

SECTION 1.0 – PROPOSER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Minimum Mandatory Requirements

All proposals will be reviewed for compliance with the minimum mandatory requirements. Proposals deemed non-responsive will be eliminated from further consideration.

Interested and qualified proposers that can demonstrate their ability to successfully provide the goods and services requested under this RFP are invited to submit proposal(s), provided they meet the following:

1. Proposer must complete Section 2.2 References and submit with their proposal.
2. Proposer must complete Attachment A – Pricing Schedule and submit with their proposal.

Proposer will enter responses in the “Proposer Response” text boxes provided. There is no minimum requirement or limitation on the amount of words used for responses.

-EXAMPLE-Proposer Response:

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1.2 Introduction and Background

The Wayne Regional Educational Service Agency (“WRESA” or “Wayne RESA”), established by the Michigan Legislature in 1960, is the largest of fifty-six (56) such agencies throughout the state. It is governed by a publicly elected Board of Education. WRESA provides a wide variety of services to thirty-three (33) public school districts and approximately ninety-nine (99) public school academies in Wayne County, Michigan; serving more than 261,000 students. WRESA, through various consortium arrangements, provides a variety of services to other educational agencies throughout the state of Michigan.

Selected Suppliers may be required to participate in interviews. Failure of a Supplier to participate on the date scheduled may result in the rejection of the Supplier’s proposal. In addition, Wayne RESA may decide to make site visits to the selected Suppliers’ reference sites or other sites provided by the Supplier.

Award of this proposal is contingent upon the approval of funding from Wayne RESA Board of Education.

1.3 Scope of Work

Wayne RESA is seeking proposals from vendors that have an expertise in cloud-based hosting and supporting K-12 school district websites. WRESA hopes to secure a contract with a vendor that will propose a solution to move the current website, resa.net, to a new cloud-based content management system (CMS) for improved web design capabilities, assist with migration, provide unlimited technical support, provide all necessary training, and ongoing maintenance. The website platform must be responsive in design,

attractive and dynamic, yet clean and simplistic in function. It should allow for easy maintenance and creation of website content, without broad technical skills being required by the site and page administrators.

1.4 Deliverables, Requirements, and Specifications

A. Program Requirements

WRESA is requesting proposals from vendors who can provide the best described solution in order to meet the program requirements. *Please indicate your organization’s understanding of each item by filling in a description in the far right column. You may provide additional information for each item (as instructed) in the Proposer Response Box below the list.*

1.10	Secure - Access Control & Monitoring The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.	
1.11	Describe available features to protecting pages with common or shared password before allowing viewing.	<p>Enhance the security of any webpage within the Foxbright CMS with our robust password protection features:</p> <p>SSL Password Protection for Pages: Ensure confidentiality by requiring site visitors to log in to access content. Establish multiple password-protected areas on your website to accommodate varying access needs.</p> <p>Unparalleled Control: Exercise complete authority over your website's security. Easily designate any page(s) as secure, regardless of its location on your site. Safely incorporate sensitive content and manage access privileges with precision.</p> <p>Tailored Log-in Pages: Customize the log-in experience for each secure area on your site. Opt for individualized logins for specific sections or utilize a single login page redirecting users to their respective protected pages post-authentication. Seamlessly integrate with authentication services such as Google Single Sign-On, Azure, or LDAP for user validation.</p> <p>Efficient Groups/User Management: Define your own groups and effortlessly assign users to one or more of these groups. Regulate access to website pages based on these group assignments, ensuring a streamlined and organized approach to content access.</p>

1.10	<p>Secure - Access Control & Monitoring</p> <p>The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
		<p>External User Access: Extend access beyond the WRESA organization by enabling users to request entry to a Protected Page Area. Choose between manual or automatic approval processes, providing flexibility and convenience in managing external access requests.</p>
1.12	<p>Describe availability and frequency of software upgrades and patches.</p>	<p>Foxbright releases approximately three significant releases a year. Our meticulous process includes thorough regression testing, and these releases are first deployed to a select group of beta clients before the wider client sites receive upgrades.</p> <p>In addition to major releases, Foxbright ensures continuous improvement through periodic (weekly to biweekly) website upgrades, addressing minor adjustments and bug fixes.</p> <p>When it comes to client-specific changes, Foxbright creates a dedicated sandbox—a copy of the client's website—and implements the proposed changes for testing and client review. This approach guarantees a seamless and reliable update process tailored to each client's unique requirements.</p>
1.13	<p>Describe solution's ability to manage authorized users and support for existing authentication sources such as SAML and/or OAuth and specifically Azure Active Directory and Google Authentication.</p>	<p>The Foxbright CMS ensures secure access control, allowing clients to regulate and manage user access effectively. Foxbright employs OAuth for seamless integration with Google Single Sign-On and Azure Active Directory.</p> <p>This robust authentication mechanism adds an extra layer of protection, ensuring that only authenticated and authorized individuals can access the platform, reinforcing the overall security of your digital assets.</p>
<p><i>Describe permissions structure including support for the following roles and how each role works:</i></p>		
1.14	<p>Web Administrator: manage</p>	<p>Empower your Web Administrators with comprehensive</p>

