



Board of Education

Julie Constant Susan E. Duane Alisa Fong

Gary Miller Hallie Romero

Derk Garcia, Superintendent

## **WEBSITE DESIGN, HOSTING, AND MAINTENANCE**

**RFP# 18-900**

**Request for Proposal Issued: October 16, 2017**

**Deadline for Submittal of Proposals:  
Friday, November 17, 2017**

**Before 2:00 P.M. (PST)**

**Attention: Technology Services  
Roseville City School District  
1050 Main Street  
Roseville, CA 95678**

## **NOTICE INVITING PROPOSALS**

Notice is hereby given that the Roseville City School District (RCSD) will accept proposals for the award of contracts for RFP 18-900 Website Design, Hosting, and Maintenance up to but not later than 2:00 P.M., on November 17th, 2017.

Proposals shall be delivered in sealed envelopes, or boxes, marked “RFP 18-900 Website Design, Hosting, and Maintenance” to the District Office front desk referencing:

**Attention: Technology Services  
Roseville City School District  
1050 Main Street  
Roseville, CA 95678**

prior to the November 17, 2017 2:00 P.M. deadline. Bids will be publicly opened at 2:00 P.M. November 17th, 2017 at the District Office Warehouse Conference Room:

**1046 Main Street  
Roseville, CA 95678**

**No faxed proposals will be accepted.** Each bid must conform and be responsive to the bid documents, and include one original binder, two (2) additional hard copies, and three (3) electronic copies of the RFP on a portable “thumb-drive” containing all documents, and deliverables.

RCSD reserves the right to reject any or all bids or parts thereof, to be the sole judge of the merits and qualifications of all bids, to waive any informality in a bid, not necessarily accept the lowest of any offered and to extend the bidding period. Design, specifications, service, delivery, and quality may be considered in making selections.

Published: October 19th and October 26th, 2017 Press Tribune

## **INTRODUCTION**

The Roseville City School District ('RCSD' or 'District') serves over 11,000 students across 19 schools. We utilize 21st century instructional practices to ensure our students are academically confident and ready to navigate a rapidly-changing, technology-rich, global economy.

### **Our Challenge**

The growth of our District has brought with it some challenges, including but not limited to a lack of consistency in identity, image, and message across all of our schools and departments from both an internal and external perspective.

### **Project Scope**

The District is requesting proposals for the design, development, hosting, and maintenance of our District website and nineteen school websites. RCSD is interested in creating a coherent communications platform to address the needs of the growing District. This would include creating measurable objectives and tactics to reach the key stakeholders of the District through both traditional and digital communications channels.

Our primary goal is to ensure our website is accessible to persons with disabilities, under Section 504 and 508 of the Rehabilitation Act. Other goals include modernizing its look and feel, facilitating content management, and enhancing its overall online presence and experience through the use of the latest web technologies to meet high standards for accessibility, design quality and visual appeal. The website should have a mobile and responsive web design that will adjust to any screen, and offer language translation options to better serve our diverse community.

All responses should include the migration of content, documents, and links currently on <http://www.rcsdk8.org>, to the District's new website solution.

A successful proposal will meet and/or exceed the requirements as outlined in this RFP. The District is open to learning about alternative solutions and options that aren't laid out in this document, but the successful proposal will still meet the technical and general use requirements as outlined in this document.

### **Appendix A – Pricing Worksheet**

### **Appendix B – References**

All questions regarding this RFP should be directed to [lassem@rcsdk8.org](mailto:lassem@rcsdk8.org), with the subject of "RFP 18-900: Website Design, Hosting, and Maintenance".

Responses to all questions will be made available no later than November 11, 2017 by 3:00 PM, and will be posted on the District website. It is the responsibility of the prospective bidder to check the website for updates or addenda.

## FUNCTIONAL REQUIREMENTS

*Visitors of our website should be able to:*

- Perform comprehensive searches, to find information easily either by browsing, site-specific searching, or utilizing browser navigation buttons from any page.
- Access user-centric portals, third party services, and District technologies.
- Search and filter through data-driven items (e.g. search for a staff member by name).
- Contact staff members using customizable contact forms that carbon copies the sender (e.g. contact a staff member, technical support).
- Browse and scroll for information on a responsively designed site.
- Access interactive calendar that gives event and details, and import calendars to their own calendar using export/import features (e.g. Google Calendar, iCal).
- Access to heavy traffic icons at the top of every page.
- Access to stakeholder icons, categorized by: Parents, Students, and Staff.

