



**REQUEST FOR PROPOSAL  
RFP- Web Hosting  
Form 470#**

**Web Hosting with Communication and Collaboration Features**

Woodland Hills School District (hereinafter referred to as the "School District"), is requesting proposals from vendors to provide Web hosting with teacher-friendly communication and collaboration tools for our school district. The purpose for seeking these services is to improve educational services, to provide increased web presence by our teachers, improve parent/school communications, and assist the students in meeting national technology standards.

The selected vendor will be offered a three-year contract. The district is seeking USAC E-rate funds for these services and the vendor must agree to meet this program's requirements which includes having a SPIN number associated with this program. This number must be clearly marked on the proposal. This solicitation does not commit the school district to award a contract, to pay any costs incurred in preparation of a proposal, nor to procure any services that may be offered.

**RFP Type:**

Web hosting which allows users to seamlessly communicate and collaborate with all stakeholders

**RFP Name:**

Web Hosting

**RFP Public Opening Date, Time**

Tuesday, January 21, 2014 at 2:00 PM

**Submit Proposals**

**PROPOSALS DUE BY 2:00 PM on  
01/17/14**

**Hand Delivery or Mail to:**

Gerry Chessman, Asst. to the Superintendent  
Woodland Hills School District  
2430 Greensburg Pike  
Pittsburgh, PA. 15221

**Request for Information**

**Contact Persons:**

Subject line must indicate RFP Subject.

Gerry Chessman, Asst. to the Superintendent  
[chesge@whsd.net](mailto:chesge@whsd.net)

Steve Muter, Technology Administrator  
[muitst@whsd.net](mailto:muitst@whsd.net)

Vendor MUST indicate on the outside of the envelope or in the email subject line "Proposal for Web Hosting". Proposals will be opened promptly on Tuesday, January 21, 2014 at 2:00 PM. in the Administration office. Any proposals received later than the specified time will not be considered, and will be returned unopened to the vendor regardless of when it was mailed. No consideration of the award will be made at the opening, only the names of respondents will be announced. Evaluation and award will be made prior to March 1, 2014.

The school district reserves the right to reject any and all proposals or to cancel this request in its entirety. All proposals will be treated as public information unless it is specifically requested that portions of the proposal be treated as Trade Secrets under the Freedom of Information Act. These must be clearly marked as such. Any questions relating to this proposal must be submitted in writing to Gerry Chessman at the above address 3 business days prior to the close of the RFP.

The terms of the contract will be effective for July 1, 2014 – June 30, 2017. Evaluation considerations will include a selection committee's perception of the following:

1. Price (Primary consideration, 25%)
2. Prior Experience with vendor (20%)
3. Look and feel of the product (15%)
4. Communication and collaboration features (15%)
5. Ease of teachers controlling and using the system (10%)
6. Technical support and reliability (15%)

## **RFP OBJECTIVES**

The district's overall objective is to select a provider that can provide a dependable and high quality web hosting service for the schools and teachers that promotes communication and collaboration.

## **REQUIREMENTS AND RESTRICTIONS**

The district would like to provide websites for all schools and teachers. Currently there are 9 schools with 525 teachers. The district would like to promote student safety by providing password protection options for pages. The district will also need data migration from it currently hosted provider (Schoolpointe).

**Features the district would like to include but are not limited to:**

Wikis, walls, activity feeds, blogs, threads, chats, multimedia, document publication, robust in-line editor, calendars, assignment tools, whiteboards, group distribution lists, eNotes, micro-blogging status lines, secure on-line classroom, alumni, athletics, e-communication, news, surveys, intranet, mobile app, SCORM compliant,

Proposals should include assistance with implementation, training, and support.  
The system reserves the right to identify the sites to be hosted.

1. Describe the price and any optional components based on users if applicable.
2. Describe computer platform compatibility (Mac OS X, Windows, etc.)
3. Describe browser compatibility (works with Firefox, Safari, IE, etc.)
4. Explain the account storage space per user.
5. Describe the features of the web interface for teachers, students and administrators. Include any of the features as listed above.
6. Discuss any additional features of the system such as language translation, auditory
7. Feedback, reporting tools and searching capabilities, etc.
8. Describe the hosting system, redundancy, backups, disaster recovery, and Internet connectivity bandwidth of the system hosting the service.
9. List five references, if possible including public school districts who have used your services for two years or more, districts in Pennsylvania and/or the Tri-State area.
10. Describe any training included in proposal and additional options for training.

**Requirements:**

A. The vendor must submit the e-rate SPIN number with proposal, agree to work within the requirements of the e-rate program, and process all required paperwork on a timely basis.

B. District reserves the right to negotiate changes with the selected vendor and to waive any specifications or requirements to the district's benefit. The district plans to and may upgrade services and/or modify/add/delete the number accounts and/or features as needs change either during the year or at the beginning of each year renewal.

C. Vendors are encouraged to provide a sample website for "look and feel" evaluation. Selected vendors may be asked to provide a demonstration (in person or webinar) to demonstrate their product. Vendors may be contacted with questions.

D. The attached Information sheet and price summary must be included with prices filled in for location totals, estimated monthly fees and taxes, and grand total.

Failure to submit this information as requested may disqualify vendor's proposal.

## **VENDOR INFORMATION SHEET**

Company name: \_\_\_\_\_ E-rate SPIN No.: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Cost for webhosting:

\_\_\_\_\_

Describe and give cost for training (not e-ratable)

\_\_\_\_\_

List any options and their costs:

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