<p>1.10</p>	<p>Secure - Access Control & Monitoring The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
	<p>authorization of roles, permissions for roles, add and delete content in all areas of the site and manage URLs</p>	<p>control over content and functionalities. Features include:</p> <p>User Management: Create users and define access levels, specifying which features and pages each user can access.</p> <p>Page Tree Control: Exercise authority over web pages by adding, editing, deleting, moving, or hiding pages according to your preferences.</p> <p>Settings Management: Take charge of page settings, including URLs and custom CSS code, ensuring a tailored and branded online presence.</p> <p>Content Management: Add, edit, and delete page content effortlessly, maintaining flexibility and responsiveness.</p> <p>Approval Oversight: Approve page edits made by editors, ensuring content integrity. Publishers default to handling approvals, with optional notifications for administrators.</p> <p>Configuration Settings: Manage the CMS configuration settings to align the platform with your specific requirements and organizational needs.</p> <p>Source Code Management: View and modify the page source code when necessary. To uphold ADA compliance, inline styling is automatically removed upon saving or re-editing content, ensuring accessibility standards are maintained.</p>
<p>1.15</p>	<p>Page Manager: create, edit, and approve content to their assigned webpage(s), but who cannot delete content or edit other webpages (unless assigned)</p>	<p>Equip your Page Managers with targeted control over content creation, editing, and approval, ensuring a secure and streamlined workflow. Their access is meticulously limited to only the pages they are assigned to, preventing any unauthorized access or deletion of other pages.</p> <p>Page Managers, with their enhanced permissions, can:</p> <p>Page Management: Add, edit, and delete pages within their assigned district and/or building areas, ensuring</p>

1.10	<p>Secure - Access Control & Monitoring</p> <p>The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
		<p>localized content control.</p> <p>Feed Management: Add, edit and delete feeds/files (news feeds, calendars, groups, files, and more) within their designated areas.</p> <p>Publishing Authority: Publish pages with changes made by editors within their assigned areas.</p> <p>This focused and granular control ensures that your Page Managers can efficiently curate and publish content within their designated permissions, promoting organized content management and maintaining the integrity of your digital presence.</p>
1.16	<p>Content Editor: edit content on already-existing pages to which they are assigned</p>	<p>Empower your Content Editors with the ability manage content within their designated district and/or building pages. While they cannot publish changes directly, their edits undergo a review process managed by the Page Manager before publication.</p> <p>Key features for Content Editors include:</p> <p>Content Management: Editors have the authority to add, edit, and delete content within their specified district and/or building pages.</p> <p>Publishing Oversight: The publishing process is streamlined, with changes reviewed by the Page Manager before final publication, ensuring quality and consistency.</p> <p>Page Creation: Editors can be assigned access to create new pages within their designated areas.</p> <p>Feed/Calendar Publication: Editors, when granted access, can publish news articles, events, spotlights, and more within their assigned feeds and calendars.</p>
1.17	<p>Describe available workflow based on roles described</p>	<p>Experience an efficient content publishing workflow with the Foxbright CMS. When a Content Editor completes their changes, they simply mark the page as "Ready to</p>

<p>1.10</p>	<p>Secure - Access Control & Monitoring The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
	<p>above.</p>	<p>Publish." The Page Manager is notified through email, receiving a direct link to both edit and preview the page. This streamlined process allows the Page Manager to promptly review the content, make any necessary adjustments, and either publish the page or provide feedback to the Content Editor.</p>
<p>1.18</p>	<p>Describe steps for changing a user's role or page permission levels.</p>	<p>Web Administrators have full access to edit user roles for page permissions and other features.</p> <p>Web Administrators can easily search users and modify their roles—whether as editors, publishers or admins. They can designate specific access to pages/areas and define permissions for allowable actions within their areas.</p> <p>Additionally, permissions can be conveniently granted during the creation of new pages, news feeds, calendars, folders, and more. For instance, when adding a new folder, Web Administrators can assign permissions to users from a searchable list, ensuring precision in access control.</p> <p>Page Managers, while also equipped to grant permissions, operate within the confines of their assigned areas, fostering localized control and ensuring a secure and organized content management system.</p>
<p>1.19</p>	<p>Explain what support and documentation are available for managing permissions.</p>	<p>Foxbright provides a comprehensive online help desk featuring extensive documentation and instructional videos.</p> <p>Should users require additional assistance, our dedicated support team is readily available via email, chat, or phone, ensuring a responsive and personalized support experience.</p>

1.20	Secure - Data Lifecycle Management The following specifications seek to understand the system supports current storage, retention and destruction standards.	
1.21	Describe retention and destruction process for hosted site resources.	<p>All site resources are retained during the term of the agreement unless deleted by the client. After the client has terminated services, Foxbright will archive the website for a period of three months. This archival process involves a comprehensive backup, encompassing the database, configuration, source code, and client files uploaded to the website.</p> <p>Once the archive is complete, the client website is disabled, and all associated files are removed. The customer database is securely deleted, ensuring data privacy and confidentiality. After the designated three-month period, archived files are systematically purged, streamlining data management and adhering to best practices in website lifecycle management.</p>

1.30	Secure - Data Ownership The following specifications seek to understand data protection, privacy and ownership rights.	
1.31	Describe ownership of site content upon termination of contract.	The client is the exclusive owner of the content. Foxbright will maintain the website and contents until the contract termination date and can provide uploaded files to the client. After termination Foxbright will archive and delete the website according to the schedule outlined in paragraph 1.21.

2.10	Usable - Data Capture Controls The following specifications seek to understand how the system efficiently enforces quality data capture.	
2.11	Site visitors must be able to communicate with individual	The Foxbright CMS Staff Directory can link to staff emails or a Contact form. Forms are configurable to show or hide

	WRESA staff through a contact form.	certain fields, including emails.
2.12	Describe support for anti-spam, captcha, or similar verification tools, to prevent automated submissions with forms.	Forms include a security check that requires correct answer before submission. Alternatively, forms can be configured to use reCAPTCHA v2 and v3.
2.13	Describe support for masking email addresses by crawlers and bots.	By default, all staff emails are hidden on staff lists and site visitors use a staff contact form to email staff. The email address is never visible. There are options to enable the email address to be visible if that is desired.
2.14	Describe ability to create webforms with conditional logic.	The Foxbright CMS Forms Module does not include Conditional Logic functionality however we can integrate forms from most 3 rd party providers.

