

	Richland County School District One Request for Qualifications	Solicitation Number	RFQ 2023-018
		Date Issued	February 20, 2023
		Procurement Officer	Stephanie Conrad
		Phone	803-231-7031
		E-mail Address	Stephanie.conrad@richlandone.org

DESCRIPTION: **Provide Freedom of Information Act (FOIA) Management Software Solution”**
The Term "Offer" Means Your "Bid" or "Proposal"

SCHEDULE OF EVENTS	DATE AND TIME
QUESTIONS MUST BE RECEIVED BY: All questions must be submitted via email to: Stephanie Conrad, Procurement Specialist at stephanie.conrad@richlandone.org	February 22, 2023 @ 2:00 PM EST
POST RESPONSE TO BID QUESTIONS	February 24, 2023 @ 4:00 PM EST
DEADLINE FOR RESPONSES:	March 2, 2023 @ 2:00 PM EST

Offeror must provide One (1) Original, five (5) Copies and one (1) Electronic USB copy.

Offers must be submitted in a sealed package. Solicitation Number and Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO THE FOLLOWING ADDRESS:

**Procurement Services
201 Park Street
Room 209
Columbia, S. C. 29201**

AWARD& AMENDMENTS	This solicitation, any amendments and award, will be posted at the following web address: www.richlandone.org/procurement
You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date	
NAME OF OFFEROR (Full legal name of business submitting the offer) AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of offeror named above)</small> TITLE (Business Title of person signing above) PRINTED NAME (Printed name of person signing above)	OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Small <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____ (See provision entitled "Signing Your Offer")
Instructions regarding Offeror's Name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.	
STATE OF INCORPORATION (If Offeror is a corporation, identify the state of Incorporation.)	
TAXPAYER IDENTIFICATION NO. (See "Taxpayer Identification Number" provision)	

Richland County School District One
Request for Qualifications: FOIA Management Software Solution

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address			

I. About Richland County School District One

Richland County School District One is the seventh largest school system in the state of South Carolina. The District covers nearly 500 square miles of Richland County, South Carolina, including the City of Columbia, and an even larger area outside of the city. Its boundaries include the Congaree River to the west, the Wateree River and Richland County School District Two to the east, the Richland-Sumter County line to the south and the Richland-Fairfield County line to the north. District One services approximately 23,000 students in 50 schools, kindergarten through grade 12 and a full program of continuing education for adults. The district's physical plant has 43 schools, and six special schools, which consists of 28 elementary schools, nine middle schools, seven high schools, two special education centers, one alternative school and two charter schools.

The District has selected the Request for Qualifications (RFQ) source selection method to procure the services as described herein:

Prior to soliciting proposals, the Procurement Officer may issue a request for qualifications from prospective offerors. This request shall contain a minimum description of the goods and services to be solicited by the request for proposals and the general scope of the work and shall state the deadline for submission of information and how prospective offerors may apply for consideration. The request shall require information only on their qualifications, experience and ability to perform the requirements of the scope.

After receipt of the responses to the request for qualifications from prospective offerors, the prospective offerors shall be ranked from most qualified to least qualified on the basis of the information provided. Proposals shall then be solicited from at least the top two prospective offerors by means of a request for proposals.

The failure of a prospective offeror to be selected to receive the request for proposal shall not be grounds for protest.

II. INTENT/STATEMENT OF WORK

This Request for Qualifications (RFQ) is being issued to obtain proposals for a turnkey web-based software solution to streamline and automate Freedom of Information Act (FOIA) requests. A selection committee shall review, evaluate and score submittals in accordance with the following criteria:

III. INSTRUCTIONS TO RESPONDENTS

Responder shall submit the following information for purposes of qualifications:

- A. Scope of Services**
- B. Qualifications**
- C. Experience**
- D. Ability to Perform**

A. SCOPE OF SERVICES

Richland County School District One is soliciting a turnkey, web-based software solution to automate Freedom of Information Act (FOIA) requests. The software solution must streamline responses through a centralized and customizable portal to receive, track, manage and respond to all FOIA requests.

B. QUALIFICATIONS

Implementation Plan:

The vendor shall include a plan for implementing the vendor's proposed software solution. The plan shall be sufficiently comprehensive in scope and detail to convey the vendor's ability to manage this project. The ability of the vendor to manage all aspects of this project is one of the critical success factors of the whole project. The plan shall include:

Project Management

Indicate systems and processes for managing and scheduling project tasks, quality and cost.

Project Tasks

1. Describe the detailed tasks involved with implementation of vendor software.
2. Provide a work plan schedule with time frames to complete each identified task.
 1. Describe your strategy for testing implemented application software.
 2. Describe how your test plan and user acceptance process will work for quality assurance.

Application Software

1. Indicate the development language, version and any required framework versions used to develop the software solution application.
2. Indicate the desk-top requirements needed to run the application software solution

Post Implementation Plan:

1. The Vendor shall provide a description of the support offerings available for products.
2. Include a copy and description of all warranties associated with the proposed system.
3. Describe the process of new version releases and the application of service packs to the production system.
4. Describe the quality assurance/testing processes to follow, to determine whether an upgrade or custom modification is suitable for release.
5. Describe the process by which opportunities for system enhancements are identified, screened, programmed, field tested and released to users.
6. Indicate whether the upgrade methodology includes a tracking system to report on the status of the upgrade and record problems/bugs.
7. Describe how user requests for new functionality are incorporated in the development and release process.
8. Provide 24/7 helpdesk/helpline to include holidays and weekends troubleshoot any problems.

