REQUEST FOR PROPOSALS

NOTICE TO VENDORS

Green River Regional Educational Cooperative (GRREC)
www.grrec.org

will be receiving sealed proposals until

Thursday, February 15, 2018 at 12:00 Noon CT for:

Services Contract:
Leader Tracking System – GRREC Bid #1255

Late proposals will not be considered. For information regarding this notice, and throughout the competitive acquisition process, interested vendors shall contact only:

Melissa Biggerstaff
Associate Executive Director
Green River Regional Educational Cooperative
270.563.2113
melissa.biggerstaff@grrec.org

Send or deliver proposal to:
Green River Regional Educational Cooperative
Attention: Melissa Biggerstaff
230 Technology Way
Bowling Green, KY 42101

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I. Introduction

Green River Regional Educational Cooperative (GRREC) is a regional education service agency that serves forty-three school districts in south-central Kentucky. Within those forty-three districts, we serve over 300 schools and Western Kentucky University. We are currently working in partnership with five local school districts and Western Kentucky University to develop a Leader Tracking System (LTS), aligned to the Professional Standards for Educational Leaders. GRREC is currently soliciting proposals from interested and qualified parties to assist us in developing and implementing a multi-district Leader Tracking System.

Purpose

The purpose of the Leader Tracking System (LTS) at GRREC is to create an integrated data system that will provide feedback to Western Kentucky University (WKU) on their principal preparation program and help improve the effectiveness of school leaders, as it creates opportunities for continuous improvement at the university level. The Leader Tracking System will also create a leadership pipeline at the district level, supporting data collection on leaders and aspiring school leaders' experience, performance, competencies, and professional growth, allowing school districts to better identify, support, and retain effective school leaders.

Multiple school districts in the GRREC region will have access to and utilize the Leader Tracking System. Data will be aggregated in the system through multiple sources, and there will also be end-users manually inputting data. After the development of the LTS in 2018, we anticipate the implementation of the LTS to occur in two phases: Phase one will consist of a soft launch within the five school districts currently partnering with GRREC to develop the LTS (Bowling Green City Schools, Daviess County Public Schools, Owensboro Public Schools, Simpson County Schools, and Warren County Public Schools), and phase two would potentially include the remaining thirty-eight school districts in the GRREC region. The phase one soft launch will occur in the fall of 2018.

Initiative Background

Western Kentucky University's Dean of Education serves on GRREC's Board of Directors, along with each superintendent of our forty-three districts. We have a long history of partnerships with WKU on various grants and projects. In the summer of 2016, WKU was awarded a grant from The Wallace Foundation for the purpose of redesigning their principal preparation program and building a leader tracking system that will allow for continuous improvement.

The University Principal Preparation Initiative (UPPI) is the first time in the history of The Wallace Foundation that they are beginning to study principal effectiveness beginning at the earliest stages of principal preparation - the university level. Earlier results from The Wallace Foundation's Principal Pipeline Initiative, which preceded this grant, indicated that districts needed more efficient, effective, and reliable access to data to serve as a

catalyst for change. Working alongside multiple stakeholders, including WKU, GRREC's five districts, Kentucky's Educational Professional Standards Board, and the Kentucky Department of Education, we identified problems of practice and root causes that face today's school leaders. Through a collaborative process with our stakeholders, we chose leadership standards, identified effective leadership practices, skills, and competencies that will prepare leaders and aspiring principal candidates to become highly effective principals who have the ability to work with diverse populations in a variety of school settings in the GRREC region. Once again, WKU and GRREC partnered to achieve the goals of the grant. While most other universities funded by The Wallace Foundation are working with three districts, WKU chose GRREC to serve as their district partner. Through this partnership, WKU was able to capitalize on the strong working relationship we have with our forty-three districts that is built on trust, service, and good will.

The Leader Tracking System will serve as the data system, giving consistent, reliable, and efficient access to our districts to better identify high-quality leadership candidates earlier in their career. When a principal vacancy occurs, the LTS will also provide candidate profiles pulling together a wide array of data, including but not limited to individual characteristics, experiences, competencies, strengths, and schools served. District decision makers will be able to utilize the information-rich principal profiles in the regional principal pipeline to quickly identify potential matches based on the school's needs.