2.20	Usable - Localized Data The following specifications seek to understand how the system allows for the flexible or localized data elements.	
2.21	[Preferred] Describe provisions for ADA compliance training materials for users.	The Foxbright Help Desk provides information on how to maintain compliant content, create compliant documents, and caption and transcript requirements for video. Personalized training for the WRESA staff will cover ADA compliance best practices.

2.30	Usable - Reporting / Redaction The following specifications seek to understand how the system supports sharing of summary and detailed data.	
2.31	Describe quality search capabilities provided for website content.	Foxbright's internal Site Search function searches all page content including the page titles and keywords as well as events, news posts and other dynamic content. Foxbright's File Library and Document Search feature can search file names and file descriptions/keywords giving

		<p>your site users the tools they need to find relevant content.</p> <p>To further streamline the search process, Foxbright offers the option to integrate Google Search directly within the district's site. This unified approach allows users to search both site content and document contents seamlessly from one tool, all while keeping users engaged on your district site.</p>
2.32	<p>Describe ability to provide searchable staff directory, including the following information:</p> <ul style="list-style-type: none"> - Full name - Job title - Department - Sub-department (optional) - Email address - Phone number 	<p>Staff Directory can be searched by:</p> <ul style="list-style-type: none"> • First Name • Last Name • District • Building • Department • Sub-department • Position <p>Phone numbers and email (if displayed, not recommended) can be searched using the browser search feature.</p>
2.33	<p>Describe how notifications work and how they can be configured to notify specified staff members when a webform submission is received.</p>	<p>Notifications are custom to each specific webform. They are sent via email, reaching multiple staff members with a customized subject line. Form submission emails can also be enabled so your users are confident that the information was received by your organization.</p>
2.34	<p>Describe the site's ability to add news, announcements, and alerts. Also, describe ability for site visitors to manage subscriptions for email/newsletter groups.</p>	<p>Experience the dynamic capabilities of Foxbright's News and Stories Modules, designed to enhance your content strategy, engage your audience, and seamlessly share your updates across various channels.</p> <p>News Module: Craft impactful news posts featuring photos, videos, rich text content and file attachments. Ideal for press releases, announcements, and popup alerts on your website.</p> <p>Stories Module: Create informative and visually appealing newsletters or resource catalogs with custom tags, photos, videos, and rich text. Enjoy full customization of</p>

		<p>the newsletter layout, including drag-and-drop columns and content placement. Stories include a Story Search option, allowing site visitors to easily search using keywords and tags. Content is ADA compliant, follows the organization’s brand guidelines and can be optimized for SEO.</p> <p>Flexible Layouts: Both News and Stories modules support publish and archive dates, providing you with the flexibility to schedule content releases and updates.</p> <p>Social Media Integration: Amplify your reach by sharing News and Stories directly to social media platforms.</p> <p>User Subscription: Both modules support RSS, allowing site visitors to subscribe and receive notifications whenever new posts are added to the website.</p>
2.35	<p>Describe how accordions work on the site, including capabilities of auto-expanding, nesting sub-accordions within, and/or if accordions can be directly linked using anchor tags.</p>	<p>All block types in the Foxbright CMS have the option to expand/collapse (aka accordions).</p> <p>Some features of the Foxbright accordions include:</p> <ul style="list-style-type: none"> • Create unique titles for each accordion. • Add anchor tags to the accordion. • Auto open the accordion when a page link with the anchor is clicked on and the page is displayed. <p>While nesting accordions is not directly supported, our adaptable system allows for creative solutions through custom layouts. Explore Holly Area School’s Strategic Plan to view an example in action.</p>
<p><i>If applicable, describe additional features such as mobile application capabilities and SMS/Text notifications, voice notifications, etc.</i></p>		
2.36	<p>Describe provision of a mobile application for the iOS and Android operating systems. Describe ability to send District Push, SMS/Text, Email and Voice Notifications on the</p>	<p>The Foxbright App is a customized iOS, Android, Progressive Web APP (PWA) that is fully customized for your organization’s brand and needs.</p> <p>Versatile Notification Channels: Send notices via Push, SMS/Text, Email, and Voice, ensuring effective communication with your audience.</p> <p>SIS Integration: Sync users accounts with your SIS data to</p>

	<p>mobile application.</p>	<p>ensure all users receive notifications.</p> <p>Integrated Notifications: Keep your community informed by sending notifications from your integrated social media, news, and story posts.</p> <p>Synced Staff Directory and Calendars: The app seamlessly integrates with your staff directory and calendars, providing real-time updates and accessibility.</p> <p>Group/Class Flexibility: Support unlimited groups/classes, enabling WRESA staff to target specific groups/classes with notifications.</p> <p>Two-way messages: Enable two-way messages for enhanced communication all while keeping records of all communication.</p> <p>User Subscription: App users can subscribe to specific groups/classes, tailoring their notifications and calendar updates to individual preferences.</p>
<p>2.37</p>	<p>Describe the process for how web editors upload images to a page. Include descriptions for adding alt-text to that image, how images can be resized and compressed to save space & speed.</p>	<p>While inserting an image, users will select a folder to save the image to and then drag and drop the file from their desktop or optionally use a standard file select.</p> <p>The user is required to mark the image as decorative or enter alternative text before saving.</p> <p>Upon upload, the system will automatically resize the file to a web appropriate size (which is configurable by the client).</p> <p>The user can set the image size for presentation, easily left align, right align or center the image. A border and rounded corners can be applied. The border and style can be customized for the client.</p>
<p>2.38</p>	<p>Describe ability to upload Word, Excel, PowerPoint, and PDF files, and directly linking to those files.</p>	<p>To upload a document, users select the insert link option then select the upload file option.</p> <p>Similar to the image upload, the users will select a folder to save the document to and then drag and drop the file from their desktop or optionally use a standard file select.</p> <p>The user can then customize the link text for the</p>

