REQUEST FOR PROPOSAL

(THIS IS A FORMAL PROPOSAL)

PROPOSAL NUMBER:	DATE E-MAILED TO VENDOR:	GOODS / SERVICE AREA:
18-96	JANUARY 17, 2018	ADVANCED MALWARE PROTECTION

PROPOSAL OPENING:	CONTRACT PERIOD:
Date: JANUARY 31, 2018 Time: 2:30 P.M. Prevailing Central Time Location: Parkway School District Facilities Bldg./Purchasing Dept. 363 North Woods Mill Road Chesterfield, MO 63017 Call (314) 415-8251 for directions	One (1) or more Years from Date of Award See Specifications and Proposal Form
ADDRESS INQUIRIES TO:	**RETURN PROPOSAL TO:**
Tiffanie Brooks, Purchasing PH: (314) 415-8254 FAX: (314) 415-8252 tbrooks@parkwayschools.net Parkway Facilities Building 363 North Woods Mill Road Chesterfield, MO 63017	Parkway School District Purchasing Department 363 North Woods Mill Road Chesterfield, MO 63017

This **REQUEST FOR PROPOSAL** contains the following:

1. **INFORMATION FOR VENDORS** -- The section referred to as "Information for Vendors" contains general information about the District's business and Proposal procedures. Please keep this section for future reference.

2. **SPECIFICATIONS AND PROPOSAL FORM** -- The section referred to as "Specifications and Proposal Form" contains specific information for the vendor regarding these goods and/or services. Please complete and sign this section and return to the Parkway School District Purchasing Department for evaluation.

3. **"NO-PROPOSAL" RESPONSE FORM** -- Should you or your company decline to Propose, please fill out and return this form. Failure to respond may result in removal of your firm's name from the vendors list for future Proposals.

PARKWAY SCHOOL DISTRICT
INFORMATION FOR VENDORS

IB-1 PROPOSAL PROCEDURE - GENERAL INFORMATION:

Parkway School District is seeking Proposals for the one-time purchase of the commodity/service indicated on the cover page. VENDORS NEED ONLY RETURN THE SPECIFICATIONS AND PROPOSAL FORM SECTION. VENDORS ARE NOT REQUIRED TO INCLUDE THIS SECTION TITLED, "INFORMATION FOR VENDORS" IN PROPOSAL SUBMITTAL. PLEASE HELP CONSERVE OUR NATURAL RESOURCES.

Sealed proposals must be received at the Purchasing Office only (no other location permitted), 363 North Woods Mill Road, Chesterfield, Missouri 63017, no later than the date and time of the proposal opening. NO EXCEPTIONS. OUTSIDE OF SEALED ENVELOPE SHALL BE CLEARLY MARKED: ATTENTION PURCHASING DEPARTMENT, WITH PROPOSAL NUMBER, NAME OF PROPOSAL, DATE OF PROPOSAL OPENING and DO NOT OPEN. Late proposals will be rejected and returned unopened to the vendor.

When submitting a Proposal, the vendor must:

1. Prepare the Proposal on the SPECIFICATIONS AND PROPOSAL FORM provided using ink or printer. Return all pages of the SPECIFICATIONS AND PROPOSAL FORM. (Retain this INFORMATION FOR VENDORS document for future reference.)

2. Mail or hand deliver the sealed SPECIFICATIONS AND PROPOSAL FORM to the return location listed above in order for it to be received before the time of the Proposal opening. Late Proposals will be rejected and returned unopened to the vendor.

3. **Sign the PROPOSAL.** By signing, the vendor indicates full knowledge and acceptance of the GENERAL SPECIFICATIONS, the PROPOSAL, and DISTRICT REQUIREMENTS. The Proposal must be completed in the name of the vendor, corporate or other, and must be fully and duly executed by an authorized person. (See the "Vendor Signature Section" of the SPECIFICATIONS AND PROPOSAL FORM.)

4. If the District is unexpectedly closed on the scheduled Proposal opening date due to weather or other unforeseen problems, the Proposal opening will automatically occur on the next regular working day at 11:00 A.M. prevailing Central Time.

5. Proposals may not be withdrawn after scheduled closing time for the receipt of Proposals. Errors or omissions can be corrected by a telephone call with a follow-up in writing until the time of Proposal opening. Proposals shall then be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.