II. **Key Dates and Events**
January 8: RFP released
January 15 - 26, 2018: Questions from vendors will be accepted. Send all questions to Melissa Biggerstaff - Melissa.Biggerstaff@grrec.org and Kellie.Thompson@grrec.org
January 29 - February 2, 2018: GRREC will respond to questions
February 15, 2018: Responses due
February 20 - 23, 2018: Evaluate and score responses
February 26 - 28, 2018: Potential site visits for demonstrations/presentations from top three vendors (based on scores)
March 1, 2018: Vendor will be selected
March 8, 2018: Vendor contract will be finalized
March 8, 2018: LTS building will begin
March 15 - April 1, 2018: Work with vendor to create soft launch plan
Bi-weekly beginning May 1, 2018: Vendor will provide a written status updates to GRREC project director and conduct a status update call
Fall 2018: Conduct soft launch in five GRREC districts. Soft launch is expected to last 4-6 weeks.
Fall 2018: Work with GRREC districts to gather data on soft launch results and implement required changes in the system.

III.   **Engagement Period**
The initial contract will begin March 1, 2018 and continue through March 1, 2019. Based on funding, GRREC reserves the right to renew this contract or enter into an additional contract for ongoing maintenance and support.

IV.   **RFP Objectives**
The purpose of this RFP is to solicit, evaluate, and select a nationally recognized vendor with the expertise, experience, and qualifications to assist GRREC and our districts in the requirements gathering, design, development, testing, brief user acceptance testing, initial deployment (soft launch), collecting feedback from the soft launch and making changes in the system based on the feedback, and documentation and training until the completion of soft launch of a Leader Tracking System (LTS). This RFP covers the initial phase of a soft launch with GRREC to support five districts and WKU. There is opportunity for a vendor to comment in their proposal on their ability to scale beyond this initial phase. This RFP includes also an optional, non-binding request for proposals for the vendor to provide ongoing maintenance, hosting and support of the LTS beyond the soft launch.

The LTS will provide GRREC with the following capabilities:
1. Data Reporting - To provide data to Western Kentucky University on their principal candidate program completers. To assist districts in matching principal candidates to positions based on experiences and competencies not vulnerable to biases.
2. Leadership Pipeline - To help identify and manage the support and development of aspiring leaders, assistant principals, principals, and principal mentors.
3. Talent Development - To help identify strengths and weaknesses of leaders in the pipeline and to inform professional development planning.
4. Vacancy Projection - To help districts and the entire GRREC region anticipate needs based on multiple data points.
5. The LTS must be designed to connect leader practices with student achievement from our state data system.
6. Scalability - To be able to add up to 40 additional districts in the GRREC region with the mostly the same source data systems.

V.   **General Terms and Conditions**
1. Providers shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services as required by the solicitation. No plea of ignorance by the provider of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of GRREC or the compensation of the Provider. All information regarding this RFP will be posted on GRREC's website: www.grrec.org

2. The terms and conditions of the Request for Proposal and the resulting contract or activities based upon this Request for Proposal shall be binding. Wherever differences exist between state and federal statutes or regulations affecting this procurement, interpretation shall be in the discretion of that which is most beneficial to the interests of GRREC.

3. Providers are required to state exactly what they intend to furnish to GRREC in this solicitation and must indicate any variances to the terms, conditions, and specifications of this proposal, regardless of how slight they may be. If variations are not stated in the Provider's proposal, it shall be understood that the Provider fully complies with all conditions identified in this proposal.

VI.   Pricing

1. The awarded vendor agrees to provide pricing to GRREC and its participating districts that is as low as or lower than pricing available to similar customers and the pricing shall remain so throughout the duration of the contract. Prices quoted are to be unique only to the Green River Regional Educational Cooperative and its participating schools and should include all shipping and handling charges for delivery to Green River Regional Educational Cooperative member sites. Refer to "Terms of Contract", "Administrative Fees", and "Shipping Costs" for additional information concerning bid prices.

2. All product enhancements, upgrades, and new product releases that fall within the scope of this agreement shall be made available by successful Awarded Vendor(s). If the Provider is awarded a contract under this solicitation, the prices proposed shall remain fixed and firm during the term of the solicitation and any subsequent contract; however, the Provider may offer incentive discounts from the fixed price to GRREC at any time during the contractual term.