		document and choose to open it in a new tab or not.
2.39	Describe compliance at the AA level with Web Content Accessibility Guidelines (WCAG) 2.0 accessibility standards (compliance with WCAG 2.1 preferred)	<p>Foxbright websites adhere to Section 508, WCAG 2.1 Level AA compliance guidelines.</p> <ul style="list-style-type: none"> • Website is Responsive • Website is Keyboard Navigable • Provide Visible “skip to” links & focus states for links. • Color scheme is Contrast Compliant • Removes empty heading tags. • Images require alt text or decorative designation. <p>In the event of a site related ADA complaint or OCR inquiry, Foxbright will support you every step of the way. Foxbright will correspond with the OCR agent and attend meetings with them as necessary.</p> <p>Foxbright will provide monthly ADA reports on all web pages and documents checking for the following:</p> <p>Accessibility: WCAG 2.1 – 300+ tests covering A, AA and AAA guidelines, Section 508 - 59 tests covering 15 guidelines, PDF documents for broken links, untagged content and missing ALT text.</p> <p>Broken Links - check for broken links</p> <p>Spelling – check for spelling errors</p> <p>Compatibility - check for HTML, script and image formats that don’t work in common browsers</p>

2.40	Usable - Data Integration	
	The following specifications seek to understand how the system supports data integrations and exports.	
2.41	Describe support for high-level calendar integration capabilities through API with	<p>Foxbright provides a number of calendar capabilities designed to seamlessly integrate with various platforms:</p> <ul style="list-style-type: none"> • Internal Calendars

	<p>multiple ways to show the calendar with events (i.e., a different version on homepage compared with others)</p>	<ul style="list-style-type: none"> • Google Calendars – iCal Sync • Office 365 Calendars – iCal Sync • WisdomWhere Calendars (via API) • BigTeams/Schedule Start – iCal Sync. • Other – other calendars that provide iCal support. <p>Foxbright provides multiple calendar presentations including upcoming events, mini calendar month view, full calendar month view and agenda view.</p> <p>Web editors can conveniently display one or more calendars together, whether it's District + Building or Department calendars. The Full Month Calendar boasts a calendar selector option, allowing site visitors to choose multiple calendars to view simultaneously.</p> <p>All calendars support iCal so site visitors can subscribe to one or more calendars and view them on their phone or their Google Calendar.</p>
2.42	<p>Describe the websites ability to integrate Google Analytics. Include description on if each page is tracked automatically or if it requires additional steps.</p>	<p>Foxbright is fully integrated with Google Analytics. Meta descriptions and keyword inputs are available for each web page. For additional tracking, individual ids / tags can be added to specific pages for specific campaigns.</p>

2.50	<p>Usable - Data Relationship Mapping</p> <p>The following specifications seek to understand any data object-relationship map available that supports conducting a data inventory.</p>	
2.51	<p>Describe available documentation for managing site information and relationship of resources created on the site. For example, does a search for resources includes user who uploaded it, file type, size,</p>	<p>Foxbright's file library provides the following information on uploaded content:</p> <ul style="list-style-type: none"> • File Type • Size • Width • Height • Created Date

	<p>date of upload or other attributes?</p>	<ul style="list-style-type: none"> • Last Modified Date • Address • Folder • Audit logs additionally record user data who uploaded/modified. <p>Additionally, audit logs provide information on other resources that were created and edited such as events, news and page changes.</p>
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<p>3.10</p>	<p>Trustworthy - Supporting Business Rules The following specifications seek to understand how the system support district's documented business rules, workflow and processes.</p>	
<p>3.11</p>	<p>Describe how pages are published on the website when an editor or manager makes an update. Does it get scheduled, approved? Etc.</p>	<p>When a Content Editor completes their changes, they simply mark the page as "Ready to Publish." The Page Manager is notified through email, receiving a direct link to both edit and preview the modified page. The Page Manager reviews the content, makes any necessary adjustments, and either publishes the page or provides feedback to the Content Editor.</p> <p>Page Managers can publish their changes immediately or alternatively they can schedule their changes to publish or expire on certain days and times (per block).</p>

<p>3.20</p>	<p>Trustworthy - Data Repair The following specifications seek to understand how the system allows correcting data with auditing/documentation/proof.</p>	
<p>3.21</p>	<p>Describe available activity and audit trails for content changes.</p>	<p>Foxbright maintains activity audit logs on all users that access the Foxbright CMS. The audit logs record the date and time stamp of when all users login and logout of the CMS, and all activities performed by a user including page edits, publishing and deletions, file uploads, updates and deletions, and adding, editing and/or deletion of news,</p>

		events, spotlights, photo galleries, etc.
3.22	Describe capability to roll-back or revert content or code changes to the site.	<p>Unpublished changes on a website page can be easily reverted to the last published state by the user.</p> <p>If content has been lost, Foxbright will restore a backup of the website in a temporary location so the lost content can be retrieved.</p> <p>Foxbright typically avoids complete rollbacks due to the potential loss of other concurrent changes made by multiple users, however we will work with your organization to determine the best course of action.</p>

3.30	Trustworthy - Data Restoration	
	The following specifications seek to understand how the system allows for restoration of incorrectly or improperly changed data.	
3.31	Describe the options for frequency and retention period of backups.	<p>Foxbright’s current backups through our hosting provider, Rackspace, are daily and retention is 2 weeks.</p> <p>It should be noted that Foxbright plans to transition to Azure hosting over the next twelve months and we will provide more frequent backup options with a minimum of one month retention.</p>
3.32	Describe the initiation and turnaround timeframe for any restoration from backups.	Typically within 1-2 hours.
3.33	In the event of a security incident, describe notification and response procedure.	<p>To protect against security incidents, Foxbright protects its servers with a firewall, passwords are encrypted and access to servers are restricted via VPN, IP address and port number. However, in the event of a security incident Foxbright will follow the procedure outlined below:</p> <p>Initial Assessment: assess the severity and nature of the</p>