**Richland County School District One
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The District will establish a one-year contract with the option to renew four (4) additional one-year periods. The contract will automatically be renewed on each anniversary date as both parties desire to maintain said contract or written notice provided 60 days prior to the renewal date.

C. EXPERIENCE

Provide a description of offeror experience providing and installing software solutions for educational purposes.

Response shall provide a listing of at least three (3) references for whom the company has provided software solution with the same or greater scope within the last three (3) years. At least two (2) references shall be similar in size of a K12 educational institute.

The offeror shall have significant experience in the following areas:

- Project Implementation
- Project Management

D. ABILITY TO PERFORM

The Vendor is requested to complete the Software Requirements Assessment as part of the RFQ response. This assessment conveys the District’s minimum requirements and provides the software solution’s capabilities, functions, and features.

The District is seeking a proposed software solution with a “Go Live” that will be fully operational no later than **July 1, 2023**.

The plan shall be sufficiently comprehensive in scope and detail to convey the ability of the vendor to manage this project. The ability of the vendor to manage all aspects of this project is one of the critical success factors of the whole project.

The Vendor shall address each requirement using the following answer key:

Vendor Key Response	Description
Y	The software solution currently meets or exceeds this requirement.
N	The software solution cannot meet this requirement.

Software Requirements:

Description	Yes	No
Receive, track, manage, and respond to all requests?		
Assign access and permissions to designated district staff/departments?		
Automated time stamping and archival of submitted requests?		
Automated notification emails to staff members when new requests are submitted?		
Sends automated or customized emails to requestors through the portal acknowledging receipt of the requests?		

Send invoices and receive fee payments from requestors through the portal?		
Upload and review files and documents in various formats, including PDF, zip, audio and visual?		
Run reports on requests submitted and the status of the disposition of the requests?		

IV. INFORMATION FOR OFFERORS TO SUBMIT

A. PROPOSAL INSTRUCTIONS

Responder shall submit signed Cover Page One, followed by information as outlined below.

B. INFORMATION TO SUBMIT

Response Format

The District requests **five (5) copies** of the qualifications to be submitted to the designated Procurement Officer as listed on the RFQ Cover Page. To the extent possible, proposals should be prepared on 8-1/2" x 11" paper, maximum of **fifty (50) pages**. Securely bound responses for easy reading.

Responders are encouraged to keep submittals concise and to the point. Elaborate brochures are not needed and are discouraged. The District shall not furnish payment of materials, labor or facilities for either the development of a response. Include a table of contents and corresponding page numbers.

Pages should be consecutively numbered in the right-hand corner and each page shall have a footer indicating the name of the respondent.

DO NOT PROVIDE ANY PRICE INFORMATION

The response shall address and incorporate the below listed elements.

1. Cover Letter

RFQ documents (**pages 1 solicitation**) with appropriate signatures then followed by the Cover Letter.

A maximum one (1) page, dated Cover Letter, including the legal name, address, telephone, e-mail address and facsimile numbers, shall be provided.

2. Table of Contents

Response shall include a table of contents and corresponding page numbers. Pages should be consecutively numbered in the right-hand bottom corner and each page shall have a footer indicating the name of the respondent.

3. Qualifications

4. Experience

5. Ability to Perform

V. SCHEDULE OF ACTIVITIES

Listed below are the planned activities/milestones/dates/times pertaining to this solicitation. All information is subject to change. Changes will be communicated to prospective Offerors via an Amendment to the solicitation as necessary.

ACTIVITY	PLANNED DATE
Issue Request for Qualifications (RFQ)	02-20-2023
Deadline for Questions on RFQ	02-22-2023 by 3:00 PM
Post Response to Questions	02-24-2023
Deadline for Offers	03-01-2023 @ 2:00 PM
Complete evaluations	03-07-2023
Issue ITB	03-09-2023
Deadline for Bid	03-13-2023
Software Demonstrations (If applicable)	03-15-2023
Issue Intent to Award Statement	03-22-2023
Vendor Post Award Discussion/Meeting	03-24-2023

VI. RICHLAND DISTRICT ONE TECHNICAL ENVIRONMENT

Workstation	
Computer	Dell Optiplex and Precision desktops; Dell Latitude laptops; Microsoft Surface Laptops
Operating System	MS Windows 10 or 11
Personal Productivity Software	MS Office 2016
Electronic Mail	Microsoft Office 365
Web Browser	Microsoft Edge, Firefox, Chrome
Additional Information:	Workstations are connected through Wide-Area-Network using Microsoft Active Directory.

Network	
WAN Networking Software	Microsoft Active Directory
Electronic Email Software	Microsoft Office 365
Topology	CAT-6 Ethernet twisted pair (1000 Mbps) 1GB
Protocol	TCP/IP
Circuit	MetroE
Router	Cisco (Layer 3 switched)

VII.

VMware	
Computer	VMWare v7.0U2/3, VMWare v8

MUNIS – District-wide financial system	
Company	Tyler Technologies
Database structure	Microsoft SQL
Location of system	Hosted by Tyler Technologies

Integration Server	
Company	Richland School District One
Database structure	Microsoft SQL
Location of system	Richland One