



**RIO RANCHO PUBLIC SCHOOLS
RIO RANCHO, NEW MEXICO**

**REQUEST FOR PROPOSAL FOR DATA WAREHOUSE AND
ASSESSMENT MANAGEMENT SYSTEM SERVICES**

RFP No. 2010-001-RADA

I. Introduction	Page 2
A. Purpose of the Request for Proposal	
B. Summary Scope of Work	
C. Term/Contract	
D. Location of Documents	
E. Contact Information	
F. Sequence of Events	
II. Conditions Governing the Procurement	Pages 3 - 5
A. Explanation of Events	
1. Submission of Proposal	
2. Proposal Evaluation	
3. Contract Award	
4. Protest Deadline	
B. General Requirements	
C. Definitions of Terminology	
III. Response Format and Organization	Page 6
A. Number of Responses	
B. Number of Copies	
C. Proposal Format	
IV. Evaluation	Page 6
A. Evaluation Point Summary	
B. Evaluation Factors	
C. Evaluation Process	
V. Appendices	Listed Separately
A. Submittal Form	
B. Evaluation Point Summary	
C. Sample Professional Services Contract	
D. References	
E. Resident Business Application for Preference	

I. INTRODUCTION

- A. PURPOSE: The RIO RANCHO PUBLIC SCHOOLS (RRPS) Purchasing Department is seeking proposals from data warehousing service providers to provide student achievement data warehousing and assessment management services.
- B. SUMMARY SCOPE OF WORK: The scope of work is detailed in Appendix B – Evaluation Point Summary and Appendix C – Sample Professional Services Contract.
- C. TERM/CONTRACT: RRPS is requesting a multi-year proposal to provide services not to exceed a term of five years, including all extensions and renewals. The term of the contract shall be one year (July 1, 2009 – June 30, 2010) with the option to extend for four successive one-year terms at the same price, terms and conditions as stated in this original proposal. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore.
- D. LOCATION OF DOCUMENTS: Proposal documents can be downloaded from the RRPS website at <http://www.rrps.net/Administration/RFB/purchasehome.html>. Click on the tab entitled “Current ITB/RFP’s” and scroll to the bottom of the page.
- E. CONTACT INFORMATION: RRPS has designated the Purchasing Coordinator as the person responsible for the conduct of this procurement. Any inquiries or requests regarding this procurement should be submitted to the Purchasing Coordinator in writing and posted as amendments on the website. Other RRPS employees do not have the authority to respond on behalf of RRPS.

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- F. SEQUENCE OF EVENTS: The Purchasing Coordinator will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Date</u>	<u>Responsibility</u>
1. Issuance of RFP	6/05/09	RRPS Purchasing Dept.
2. Questions/Clarification	6/15/09	Potential Proposers to RRPS Purchasing Dept.
3. RFP Amendments	6/17/09	RRPS Purchasing Dept. to Potential Proposers
4. Submission of Proposal 1:00 pm MST	6/25/09	Proposers to RRPS Purchasing Dept.
5. Evaluate Proposals	6/30/09	Evaluation Committee
6. Present to the Board of Education	7/13/09	RRPS Purchasing Dept. to Board
7. Notice of Award Winner	7/15/09	RRPS Purchasing Dept. to Proposers

II. CONDITIONS GOVERNING THE PROCUREMENT

A. EXPLANATION OF EVENTS

1. Submission of Proposal: All offeror proposals must be received for review and evaluation by the Purchasing Coordinator or designee no later than the date and time specified under the Sequence of Events. The date and time received will be recorded on each proposal. Proposals must be addressed and mailed or delivered to the Purchasing Coordinator. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Request for Proposal. **Proposals received after this deadline, or submitted by facsimile, will not be accepted.** The Submittal Form located in Appendix A must be attached to the offeror's proposal.
2. Proposal Evaluation: An Evaluation Committee, appointed by the Purchasing Coordinator, will perform the evaluation of proposals. During this time, the Purchasing Coordinator may at his/her option initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposal, but proposal may be accepted and evaluated without such discussion. RRPS reserves the right to request an oral presentation, if necessary, with finalists for the purpose of clarification before an awardee is selected.
3. Contract Award: After review and recommendation of the Evaluation Committee Report the RRPS Board will formally award the contract. The contract shall be awarded to the offeror or offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate State approvals where applicable.
4. Protest Deadline: Any protest by an offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The fifteen (15) calendar-day protest period for responsive offerors shall begin on the day following the contract award and end at the close of business on the 15th day. Protests must be written and must include the name and address of the protestor and the Request for Proposal number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Purchasing Coordinator. Protests received after the deadline will not be accepted.

B. GENERAL REQUIREMENTS

This proposal will be conducted in accordance with the State Procurement Code and associated regulations, 1.4.1 NMAC and the Policies/Procedures of Rio Rancho Public Schools.

1. Acceptance of Conditions Governing the Procurement: Submission of a proposal constitutes acceptance of the Evaluation Process and Point Summary in Section IV of this RFP. Proposer agrees that this Proposal shall remain in force for a period of sixty (60) consecutive calendar days from the due date, and Proposals may be accepted or rejected during this period. Proposals not accepted within said 60 consecutive calendar days shall be deemed rejected.
2. Incurring Cost: Any cost incurred by the offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror. All costs incurred by the offeror for travel, set up and presentation of an oral presentation shall be borne solely by the offeror.
3. Amended Proposal: An offeror may submit an amended proposal before the deadline for receipt of proposal. Such amended proposal must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. RRPS personnel will not merge, collate, or assemble proposal materials.

