitoring & Support – Please submit under Tab F

5.1 Network & System Management

5.1.1 Centralized Management

It is required that all management/maintenance operations must be supported by a single management system with a unified customer database for all users across all locations.

System monitoring, diagnostic, and maintenance operations for all locations must be supported using a single centrally located applications server at the IT Center location with distributed client workstations across the network.

Confirm your proposed system solution supports centralized management and maintenance operations as described.

Vendor response:

5.2 Maintenance & Support

5.2.1 Maintenance

- System maintenance operations must support local technician and remote service center technicians.

Vendor response:

- Please describe how your services add value to the solutions your company provides.

Vendor response:

- Describe your direct service organization and escalation procedures.

Vendor response:

- DPS requires remote monitoring, diagnostics, and repair. Please discuss your capabilities, focusing on your ability to quickly and accurately identify and resolve reported troubles remotely.

Vendor response:

- We may require 24x7 remote technical services. Please discuss the capabilities of your remote technical service center.

Vendor response:

- Describe your available maintenance agreement options including on-site support.

Vendor response:

- Please describe your company's ability to provide a single point of accountability. This includes trouble reporting and technical support.

Vendor response:

5.2.2 Support

- Vendors must list the available support levels/options for support (e.g., 4-hour onsite, NBD, 48 hour, etc.). Details of the support options must include call windows, response times, and escalation procedures.

Vendor response:

- Describe whether support is provided directly or through VARs.

Vendor response:

- Describe the extent and availability of your on-site support infrastructure.

Vendor response:

- Do you provide a means to support DPS via the Internet? Describe how customers can search online for known problems.

Vendor response:

- Explain your established trouble reporting procedures, including trouble reporting capabilities 24-hours a day, 7 days a week, and 365 days a year.
Vendor response:
- Explain your procedure for customers dissatisfied with their support.
Vendor response:
- When necessary for major outages, we require a two-business hour on-site response time. Can you meet this commitment?
Vendor response:
- Please describe your security measures and/or programs that your company offers to assist in preventing abuse of copyright, fair use or to increase security.
Vendor response:
- Do you have any programs to assist DPS in understanding your current software releases in our configuration? If so, what are the associated costs?
Vendor response:

5.2.3 Remote Support Services

Briefly describe manufacturer and/or vendor remote operations center facilities in support of end user customer system administration, monitoring, maintenance and repair operations. Include in the discussion hardware and software solutions housed at the facilities, and the approximate number of support personnel and their job skill qualifications.

Vendor response:

5.2.4 Local Support Services

Briefly describe local technical, maintenance and repair support facilities, including dispatch methods and technician support tools.

Vendor response:

5.2.5 Consultative Services

Briefly describe the manufacturer's and vendor's consultative support services capabilities for system design and auditing, systems integration, and applications implementation.

Vendor response:

5.2.6 Training Options

Describe all training options available, those required, and those strongly recommended for each of the components of this system. Include topics, recommended audience, curriculum, number of attendees allowed, training location(s), costs, schedule/availability for each.

Vendor response:

5.2.7 Standard System Usage & Performance Reports

DPS requires a number of standard system activity reports to monitor system usage and performance. Please describe your reports.

Vendor response:

5.3 CLOUD HOSTED SOLUTION

The District is looking for a cloud-hosted solution for public access to School Board meetings, or other events hosted within the district. If cloud hosted services are included within a Vendors response, the Vendor must provide details as to how their response meets all the requirements of this RFP.

Vendor's response to include

- Support of Inventory Management software to monitor all aspects of cloud resources.
- Self-provisioning support

- Cloud interoperability
- Auditing
- Description of what virtualization methods are offered/supported
- On-demand self-service
- Elastic scale
- Resource pooling
- Uptime statistics
- Length of time providing these services
- Average, minimum and maximum response time latency for the services described
- Documented standards and strategic plan

Supplemental information from the Vendor will be required if Vendor is selected as a finalist.

6 Pricing, Please submit under Tab E

6.1 Pricing Instructions

- **Provide price quote below for the items listed above.**
Provide detailed information on how pricing is derived. Provide pricing at the smallest applicable component level, as well as, at each relevant subtotal and total levels. Itemize and list all factors considered in determining increases and decreases in pricing at the component, subtotal, and total levels. Pricing and pricing information is a significant factor in helping clarify competitive advantage among Vendors during the quoting process.

Vendor Response:

6.2 Pricing Terms

- Vendors must clearly state the validity period for quotations and will agree that costs to DPS will not increase during that period.

Vendor Response:

- Vendors must understand and agree that DPS will only issue payment upon satisfactory completion of the two-stage acceptance process.

