

**Request for Proposals
2P11-027**

The Bristol Board of Education is accepting proposals for the following:

Professional Development Management Software

All submissions must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010



Submissions will be received until **11:00 am, September 8, 2010.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
Request For Proposals 2P11-027

Professional Development Management Software

The Bristol Board of Education is seeking proposals from qualified firms for the provision of professional development management software.

The scope of services and proposal submission documents are available from
the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until September 8, 2010 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and five copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-027 Professional Development Management Software" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

r/a August 18, 2010

City of Bristol, Connecticut
RFP 2P11-027
Table of Contents

I. Project Specifications

1. Introduction	1
2. Existing Conditions	1
3. System Requirements	1
4. Resources Available	2
5. Project Schedule	2

II. Submission Requirements

1. Submission Due Date	2
2. Directions for Written Submission	2
3. Vendor Information	3
4. Addenda	3
5. Evaluation Criteria	4

III. Contract Considerations

1. Equal Opportunity – Affirmative Action	4
2. Indemnification	4
3. Insurance	4
4. Invoicing and Payment	5
5. Termination Provisions	5
6. Award Considerations	5

IV. Forms and Attachments

1. Submission Form	
2. Acknowledgement Form	
3. Proposal Check List	
4. Non-Collusion Affidavit	
5. Employment Information Form	



REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-027

Professional Development Management Software

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The Bristol Board of Education (BOE) maintains and manages professional development programs and activities for its staff. Its current application for managing programs and activities is PACE 4.2. The software is no longer supported by the publisher.

2. EXISTING CONDITIONS

The BOE has been using a software system known as the Program for the Administration of Continuing Education, or PACE, since 1990. The software is integral in maintaining activities relative to CEUs for teachers and administrators. The software was developed by Walker Systems Support of Farmington CT, through funding made available by the State of Connecticut Department of Education. The system is based on a FoxPro database. Funding was discontinued by the State of Connecticut shortly after development of the software; however, the software developer continued to provide support for the product from its inception until December 2009.

The BOE has records on its professional development programs and activities dating back to 1990. State requirements mandate retention of a minimum fifteen years of records. The selected firm shall be required to convert all existing data as part of services provided under any resultant contract.

3. SYSTEM REQUIREMENTS

Description: Web-based application for recording, tracking, reporting and management of all professional development programs and activities for the school district.

Specifications:

- Web-based software
- Produces Continuing Education Unit certificates
Each CEU Certificate bears the following:
 1. Name and CEU Approved Provider Number of the provider;
 2. Name and Educator Identification Number of the recipient of the CEU;
 3. Title, brief description about activity, activity identification number, location of activity, completion date of the activity;
 4. The number of CEUs awarded for successful participation in the activity
- Generates roster for each professional development activity. Able to register groups of certified personnel by school, grade level, or title as well as individual registration
- Maintains historical record of each educator's CEU history
- Creates printable documents for each educator and each Professional Development activity including evaluation forms
- Converts records from the PACE program and import historical data from the PACE program
- Provides training for staff using the software
- Sets up school building locations for Professional Development programs and activities
- Accesses the Connecticut State Department of Education (CSDE) Educator Identification Numbers (EIN) and teacher certificate expiration dates
- Uses a tiered approval process for individual activity proposals.

- Assures data security including- but not limited to - social security number, user name and password
- Guarantees daily back up of information
- Creates and prints individual transcript of historical and up-to-date CEUs awarded
- Uses CSDE activity topics and CEU codes
- Updates to CSDE certification data base (at minimum) annually
- Provides technical support available via website, phone, and email every business day
- Stores presenter information and fees
- Generates a contract for each presenter
- Prints all records, rosters, historical data, and individual transcripts
- Stores Professional Development master database with all professional development activity information including activity number, activity roster, activity description for 15 years
- Reprints certificate if lost or misplaced

4. RESOURCES AVAILABLE

The City will make available to the awarded firm the following information as it relates to the project:

Existing Data Structures.

The City will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

5. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of RFP Issuance	August 18, 2010
Submittals Due	September 8, 2010
Interviews Conducted (if necessary)	October 1, 2010
Recommendation of Contract Award	October 6, 2010
Contract finalized by	October 20, 2010
Completion of all work	November 1, 2010

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, September 8, 2010**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have **Friday, October 1, 2010** available if selected for an interview; your firm will be notified no later than **Thursday, September 23, 2010** if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and five (5) copies as well as one copy via compact disk or USB drive (pdf or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.

- b. A concise and complete description of the work to be performed, including:
1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail to be provided.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the system, including software costs, hardware costs, training, implementation, and continuing support fees. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-027 Professional Development Management Software".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. Proposed cost.
- b. The specialized experience of the firm and its assigned personnel on similar projects.
- c. The firm's understanding of and technical approach to the project.
- d. The firm's knowledge of project requirements.
- e. The firm's schedule and its ability to perform the work in a timely manner.
- f. Clarity, organization, and effective presentation of submittal.
- g. Review of references listed.

The City may invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have October 1, 2010 available** if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. TERMINATION PROVISIONS

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

6. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

The awarded firm grants to the City full ownership of any instruments of service (i.e. deliverable materials and/or data) provided through any resultant contract award.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**2P11-027
Professional Development Management Software**

Due Date: 11:00 am, September 8, 2010

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-027
Professional Development Management Software**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: August 18, 2010
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Email: _____
Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to:
City of Bristol Purchasing Department
2P11-027 Professional Development Management Software
111 North Main Street
Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
--	----------------	--------------	------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	