3. Providers will neither include Federal, State, or Local taxes in proposal prices, as GRREC is exempt from payment of such taxes. An exemption certificate will be provided upon request.

4. Optional: Vendors are asked to provide separate pricing for mobility, as described in section VII. Scope of Services, D. System Technical Requirements, e. Mobile Platform. There is opportunity for a vendor to comment in their proposal on their ability to scale beyond this initial phase. This RFP includes also an optional, non-binding request for proposals for ongoing maintenance, hosting and support of the LTS beyond the soft launch.

5. The Provider, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a proposal for the same services, or

with GRREC. The provider also certifies their proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

VII.   Scope of Services
   A. Overview

   a. GRREC wants to develop a system to store, track, display, and monitor data of both existing and potential school/district leaders. GRREC is looking for a provider to build an end-to-end system to extract, transform and load various data on existing and potential school and district leaders into a data warehouse where it can be amended via manual data entry and used for data reporting, pipeline analysis, talent development and vacancy tracking. The system must also be expandable in modular format, so that as new data elements are desired for capture, trained GRREC and/or school district staff could expand the product. This unified system should have cross platform accessibility (ease of use with Android/iOS mobile devices, tablets, and pc/mac desktops), web capabilities and user friendliness. GRREC needs assistance from a company with specific expertise and experience with building data warehouses and training staff to a skill level to be able to maintain the system and to develop new modules as needed. The vendor will also engage in supporting the soft launch of the system. The product must maintain strict data confidentiality as sensitive data is gathered from other sources.
   b. The primary outcomes for the project are to develop appropriate system to accommodate GRREC's data needs, and to train staff to maintain the databases and to be able to develop new modules in the future.

   B. System Functions/Deliverables: The scope of the project includes the following components:
   a. Design of new system to store, track, display, and monitor both existing and potential school/district leaders.
   b. Ability to extract/transform/load (ETL) data from several existing database products based on the requirements. All data integrations are one-way from source systems into the proposed data system. Vendor must include development of the ETL within the scope of their proposal.
   c. A user-friendly User Interface that allows end users to add content.
   d. Several security groups with appropriate views and rights set, including but not limited to:
      i. Various end-user groups to view, edit, and add content.
      ii. Potential employers to view and filter content.
      iii. Database Administrators to manage content and security groups
      iv. Site administrators for both GRREC and Western Kentucky University
   e. Reporting capabilities for all security groups above

      f. Key Project Development Team members from both GRREC and WKU to work directly with the company to gain the knowledge to expand system capabilities.

C. Foundational Data Requirements
  a. Data Source Elements and Explanations:
    i. Infinite Campus (IC)*: Kentucky K-12 Student Information System
    ii. MUNIS*: Kentucky K-12 Financial Management System
    iii. TalentED*: K-12 Personnel Management System
    iv. Filemaker*: K-12 Personnel Management System
    v. Educational Professional Standards Board (EPSB)**: Kentucky Certifying Board
    vi. Kentucky Teacher Retirement System (KTRS)**: Kentucky Retirement System
    vii. Effective Instructional Leadership Act (EILA)**: Administrator tracking of professional learning in accordance with KRS 156.101
    viii. Gallup*: Leadership Trait Survey
    ix. Val-ED*: a 360-degree survey K-12 administrators undertake every other year
    x. Teaching, Empowering Leading Learning (TELL)*: Perception data taken every other year.
    xi. WKU E-PASS**: Electronic Portfolio And Accountability System
    xii. Kentucky Department of Education (KDE)**: KPREP state-level accountability testing system, School Report Card, ACT data

*indicates vendor-based software packages.
**indicates in-house database

Data Elements	Data Source
Education/School Information (School Type, School Size, School Level)	IC, MUNIS
Staff Demographic Info (Name, DOB, Ethnicity, Gender, Active/Inactive Status, Employee ID)	IC, MUNIS, TalentED, Filemaker
College Degree	EPSB
Type of Program attended (Face-to-Face, Online, Hybrid)	User Input
Out-of-State Data (Experience, Certifications)	User Input, TalentED, AESOP
Education History	EPSB, User Input