		<p>incident.</p> <p>Notification: notify client and any other relevant stakeholders.</p> <p>Isolation: isolate the affected systems or compromised areas to prevent further damage, take affected systems offline if necessary.</p> <p>Preserve Evidence: document and preserve evidence related to the incident. This may include audit logs, files or other relevant information.</p> <p>Investigation: Conduct a thorough investigation to identify the root cause of the incident.</p> <p>Remediation: Implement a remediation plan to address vulnerabilities and weaknesses.</p> <p>Legal compliance: work with local law authorities, the FBI or other investigations or audits that may arise.</p>
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4.10	Customer Support and Timelines	YES	NO
4.11	Provide unlimited technical support, provide all necessary training, and ongoing maintenance	X	
4.12	Unlimited phone and email support for all staff	X	
4.13	Responsive and timely technical support including a 12-hour guaranteed response	X	
4.14	Dedicated support manager with support available when requested	X	
4.15	24/7 site monitoring support with emergency website access (editing/publishing) and related costs, or available prepaid time available as needed.	X	
4.16	Ability to upgrade templates or switch templates at a reasonable cost	X	

	relative to initial setup costs		
4.17	Preferred: functioning website within ten (10) weeks of signing contract	X	

5.1	Service Level Agreements (SLAs) Describe solution's ability to provide and document the following service levels:	
5.11	Website Uptime	Foxbright uses Site 24x7 to monitor client websites sites which shows website uptime of 99.97% for the last quarter. Foxbright's SLA provides a Service Level Commitment of 99% and can be reviewed here . Uptime does not include server and website maintenance downtime.
5.12	Security Issue Resolution	Foxbright uses Rackspace for hosting and security systems. Rackspace pushes out security, system, drivers and other updates monthly. For critical emergency updates Foxbright will often run those same day or as recommended by Rackspace. Updates to firewall firmware, SFTP services and other support software on the servers are handled within 24 hours, but usually on the same day.
5.13	Website Response Time	<p>Website response time is largely dependent upon the site content and how it is uploaded. Many of our clients have "excellent" response times as reported by the 3rd party tool Semrush.</p> <p>Image size and format often have a large impact on response time. The Foxbright CMS has the functionality to resize images and cache the resized version in order to maximize response time. Additionally, WebP images can be uploaded which provides better response times than PNGs or JPEGs.</p> <p>Foxbright will train WRESA staff on best practices for image upload and other content in order to maintain positive response times. During content migration</p>

		<p>Foxbright will reduce image sizes using best practices for web presentation.</p>
5.14	<p>Issue Response and Resolution Time</p>	<p>Response time is on average within an hour during business hours. Response time will vary based on severity of issue. If software updates are not required, resolution is usually same day or next day. If software updates are required, it can be anywhere from 1 -3 business days unless the solution is complex and requires further testing.</p> <p>Foxbright provides the client with a time frame if it won't be resolved within the 1-3 days and will determine if there are any work arounds until the issue is resolved.</p> <p>At a minimum, CMS software updates are pushed out to our hosted clients every Saturday, urgent updates may be same day.</p> <p>Notice of planned maintenance is posted under Announcements on the CMS home page.</p> <p>Foxbright will email clients of any unplanned issues as soon as it comes to our attention with a summary of the issue and an estimated resolution time frame.</p>

Proposer Response:

4.11 – Foxbright provides all necessary onboard training. If requested, Foxbright will provide one additional webinar training annually during the term of the agreement. If additional training is necessary, it will be quoted separately.

4.13 – A 12 hour response time is guaranteed during normal business hours. Non-emergency after hours or holiday support requests will be responded to on the next business day.

4.14 – Foxbright will provide a dedicated support manger if requested however we recommend using our support email / portal in order to receive the timeliest response.

4.15 – Foxbright monitors client sites 24x7. If website content assistance is needed for emergency updates Foxbright can assist, hours can be pre-purchased or invoiced as needed. Cost of hours is outlined in the Pricing Attachment.

4.17 - Foxbright has the staff and resources available to have a functioning website in place within 10 weeks of signing a contract however this assumes that WRESA staff is extremely responsive and provides feedback in a timely manner (ideally 24 hours but is of course dependent on the feedback needed).

1.4.1 Statewide Cooperative Contract

Wayne RESA is working with the Michigan Association of Counties CoPro+ program on this bid solicitation. If your bid meets the minimum qualifications, is responsive and responsible and offers competitive pricing you may be considered and approached to extend a term agreement and pricing to other public entities within the county, the region, and the state, in accordance with Michigan Compiled Laws 124.504. This process is called “piggybacking”; it offers tremendous value to public ordering entities regarding the cost and time to manage an end-to-end purchasing event. This process also offers exceptional value to selected vendors in terms of their company’s resources and time to respond to multiple solicitations from various public entities who have a similar need for their products or services.

All pricing submitted to Wayne RESA and its participating entities shall include a **2% administrative fee** to be remitted to CoPro+ by the contractor on a quarterly basis. Administrative fees will be paid against actual sales volume for each quarter. It is the contractor’s responsibility to keep all pricing up to date and on file with Wayne RESA/CoPro+. All price changes shall be presented to Wayne RESA/CoPro+ for acceptance, using the same format as was accepted in the original contract.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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1.4.2 Training

Proposer must describe the following:

1. Any on-demand support resources.
2. How you will provide orientation, implementation, training, and ongoing technical support for efficient utilization of offered services.
3. On-going customer service.
4. Key differentiators in service offerings, account management, and value-added services proposed by your company.
5. Your approach to meeting the requirements and a description of any services you are proposing to provide as part of your proposal.

Proposer Response:

1. The Foxbright Help Desk provides online help resources and articles including video tutorials. Clients can login by creating a user name or by using Google or Office 365 Single Sign On.
--

Support tickets can be submitted via the help desk and all prior tickets can be viewed in the portal. Alternatively, clients can call or email support.