*Authorized users should be able to do everything a visitor can do PLUS:*

- Login through a management console.
- Broadcast or schedule custom announcements either across all pages, or individual pages, allowing for automatic, and definable start and end dates.
- Upload documents with or without file size limitations (e.g. boundary maps, forms, policies, etc.).
- Upload media files with or without file size limitations (e.g. videos, audio files, etc).
- Alter page content via a GUI (including but not limited to videos, pictures, links, text, etc.).
- Embed social media feeds into the website (e.g. Twitter, Facebook, Instagram).
- Provide a ‘Share’ widget for major social platforms (e.g. Twitter, Facebook, Instagram) individually linked by site or department.
- Update data-driven information, preferably via simple forms (e.g. staff listings, announcements, etc.).
- Allow for optional workflows to approve items before publishing.
- Allow for a preview option before publishing the page.

*Administrators of the site should be able to do everything an authorized user can do PLUS:*

- Manage page templates and styling.
- Manage access and permissions for authorized users on both a broad and granular level (e.g. assign permission to specific pages or data-driven forms).
- View action history of any authorized user for troubleshooting purposes.
- View error logs on the site.
- Manage pages / subsites (including copying / moving pages).
- Manage page navigation, and the ability to link navigation to third-party systems.
- Ability to manage JQuery and other plugins.
- Ability to manage page code / javascript.
- Ability to access data driven analytics and reporting (e.g. heavy traffic pages, improve interaction)

### *Other Functional Requirements*

- A clean, modern, personable visual design.
- Intuitive navigation and information architecture that makes our content easy to access.
- The website should be able to be administered on all devices, mobile or otherwise.
- The website should be viewable on all devices, mobile, or otherwise.
- Compatible with all modern browsers, mobile or otherwise.
- The website should offer customizable teacher pages, which can be linked to staff accounts, and/or the ability to link external pages to staff profiles.
- Knowledge of web standards, usability, and follows accessibility best practices.
- Provides customized branding for each school site (e.g. header displays site logo, subdomains unique to school: school.rcsdk8.org, etc).
- The website should include the functionality for dynamic page display either via rotating photos or banners from any page.
- The solution should provide the functionality to integrate with third party directory-based identity-related services to keep staff information current.
- Develop a well-structured and efficient internal website (intranet) which will facilitate internal communication, knowledge sharing, and offer easy access to information related to employment conditions, the work place and other practical matters.
- The solution should provide the ability to create customizable forms, with easy-to-use workflow automation for approvals.
- Administration of software needs to be scalable and easy to maintain across District.
- Authorized user interface needs to be easy and should not require knowledge of code.
- Continued, enterprise-level support after project completion.
- Support for product updates.
- Support for training for administrators.
- Enterprise level support after project completion required including updates and training for administrators.
- Year 1 Hosting, Maintenance, and Support Included.

### **TECHNICAL REQUIREMENTS**

- The proposed solution will be hosted by the vendor.
- The proposed solution will provide access to multiple web servers across at least two data centers to ensure redundancy and reliability.
- The proposed solution should be scalable, using load balancing, autoscaling, or external databases, in an effort to provide maximum control and flexibility for configuration and administration.
- The proposed solution should have the ability to sustain high CPU utilization.
- The proposed solution should allow for Single Sign-On (SSO) via an Identity Provider (IDP), Active Directory, and/or Lightweight Directory Access Protocol (LDAP).
- The proposed solution should have the ability to separate development and production environments.
- The proposed solution should have the ability to rollback to previous versions of content, domains, or subdomains.
- The proposed solution should have the ability to archive existing versions
- The proposed solution should generate an audit trail and reports for updated content.

## TARGET AUDIENCE

In addition to students, families, and District staff, our target audience for this project is our community. Our 132,671 residents are diverse, active, and supportive of the District. The population is growing and is family oriented.

## BUDGET

The District has budgeted up to \$90,000 for the design and development of a turnkey website with Year 1 Maintenance, Support and Hosting included. Proposals will be solicited from multiple vendors.

## EVALUATION

The District intends to select the proposed services and terms that are most advantageous to RCSD. The District will review proposals submitted by the deadline. After reviewing the proposals, RCSD may choose to interview the top vendors.

- Responses should demonstrate an understanding of our objectives, and our audience.
- Responses should include a portfolio of related projects from the last five years.
- Responses should demonstrate knowledge of modern trends in design & development.
- Responses should include a minimum of three (3) designs of the proposed website as a non-functional prototype for each page type.
- Responses should include a comprehensive website style guide, that can be edited by the District on an ongoing basis.
- Responses should include an overview of your development process and the approach you would take with this project.
- Responses should include a proposed project timeline.
- Responses should include an introduction of your team, and their qualifications.

Responses should clearly address how it plans to accomplish each element of the Scope of Work and Requirements outlined within the RFP. This will be key documentation that the District will be using to evaluate the quality of the submission.