Years of Experience (Total, Teaching, Administrative, etc.	EPSB, IC, MUNIS, TalentED, AESOP, User Input
Projected Retirement	KTRS
Certifications (Observer, Admin, Teacher, Other)	EPSB, User Input
Course Teaching History	IC, TalentED, User Input
Professional Development, Leadership Units (Leading, Participating, Creating)	User Input, MUNIS, TalentED
Committees, Workgroups, Task Forces	User Input
EILA Tracking for Leadership Credit	User Input, District Data
Presentations at Conferences	User Input
Publications	User Input
Micro-credentials	User Input, EPSB
Awards and Recognition	User Input
Professional Organizations	User Input
Personality Traits	User Input, Gallup
Staff Perception Survey	Val-ED, TELL
Instructional Leadership Data/Projects	WKU E-PASS, User Input
Student Achievement Data	IC, KDE
Leadership Programs	User Input
Mentoring	User Input
Mission, Vision, Beliefs, Philosophy	User Input
Profile Creation (Picture, Resume, Social Media Presence, Community Involvement Etc)	User Input
Absentee Data	AESOP, MUNIS

D. System Technical Requirements

    a. General

i. The system must be robust to expand with growing membership.

ii. Based on vendor recommendations and cost, the system will need to accommodate either a web-based, browser-independent system or server-based system including support for one-year-old versions of Microsoft Internet Explorer, Edge, Chrome, and Safari. The system must support both Windows and Mac Operating Systems. All data requirements must be 100% ADA compliant.

iii. The following file types must be supported in the system, with ability to expand capability: PDF, HTML, Flash Video Quicktime Video, MP#, Zip, GIF, JPG, EPS, All supported file types of Microsoft Office 2003-Present, Apple iWork 2008-Present, Google Docs 2013-Present

iv. The system must be able to handle at least 300 concurrent users without degraded system performance. There will be multiple concurrent users from multiple districts.

v. System must be usable as a single-sign on configuration with full data security.

vi. The system must support multiple windows of an application on the same screen.

vii. The system must allow authorized uploads from source database systems and from the user input into the LTS.

viii. The system should provide mechanisms for product branding, setting up the GRREC/WKU organizational hierarchy, setting up users, user roles, user groups and user privileges (on an ongoing basis), and perform a large number of institutional customization and system configuration. The system must allow for the modification of the GRREC/WKU organizational hierarchy while maintaining historical data.

ix. System response time should not suffer based on access via hard-wired or wireless (Wi-Fi, 4G, LTE, WiMAX) end-user connectivity.

x. The system must be available 24 hours, 7 days a week, and 365 days a year except during routine maintenance. (The maintenance schedule should be coordinated with the GRREC/WKU Project Management Team one week in advance.)

xi. The system must have the capability to display manually entered data in real time to allow other users view and edit it.

xii. The system must not be down more than .5% in a fiscal year (July 1-June 30).

b. Data Import/Collection/Backups
   i. The system must allow ETL of data from several data systems referenced in section VII. Scope of Services, C. Foundational Data Requirements, as well as file types referenced in Section VII. Scope of Services, D. System Technical Requirements , a. General, iii.

    ii.   The system must have built-in data collection.

    iii.   The system must have user interface elements for creating forms to collect data.

    iv.   The User Interface should have a dashboard look and feel with multiple priority measures (as defined by the GRREC/WKU Project Management Team) on the main dashboard.

    v.   User Authentication/Security

    vi.   The system must set up multiple access roles and groups with read/write rights. See Section VII. Scope of Services, B. System Functions/Deliverables, d.

    vii.   The system must offer enterprise-class system security.

    viii.   Robust, full-scale analytics capabilities, such as: user statistics, user access, length of time in the system, types of users accessing, frequency of access, etc.

    ix.   The system must provide daily system backups and incremental data back-ups. Event-driven, transaction-driven back-ups and recovery are a plus.

c. Printing

    i.   The system must support multiple printing options, including print-to-PDF to laser printers, color laser printers and other modern output devices.

    ii.   The system must print without the need of special printing software.

    iii.   The system must generate printer friendly formats.

d. Communication Features/Task Assignment

    i.   The system should facilitate the uploading, downloading, viewing and, most importantly, the selective sharing of documents, artifacts and items in a variety of formats. See section VII. Scope of Services, D. System Technical Requirements, a. General, iii.