IB-2 LENGTH OF AGREEMENT

1. Acceptance of a proposal by the District shall create an agreement for the vendor to sell and the District to purchase, under the terms and conditions of the Specifications and Proposal Form, the service specified in the vendor's proposal and the Districts acceptance for this purchase.

2. The successful vendor will be awarded the project for the term of the agreement.

IB-3 AGREEMENT MODIFICATION:

1. **THE WORDING OF THIS SPECIFICATIONS AND PROPOSAL FORM SHALL NOT BE CHANGED OR ALTERED IN ANY MANNER. Vendors taking exception to any clause, in whole or in part, should do so by listing said exceptions on company letterhead and submitting them as an alternate Proposal. Said exceptions may or may not be honored by the District. Alternate Proposals should be clearly marked "Alternate Proposal" and submitted on vendor letterhead.**

2. The Specifications and Proposal Form expresses the conditions under which Proposals are solicited. Any change, additions or modification thereto by the District shall be in writing and mailed to all firms on the vendor mailing list prior to the deadline for submitting Proposals.

IB-4 COMPANY REFERENCES, SUBCONTRACTING AND WARRANTIES:

1. The District may request at least three (3) references, preferably educational institutions, for whom you have supplied similar equipment and services. The names, titles and telephone numbers of contacts for each reference should be given. Unless you specify otherwise, District officials will be free to contact these references.

2. Please attach a statement indicating whether your company proposes to use subcontractors for any aspect of the contract and identifying the proposed subcontractor in detail. No subcontracting shall be permitted without prior written approval by the District. In addition, no changes in subcontractors will be permitted without prior written approval by the District.

3. Please attach a copy (or detailed description) of all warranties on the equipment to be supplied, plus the cost to the District of maintaining such warranties after the expiration of this agreement.

IB-5 EVALUATION:

Upon receipt all Proposals will be evaluated by the District. Additional information necessary to the evaluation process will be requested from the vendor, where appropriate. Proposals must be submitted on a fixed price basis and shall remain irrevocable for ninety (90) days following the date of opening the Proposals.

IB-6 BASIS OF AWARD:

1. The District's policy is to award a PROPOSAL based upon the "lowest and best" PROPOSAL. However, the District will also strive to select equipment and supplies which best fulfill the District's overall needs. In making the award, the District will take the following factors into consideration:

   - the extent to which the items PROPOSAL meet or exceed specifications and function;
   - the financial strength of the company; and
   - other factors deemed significant by District officials.

2. The District reserves the right to reject a Proposal for any reason; to accept any Proposal which it deems to be in its best interest; and to reject all Proposals and solicit new Proposals. The District reserves the right to waive any technicalities and requirements in this Specifications and Proposal Form.

3. The Proposal constitutes an offer to the District to supply some or all of the items included in the Proposal. Absent acceptance of part or all of the Proposal by the District, the District is in no way obligated to the vendor. The District will promptly notify all successful vendors of any action to be taken. Others should contact District officials for information about the award.
4. The District reserves the right to discontinue any agreement with the vendor by giving a written thirty-day

notice if circumstances warrant such action. Examples of such circumstances include, but shall not be limited to: budget/financial considerations; vendor service/product no longer required; and unsatisfactory vendor performance (see IB-7), etc.

IB-7 POOR OR NON-PERFORMANCE:

1. During the term of the contract, the District may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the District and/or its duly appointed representative. In the event of termination, the District shall give the vendor written notice fifteen (15) days prior to termination. The District may thereafter procure products or services from other vendors.

2. The vendor takes all responsibility for substandard or defective materials and will replace all items as requested.

IB-8 DOMESTIC PRODUCTS PROCUREMENT:

1. The Parkway School District encourages its staff to purchase or lease products manufactured, assembled, or produced in the United States and for contractors and subcontractors of the District to do the same when providing goods and services to the District.

2. It is also the policy of the Parkway School District to give preference to commodities manufactured, mined, produced or grown within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality and price are approximately the same. (Legal Reference: Section 171.181 RSMo.)

IB-9 ORDERING PROCEDURE:

1. Orders may be placed directly from the ordering department or the Purchasing Department as needed. The ordering department must provide to the vendor a Parkway School District purchase order number. The District purchase order number must appear on the invoice, packing slips and all cartons.

2. Vendor will designate one individual to be a representative to the District during the agreement period whose responsibility will be to correspond with each ordering department for whatever type of assistance may be required relating to the product or service purchased. (Please provide this information in the "Vendor Signature Section" of the SPECIFICATIONS AND PROPOSAL FORM.)

