

**RFP # WRESA-05-2023-2024-07**

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**REQUEST FOR PROPOSALS  
FOR  
WEBSITE HOSTING AND  
MAINTENANCE SERVICES**

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## BID SUMMARY

**Commodity/Service Being Requested:** Website Hosting and Maintenance Services

**Type of Solicitation:** Request for Proposals (RFP) – Wayne RESA, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is competitively bidding and awarding a Master Agreement to a Contractor or Contractors for Website Hosting and Maintenance Services.

**Type of Resulting Contract:** Statewide Cooperative Contract – As a result of this RFP, Wayne RESA will work with the Michigan Association of Counties CoPro+ program to market and extend the resulting contract to other public municipalities, non-profit organizations and schools statewide in having access to contract(s) for Website Hosting and Maintenance Services. This contract will enable public municipalities, non-profit organizations, and schools to “piggyback” and purchase commodity/service on an “as needed” basis from the supplier(s). Proposers shall identify any limitations on commodities and/or services areas within their proposal.

**Resulting Contract Term:** Three with two (2) one-year renewal options. The base term for this Contract is for three (3) years. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is a mutually beneficial relationship, the Agreement may be extended through a signed Amendment by both parties for up to two (2) additional one (1) years, which may be exercised individually or together.

RFP TIMETABLE	DATE / TIME
RFP Issue Date	December 22, 2023
Submission of Question(s) from Supplier Due	January 10, 2024, by 5:00 p.m. Eastern Time
Answers to Supplier Questions Due	January 15, 2024
<b>Proposals Due*</b>	<b>January 22, 2024, by 12:00 p.m. Eastern Time</b>
Contract Start	March, 2024

**\*Responses received later than the specified deadline will be disqualified.**

Wayne RESA reserves the right to change this schedule as needed and all information provided by Wayne RESA in this RFP is offered in good faith. Individual items are subject to change at any time. Wayne RESA makes no certification that any item is without error.

The Sole Point of Contact During this Solicitation Process is:

Stacey Shaw  
[purchasing@resa.net](mailto:purchasing@resa.net)  
 (989) 307-1307

Electronic forms of all bid documents are available online at: [Wayne RESA Bid Documents](#)  
 If you experience any issues downloading the documents, contact Stacey Shaw at [purchasing@resa.net](mailto:purchasing@resa.net)

**Contacts with Wayne RESA Personnel:** All contact with Wayne RESA regarding this RFP or any matter relating thereto must be sent to the following email: [purchasing@resa.net](mailto:purchasing@resa.net)



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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.	26
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.	26
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**Solicitation Terms and Conditions can be found at <https://www.resa.net/administrative-support/purchasing/request-for-proposal> as (DOC) [CoPro+ Contract Terms and Conditions](#)”**

## 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

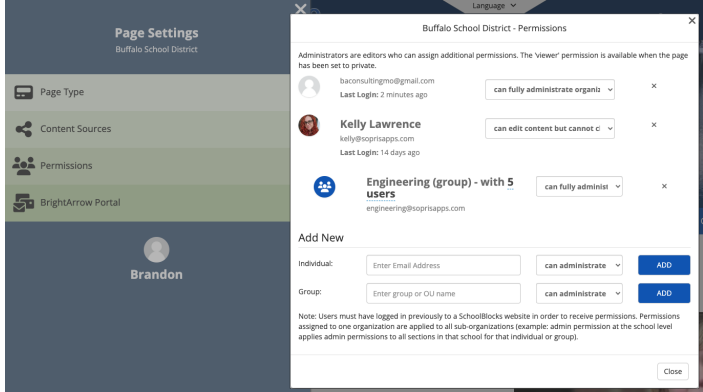
Wayne RESA is seeking proposals from vendors that have an expertise in cloud-based hosting and supporting K-12 school district websites. WRESA hopes to secure a contract with a vendor that will propose a solution to move the current website, resa.net, to a new cloud-based content management system (CMS)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

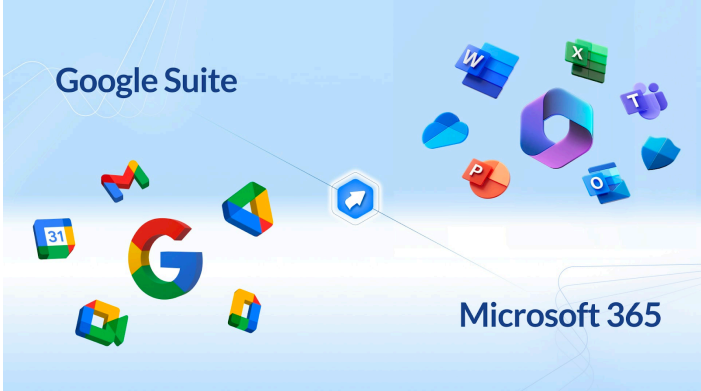
responsive in design, attractive and dynamic, yet clean and simplistic in function. It should allow for easy maintenance and creation of website content, without broad technical skills being required by the site and page administrators.

## 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.*

<p><b>1.10</b></p>	<p><b>Secure - Access Control &amp; Monitoring</b>                  The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
<p>1.11</p>	<p>Describe available features to protecting pages with common or shared password before allowing viewing.</p>	<p>SchoolBlocks developed a powerful method for managing user permissions, differentiating itself from typical vendor offerings. Unlike systems that only grant administrator or edit access to the entire site, our solution mitigates the risk of unintended data loss or broken links. We redefine user permissions by providing granular control at both the site and page levels. This unique approach offers flexibility, enabling administrators to safeguard the overall site while empowering users to manage specific content areas.</p>  <p>Our solution seamlessly integrates with Google or Microsoft profiles without overlapping with Active Directory. This synchronization ensures that user permissions remain up-to-date effortlessly, sparing administrators from manual adjustments. With SchoolBlocks, managing permissions becomes a streamlined and worry-free process, allowing educational institutions to focus on their core mission without sacrificing security or control.</p>
<p>1.12</p>	<p>Describe availability and frequency of software upgrades and patches.</p>	<p>SchoolBlocks complies with an internal policy to complete full website vulnerability testing and patch cadence requirements on an ongoing basis. This includes completing a full assessment every 2nd and 4th quarter of each calendar year. Additionally, we install critical security patches within 30 days of their release, with 90 days as the outside edge of the timeline.</p> <p>SchoolBlocks also has a contracted database watch service to ensure the highest level of security at all times.</p>