*The criteria used to evaluate the proposals will include:*

- RFP Compliance and Responsiveness: A complete response to the RFP that complies with the RFP requirements with a minimum of exceptions.
- Reliability: A system that has a proven track record of reliability as well as an architecture that is inherently fault tolerant.
- Functionality: The ability for the system to improve how RCSD conducts business. The efficiency and effectiveness of all staff at RCSD is critical to its long-term success.
- Cost Effectiveness: A cost effective solution in the initial purchase, as well as the ongoing maintenance and servicing of the system.
- Warranty/Maintenance/Training Support: Ability to provide timely support during the installation, warranty period, and ongoing maintenance.

## **VENDOR DEMONSTRATIONS**

RCSD has set aside the dates noted in the Schedule of Events for Vendor Demonstrations with the Vendors that make the shortlist. Demonstrations will be scheduled between 4:00 PM and 6:00 PM (PDT) of the days noted.

Vendors will be required to provide a one-hour presentation which consists of the solution that was proposed including a product portfolio, benefits of the proposal and a working demonstration of their work. This presentation might include staff that may or may not be key decision makers in the RFP solution nor employed by the District.

## **RFP SCHEDULE**

RFP Posting:	October 16, 2017
End of Questions:	November 10, 2017, 3:00 PM
Closing:	November 17, 2017, 3:00 PM
Vendor Demonstration	December 19th - 21st, 4:00 PM
Award of RFP:	January 12, 2017, Contingent upon Board Approval
Contract Start Date:	January 12, 2017

**RFP 18-900 - APPENDIX A  
PRICING WORKSHEET  
FISCAL YEAR 2017-2018**

Please click within the below spreadsheet to complete the pricing worksheet. Responses are required to provide a five-year cost analysis.

Vendor Name:

Contact Name:

Contact Title:

Contact Phone:

Hourly Web Design Rate:

Hourly Web Build Programming Rate:

QUANTITATIVE ANALYSIS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
COSTS	17-18	18-19	19-20	20-21	21-22	TOTAL
Web Design & Development (Turnkey)						\$0.00
Data Migration Costs (Parallel Systems)						\$0.00
Website Maintenance & Hosting						\$0.00
Technical Support						\$0.00
Training of Staff (Pre-Implementation)						\$0.00
Technical/Administrator Training (Pre-Implementation)						\$0.00
Post-Implementation Updates						\$0.00
<b>Additional Fees, if any below:</b>						
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
LESS DISCOUNTS						\$0.00
<b>TOTAL COSTS (ANNUAL):</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Or copy and paste the following URL into a browser: <https://goo.gl/tDje2e>



**RFP 18-900 - APPENDIX B  
REFERENCES  
FISCAL YEAR 2017-2018**

Provide contact information for a minimum of three local references, preferably in K-12 Education, using similar make and model equipment to the proposed solution.

Company name and location	
Contact name, position and phone number	
Contact Email	
Implemented Solution	
How long installed	

Company name and location	
Contact name, position and phone number	
Contact Email	
Implemented Solution	
How long installed	

Company name and location	
Contact name, position and phone number	
Contact Email	
Implemented Solution	
How long installed	

## **VENDOR REQUIREMENTS, ADDITIONAL INSTRUCTIONS & INFORMATION TO PROPOSERS**

All submitted proposals must provide at a minimum, all requested information in this RFP. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the RFP requirements.

Roseville City Elementary School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

1. **PROPOSALS:** Each proposal shall be submitted on forms supplied by the DISTRICT. Each proposal shall conform and be responsive to DISTRICT specifications. **Any portion not included, without prior district approval, could be cause of elimination from the RFP process.** Proposer shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form. Any portions of the submitted RFP, which are to be treated by Roseville City Elementary School District as proprietary and confidential information, must be clearly marked as such.
2. **REFERENCES:** Vendor shall supply a list of all school districts in the state of California for whom the Vendor is currently providing Unified Communications and VOIP services during the past five (5) years (2012-17)
3. **CHANGES/CORRECTIONS/ADDENDUMS:** Changes or corrections may be made in the RFP documents after they have been issued and before the due date for receipt of proposals. In such case, a written addendum describing the change or correction will be issued by the District to all Vendors of record. Such addendum shall take precedence of that portion of the documents concerned, and shall become part of the RFP documents. Except in unusual cases, addenda will be issued to reach the Vendors at least three (3) days prior to the established date for receipt of proposals.
4. **TYPEWRITTEN/WRITTEN IN INK:** All prices or notations must be typed or written in ink. Proposals written in pencil will not be accepted.
5. **ERASURES:** The proposal submitted must not contain erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or person signing the proposal.
6. **ALL COSTS INCLUDED:** All costs must be included in the bidder's proposal. The bidder shall deliver, install, and provide training for use of the student management system. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirements.
7. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.