2. Foxbright provides customized training to clients. All training is instructor led and webinar based (on site can be requested and quoted if desired). Training is specific to the client’s website and implementation providing excellent orientation on how the website content is implemented and how to maintain and update the website. Training is highly interactive with the audience providing both demonstration of features and hands-on training as well as Q&A.
3. Annual fees include unlimited customer support to anyone in the WRESA organization at any time. Customer service can be reached via email, phone or the help desk.
4. Foxbright has an average support response time of 1 hour (although not guaranteed, one hour is typical). Customer support is unlimited to anyone at any time.
5. Foxbright will assist with how-to questions, ADA compliance questions and best practices for content presentation. Minor updates to the website are also included in annual fees.

1.5 Product Specifications

All products furnished must be in conformity with the participating agency requirements and specifications and will be subject to inspection and acceptance by the individual customers at delivery. The right is reserved to reject and return at the risk and expense of the vendor.

Proposer Response:

Please confirm your understanding by checking Yes or No.

Yes No

1.6 Service Capabilities

1.6.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

Proposer Response:

Issue Management:

During implementation and prior to “go live”, the project manager will be in regular communication with the client regarding timeline, schedule and deliverables. If there are any issues that might impact schedule, scope, service, delivery, quality or budget it will be put in writing and suggestions will be made to provide a resolution.

Contract Performance:

If there is any issue pertaining to contract performance after go-live, written notice must be provided and the non-defaulting party has 30 days to cure the default or the agreement can be terminated.

Change Management:

If Foxbright discontinues marketing (i.e. sunsets) the software, Foxbright may terminate services at expiration of the then-current term with at least twelve (12) months written notice to client.

In the event of a change in corporate leadership, structure, merger or acquisition, Foxbright will provide written communication regarding the change as soon as it is permissible. Any existing contract will continue to be honored through the current term.

1.6.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents.

Proposer Response:

Primary Account Representative:

Paula Whisman, Grand Rapids, MI
Pwhisman@foxbright.com

Contact Person for Reports/Documents:

Hannah Lawrence, Grand Rapids, MI
Hlawrence@foxbright.com

1.7 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Wayne RESA. Customer inquiries should be responded to with forty-eight (48) hours or two (2) business days unless it is an emergency issue. Describe your company’s Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.).

Proposer Response:

Foxbright has one service location based in Grand Rapids, Michigan. Standard office hours are 8am-5pm eastern time.

The support team is notified of any after hours high priority/emergency customer service needs and those are addressed at that time.

Non-emergency/normal priority support requests received after hours are generally responded to the next business day during normal office hours.

Support requests submitted during normal business hours have an average response time of 1 hour.

Foxbright can assign a specific support person if desired, however we do find that utilizing our support desk provides the timeliest response.

1.8 Purchase Orders

Requests for quotes will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating agency will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be shipped and billed directly to these institutions.

Proposer Response:

Please confirm your understanding by checking Yes or No.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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1.9 Delivery and Acceptance

Proposer must address the following items and costs in their proposal and other items/costs that they are aware of that may not have been requested in this bid.

- All pricing must reflect net 30 payment terms.
- Ordering/customer service capabilities and procedures.
- Policies and procedures for an organization accepting product/service.

Proposer Response:

<ol style="list-style-type: none"> 1. Invoices are generated upon acceptance of the contract for any one-time costs and the 1st year annual fees. All invoices will reflect net 30 payment terms. 2. A fully executed contract is used as proof of acceptance for product/service. 3. Any changes to the contract or new orders will be evidenced with a signed work order.

1.10 Management and Staff

Proposer must provide an organization chart. Please attach as a separate document labeled as “Org Chart”

1.10.1 Staffing and responsibilities

Proposer must describe the qualifications, experience, and training of the website hosting and maintenance services staff.

Proposer Response:

Paula Whisman, Project Manager

Paula is a founding member of Foxbright. She received her Bachelor’s degree in Computer Science from Michigan Technological University and Masters degree in Computer Engineering from Syracuse University. Paula has over 30 years experience in Project Management and has been working with educational organizations for over 15 years. Paula has unique skills in understanding client’s communication goals and translating them to create an effective website design that is easy to use, navigate and maintain.

Adrian Hirsch, Customer Support

Adrian is a graduate of Grand Valley State University with a major in Broadcasting/Communications and a minor in Business. Adrian joined Foxbright in 2014. His experience with various CMS platforms, audio/video editing and production, along with a background in technical writing and journalism has been an asset to the Foxbright clients in meeting their web and communication needs. He supports training, documentation, CMS development and product demonstrations.

Ben DeBiase, Lead Software Engineer

Ben received a degree in Computer Science from Michigan State University and in Recording Industry Management from Middle Tennessee State University. He has over 25 years experience in software development and web based technologies. Ben has been with Foxbright since its inception and has been instrumental in the development of the CMS. His attention to both details and holistic concerns provides the basis for success in addressing various technical endeavors. His holistic approach and attention to detail provides the basis for creative and thoughtful custom solutions for our clients.

Joe Sonheim, Director of Marketing

Joe is an experienced digital marketer, having directed digital strategy as an entrepreneur, at Michigan’s largest PR firm, and in-house for ed-tech companies. He specializes in identifying trends in big customer data and translating those findings into creative, SEO-rich marketing content that has a direct impact on ROI.

1.11 Pricing Schedule

Respondents will provide pricing information on the price sheet (**Attachment A**) that will be utilized when evaluating price competitiveness.

1.11.1 RESERVED

1.11.2 Bid Pricing

Proposers have the option to provide high-volume pricing. Proposers who offer high-volume pricing may be evaluated more favorably than those who do not. Proposers should specify this discount option within their cost proposal and at what level.