<p><b>1.10</b></p>	<p><b>Secure - Access Control &amp; Monitoring</b>          The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
<p><b>1.13</b></p>	<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>For many school webmasters, the struggle with technology overlap is a major hurdle. Juggling multiple platforms, each with its own set of tools and interfaces, often leads to confusion and redundancy. The result is extra work as webmasters navigate through multiple systems, attempting to maintain consistency across various channels. This challenge doesn't merely impact the efficiency of webmasters but also affects the overall user experience, creating a disjointed online presence for schools.</p> <p>We redefine the school web management landscape by seamlessly leveraging Google (GAPE) or Azure integrations within our platform.</p>  <p>GAPE/Azure provides access to your Organization Units and Groups found within your local Active Directory instead of storing them on our platform. SchoolBlocks leverages OAuth as a method of authentication and authorization specifically designed to handle Internet and Cloud-based environments and the extended network. Using OAuth with GAPE/Azure and unified APIs brings applications together through a single access point, providing a more resilient, secure system with an extra layer of student data protection. Furthermore, this eliminates dependence on your vendor's expertise in web security and data protection by using Google/Microsoft, an industry standard.</p>

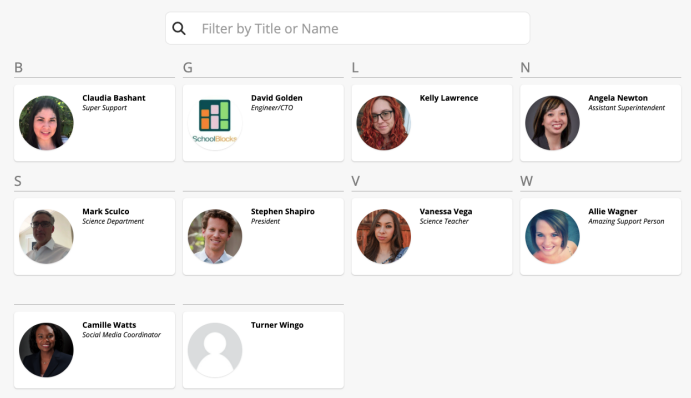
1.10	<p><b>Secure - Access Control &amp; Monitoring</b></p> <p>The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.</p>	
<p><i>Describe permissions structure including support for the following roles and how each role works:</i></p> <p>Our districts find added value in utilizing groups or organizational units (OUs) within their Google or Microsoft profiles to streamline the assignment of user permissions across various pages on the site. This integration extends beyond user permissions, incorporating numerous functional elements throughout the platform for various roles inside of your district.</p>		
1.14	<p><b>Web Administrator:</b> manage authorization of roles, permissions for roles, add and delete content in all areas of the site and manage URLs</p>	<p>SchoolBlocks developed a powerful method for managing user permissions, differentiating itself from typical vendor offerings. Unlike systems that only grant administrator or edit access to the entire site, our solution mitigates the risk of unintended data loss or broken links. We redefine user permissions by providing granular control at both the site and page levels. This unique approach offers flexibility, enabling administrators to safeguard the overall site as a web administrator.</p>
1.15	<p><b>Page Manager:</b> create, edit, and approve content to their assigned webpage(s), but who cannot delete content or edit other webpages (unless assigned)</p>	<p>SchoolBlocks recognizes the significance of securing pages for creating, editing, and managing content on specific pages. Our user permission settings empower you to choose which pages or blocks individual users can access for making changes. This provides both flexibility and overall security for your site.</p>
1.16	<p><b>Content Editor:</b> edit content on already-existing pages to which they are assigned</p>	<p>One of SchoolBlocks' key features is the capability for administrators to authorize access to specific content blocks, enabling others such as department leaders and office staff to create, post, or edit content. This ensures that the most pertinent information remains prominently displayed for your community.</p>
1.17	<p>Describe available workflow based on roles described above.</p>	<p>SchoolBlocks simplifies the process of assigning roles for page and content managers, ensuring a streamlined workflow. To assign someone to a specific page or block, just navigate to the desired location on your website and add the individual with access to that area.</p>
1.18	<p>Describe steps for changing a user's role or page permission levels.</p>	<p>Modifying a user's role or page permissions is as straightforward as adding them. Just navigate to your backend settings to enable or disable administrator settings. For adjustments to page permissions, go to the specific page or block you want to modify and edit the permissions. It's that simple.</p>

<b>1.10</b>	<b>Secure - Access Control &amp; Monitoring</b> The following specifications seek to understand how the system provides login, data controls, audit logs and secure access to data.	
1.19	Explain what support and documentation are available for managing permissions.	All logged-in users have access to the SchoolBlocks help portal (see on the right), where a support request can be launched via chat, email, or phone. In addition to standard support channels, the district and school administrators will have contact with us via Slack for direct support. Finally, we provide a cellular number to contact us after hours or on the weekends.  Documentation for managing permissions is located on our help site with walk throughs, documents and videos.
<b>1.20</b>	<b>Secure - Data Lifecycle Management</b> 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.	SchoolBlocks understands that managing the retention and destruction process for hosted site resources is paramount to maintaining control over your digital content. It is recommended to selectively retain only the content that aligns with your site's objectives and policies. To enhance hosting efficiency, consider leveraging Google/Microsoft integration, allowing seamless storage of your content directly on your Drive. This not only streamlines accessibility but also ensures optimal organization. The convenience extends to content destruction, as your webmaster can effortlessly handle the process. This puts you in a position of authority, allowing you to make informed decisions regarding the lifecycle of your site's resources. The integration of these practices fosters a dynamic and user-friendly environment, empowering you to navigate the complexities of digital content management with ease.