    ii.   The system must allow users to create/delete/edit content where they can upload the documents/video/audio to be selectively shared.

e. Mobile Platform (Optional)

    i.   Vendors may exercise an option to present a mobile application solution specific for use on smartphones (Android and iOS) and Internet-enabled tablets.

    ii.   Requirements and Pricing for the mobile solution should be listed and presented separately to the WKU/GRREC Project Management team as an option to consider.

iii. Targeted and prioritized data control, input, view, etc. may be requested in the mobile platform version while the desktop version would house the entire product.

iv. Data entered in both mobile and desktop versions must sync in real-time.

v. Mobile platforms must have a registered app in both the Android and iOS marketplaces.

E. System Service Requirements

a. Hosting/Backups
i. Vendor proposes hosting/backup solutions that delineate both cloud-hosting, vendor hosting, local hosting.

ii. Backups must exist at the GRREC level with GRREC/WKU Project Management control.

b. Technical Support

Until the end of the contract period:
i. The vendor must assist GRREC/WKU in the planning, deploying and day-to-day production running of the system via on-site visits, asynchronous and real-time communication (including email, telephone, teleconferencing and Web conferencing).

ii. The vendor must provide toll free phone and email support from 8:00 AM to 6:00 PM Central Standard Time, Monday through Friday to all authorized groups of users to resolve issues including but not limited to: Troubleshooting, System Administration, Performance Monitoring and Tuning, Application Health Checks, Update and New Release Implementation and Testing, Bug Investigation and Resolution, Feature Requests

iii. The vendor must solve system problems within 4 hours for urgent issues and within 24 hours for non-urgent issues.

iv. The vendor must implement all regular updates to the system.

v. The vendor needs to maintain close and regular contact with GRREC/WKU regarding the system, including making the Project Management Team aware of known problems, system vulnerabilities and performance issues, and upcoming software releases, at the earliest opportunity.

vi. The vendor should address compatibility issues between the proposed system and the other imported data systems.

vii. The vendor must provide support with reference to answering user questions and repairing bugs and functional discrepancies which are discovered in the product.

F. Documentation and Training

a. The vendor must provide hardware, software and other technical specifications and manuals, user guides, training guides, or other materials to GRREC/WKU when the contract is executed and when there are any major changes made to the system. Access to more up-to-date vendor Tech Support Website is also required. A vendor-maintained system blog and wiki would be a desired feature.

b. The vendor must provide a specified number of training hours to GRREC/WKU targeted groups pre and post system installation, customization and day-to-day production system administration and end-user usage on-site (at GRREC) and online (via live Web conferencing Webcasts and on-demand asynchronous self-service archives).

c. The vendor must include a transition period in their proposal to transfer the ownership of the system at the end of the contract period to a named party; possibly the personnel of GRREC or another vendor for ongoing maintenance, hosting and support.

G. Program Plan

The Vendor must provide a Program Plan as a component of their RFP response. This Program Plan should describe the programs, assumptions, commitments, and expectations of the Proposer in providing the services required by GRREC/WKU. The Program Plan should also include reporting commitments and specific suggestions regarding communication, planning, and performance review.

This project will be supported by technical contacts from school districts and a contact person from WKU and GRREC. Project work may take place on-site at GRREC or off-site, depending on which approach will result in lowest cost while meeting project goals and not adding to project risks. Vendors are asked to include a general proposal for on-site/off-site work in their response.

VIII. Optional Maintenance, Support and Hosting Proposal

In addition to the system implementation project, we'd like to request the proposers to provide an optional, non-binding proposal for longer-term maintenance, support and hosting of the LTS. Requirements for this proposal include, but are not limited to:

a. Maintenance
   i. The vendor must handle all compatibility issues arising due to the hardware upgrades to the GRREC/WKU system hosting the assessment software system.
   ii. The vendor must resolve compatibility issues arising due to security upgrades and updates applied to the web server software, the database, and the operating system of the GRRC/WKU system hosting the assessment software system within one week.

iii. If the technology used loses proprietary support, the vendor must ensure that GRREC/WKU will have access to utilize the assessment software system by either moving the application to a new supported technology or by making alternative arrangements for continued use of the assessment software system.

iv. The vendor will be responsible of executing backups.

b. Hosting

i. The vendor will provide a recommendation for hosting and costs associated with this service.