4. Offerors' Rights to Withdraw Proposal: Offerors will be allowed to withdraw their proposal at any time prior to the deadline for receipt of the proposal. The Offeror must submit a written withdrawal request signed by the offeror's duly authorized representative and addressed to the Purchasing Coordinator. The approval or denial of withdrawal requests received after the deadline for receipt of the proposal is governed by the applicable procurement regulations.
5. Disclosure of Proposal Contents: Proposals will be kept confidential until the RRPS Board awards a contract. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material, which is proprietary or confidential. The Purchasing Coordinator will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposal shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Purchasing Coordinator shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

6. No Obligation: This procurement in no manner obligates RRPS to the eventual goods or services offered until a valid purchase order has been issued.
7. Termination: This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when RRPS determines such action to be in the best interest of the RRPS.
8. Sufficient Appropriation: Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Sending written notice to the contractor will effect such termination. The contractor will accept as final RRPS' decision as to whether sufficient appropriations and authorizations are available.
9. Legal Review: RRPS requires that all offerors agree to be bound by the General Requirements contained in this section. Any offeror concerns must be promptly brought to the attention of the Purchasing Coordinator.
10. Governing Law: The laws of the State of New Mexico and Rio Rancho Public School District policies shall govern this procurement, and any agreement with offerors that may result.
11. Basis for Proposal: Only information supplied by RRPS in writing through the Purchasing Coordinator or in this RFP should be used as the basis for the preparation of offeror proposal.
12. Contract Terms and Conditions: The contract between RRPS and a contractor will follow the format specified by RRPS and contain the terms and conditions set forth in Appendix C, "Sample Professional Services Contract."
13. A public log will be kept of the names of all offeror organizations which submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing offerors prior to contract award.

14. Offeror Qualifications: The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The proposal of any offeror, who is not a responsible offeror or fails to submit a responsive offer, as defined in Sections 13-1-83 and 13-1-85 NMSA 1978, will be rejected.
15. Right to Waive Minor Irregularities: The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.
16. Changes in Contractor Representatives: RRPS reserves the right to require a change in contractor representatives if the assigned representative is not, in the opinion of RRPS, meeting its needs adequately.
17. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.
18. Right to Publish: Throughout the duration of this procurement process and contract term, potential offerors, offerors and contractors must secure from RRPS written approval prior to the release of any information that pertains to the goods covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the contract.
19. Ownership of Proposal: All documents submitted in response to the RFP shall be destroyed after the expiration of the protest period with the following exception: one (1) complete copy of all proposals and the selected offeror's proposal including the Best and Final Offer, if one was submitted, shall be placed into the procurement file. Those documents will become the property of RIO RANCHO PUBLIC SCHOOL DISTRICT.

C. DEFINITIONS OF TERMINOLOGY: This section contains definitions used throughout this document.

1. "Contract" means an agreement for the procurement of items of tangible personal property or services. "Contractor" shall mean successful offeror.
2. "Determination" means the written documentation of a decision by the Purchasing Coordinator including findings of fact required supporting a decision. A determination becomes part of the procurement file to which it pertains.
3. "Evaluation Committee" means a body appointed by RRPS management to perform the evaluation of offeror's proposal.
4. "Evaluation Committee Report" means a report prepared by the Purchasing Coordinator and the Evaluation Committee for submission to the Board of Education for contract award that contains all written determinations resulting from the conduct of a purchase requiring the evaluation of competitive sealed proposals.
5. "Finalist" is defined as an offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that offeror for further consideration by the Evaluation Committee.
6. "Offeror" is any person, corporation, or partnership that chooses to submit a proposal.
7. "Purchasing Coordinator" means the person or designee authorized by RRPS to manage or administer procurement requiring the evaluation of any competitive sealed proposal(s).

8. "Responsive Offer" or "Responsive Proposal" means an offer or proposal, which conforms in all material respects to the requirements set forth in the Request for proposal. Material respects of a request for proposal includes, but are not limited to, price, quality, quantity or delivery requirements.
9. "RRPS" means the Rio Rancho Public School District.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF COPIES: Offerors shall submit one (1) original and three (3) copies of the proposal, in a sealed envelope or container, to the location specified in Section I on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT:

1. All proposals must be printed on letter-size (8½" x 11") paper and assembled with spiral or comb-type bindings or staples. Larger paper is permissible for spreadsheets or graphics incorporated into the proposal.
2. The first page should be Appendix A - Submittal Form.
3. The second page should be Appendix D – References.
4. Remaining pages should be addressed in the order of the Section headings as listed on Appendix B – Evaluation Point Summary.
4. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Offerors may attach other materials, which they feel may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

IV. EVALUATION

A. EVALUATION PROCESS

1. All offeror proposals will be reviewed by the Evaluation Committee for compliance with the requirements stated within this RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Purchasing Coordinator may contact the offeror for clarification of the response as specified in Section II, Paragraph A.2.
3. Responsive proposals will be evaluated on the factors in this Section IV, which have been assigned a point value. The responsible offeror whose proposal is most advantageous to RRPS, taking into consideration the evaluation factors, will be recommended for contract award by the RRPS Board. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

B. EVALUATION POINT SUMMARY: The proposal should be organized to reflect the evaluation criteria as set forth in Appendix B – Evaluation Point Summary.

RRPS gives a 5% preference to in-state bidders, pursuant to Section 13-1-21, NMSA 178, attached here as Appendix E. Please read the general instructions.

ANY PROPOSAL THAT DOES NOT ADHERE TO THESE GENERAL REQUIREMENTS, AND ORGANIZATION WILL BE DEEMED NON-RESPONSIVE AND REJECTED ON THAT BASIS.

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