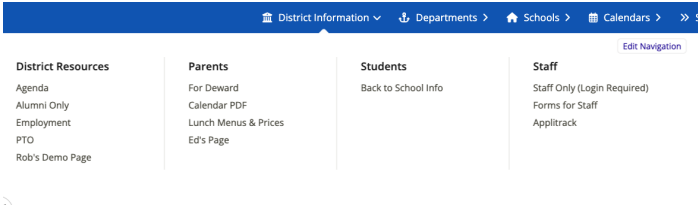
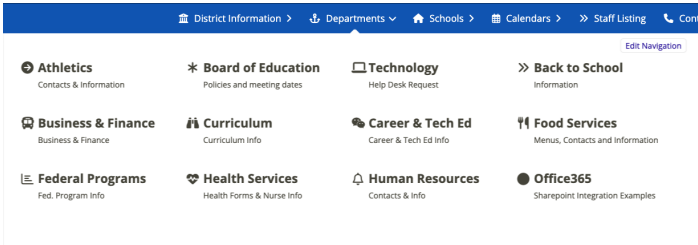
<b>1.30</b>	<b>Secure - Data Ownership</b> The following specifications seek to understand data protection, privacy and ownership rights.	
1.31	Describe ownership of site content upon termination of contract.	<p>Upon the termination of the contract, we prioritize a smooth and gradual transition for your site content. Throughout this period, your content will stay active, providing you with ample time to facilitate the transfer to a different service provider. We highly recommend ensuring the comprehensive transfer of your site to guarantee a seamless handover of responsibilities. It's important to note that once this transfer process is successfully completed, the content associated with your site will be permanently deleted from our servers, adhering to privacy and data protection protocols. This approach ensures that you have the necessary time and control to manage the ownership of your site content effectively and in accordance with your preferences.</p> <p>Of course we desire and work hard to build long-term relationships with all out clients to ensure we exceed their needs and continue making SchoolBlocks the best platform on the market today.</p>
<b>2.10</b>	<b>Usable - Data Capture Controls</b> 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 WRESA staff through a contact form.	<p>SchoolBlocks ensures seamless communication between site visitors and individual WRESA staff is a top priority. Our website facilitates this interaction through our integrated staff directory that further enhances accessibility by providing direct contact information. Visitors can easily initiate contact with staff members, and the system automatically populates the staff's email into the user's preferred email client for a more streamlined and efficient communication process. This approach not only supports visitor engagement but also offers a convenient and personalized experience, aligning with our commitment to fostering effective communication channels on our platform.</p>

2.12	Describe support for anti-spam, captcha, or similar verification tools, to prevent automated submissions with forms.	Utilizing Google/Microsoft integrations, SchoolBlocks enhances the practicality and efficiency of our school districts' operations. Forms seamlessly integrate with existing infrastructure, providing a convenient and familiar process. These platforms come equipped with standard security features, offering protection against spam and ensuring the integrity of communication. In addition to leveraging Google/Microsoft integrations, SchoolBlocks also integrates with third-party applications that house contact forms, further expanding options for streamlined and secure communication processes within the school districts we serve.
2.13	Describe support for masking email addresses by crawlers and bots.	Through the incorporation of our SchoolBlocks directory, we prioritize the protection of email addresses by masking them. This precautionary measure aims to prevent crawlers and bots from inappropriately capturing and utilizing emails. However, it's important to note that this security feature doesn't hinder your community's ability to easily reach out to individuals listed in the staff directory. To initiate contact, simply locate the person you wish to reach and seamlessly access their contact information, providing direct links for either a phone call or email correspondence. This ensures that communication remains straightforward and accessible while maintaining the necessary safeguards against misuse of email addresses.
2.14	Describe ability to create webforms with conditional logic.	SchoolBlocks consistently advocates for districts to embrace robust platforms within their Google/Microsoft integrations. By doing so, districts can harness the full potential of core conditional logic features when constructing and embedding forms on their websites. This strategic approach enhances the functionality and effectiveness of the forms, providing a more dynamic and tailored user experience for both administrators and end-users within the educational community.

<p><b>2.20</b></p>	<p><b>Usable - Localized Data</b>  The following specifications seek to understand how the system allows for the flexible or localized data elements.</p>	
<p>2.21</p>	<p>[Preferred] Describe provisions for ADA compliance training materials for users.</p>	<p>We specialize in prioritizing ADA compliance during the development of our platform's features. If you have any questions regarding ADA compliance for web or mobile applications, the SchoolBlocks team is readily available to provide assistance!</p>
<p><b>2.30</b></p>	<p><b>Usable - Reporting / Redaction</b>  The following specifications seek to understand how the system supports sharing of summary and detailed data.</p>	
<p>2.31</p>	<p>Describe quality search capabilities provided for website content.</p>	<p>The SchoolBlocks search tool stands out as a pivotal feature meticulously crafted to ensure a seamless and user-friendly experience. It serves as a powerful resource, delivering precise and customized results that not only save users valuable time but also significantly enhance the overall usability of your site.</p> <p>With this sophisticated search tool, users can effortlessly navigate through your platform by seeking out specific content categories such as documents, announcements, or events. The search algorithm intelligently scans the entire platform, swiftly retrieving pertinent information based on the user's query. This targeted approach ensures that users receive accurate and relevant results, promoting efficient and productive interactions with the content they are looking for.</p> <div data-bbox="683 1297 1292 1388" data-label="Image"> </div> <p>Whether users are in search of important documents, the latest announcements, or upcoming events, the SchoolBlocks search tool caters to their needs by presenting tailored results in an easily accessible manner. This feature not only streamlines the user experience but also contributes to a more organized and user-centric platform, ultimately enriching the overall engagement and satisfaction of your site's visitors.</p>

<p>2.32</p>	<p>Describe ability to provide searchable staff directory, including the following information:</p> <ul style="list-style-type: none"> <li>- Full name</li> <li>- Job title</li> <li>- Department</li> <li>- Sub-department (optional)</li> <li>- Email address</li> <li>- Phone number</li> </ul>	<p>Harness the power of automation by seamlessly updating and distributing staff directories to your site through your Google/Azure integration. Changes in personnel, contact information, and role assignments are effortlessly reflected, ensuring accurate and accessible information at all times.</p>  <p>The screenshot shows a staff directory interface. At the top, there is a search bar with the text "Filter by Title or Name". Below the search bar, the staff members are organized into a grid by their first initial. The initials shown are B, G, L, N, S, V, and W. Each staff member's profile includes a circular profile picture, their name, and their job title. For example, under 'B', there is Claudia Bashant, Super Support. Under 'G', there is David Golden, Engineer/CTO. Under 'L', there is Kelly Lawrence. Under 'N', there is Angela Newton, Assistant Superintendent. Under 'S', there is Mark Sculco, Science Department. Under 'V', there is Stephen Shapiro, President. Under 'W', there is Vanessa Vega, Science Teacher, and Allie Wagner, Amazing Support Person. There is also a profile for Camille Watts, Social Media Coordinator, and a placeholder for Turner Wingo.</p>
<p>2.33</p>	<p>Describe how notifications work and how they can be configured to notify specified staff members when a webform submission is received.</p>	<p>Utilizing an integrated Google/Microsoft form provides you with the flexibility to configure notification features tailored to specific staff members according to your preferences. This approach not only allows for a more personalized notification system but also presents an opportunity to optimize costs by eliminating the need for additional subscriptions. The ability to create customized forms and notification rules through applications you already use daily contributes to a seamless and cost-effective solution. Additionally, we offer integration with third-party applications for forms, ensuring compatibility and flexibility to meet diverse requirements.</p>