3. Any order of equipment which has not been delivered at the expiration or termination of this agreement shall be automatically canceled unless the District advises the vendor otherwise.

IB-10 DELIVERY:

1. All equipment shall be delivered as specified on the District's purchase order.

2. All deliveries will be F.O.B., destination, freight allowed, Parkway School District Central Warehouse, 363 North Woods Mill Road, Chesterfield, Missouri 63017.

IB-11 PAYMENT & BILLING:

1. The vendor will submit the invoice directly to the Parkway School District Finance Office, 455 North Woods Mill Road, Chesterfield, Missouri 63017. Each invoice must show the District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped. Invoices will not be paid until all items listed on the invoice are received complete.

2. All shipments must be accompanied by a packing list giving a complete description of items, total quantity of items, and total number of containers in the shipment. Packing list should also show District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped.

3. Payments will be made in accordance with Parkway School District payment cycles.

IB-12 "OR EQUAL":

Whenever a material, article or piece of equipment is identified in the specifications by reference to manufacturers' trade name(s) etc., it is intended merely to establish a standard; and any material, article, or equipment of other manufacturers and vendors which will perform the duties imposed will be considered equal provided the material, article or equipment so proposed is, in the opinion of the Purchasing Office or using department, of equal substance and function. However, in some instances, the District will insist on specific brand names to meet District needs and requirements and will not permit "substitutes" or "or equals."

IB-13 COLLUSION CLAUSE:

By submission of this Proposal, each vendor, anyone signing on behalf of a vendor, and in the case of a joint Proposal, each party thereto, certifies under penalty of perjury, that to the best of his knowledge and belief:

1. The prices of this Proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and

3. No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restricting competition.

IB-14 TAX EXEMPT STATUS:

Purchases made by the Parkway School District are not subject to state or local sales taxes or federal excise taxes. The official State Tax Exemption letter will be furnished on request.

IB-15 LIEN WAIVERS:

Lien waivers may be requested by the District any time from sub-contractors and/or material suppliers.

IB-16 TOBACCO FREE ENVIRONMENT:

Parkway School District has adopted a tobacco free policy effective July 1, 1997. No tobacco products may be used in the facilities or on the grounds.

IB-17 INDEMNIFICATION:

To the fullest extent permitted by the law the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District and agents and employees of the District from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.

IB-18 <u>SECURITY IDENTIFICATION</u>:

All contractor or subcontractor employees working on project sites will be required to obtain security identification badges before coming to the project site. Badges may be obtained 24 hours a day, 7 days a week, at the Parkway School District Security Office, located in the Facilities/Warehouse Building at 363 North Woods Mill Road, Chesterfield, Missouri

To obtain a security identification badge, the contractor or subcontractor employee shall be required to give their full name, present personal identification verifying their name (e.g., driver's license), give their employer's company name, and present documentation verifying their employment with the company (e.g., business card, identification letter on company letterhead, etc.). During normal working hours, employment confirmation may be made by a confirming telephone call to the company.

Security identification badge must be kept with the contractor or subcontractor employee and prominently displayed while they are on the project site. The security identification badge may be temporarily removed from prominent display if the security identification badge will pose a safety threat to the contractor or subcontractor employee as the employee carries out the work.

If the contractor or subcontractor employee temporarily removes the security identification badge from prominent display for safety purposes, the contractor or subcontractor employee shall promptly present the security identification badge to any employee of the owner that requests to see the security identification badge. Failure to promptly present the security identification badge shall be grounds for instant removal of the contractor or subcontractor employee from the project site until the security identification badge can be presented. If the contractor or subcontractor employee fails to present the security identification badge a second time, the owner may request the contractor or subcontractor employee to be removed from the project site permanently.

IB-19 <u>REQUIRED COMPLIANCE (as related to on site work or services)</u>

SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation in a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference.

Pursuant to Section 292.675 RSMo the contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project.