1.11.3 Quantity Term

Vendor agrees to supply the complete quantity and products that each customer requires.

1.11.4 Tax Excluded from Price

(a) Sales Tax: Wayne RESA and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Wayne RESA may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Wayne RESA's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

Proposer Response:

Include any comments regarding pricing, discounts being offered, and information on other cooperative contracts held by respondent.

1.12 Price Assurance

The awarded vendor agrees to provide pricing to Wayne RESA and its participating entities that are the lowest pricing available, and the pricing shall remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product purchased through Wayne RESA following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Wayne RESA requests equal or better than pricing to be submitted.

All pricing submitted to Wayne RESA shall include a 2% administrative/remittance fee to be remitted to CoPro+ by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings up to date and on file with Wayne RESA/CoPro+.

Proposer Response:

SECTION 2.0 – PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.

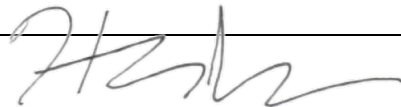
The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of this RFP.

2. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each proposer who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Wayne RESA, will be the basis for the Proposer to enter into a contract with Wayne RESA in accordance with the intent of the bid documents.
3. The undersigned acknowledges receipt and acceptance of all addenda.
4. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
 - Contractor’s Employment Eligibility
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
 - Certificate of Independent Price Determination
 - Clean Air and Water Certificate
 - Certifications/Disclosure Requirements Related to Lobbying
 - U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs
5. The undersigned acknowledges that proposer will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated bid documents.
6. It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site conditions. By the submission of a bid, the proposer certifies that if awarded a contract they will make no claim against Wayne RESA based upon ignorance of conditions or misunderstanding of the specifications.
7. Patent indemnity: Vendors who do business with the Wayne RESA shall hold Wayne RESA, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
8. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This



documentation must be provided to Wayne RESA, prior to award, and shall include an insurance certificate and additional insured certificate, naming Wayne RESA, which meets the minimum insurance requirements, as stated in the terms and conditions.

2.1 Company Profile

Company Profile
Official Name of Proposer: Foxbright Solutions, LLC DBA Foxbright
Street Address: 1115 Ionia Ave NW, Suite 109
City: Grand Rapids
State: MI Zip Code: 49503
Website: www.foxbright.com
Primary Contact Name: Hannah Lawrence
Primary Contact Phone Number: 616-272-5889
Primary Contact Email Address: hlawrence@foxbright.com
Dun & Bradstreet (D&B) Number (if applicable):
Has your company been debarred by the Federal and/or State Government? <input type="checkbox"/> Yes x No <i>If yes, has it been lifted and if so, when?</i>
Have you ever been in bankruptcy or in reorganization proceedings? No
Brief history of your company, including the year it was established: <p>Founded in 2003, Foxbright provides licensing to its proprietary CMS, hosting, website and mobile app design services for educational organizations, K-12 school districts, private schools, nonprofits and businesses. We have years of industry experience helping organizations in across the U.S. with over 27,000 system users. Located in Grand Rapids, Michigan, Foxbright is a privately held, woman owned business committed to bringing the most innovative and professional solutions to its clients.</p>
Signature: 
Name and Title of Signer: Hannah Lawrence, President
Date: January 20, 2024

2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past ten (10) years. Please identify any experience relevant to the services you propose to provide through this RFP. Failure to complete this section may result in the disqualification of your proposal.

Entity Name: Montcalm ISD	
Contact Name: Tom Staten	Title: Director of Technology
City: Stanton	State: MI
Phone Number: 616-225-6128	Years Serviced: 9
Description of Services: Hosted, CMS licensing, support, web design, ADA compliance reporting	
Annual Volume: ~\$4,000 - \$10,000	

Entity Name: Kent ISD	
Contact Name: Bob Brenzing	Title: Communications Coordinator
City: Grand Rapids	State: MI
Phone Number: 616-365-2342	Years Serviced: 14
Description of Services: Hosted, CMS licensing, support, web design, mobile app	
Annual Volume: ~\$10,000 - \$15,000	

Entity Name: Muskegon Area ISD	
Contact Name: Pam Jackson	Title: Web Manager
City: Muskegon	State: MI
Phone Number: 231-767-7239	Years Serviced: 17
Description of Services: Self hosted, CMS licensing, support, web design	

Annual Volume: ~\$3,000 - \$11,000

Entity Name: Ingham ISD	
Contact Name: Lonnie Thomas	Title: Public Relations and Communications, Digital Media Specialist
City: Mason	State: MI
Phone Number: 517-244-1287	Years Served: 15
Description of Services: Self hosted, CMS licensing, support, web design	
Annual Volume: ~\$3,000 - \$6,500	

2.3 Assurances and Certifications

CONTRACTOR’S EMPLOYMENT ELIGIBILITY

By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws. Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The vendor complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Wayne RESA Participating entities in which work is being performed.

Hannah Lawrence
Printed Name of Respondent


Signature of Respondent

Foxbright
Company Name

January 20, 2024
Date of Signature

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

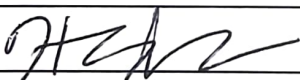
The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Wayne County Regional Educational Service Agency, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Wayne RESA as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature:	
Date:	1/19/2024



Notary	
State of	<u>Michigan</u>
County of	<u>Kent</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>19</u> day of <u>January</u> , 20 <u>24</u> .	
Notary Public	<u>Elvia A Myers</u>
My commission expires:	<u>01.07.2028</u>

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

- (A) By submission of this offer, the offeror certifies each party thereto certifies as to its own organization, that in connection with this procurement:
 - (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
 - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.

- (B) Each person signing this offer on behalf of the manufacturer or processor certifies that:
 - (1) He or she is the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) He or she is not the person in other offeror’s organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this manufacturer or processor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Hannah Lawrence, President
Company’s Authorized Representative / Position Title


Signature of Company Representation

Foxbright
Company Name

January 20, 2024
Date of Signature

CERTIFICATIONS/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance. If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan; You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, Federal Register (pages 6736-6746).