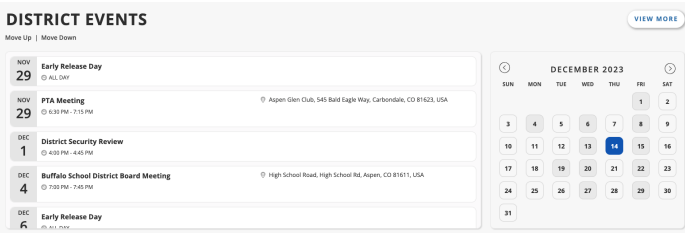
<p>2.34</p>	<p>Describe the site's ability to add news, announcements, and alerts. Also, describe ability for site visitors to manage subscriptions for email/newsletter groups.</p>	<p>For adding new, announcements and alerts, we have multiple solutions to accomplish all of those core features through our SchoolFeed feature.</p> <p><b>News &amp; Announcements</b></p> <p>SchoolBlocks eliminates creation wizards and complex navigation management tools that leave everyone scratching their heads. Pre-designed elements combined with drag-and-drop and drag-to-resize keep every content creator feeling like a pro.</p> <p>The SchoolBlocks content editing methodology is next-generation. The older WYSIWYG editors that mimic Microsoft Word do not produce high-quality mobile experiences. In addition, those older solutions have lost their luster due to a person's ability to depart from the core design goals of the district.</p> <p><b>Alerts</b></p> <p>For closures and more significant emergencies, SchoolBlocks has developed a first-of-its-kind notification system that will notify a user through a browser even if that user is not viewing the school's website(s). The notification system works on mobile and conforms to Apple and Android's desired usage.</p> <p><b>Managing Subscriptions</b></p> <p>A user can filter which organizations' news appears in SchoolFeed for the district and individual schools and register to receive their own "My Feed," which includes the news from the organizations they follow.</p>
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<p>2.35</p>	<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>SchoolBlocks offers a navigation system built to house a large site tree while maintaining the utmost ease of use. This solution is associated with our framework, which fits more content on a single page than any other solution on the market.</p> <p><b>Customized Header Menu</b></p> <p>A clear information path starts with SchoolBlocks' main menu—a dynamic feature uniquely designed to simplify navigation and cater to the core informational needs of users. Our approach recognizes that each school is distinct, so the main menu is fully customizable, ensuring it aligns seamlessly with your institution's specific requirements and identity.</p> <p><b>Drop Down With Headings</b></p> <p>This menu type is built around the goal of housing a large number of links in an organized fashion through the use of headings. Allowing for additional headings in the drop-down gives you the flexibility you need to make it easy for users to find the information they are looking for.</p>  <p><b>Drop Down With Icons</b></p> <p>This menu type is best to use when you have 15 or fewer links to give a visual appeal to your menu without sacrificing functionality.</p> 
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<p>2.36</p>	<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 mobile application.</p>	<p>Our competitors will sell you on the need for a native iOS or Android app, but they are lying to you. And they will try to include excessive fees to develop the app while you spend a large portion of your budget to maintain it. SchoolBlocks avoids the need for your district to develop and maintain native iOS or Android apps. We recognize the drawbacks of managing content, users, and more redundancies across a CMS solution and a mobile app. Stand-alone app download rates, a notorious pitfall in engaging a school district's community, continue to be a source of frustration.</p> <p><b>Progressive Web App</b></p> <p>Our innovative solution takes a different approach. The SchoolBlocks progressive web app (PWA) eliminates the need for downloads and consolidates all content in one accessible location through the user's browser. By redistributing content seamlessly, users enjoy an app-like experience without the hassle of launching a separate app from their mobile devices. Simply visiting your website on any device activates our smart technology, providing users with the experience they deserve.</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 &amp; speed.</p>	<p>Our web editing process provides a straightforward method for uploading images to a page. Editors can easily navigate to the designated page and block they want the image, then selecting the desired image files from their local storage. During this process, they have the option to add alt-text to each image, enhancing accessibility and providing descriptive information for users with visual impairments.</p> <p>For resizing and compressing images to optimize space and speed, our platform offers a drag and resize tool that does all the work for you. Editors can adjust the dimensions of the images directly within the editor, ensuring a perfect fit for the layout. This not only contributes to faster page loading times but also optimizes overall site performance.</p>

<p>2.38</p>	<p>Describe ability to upload Word, Excel, PowerPoint, and PDF files, and directly linking to those files.</p>	<p>SchoolBlocks facilitates the effortless uploading and viewing of PDF documents for users. Across all the districts we serve, the majority leverage our Google/ Microsoft integration to streamline the process. This integration enables the centralized storage of PDF, Word, Excel, and PowerPoint documents on a drive, with a direct link or image embedded on the website.</p> <p>This user-friendly approach allows individuals to view a shortcut and preview of the document without the necessity of downloading it, ensuring a convenient and efficient browsing experience unless the user specifically opts to download the document.</p>
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<p>2.39</p>	<p>Describe compliance at the AA level with Web Content Accessibility Guidelines (WCAG) 2.0 accessibility standards (compliance with WCAG 2.1 preferred)</p>	<p>SchoolBlocks has achieved high accessibility compliance in the following areas:</p> <ul style="list-style-type: none"> <li>• WCAG 2.1 AA Procedures</li> <li>• Americans with Disabilities Act (ADA) of 1990</li> <li>• Section 501: Rehabilitation Act of 1973</li> <li>• Web Content Accessibility Guidelines (WCAG 2.1)</li> <li>• Accessible Rich Internet Applications (WAI-ARIA 1.0)</li> </ul> <p>SchoolBlocks correctly prioritizes navigation, titles, and body content to meet today's accessibility standards.</p> <div data-bbox="711 793 1338 1150" data-label="Image"> </div> <p>Most school websites are not compliant due to the use of 'templates.' These templates grow increasingly non-compliant over time due to their lack of continued development. Only installing a newer template can gain higher compliance. Since SchoolBlocks does not use any 'templates,' all SchoolBlocks clients always stay in compliance.</p> <p>SchoolBlocks compliance is also fulfilled on all devices due to the "float" associated with each block. Additionally, screen size optimization allows screen readers to navigate a SchoolBlocks site, making users feel like they have accessed a site custom-built for their needs.</p>
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<p><b>2.40</b></p>	<p><b>Usable - Data Integration</b>          The following specifications seek to understand how the system supports data integrations and exports.</p>	
<p>2.41</p>	<p>Describe support for high-level calendar integration capabilities through API with multiple ways to show the calendar with events (i.e., a different version on homepage compared with others)</p>	<p>The SchoolBlocks calendar system is rooted in the belief that Google, Microsoft, and Apple calendars stand out as the premier and widely embraced solutions in today's digital landscape.</p> <p>Our approach maximizes the capabilities of these leading calendar solutions. You maintain full control over your calendars within Google, Microsoft, or Apple environments and can effortlessly synchronize these calendars with your website, ensuring seamless integration with your mobile app.</p> <p>District calendars take center stage, visible across all school websites and capable of being overlaid with school, athletic, or any other calendars the institution chooses to share. Teachers also enjoy the privilege of individualized calendars, showcasing pertinent class information.</p>  <p>Upon login, users receive a personalized calendar aggregating district, school, and class calendars into a unified, intuitive view. Whether in a spacious monthly display or various smaller thumbnail views, including a list format, our calendar system is designed for flexibility, providing an immersive and integrated experience for all users.</p>
<p>2.42</p>	<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>Our platform seamlessly integrates with Google Analytics, providing a comprehensive approach to tracking and reporting. We highly recommend connecting Google Analytics to your site for the most robust reporting capabilities. You can take advantage of all the features where Google Analytics enhances the analytical capabilities of your website, empowering you with valuable information to make informed decisions and optimize performance.</p>