8. **SIGNATURE:** The proposal must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the proposal. In case a proposal is submitted by a corporation, it must be signed in the name of said corporation by a duly authorized officer or agent thereof.
9. **MODIFICATIONS:** Changes in or additions to the proposal form, alternative proposals, or any modifications of the proposal form which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile machine, FAX, inclusive) modifications of any proposal submitted will be considered.
10. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as "Prime Facie" evidence of compliance with this section.
11. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time before the time at which proposals are due and the Request for Proposals is closed and, having done so, no bidder will be permitted to resubmit a proposal.
12. **AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
13. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
14. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
15. **THE CONTRACT:** The proposer to whom the award is made shall be required to enter into a written contract with the District. These RFP specifications and the proposer's submission will be attached to, and become a part of, the final contract documents. The District makes no commitment in or by virtue of this RFP to purchase anything from any supplier. The receipt of any supplier's quotation shall not place the District under any obligation to award the agreement to that supplier.
16. **COOPERATIVE CONTRACTS OR CURRENT PIGGYBACKABLE BID OR CONTRACT AWARDS:** The District is seeking best value for product and services. Access to current piggyback bids or contracts, government contracts or cooperative purchasing agreements is desirable.

17. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
18. **SAMPLES:** Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.
19. **FEDERAL OR STATE REGULATIONS:** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
20. **ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned without the approval of the Board of Education.
21. **PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS:** The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.
22. **DELIVERY:** All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety. this should move up or a sentence move down.

- 23. INABILITY TO PERFORM:** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:
- a. The Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
  - b. The District may cancel the contract or purchase order, entirely or in part.
  - c. The Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of issuance by the District of a new purchase order or other written instruction.
- 24. EQUAL OPPORTUNITY EMPLOYMENT:** Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.
- 25. GOVERNING LAW AND VENUE:** In the event of litigation, the bid documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Placer County.
- 26. CONTACT WITH DISTRICT REPRESENTATIVES:** No business entity, including any agent of such entity, shall directly or indirectly contact any district representative immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity was deemed the successful bidder, the Board reserves the right to cancel any contract awarded.
- 27. ARBITRATION:** All claims of \$375,000 or less which arise between the bidder and the District shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.
- 28. RIGHT TO TERMINATE:** District reserves the right to terminate this Request for Proposal and all documents associated with the Request for Proposal, including but not limited to a Letter of Intent/Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to Bidder/Contractor prior to termination.

- 29. BID PROTEST:** Any bid protest by any Bidder must be submitted in writing to the District before 2:00 p.m. of the third (3rd) business day following bid opening.
- a. The protest must contain a complete statement of any and all bases for the protest.
  - b. The protest must refer to the specific portions of all documents that form the bases for the protest.
  - c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
  - d. The protest must include the name, address and telephone number of the person representing the protesting party.
  - e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
  - f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District no later than 2:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving and award depending upon the outcome of the protest.
  - g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
  - h. A "business day", for purposes of this section, means a weekday during which the District's office is open and conducting business.

**NON-COLLUSION AFFIDAVIT TO BE EXECUTE**

**BY BIDDER AND SUBMITTED WITH BID**

(Public Contract Code Section 7106)

\_\_\_\_\_ (Name) , being first duly sworn, deposes and says that they are  
\_\_\_\_\_ (title) of the \_\_\_\_\_ (Name)

the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Date: \_\_\_\_\_

**EXECUTION OF OFFER**

**ROSEVILLE CITY SCHOOL DISTRICT  
RFP 17-910 - INSTALLATION OF UNIFIED COMMUNICATIONS & VoIP Phone System**

**Bid Closing Date:** November 17, 2017

**Bid Closing Site:** Roseville City School District, Warehouse Conference Room

**To: Purchasing Supervisor**

- 1) Pursuant to and in compliance with the Notice Inviting Proposals, Information for Bidders, General Conditions, Bid Form, Addenda, if any, and other documents relating thereto, the undersigned bidder having familiarized him/herself with the terms of the bid and the conditions affecting the performance of the bid, hereby proposed and agrees to perform, within the time stipulated everything required in this bid for the amount herein set forth.
- 2) This bid shall continue to remain in effect after the initial period indicated for as long as all parties remain in agreement for additional purchases.
- 3) Bidder shall complete and sign the provided Non-collusion Affidavit and include it with bid response.

**Name of Firm**

**Address**

\_\_\_\_\_ (name), the \_\_\_\_\_ (title),

of the bidder, hereby certify under penalty of perjury in accordance with the laws of the State of California, that all the information submitted by the bidder in connection with RFP 18-900 - RCSD Website Design, Maintenance, and Hosting, and all the representations herein made, are true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ (county).

**Signature** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email address** \_\_\_\_\_

**END OF BID FORM, TERMS AND CONDITIONS**