CERTIFICATION REGARDING LOBBYING CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

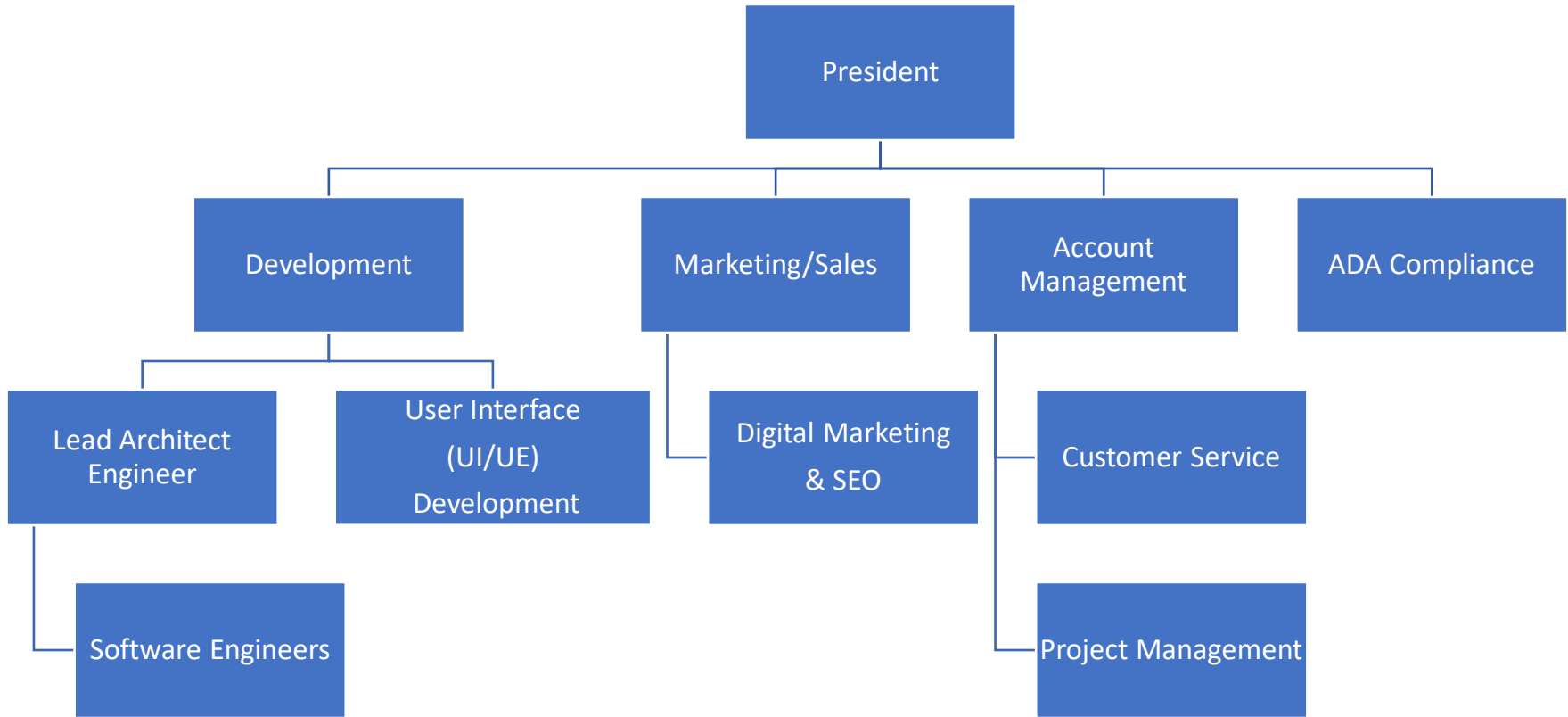
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Hannah Lawrence, President
Company's Authorized Representative / Position Title


Signature of Company Representation

Foxbright
Company Name

January 20, 2024
Date of Signature



Attachment A – Pricing Schedule


1. The Proposer must provide pricing for the deliverables stated in this RFP using the table below. You may add additional rows as needed. Failure to complete the pricing schedule may result in the disqualification of your proposal.

2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, travel, maintenance, and potential costs that the vendor may charge (e.g., shipping and handling, per piece pricing, and palletizing).

Item	Deliverable	Price
1	Website design template and content migration	\$7,999/One Time
2	Training and end-user support	\$0 - included
3	Ongoing Maintenance (unlimited customer support)	\$0 - included
4	Hosting/License Fees	\$9,889/Annually
5	<p>Optional Add-on Services (One Time Cost):</p> <p>Custom web design and integration</p> <p>Custom interactive district map</p>	<p>\$3,399/One Time</p> <p>\$999/One Time</p>
6	<p>Optional Add-on Services (Annual Cost):</p> <p>ADA Compliance Clean Up (1hr/month)</p> <p>SEO Optimization and Annual Audit</p>	<p>\$1,299/Annual</p> <p>\$999/Annual</p>
7	<p>Optional Mobile App for Educators:</p> <p>Design and integration</p> <p>Licensing, support, hosting</p>	<p>\$499/One Time</p> <p>\$4,518/Annual</p>

8	2% admin fee to CoPro+ / MAC <i>Range is provided depending on optional services selected.</i>	Year 1 - \$358-\$592 Year 2 & 3 – \$198-\$334
9	Prepaid Hours for Content Support <i>Can purchase bulk hours in increments of 5, 10 or 20</i>	\$399 (5 hours), \$699 (10 hours), \$1,199 (20 hours)

* The Pricing presented in this RFP is valid for 120 days from the date of signature.

Signature:  Title: President

Print Name: Hannah Lawrence Date: January 20, 2024