<b>2.50</b>	<b>Usable - Data Relationship Mapping</b> The following specifications seek to understand any data object-relationship map available that supports conducting a data inventory.	
2.51	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, date of upload or other attributes?	SchoolBlocks employs cutting-edge technology to harness the power of Google/Microsoft Drive integrations, streamlining the management of site documents, content, and images. These state-of-the-art solutions eliminate the need for storing assets in multiple locations, simplifying data relationship mapping. Within these platforms, users can effortlessly identify the uploader, file size, and upload date, while also organizing the Drive according to their preferences, including setting permissions for folders. Adding an asset to SchoolBlocks is a straightforward process – just create a block and link the asset to your Drive. It's that simple, providing a seamless and efficient workflow for managing your digital resources.
<b>3.10</b>	<b>Trustworthy - Supporting Business Rules</b> The following specifications seek to understand how the system support district's documented business rules, workflow and processes.	
3.11	Describe how pages are published on the website when an editor or manager makes an update. Does it get scheduled, approved? Etc.	At SchoolBlocks, we understand the importance of thoroughly reviewing website changes before they go live. To facilitate this process, our platform incorporates a standard feature that empowers any webmaster or user with administrative privileges to create and store an unlimited number of draft pages. These draft pages serve as dynamic workspaces, allowing users to actively collaborate on content over time, keeping the pages in a unpublished state while the any required reviews are in place.  Once a page reaches is ready for publication, the process is streamlined and user-friendly. Simply linking the page to the appropriate navigation menu or from an internal page is all it takes to make it live. We prioritize simplicity, speed, and user-friendliness to ensure that managing and publishing content on our platform is a straightforward and efficient experience for all users.

<p><b>3.20</b></p>	<p><b>Trustworthy - Data Repair</b>          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>At SchoolBlocks, we understand the importance of transparency and accountability in managing content changes. Our focus is on providing a user-friendly platform for seamless collaboration and content management. Users can efficiently work together on projects, and any adjustments made to content are reflected in real-time. Our goal is to enhance collaboration without unnecessary complexities, ensuring a smooth and intuitive user experience.</p>
<p>3.22</p>	<p>Describe capability to roll-back or revert content or code changes to the site.</p>	<p>Tracking website changes and/or restoring previous versions is important. If you have been editing a page and wish to retrieve information that has been lost, SchoolsBlocks has a feature called the Flux Capacitor. This tool lets you travel back in time to retrieve lost items. When enabled, it will show you all of the edits that have been made since the creation of the page. Top navigation is the only thing that cannot be retrieved via the Flux Capacitor.</p> <div data-bbox="683 1052 1373 1224" data-label="Image"> <p>The image shows a 'Flux Capacitor' interface. At the top, it says 'Flux Capacitor: Travel to the past by clicking on a point (older dates only show the last change made that day). Restore to this Grid'. Below this is a horizontal timeline with several green circular markers representing different points in time. A red arrow points to one of the markers. Below the timeline, it says 'You are viewing the current grid.' The background of the interface shows a sunset over a landscape with the text 'BUFFALO SCHOOL DISTRICT'.</p> </div> <p>Once you click on the Flux Capacitor button, you will see at the top of the page that a new smaller window with all of the edits that have been made appears. The different edits are displayed by the date that the edits were made.</p>

<b>3.30</b>	<b>Trustworthy - Data Restoration</b>	
	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.	SchoolBlocks upholds an industry-standard of 99.9% uptime and Service Level Agreement (SLA) by hosting our application on the premier hosting platform available today, Amazon Web Services (AWS). This strategic choice includes the implementation of a geographically redundant system on AWS, utilizing a slave and master structure to enhance security and reliability on the website.
3.32	Describe the initiation and turnaround timeframe for any restoration from backups.	With hosting all our school websites on AWS, we would work closely with you and the AWS technical team to assist with any backups of your site. AWS would ultimately set the timeline for any backups that would be initiated..
3.33	In the event of a security incident, describe notification and response procedure.	If a security incident occurs during regular business hours, logged-in users can reach out to the SchoolBlocks help portal. Support requests can be initiated through chat, email, or phone. District and school administrators, in addition to the standard support channels, also have the option to contact us directly through Slack for immediate assistance. For emergency situations, we offer a dedicated cellular number for direct contact. Our multi-channel support approach ensures timely and effective communication for various scenarios.

<b>4.10</b>	<b>Customer Support and Timelines</b>	<b>YES</b>	<b>NO</b>
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 relative to initial setup costs	X	
4.17	Preferred: functioning website within ten (10) weeks of signing contract	X	

<b>5.1</b>	<b>Service Level Agreements (SLAs)</b> Describe solution's ability to provide and document the following service levels:	
5.11	Website Uptime	SchoolBlock maintains an industry standard of 99.9% uptime and SLA as we host our application on the best hosting platform available today, Amazon Web Services (AWS).
5.12	Security Issue Resolution	After contact with our support team, any security issues will be resolved immediately.
5.13	Website Response Time	Hosting your website on AWS means you get the fastest response times available, typically between 100ms and 200ms.
5.14	Issue Response and Resolution Time	Issue response time during our normal business hours will allow for same day response. For any after hour emergencies, a contact number is provided to call for proper response time.  Resolution time can depend on issue at hand, but the AWS hosting platform is very responsive to any SLA related issues.