Erik Lueders
Director Sustainability and Purchasing

(6-26-13)

SPECIFICATIONS, VENDOR SIGNATURE AND PROPOSAL FORM

(THIS IS A FORMAL PROPOSAL)

PROPOSAL NUMBER:	BID OPENING:	GOODS / SERVICE AREA:
18-96	2:30 P.M. JANUARY 31, 2018	ADVANCED MALWARE PROTECTION

VENDOR INFORMATION:	COMPANY TELEPHONE NUMBER:
Company Name:_____ Address:_____ _____ _____	_____ **COMPANY FAX NUMBER:** _____ **COMPANY E-MAIL:** _____

VENDOR'S NAME:
(please print)_____

OFFICIAL TITLE:_____

VENDOR'S SIGNATURE:_____

1. Prepare your bid using ink or printed and one (1) hard copy and one (1) electronic copy of this SPECIFICATIONS AND PROPOSAL FORM.

2. Sign the bid. By signing, you indicate full knowledge and acceptance of the general information, the bid specifications, and District requirements. The bid must be completed in the name of the vendor, corporate or other, and must be fully and properly executed by an authorized person.

3. Mail or hand deliver this SPECIFICATIONS AND BID FORM document in a **SEALED ENVELOPE** to the Parkway School District Purchasing Department only (no other location permitted), 363 North Woods Mill Road, Chesterfield, MO 63017. **NO LATER THAN THE DATE AND TIME OF THE BID OPENING. NO EXCEPTIONS. OUTSIDE OF SEALED ENVELOPE SHALL BE CLEARLY MARKED: ATTENTION PURCHASING DEPARTMENT, WITH BID NUMBER, NAME OF BID, DATE OF BID OPENING and DO NOT OPEN**. Late bids will be returned unopened to the vendor.

VENDOR SIGNATURE SECTION - Vendors are required to complete all items

1. _____% Cash Discount for payment within ten (10) days of delivery and/or receipt of invoice.

   _____% Cash Discount for payment within thirty (30) days on delivery and/or receipt of invoice.

   Cash discounts will be considered in determining the low vendor. Cash discounts of less than $1.00 will not be considered.

2. Parkway School District will accept proposals for more than one (1) year. However, if the proposal is accepted, Parkway has the option of terminating the agreement after one (1) year without any type of penalty or payment. Vendors who wish to submit multi-year proposals may do so by providing the information in the designated spaces below.

   Additional years proposed _____ (fill in number of years)

3. Would you be willing to provide the same terms as quoted in this bid to other local school districts?

   _____ YES _____ NO

4. Does your company accept credit card payments? _____ YES _____ NO

   If so, is there a fee (please indicate the amount of the fee if any) ? _____

5. Will the vendor accept FAX orders? Yes_____ No_____

6. Please designate one individual to be a representative to the District during the agreement period whose responsibility will be to correspond with each ordering department for technical assistance, and answer problems or questions which may arise.

_____	_____
REPRESENTATIVE'S NAME	TITLE
_____	_____
STREET	PHONE NUMBER
_____	_____
CITY & ZIP	FAX NUMBER
	_____
	E-MAIL ADDDRESS

7. The undersigned has read and understands all of the terms and conditions stated above, and acknowledges receipt of Addenda number _____ through _____ inclusive.

_____	_____
COMPANY NAME	AUTHORIZED SIGNATURE
_____	_____
STREET ADDRESS	TELEPHONE NUMBER
_____	_____
CITY, STATE & ZIP	FAX NUMBER
	_____
	E-MAIL ADDDRESS

PARKWAY SCHOOL DISTRICT
REQUEST FOR PROPOSAL NO. 18-96
ADVANCED MALWARE PROTECTION

SB-1 GENERAL OVERVIEW

Parkway is seeking a cloud based tool to monitor and detect advanced malware/virus threats on approximately 6000 Windows endpoints and 200 windows servers. This tool may include an endpoint client. The client should have minimal impact on workstation performance and bandwidth consumption.

Please itemize all pricing, as well as provide a full pricing summary. Please itemize installation and any yearly licensing and maintenance costs, and additional non-recurring charges. Pricing may be tiered for service or endpoint levels. Parkway is currently seeking a one (1) year contract with a two (2) year renewal option.