c. Support

i. The vendor must assist GRREC/WKU in the planning, deploying and day-to-day production running of the system via on-site visits, asynchronous and real-time communication (including email, telephone, teleconferencing and Web conferencing).

ii. The vendor must provide toll free phone and email support from 8:00 AM to 6:00 PM Central Standard Time, Monday through Friday to all authorized groups of users to resolve issues including but not limited to: Troubleshooting, System Administration, Performance Monitoring and Tuning, Application Health Checks, Update and New Release Implementation and Testing, Bug Investigation and Resolution, Feature Requests.

iii. The vendor must solve system problems within 4 hours for urgent issues and within 24 hours for non-urgent issues.

iv. The vendor's annual maintenance agreement must include all regular updates to the system.

v. The vendor needs to maintain close and regular contact with GRREC/WKU regarding the system, including making the Project Management Team aware of known problems, system vulnerabilities and performance issues, and upcoming software releases, at the earliest opportunity.

vi. The vendor must address compatibility issues between the proposed system and the other imported data systems during the soft launch and initial implementation.

vii. The vendor must provide support with reference to answering user questions and repairing bugs and functional discrepancies which are discovered in the product.

viii. The vendor must maintain the hardware, software and other technical specifications and manuals, user guides, training guides, or other materials to GRREC/WKU when there are any major changes made to the system. The vendor will also maintain a more up-to-date vendor Tech Support Website. Updating a vendor-maintained system blog and wiki would be a desired feature.

ix.   The vendor must provide a specified number of training hours to GRREC/WKU targeted groups on-site (at GRREC) and online (via live Web conferencing Webcasts and on-demand asynchronous self-service archives).

IX.   Vendor Response Requirements

a.   The name, address, telephone, fax number and primary contact person of the company. If applicable, the company's branch office addresses, telephone numbers, fax numbers, contact persons, noting the branch office that would be used to provide the services outlined in the RFP.

b.   A summary detailing your understanding of the requirements for this request and a detailed outline on how your company/your solution will address the needs of GRREC. Consider including a visual representation of your proposed solution.

c.   A mock example of an LTS or a dashboard of a proposed system to demonstrate your abilities and understanding of user interfaces.

d.   A summary or your approach to engaging with GRREC to deliver the LTS solution.

e.   A summary of your approach to training and transitioning ownership responsibilities of the LTS solution to GRREC. Includes a description of the informational or training sessions the proposer will conduct for the various user groups discussed in the RFP.

f.   A Program Plan as described in section VII. Scope of Services G. Program Plan.

g.   Pricing as described in section VI. Pricing.

h.   A proposed approach to how your LTS solution could support future expansion to other districts. This work is not in scope and not currently budgeted but we want to understand your ability to expand beyond our pilot districts to a broader set of districts that leverage mostly the same data sources.

i.   Description of Proposer's security plan for protection of client information as well as a description of the plans to prevent server failure and disaster recovery, if needed. Describe the support to be provided to GRREC/WKU in the event a catastrophic disaster disables the proposed system for an extended period of time. If enhanced services of this type are offered at an additional cost, please specify these services and costs.

j.   Description of Proposer's security plan to prevent hacking, phishing, foreign attacks on data, and virus protection.

k.   Description of how the Proposer's system will be in compliance with the Family Educational Rights and Privacy Act (FERPA) to ensure the individual applicant data records are protected.

l.   Optional: Non-binding proposal for longer-term maintenance, support and hosting of the LTS.

m. An organizational staffing plan for the personnel who will perform the services outlined in this RFP.
n. Resumes and/or background information and experience of key management and operational staff who will be assigned to provide the services outlined in the RFP, including but not limited to: Technical training and education, general experience, specific experience with services being requested.
o. Three references of current or recent clients, including company name, address, telephone number, fax number, primary contact and type of services the company was performing at the time of non-renewal or cancellation. If possible, it is preferable to have at least one (1) reference from a partner where the data system had multiple users (i.e. a state department of education or regional service agency serving multiple districts). NOTE: The proposer certifies that it is empowered to use the names of references it provides and agrees that GRREC/WKU Project Management Team may contact these references.
p. Three recent references for contracts that were not renewed or were cancelled, if applicable, including company name, address, telephone number, fax number, primary contact, and type of services the company was performing at the time of non-renewal or cancellation. NOTE: The proposer certifies that it is empowered to use the names of references it provides and agrees that GRREC/WKU may contact these references.
q. The company's most recent Annual Report and its financial statements for the past three fiscal years including balance sheets and statements of revenue and expenses, or other documentation that demonstrates financial solvency.
r. Company background, including years in business, volume of clients, number of employees, areas of expertise, and a list of relevant services the company provides.
s. Other information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested.