**Proposer Response:**

AWS is a secure, durable technology platform with industry-recognized certifications and audits: PCI DSS Level 1, ISO 27001, FISMA Moderate, HIPAA, and SAS 70 Type II. AWS services and data centers have multiple layers of operational and physical security to ensure the integrity and safety of your data. In order to provide end-to-end security and end-to-end privacy, AWS builds services in accordance with security best practices and provides the appropriate security features in those services.

No other vendor is prepared to auto-scale based on spikes in traffic. AWS balances traffic via use of multiple servers in different locations.

**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. We know the incredible value of having available resources to help you self-serve in answering your questions using SchoolBlocks. That is why we created a robust site dedicated to giving you all the information you need to help use SchoolBlocks to its fullest.

*This free resource includes:*

Onboarding guides

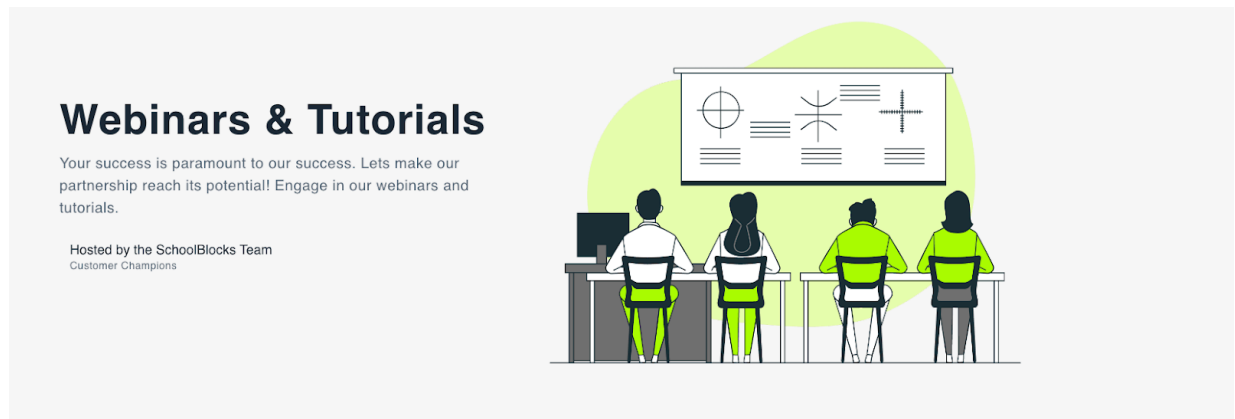
Help documents

Tutorial videos

Webinars

And our product roadmap so you know the exciting new enhancements coming to our platform

We take the guesswork out of using SchoolBlocks with this incredible resource.



**Webinars & Tutorials**

Your success is paramount to our success. Lets make our partnership reach its potential! Engage in our webinars and tutorials.

Hosted by the SchoolBlocks Team  
Customer Champions

The banner features an illustration of four people sitting at a long table, viewed from behind, looking at a whiteboard. The whiteboard contains several diagrams, including a target, a tree-like structure, and a crosshair. The background is a light green circle.

**SchoolBlocks Onboarding**

Whether just getting started or in need of a refresher this webinar is for you.

[Register >](#)

**Terrace Pages, the App & Notifications**

This webinar will give you the tools you need to use the latest SchoolBlocks featureset.

[Register >](#)

**Product Roadmap**

Join SchoolBlocks leadership to hear about recent feature releases and what's coming.

[Register >](#)

[Chat & Email Support](#)

2. At the heart of our mission is the commitment to delivering unparalleled industry value by encompassing all SchoolBlocks features within a single, cost-effective fee. With this approach, you can rest assured that there will be no concerns about future expenses tied to add-on services such as Google or Microsoft integrations, LMS integrations, notification integrations, and more, significantly enhancing the return on investment for platforms like Google Classroom, Canvas, and Schoology.

It's important to note that the only additional costs may arise from specific integrations with platforms requiring a third-party connection like Infinite Campus. With SchoolBlocks, we focus on maximizing value and minimizing financial uncertainties for our school districts.

#### Training

During the implementation period, your current infrastructure will be reviewed to create a plan to support your community best. Direct, one-to-one training will be provided to your technology department, content managers (per school), and teacher liaisons (per school).

#### Free Virtual Training

We provide free virtual training during implementation. One-on-one start-up training is provided to the district webmaster until he/she is confident with the SchoolBlocks. Following this training, the webmaster will be equipped with the tools to train the staff in their district fully. SchoolBlocks provides continuous support and training as needed to webmasters. If on-site training is desired, we would be happy to accommodate this request; just let us know, and we can include that in our pricing.

#### Guides & On-Demand Videos

SchoolBlocks also offers a multitude of customizable guides and on-demand videos to support the training of webmasters, administrators, teachers, students, and parents.

#### Direct Webmaster Support

Each site webmaster will be given contact information, including email, online chat, and phone, of his/her SchoolBlocks Account Manager. Video calls between the webmaster and the account manager provide screen-sharing capabilities, greatly enhancing the training experience. All questions can be presented directly to your account manager.

3. Every logged-in user is granted access to the SchoolBlocks help portal located conveniently on the right side of the interface. From here, users can initiate support requests through various channels, including chat, email, or phone. District and school administrators enjoy an additional avenue for direct support through Slack, in addition to the standard support channels. Moreover, we offer a dedicated cellular number for contacting us outside regular hours, ensuring accessibility and assistance even after hours or on weekends. Our multi-channel support system is designed to cater to the diverse needs and preferences of our users, providing comprehensive assistance whenever and however it is needed.

4. Our core features are unmatched by any competitors in the market today.

- Google/Microsoft integration for ease of users, documents and security.
- Clean and focused design allowing multiple content owners.
- Classroom pages designed for teacher to partner with their community they serve.
- Automated content streams to reduce redundancies in tasks.
- SchoolFeed, our revolutionary news, event and alert feature making communication easy.
- Progressive mobile web app reducing costs for native app solutions.

5. Since the inception of SchoolBlocks in early 2015, our track record of successful collaborations speaks volumes about our ability to deliver exceptional services. Having partnered with more than 300 school districts, spanning a vast network of over 2,800 schools and catering to the educational needs of over 1.1 million students, SchoolBlocks has emerged as a trusted and proven solution.

Choosing SchoolBlocks is not just a decision based on its widespread adoption but also a choice rooted in the confidence derived from a proven track record. Our ability to successfully collaborate with a diverse array of school districts highlights why SchoolBlocks can be trusted to deliver exceptional services and support tailored to the unique needs of educational institutions.