SB-2 PROPOSAL DUE DATE AND TIME

In order to be considered, one (1) hard copy and one (1) electronic copy of the proposal must be received in a sealed envelope by the Parkway School District at the address stated below, by personal delivery, or by U.S. Mail by the following date and time: **January 31, 2018, no later than 2:30 P.M. local time.** The District prefers the electronic proposal be submitted on a new and clean flash drive (not previously used). Clearly written on the outside of the sealed envelope must be the words: **Advanced Malware Protection RFP #18-96.**

Parkway School District
"Advanced Malware Protection RFP #18-96"
Attn: Tiffanie Brooks
363 North Woods Mill Road
Chesterfield, MO 63017

SB-3 IMPORTANT DATES

Issue Date……. January 17, 2018
Question Submission Deadline ……... January 26, 2018, prior to 3:00 PM, local time
Addendum Response to all vendors ……... January 29, 2018
Return Date and Time …...……..... January 31, 2018, prior to 2:30 PM, local time
Recommendation to Board of Education … February 21, 2018

SB-4 DISTRICT TERMS

- Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.
- If the scope of the agreement changes substantially, the district will have the option to request new proposals.
- The District reserves the right to reduce or increase the amount of services from the original request proposal.

- Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may violate these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does violate these laws, ordinances, and policies will be considered null and void.
- It shall be the proposer's responsibility to insure that their proposal has been received by the Parkway School District prior to the opening date and time. The vendor should not assume that envelopes that have been mailed, sent by UPS or FedEx are in the correct hands for the bid opening.

SB-5 OBJECTIVES

The District is seeking a cloud based tool to monitor and detect advanced malware/virus threats on approximately 6000 Windows endpoints and 200 windows servers. This tool may include an endpoint client. The client should have minimal impact on workstation performance and bandwidth consumption. A schedule for implementation of the components of the solution will be finalized between the provider and the Director of Technology and Innovation.
Requirements of the proposed solution include:

- Product must be a full antivirus replacement.
- The product's backend must be cloud based.
- Product must support both Windows workstation and server operating systems.
- If the product has an endpoint client it must:
    - Allow for silent install/uninstall.
    - Have minimal impact on workstation performance.
    - Consume a minimal amount of bandwidth on the network.
- Product must provide clients continuous monitoring and cyber threat hunting.
- Product must provide cyber threat intelligence to assist in identifying possible threats.
- Product must be able to quarantine detected malicious files and compromised workstations.
- Product must allow for customized allow/block policies.
- Product should assess suspicious alerts, review raw data on threats, process operations and network connections, analyze samples as needed, correlate the information with threat intelligence feeds, and analyze low level log-data to identify and prioritize events.
- Response should include automatic messaging of alerts via text, email.
- Response should include options for managed detection and response.

SB-6 SELECTION PROCESS AND MINIMUM REQUIREMENTS

- The provider must conform to the requirements listed in this request.
- The District prefers providers that have experience with public agencies and school districts within the last three (3) years similar in nature to the scope of services requested herein.
- By submitting a RFP, the provider specifically agrees that the decision of the Parkway School District is final and binding and agrees to all contents of this RFP.
- All factors will be considered in evaluating each RFP, including, but not limited to
    - The provider's ability to implement an efficient and effective solution
    - The provider's ability to assist in monitoring threats and remediating outbreaks
    - Pricing
    - Prior experience or history with the Parkway School District
    - References in related industries
    - The provider's ability to meet the district's overall needs

SB-7 REQUEST FOR INFORMATION

All inquiries/questions for information shall be made to Jason Rooks, Director of Technology and Innovation, by email at jrooks@parkwayschools.net. All questions and responses will be shared with all vendors who are participating in the RFP process. This will be done through issuing an addendum via email. The last day to submit inquiries and questions is January 26, 2018 at 3 pm. All questions will be answered by the end of the business on January 29, 2018, via email.

SB-8 REQUIRED PROPOSAL FORMAT AND CONTENT

Proposals should be submitted on 8 1/2" by 11" paper, double sided, with consecutive page numbers. The district recommends that proposals are prepared simply and economically, providing a concise delineation of the capabilities proposed to satisfy the requirements of the RFP. Completeness and clarity of content shall be emphasized. Unnecessary elaborate bindings, brochures, descriptions, or other expensive presentation materials are not required beyond what is being requested in this RFP. Proposals may be submitted in black and white rather than color.

The proposal should contain the following **four (4) sections** in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

a. **Section 1: Specifications, Vendor Signature and Proposal Form**
Fill out completely the Specifications, Vendor Signature and Proposal. Place said form as the first page of the proposal that has been prepared for consideration.

b. **Section 2: Profile, Experience and References**
Outline history, scope of services, experience and references.

Company Background

1. Brief description of company

2. Address

3. Website address

4. Headquarters location

5. Number of employees

<u>Vendor Information</u>

1. Provide your complete company legal name, street number, State of Incorporation, and United States Federal Tax ID number.