Vendor Response:

6.3 Requirements of DPS

Specify all requirements or expectations of DPS otherwise not included in your proposal. Identify equipment, personnel, and/or resource assumptions made.

Vendor Response:

FORM OF RESPONSE

- **Cover Sheet**. Submit the signed, completed Cover Sheet from this Request for Proposal
- **TAB A: Executive Summary**. A management summary must be included which provides an overview of the vendor's proposal and highlights the benefits. Vendors should emphasize why their solution is best suited to meet the needs of the District. An authorized official who can represent the information provided must sign this summary. The vendor's response to each of the requirements and other requests for information is contractually binding
- **TAB B: Scope of work and compliance**. Include within this section a discussion of your understanding of the scope of work, staffing, materials to support the district, and details of how your proposal is fully compliant with requirements of this RFP. Responses must include:
 - 2.2. Response to Project Expectations
 - The Committee will require access pass codes (40) to services and will establish a trial period for Committee to use and evaluate the system.
 - 3.0 Baseline and Functional Requirements Excel Spreadsheet: Response to each and every requirement and preference, and if the vendor is compliant, partially compliant or non compliant with the stated requirements and preferences. **This spreadsheet must be saved as an active excel spreadsheet, not a PDF.**
 - The Vendor must state discount off of list on all current and future technologies that fall under enterprise storage. E.g. if a new product is released or if the District purchases product outside of the standard configuration we require a contracted discount rate to ensure the lowest possible pricing throughout the term of the agreement.
 - Vendor will provide equipment information for any and all equipment required for product and/or services, including
 - Equipment Specifications: function, make, model, size and price
 - The length of time internal components remains the same throughout the life of a specific model.
 - Vendor will include information on local support and services offered
 - Vendor must provide the names, addresses and telephone numbers of warranty providers in the State of Colorado
 - Vendor must provide a fully comprehensive and detailed program for their entire process for handling warranty services. This must minimally include the following components:
 1. Local authorized service providers company profile
 2. Employee resumes and certifications for Service Account Manager and technicians supporting the District.
 3. Average repair timeframe (from initial service call until resolution),
 4. Remediation of customer service issues.
 - Meetings
 - Bi-annual meetings with the Vendor regional manager at a DPS site.
 - Vendor representative(s) will be required to introduce and train DPS technical staff on new product lines at a DPS site.
 - Vendor may be called to DPS site should problems exist that have not been resolved through normal escalation.
 - Information
 - All warranty information needs to be included on the proposals, including third-party parts which may not qualify for the full three-year warranty.
 - The Vendor must provide timely quotes within 24 hours.
 - The Vendor must provide notice to the DPS single point of contact of any planned discontinuance of any item in any product line, including pricing and replacement items.
 - Policies and Procedures

- The Vendor will provide information on its return policies and procedures.
 - The Vendor will provide information on its cancelation policies and procedures.
 - The Vendor will provide information on its renewal policies and procedures.
- **TAB C: Vendor Profile.** Provide a Vendor Profile to include:
 - An overview of the company
 - The length of time the Vendor has been in business
 - An outline of the Vendor's background and overall qualifications
 - Include certifications and subcontractors, if applicable.
 - Resumes of key personnel
 - Provide a minimum of three client references, including complete addresses, telephone numbers, e-mail addresses and a contact person. Describe the context for each reference. It is preferable that references reflect experience in K-12 educational environments. The vendor will provide
- **TAB D: Project Schedule and Implementation Plan.**
 - Provide a detailed implementation plan, and include any implementation materials.
- **TAB E: Cost/Pricing.**
 - Submit a price proposal to perform all services detailed in your scope of work.
 - Submit the Discount rate proposed.
 - Submit an itemized list of all components/services included within the proposal, including the price and total usable storage for each item.
- **TAB F: Maintenance/Support Plan and Warranty details.**
 - Provide responses to **4.0 Service**
 - Provide responses to **5.0 Management Monitoring and Support**
 - Submit maintenance/support plan for each component include within the proposal
 - Include a copy of each component's warranty certificate.
 - Include any costs associated with certifying DPS personnel to have the ability self-repair hardware within the maintenance agreement and any reimbursements to DPS for conducting such work.
- **TAB G: Vendor Information Form**
 - All Vendors are required to complete the Vendor Information Form that is included with this solicitation.
 - Invitation to Bid Questionnaire.
 - Diverse Business Certification Form (optional).
- **TAB H: Software and License Agreement**
 - Denver Public Schools has included a copy of the district's Software and License Agreement as an attachment to this RFP. Vendor must acknowledge this Agreement and confirm they have no changes or provide a redline version back to DPS along with their RFP response. This agreement will serve as the contract between DPS and the vendor awarded this business. Vendor will need to contact Wendy Scheidegger (Wendy_Scheidegger@dpsk12.org) for a word document to redline.