### 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.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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### 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:

At SchoolBlocks, we take pride in fostering strong relationships with the districts we serve. The world-class service we deliver ensures that performance, issue resolution, and change management pose no challenges for our schools. Our leadership team maintains regular meetings with district leaders to discuss their overall experience and is readily available for any necessary conversations at all times. Communication is a key priority, and any pertinent changes that could impact service-related matters are promptly provided to school districts. Our commitment to proactive communication and exceptional service defines our approach to supporting the needs of our valued districts.

#### 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:

**Stephen Shapiro, President**  
Carbondale, Colorado

**Venessa Vega Torres, Director of Client Success**  
New Castle, Colorado

### **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:**

All logged-in users have access to the SchoolBlocks help portal, where a support request can be launched via chat, email, or phone. In addition to standard support channels, the district and school administrators will have contact with us via Slack for direct support. Finally, we provide a cellular number to contact us after hours or on the weekends.

**Email Average Response Times:**

25% in less than 15 minutes  
48% in less than 60 minutes

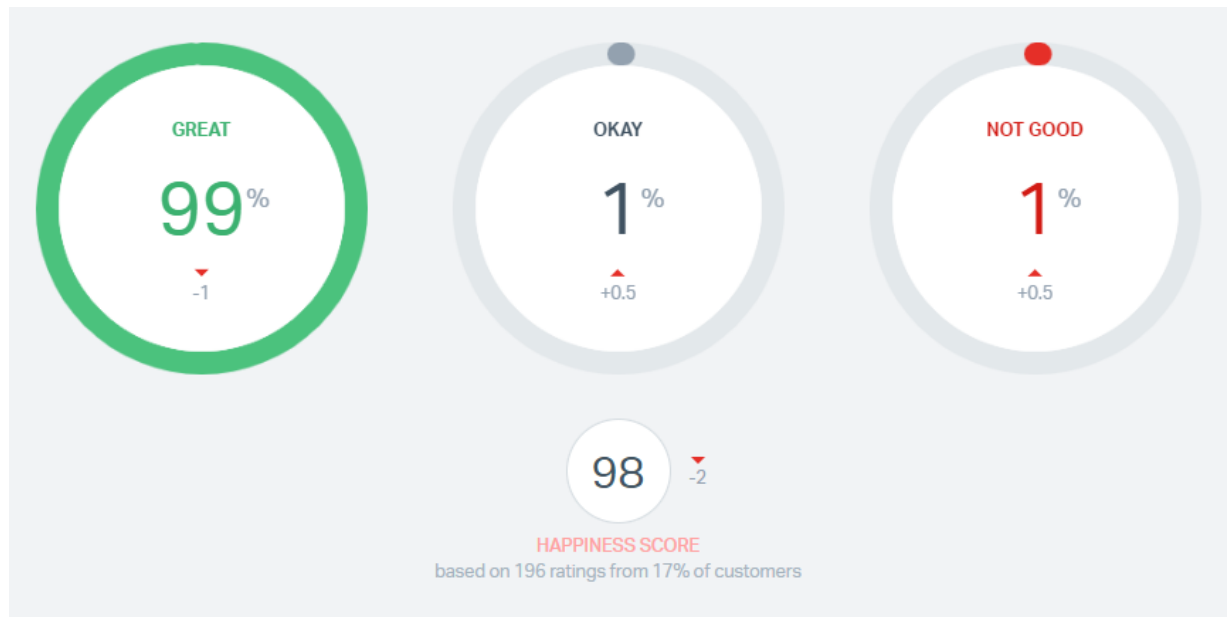
**Chat Average Response Times:**

Response times matter when it comes to chat, and none of our competitors can claim these types of results - a 22-second wait time across over 1,100 chats over the past 12 months.

**Our Customer Happiness Score**

We pride ourselves on the best support in the industry, with dedicated representatives to help solve any challenges you might experience.

Below is our rolling 12-month Happiness Score from our School Districts through our support division. As you can see, we hit the mark 99% of the time, and something we continue to be exceptional at achieving.



**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:**

Acknowledged - all pricing conditions will be met above.
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**1.10 Management and Staff**

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

**1. Staffing and responsibilities**

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

**Proposer Response:**

**Stephen Shapiro, President**

- A. Name, title and role for this project: Stephen Shapiro, President, Oversight
- B. Total years of with your organization: 10
- C. Total years of with your organization under this title: 10
- D. Total years of with other organizations under this title: 24
- E. Current office location: Carbondale, Colorado
- F. Education and professional designations:
  - Education: University of Colorado (Boulder, Colorado)
  - Master of Science, Telecommunications (2000)
  - Bachelor of Arts, Management Information Systems (1999)
 Recognition:
  - Tech & Learning 100@30, Technology & Learning
  - CODiE Award for Best Education Solution, Software & Information Industry Association (2010)
  - Best of the Web Award, Association of Educational Publishers (2010)
  - Association of Educational Publishers Distinguished Achievement Award Finalist (2010)

**Allie Wagner, Implementation Specialist**

- A. Name, title and role for this project: Allie Wagner, Implementation Specialist, Implementation
- B. Total years of with your organization: 3
- C. Total years of with your organization under this title: 3
- D. Total years of with other organizations under this title: 6
- E. Current office location: Silver Thorn, Colorado
- F. Education and professional designations: BS Education, MA Higher Education Administration

**Venessa Vega Torres, Director of Client Success**

- A. Name, title and role for this project: Vanessa Vega Torres, Director of Client Success
- B. Total years of with your organization: 6
- C. Total years of with your organization under this title: 6
- D. Total years of with other organizations under this title: 6
- E. Current office location: New Castle, Colorado
- F. Education and professional designations: AA Applied Sciences

**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.**

N/A

**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:**

**Please confirm your understanding by checking Yes or No.**

Yes       No

**If "NO" was answered on any item in this RFP, please explain:**

N/A

## **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

<b>Company Profile</b>
Official Name of Proposer: SchoolBlocks
Street Address: 417 Main St. Suite U
City: Carbondale
State: CO  Zip Code: 81623
Website: <a href="https://schoolblocks.com/">https://schoolblocks.com/</a>
Primary Contact Name: Stephen Shapiro
Primary Contact Phone Number: (800) 313-6438 x101
Primary Contact Email Address: <a href="mailto:stephen@schoolblocks.com">stephen@schoolblocks.com</a>
Dun & Bradstreet (D&B) Number (if applicable): 105705417
Has your company been debarred by the Federal and/or State Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: Since introducing SchoolBlocks in early 2015, we've collaborated with more than 300 school districts, encompassing over 2,800 schools and serving over 1.1 million students.
Signature:
Name and Title of Signer: Stephen Shapiro, President
Date: 1/22/2024