2. Summarize your company's business (for example: identity, profile and experience in the marketplace) so that Parkway School District may better understand your company's ability to provide the products and services required in this RFP.

3. Provide the names of your company's owners, principals, officers and structure and whether your company is public, private or government owned.

4. Provide a summary of your corporate history. Include years in operation, historical growth rate and major business events.

5. Summarize annual revenues (in millions) for the last three calendar years.

6. Provide a listing of industry sectors for which your company provides services for.

7. Industry Recognition

8. Describe the competitive advantage Parkway School District will secure if your company is awarded this contract over the other vendors. Outline your market competitive advantage and what factors differentiate you from them. How will these advantages help Parkway School District attain its goals?

9. Describe how your integrated approach addresses simplicity and streamlined support.

10. Do you offer Deployment and Implementation services?

References
Provide at least three (3) customer references for which your company has provided the same or similar services.

Parkway School District Reference #1

- Client Overview
- Business
- The Results

Parkway School District Reference #2

- Client Overview
- Business
- The Results

Parkway School District Reference #3

- Client Overview
- Business
- The Results

c. **Section 3: Pricing**
Please provide pricing to provide the services outlined in section SB-5. Please itemize all pricing, as well as provide a full pricing summary. Please itemize installation and any yearly licensing and maintenance costs, and additional non-recurring charges. Parkway is currently seeking a one (1) year contract with a two (2) year renewal option.

d. **Section 4: E-Verify Affidavit**

NOTE TO VENDORS: Parkway School District will not endorse nor promise the purchase of any package described in response to this RFP. **The District will use the information derived from this request along with selected demonstrations of requested solutions to determine the winning proposal.** Any information designated as "proprietary" will be used for the purpose of evaluating the RFP responses to the District and will remain confidential information with the District. All information submitted in a bid or proposal is considered public information after an award is made.

SB-9 BID FORM

Vendors may use the price table below to identify all costs associated with the delivery of the items and services requested in this proposal. Vendor will be allowed to submit pricing information using a self-produced format provided said format includes all the information below and clearly identifies the items and services to be delivered in their proposal. The vendor must certify that all materials and software identified herein can be delivered within 30 days of receipt of the District's Purchase Order.

Quantity	Unit Price	Description	Total Price

SB-10 CONFIDENTIALITY OF PROPOSAL INFORMATION

All proposals and supporting documents will remain confidential until a final contract has been executed. All responses become the property of the Parkway School District and will be part of public record.

SB-11 PROHIBITED

The awarded provider is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resultant agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the District.

SB-12 LAW GOVERNING

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Missouri.

SB-13 CONFLICT OF INTEREST

The successful bidder shall not have conflicts of interest as to revenues derived from the results of transactions made on behalf of the Parkway School District. No salaried officer or employee of the District and no member of the School Board shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. The proposer further covenants that in the performance of this contract no person having such interest shall be employed to work on this project. The proposer should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest. The proposer covenants and agrees that officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFP.

SB-14 COSTS

All costs incurred in the preparation of the response to this request for proposal shall be the sole responsibility of the firm.

PARKWAY SCHOOLS
HIGHER EXPECTATIONS.
BRIGHTER FUTURES.

PURCHASING DEPARTMENT

"NO-PROPOSAL" RESPONSE

Dear Vendor:

If your firm elects not to submit the enclosed REQUEST FOR PROPOSAL, please complete the following form and return.

We are sincerely interested in determining why companies/individuals do not respond.

Thank you for your help and cooperation.

Sincerely,

Erik Lueders
Purchasing Director

BID NUMBER: 18-96
GOODS/SERVICES: ADVANCED MALWARE PROTECTION
OPENING DATE: JANUARY 31, 2018

COMPANY NAME:_____

STREET ADDRESS:_____

CITY, STATE, ZIP:_____

PHONE NUMBER:_____

My company has elected not to submit a proposal for this bid for the following reason or reasons:

1. Did not have time to complete bid package. _____
2. Did not receive bid information in time. _____
3. Cannot meet specifications of bid. _____
4. Not interested in Parkway business. _____
5. Cannot be competitive with other traditional sources. _____
6. Other, please indicate reason(s) below: _____
7. Please remove from bid list _____

_____

_____

AUTHORIZED SIGNATURE:_____