Late Offers: Offers received after the date and time set for submission shall be considered non-responsive and returned unopened to the Vendor.



Denver Public Schools
Purchasing Department
900 Grant Street, Room 301
Denver, Colorado 80203

INVITATION TO BID BD1456

Does your offer comply with all the terms and conditions? If no, indicate exceptions.

Yes _____
No _____

Does your offer meet or exceed all specifications? If no, indicate exceptions.

Yes _____
No _____

May any member of another governmental jurisdiction avail itself of this contract and purchase any and all items specified?

Yes _____
No _____

State percentage of prompt payment discount, if offered.

_____ %

The District has a VISA Procurement Card Program. Will your company accept the District's Visa as payment for purchases made from this bid?

Yes _____
No _____

Address the envelope as follows:

Denver Public Schools
Purchasing Department
900 Grant Street
Room 301
Denver, CO 80203

Attn: BD1509

DENVER PUBLIC SCHOOLS VENDOR INFORMATION FORM

The following information is required when submitting a response to this solicitation. Please complete **ALL** areas. Mark N/A for those which are not applicable. Type or **print legibly**, all responses.

- 1. a. LEGAL NAME OF FIRM: _____
b. DBA OR BUSINESS NAME (IF DIFFERENT) _____

- 2. ADDRESS OF FIRM (WHERE PURCHASE ORDERS SHOULD BE SENT):
a. STREET ADDRESS: _____
b. CITY: _____ STATE: _____ ZIP: _____
c. ALTERNATE ADDRESS: _____ YES _____ NO If yes, attach separate sheet with information. (Address used for returns, etc., if different from #2 and #3.)

- 3. PAY OR REMIT ADDRESS:
a. LEGAL NAME OF FIRM: _____
b. STREET ADDRESS: _____
c. CITY: _____ STATE: _____ ZIP: _____
d. PAYMENT TERMS (e.g., 2%10, net 30, etc.) _____

- 4. FIRM TELEPHONE NUMBER: (____) _____
TOLL FREE NUMBER: (800) _____
FAX NUMBER (____) _____
EMAIL: _____

- 5. a. FIRM'S FEDERAL IDENTIFICATION NUMBER: _____
b. **SELF-EMPLOYED VENDORS ARE REQUIRED TO SUBMIT THE FEDERAL IRS W-9 FORM.**
c. **Please provide a brief description of the types of goods and/or services you offer.**

I affirm, under penalty of perjury, that I am authorized to submit this information on behalf of (name of firm) _____ and that the information contained herein is true and correct to the best of my knowledge and belief.

Name: _____

Title: _____

Signature: _____ Date _____

No employee of Denver Public Schools shall realize, directly or indirectly, any significant personal material or monetary gain as a result of his/her association with the vendor or have a material financial interest in any contract or subcontract between the vendor and DPS.

The District has a VISA Procurement Card Program.

Will your company accept the District's Visa?

Yes _____

No _____

Diverse Business Certification Form

In order to be classified as a Business Diversity vendor with the Denver Public Schools, vendor must attach a copy of its applicable certification.

Check the box (select one) which pertains to your enterprise.

- | | |
|---|--|
| <input type="checkbox"/> Disadvantaged Business Enterprise | <input type="checkbox"/> Small Business Enterprise |
| <input type="checkbox"/> 8A Certified | <input type="checkbox"/> Service Disabled Veteran |
| <input type="checkbox"/> Emerging Small Business Enterprise | <input type="checkbox"/> Veteran Owned |
| <input type="checkbox"/> Woman owned and controlled (WBE) | |

Owner(s) name(s)	Percent of ownership	Male/ Female	Title/ Position
_____	_____	_____	_____
_____	_____	_____	_____

Ethnicity of Business - check the box(s) which are applicable (if any).

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Asian American | <input type="checkbox"/> Hispanic |

Legal Name of Company: _____

DBA: _____ Fax: _____

Address: _____ City/State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone: _____

Authorized Representative's Signature: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Email Address: _____

If you are a certified diverse business and would like your company name to appear in the Denver Public School's Diverse Business Directory, please check the box below.

- Yes, please add my company's name to the directory.

If a copy of your applicable certification is not enclosed, we cannot add your company to the directory.

Please provide a brief description of the types of goods and/or services you offer:

For assistance please contact the DPS Business Diversity Outreach Program (BDOP) Manager, Sharon Gonzales, at 720-423-4188.