## 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: Val Verde Unified School District	
Contact Name: Matt Penner	Title: Director of Technology
City: Perris	State: CA
Phone Number: 951-940-6100 Ext 10709	Years Served: 6
Description of Services: Website Design & Hosting	
Annual Volume: 19,000+ students	

Entity Name: Aspen Public Schools	
Contact Name: David Baugh	Title: Superintendent
City: Aspen	State: CO
Phone Number: 970-925-3760	Years Served: 4
Description of Services: Website Design & Hosting	
Annual Volume: 1,500+ students	

Entity Name: Delta County Schools	
Contact Name: Zack Esser	Title: Director of Technology
City: Delta	State: CO
Phone Number: 1 970-874-5262 Ext. 526	Years Served: 4
Description of Services: Website Design & Hosting	
Annual Volume: 4,700+ students	

## 2.3 Assurances and Certifications

### CONTRACTOR’S EMPLOYMENT ELIGIBILITY

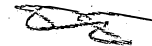
By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes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

Stephen Shapiro / President



\_\_\_\_\_  
Company’s Authorized Representative / Position Title

\_\_\_\_\_  
Signature of Company Representation

SchoolBlocks

1/19/2024

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
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:


Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20 _____.
Notary Public _____
My commission expires:

**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:

Stephen Shapiro / President



\_\_\_\_\_  
 Company’s Authorized Representative / Position Title

\_\_\_\_\_  
 Signature of Company Representation

SchoolBlocks

1/19/2024

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 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.

Steven Shapiro / President



\_\_\_\_\_  
Company's Authorized Representative / Position Title

\_\_\_\_\_  
Signature of Company Representation

SchoolBlocks

1/19/2024

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date of Signature

## SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains a description of activities as well as instructions to proposers on how to prepare and submit their proposal:

### 3.1 Wayne RESA Responsibility

Wayne RESA is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

### 3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Wayne RESA Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

### 3.3 Proposers Questions

**Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by no later than the date identified on the cover page of this RFP.** All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Wayne RESA reserves the right to group similar questions when providing answers. Questions should be addressed to:

**E-mail address:** [purchasing@resa.net](mailto:purchasing@resa.net)

Wayne RESA may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

### 3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

**Section 1.0 – Bid Responses to Scope of Work and Pricing** - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the amount of words for proposer's responses.

**Section 2.0 – Proposer Information and Acceptance** – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

**Attachment A – Pricing Schedule** – The Proposer will be required to complete the tables that make up the pricing schedule.

### 3.5 Bid Submission Deadline

**See Cover Page for the Bid Submission Deadline (the "Due Date").**

1. Submit an electronic version of your Bid to Wayne RESA via email to [purchasing@resa.net](mailto:purchasing@resa.net) not later than the **Due Date** identified on the cover page. Wayne RESA has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Wayne RESA not when the e-mail was sent. Proposals will not be accepted via U.S. mail or any other delivery method.
2. APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: *“RFP-WRESA-05-2023-2024-07” with Company Name, and “message 1 of 3” as appropriate if the proposal consists of multiple emails. Note: All e-mails from a Proposer must be received by Wayne RESA by the stated time and date in order for the proposals to be deemed submitted on time.*

### 3.6 Adherence to Minimum Mandatory Requirements (Pass/Fail)

Wayne RESA Administrator or designee shall review Section 2.0 Proposer Information and determine if the Proposer meets the minimum mandatory requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Wayne RESA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

### 3.7 Evaluations Process

All Bids will be reviewed for compliance with the minimum mandatory requirements stated within this RFP. Bids not meeting the minimum mandatory requirements will be deemed non-responsive and eliminated from further consideration. Wayne RESA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Wayne RESA may contact the Proposer for clarification of the Proposer's Bid.
- B. Wayne RESA may use other sources of information to perform the evaluation.
- C. Wayne RESA may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Wayne RESA and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Wayne RESA may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

### 3.8 Evaluation Criteria

	<b>Technical Evaluation Criteria</b>	<b>Points</b>
1.	<b>Deliverables, Requirements, Specifications</b> – Including but not limited to the following: adherence to specifications/requirements, products offered and approach; overall proposed solution.	50
2.	<b>References</b> – Section 2.2	35
3.	<b>Staffing</b> – Including but not limited to the following: qualifications and experience of the proposed staffing.	15
	<b>Total Points Possible</b>	<b>100</b>

Award shall be made to the most responsible vendor whose proposal is determined to be best value to Wayne RESA taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between Wayne RESA and the Supplier.

In determining the best value, Wayne RESA will review and consider the technical evaluation criteria and pricing. Proposals receiving **80** or more technical evaluation points (see table above) will have pricing evaluated and considered for award.

### 3.9 **Optional Tools to Enhance Evaluation Process**

Wayne RESA during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Wayne RESA.

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

### 3.10 **Wayne RESA Option to Reject Proposals**

Wayne RESA may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Wayne RESA shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Wayne RESA reserves the right to waive inconsequential disparities in a submitted proposal.

### 3.11 **Freedom of Information Act**

This contract and all information submitted to Wayne RESA by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Wayne RESA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those

provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Wayne RESA for any liability arising from or in connection with Wayne RESA's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

### **3.12 Contacts with Wayne RESA Personnel**

All contact with Wayne RESA regarding this RFP or any other matter relating thereto must be emailed as follows:

Email address: [purchasing@resa.net](mailto:purchasing@resa.net)

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Wayne RESA personnel other than the Procurement Contact, Wayne RESA, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Wayne RESA in writing will be binding with respect to this RFP.

### **3.13 Final Agreement Award Determination**

Wayne RESA reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Wayne RESA.

### **3.14 Cancellation of Invitations for Bids or Requests for Proposals**

An IFB, a RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.




## 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 and content migration	\$4,400
2	Training and end-user support	Included
3	Ongoing Maintenance	Included
4	Hosting/License Fees - Annual	\$10,000
5	Add-on Services - Mass Messaging	TBD based on student headcount of district.

*\*Note that the above pricing is an estimate and would need to be confirmed prior to finalizing the contract pricing. Our pricing is quoted based on the amount of schools/websites and students for mass messaging so we can provide a quote based on those factors for you at any time. We do not have any additional costs outside of the implementation, annual hosting and mass messaging.*

Signature:  \_\_\_\_\_ Title: President

Stephen Shaprio

1/19/2024

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_