X. Evaluation Criteria

1. GRREC reserves the right to reject any and/or all proposals or parts thereof, to waive informalities or irregularities in the information packages, and to enter into such contract or contracts as shall be deemed in the best interest of GRREC and our districts.

2. GRREC reserves the right to reject proposals or parts thereof for the following reasons:
   a. The Provider misstates or conceals any material in their proposal.
   b. The Provider's proposal does not strictly conform to the law or requirements of the RFP.
   c. The proposal does not include documents including, but not limited to: certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for submission with the proposal in conjunction with the General Terms and Condition or Scope of Services.

d. The proposal has not been properly executed by the signature of an authorized representative of the provider.

3. A proposal may not be accepted from, nor any contract be awarded to, any person or firm which in in arrears to GRREC or GRREC Districts or which is a defaulter as a surety or otherwise upon any obligation to GRREC or GRREC Districts.

4. A proposal may not be accepted from, nor any contract awarded to, any person or firm which has failed to perform faithfully any previous contract with GRREC, GRREC Districts, or local, state, or federal government agencies for a minimum period of one (1) year after the previous contract was terminated for cause.

5. A proposal may be rejected if the provider is currently under suspension or debarment by any local, state, or federal government agency, and if the provider cannot certify, then it shall submit a written explanation along with the proposal stating why it cannot make such certification.

6. A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against GRREC or GRREC Districts on the date and time of the solicitations opening.

7. The award will be made to the provider that best meets the needs of GRREC based upon the evaluation criteria. While cost will be considered, GRREC is not required to award the contract to the lowest cost proposal.

8. GRREC reserves the right to re-advertise this solicitation, postpone the process for this solicitation, and determine the process whereby proposals are evaluated and contracts are awarded.

XI. Submission of Proposal Package

To facilitate evaluation, submit the proposal in four (4) parts. Three (3) hard copies and one (1) digital copy. The proposal must be typed or legibly printed in ink. Use of pencil or erasable ink is not permitted. The authorized agent of the provider must initial any corrections made by the provider in ink. The proposal must contain the signature of an authorized agent of the provider. If the authorized agent fails to sign the proposal, it will not be considered. Proposals should be thorough and as detailed as possible so that GRREC may evaluate the provider's capabilities to provide the required products and services.

Itemized unit prices shall be included in the proposal. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall be used. The provider must include all information and supplemental documentation required in conjunction with this proposal. If the provider fails to supply any required information or documents, its proposal could be considered non-responsive and may not be considered.

XIII. Selection Process

The following criteria will be used to assist in selecting a service provider:

a. Completeness: Each proposal submitted will be reviewed for completeness and adherence to format.
b. Evaluation: GRREC will develop and employ a grading guide when evaluating proposals. Proposals will be objectively scored by GRREC employees.
c. Price: Proposal will be considered based on its price competitiveness.
d. Site visits may be required to clarify proposals and to demonstrate qualifications. While these have been tentatively scheduled in the timeline, GRREC will make every attempt to work with the provider(s) to schedule a time and date for each presentation agreeable to the provider(s). If site visits are requested, the proposer may be asked to prepare a one hour presentation to the GRREC/WKU RFP Review Committee. Expectations of the presentation are as follows:
    i. 40-minute presentation outlining product features
    ii. Electronic visual representation of the dashboard mock example as envisioned by the proposer.
    iii. If a mobile option is being presented, an electronic visual representation of the app mock-up as envisioned by the proposer.
    iv. 20-minute question and answer period allowing the RFP Review Committee to answer/and questions.
    v. Presentations taking longer than one hour could negatively impact the overall evaluation of the RFP and ultimately the final decision.
    vi. Paper handouts are optional. If employed as an option, the RFP Committee will be a maximum of 25 people.