



ALBUQUERQUE PUBLIC SCHOOLS REQUEST FOR PROPOSAL

RFP # 21-030 RA

RFP TITLE: School Website Content Management System

NIGP: 208, 20854

RFP Schedule

Action	Date & Time
RFP Issued	10/22/2020
READ ALL RFP DOCUMENTS: Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.	
Deadline for Questions	11/02/2020 @ 5:00pm (local time)
RFP Due Date and Time	11/12/2020 @ 3:00pm (local time)
<i>Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp from electronic bidding system (Vendor Registry)</i>	
Evaluation of Proposals	TBD
Contract Negotiations	TBD

RFP Buyer Contact Information

Name	Rennette Apodaca, MPA, CPPO, CPO
Phone Number	505-878-6112
E-Mail	Rennette.Apodaca@aps.edu
<i>Any inquiries or requests regarding clarification of this RFP document shall be submitted to the buyer in writing. Offerors may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

RFP Submittal

Proposals must be submitted electronically via electronic bidding system (Vendor Registry) by required date and time as noted on RFP document.

<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

Offerors understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Offerors also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents. **Bidders are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.**

RFP Term

Albuquerque Public Schools reserves the right to enter into an eight (8) year contract.

RR

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OFFEROR'S GENERAL INSTRUCTIONS

1. **READ ALL DOCUMENTS:** Offerors must familiarize themselves with all documents contained herein; it is mandatory that all submitted offers be in compliance with all the provisions contained in the Request for Proposal. Offerors should promptly notify the Buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the RFP.
2. **OFFICIAL CONTACT:** Offerors may contact **ONLY** the Buyer regarding the terminology stated in the procurement documents. Other APS employees do not have the authority to respond on behalf of APS.

Offerors **MAY NOT** contact other APS departments, employees or the evaluation committee. Any contact with an APS department, employee or evaluation committee member may result in rejection of any proposal.

Any other verbal communication will be deemed unofficial and non-binding. Communication directed to parties other than the Buyer will have no legal bearing on this RFP or the resulting contract(s). Any response made by APS will be provided in writing to all Offerors by addendum; no verbal responses shall be authoritative.
3. **WRITTEN QUESTIONS:** Potential Offerors may submit written questions to the Buyer as to the intent or clarity of this RFP. All written questions must be addressed and submitted to the Buyer **NO LATER** than the date and time specified in this RFP. All times are subject to the local time zone. The Buyer will respond in a timely manner subject to the complexity of the questions. Buyer will **ONLY** respond to the written questions submitted and receive on or prior to the deadline in this RFP.
4. **SUBMISSION:** The submission of a proposal constitutes a representation by the Offeror that the Offeror has made all appropriate examinations, investigations, and analysis and has made provision as to the cost thereof in submitted proposal. By responding to this RFP, Offerors acknowledge and agree to the terms and conditions set forth in this RFP.
5. **ELECTRONIC RFP DOCUMENTS:** This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by APS, the Offeror acknowledges that the version maintained by APS on the APS procurement website shall govern.
6. **INCURRING COSTS:** Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. If applicable, any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.
7. **PROPOSAL OFFER FIRM:** Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after due date. If a best and final offer is requested, the offer is good for ninety (90) days after receipt of best and final offer.
8. **FORMS AND ATTACHMENTS:** It is the responsibility of every Offeror to ensure they have downloaded the latest version of each RFP, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website.
9. **ADDENDUM(S):** No Addendum will be issued later than **FIVE (5)** days prior to the date for receipt of proposals, except an Addendum withdrawing the RFP or one which extends the date for receipt of proposals.

Offerors should revisit the website (<http://www.aps.edu/procurement>), then select, "See Current Bids and RFPs") prior to the due date before submitting their proposal to Albuquerque Public Schools. All addendums must be acknowledged in the submitted proposal.
10. **CORRECTIONS:** Corrections shall be initialed in ink by the Offeror signing the proposal. Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request to withdraw their proposal. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.
11. **EXCEPTIONS:** Any exceptions to the scope of work and/or specifications shall be listed separately in the submitted proposal and unless otherwise stated, specifications and/or scope of work attached are the minimum requirements. Minor deviations to the specifications as listed, may be considered.

The Buyer, after review of the proposals may request clarifications on information submitted by any and all Offerors in a written format, with a specified deadline for response.

12. **DISTRICT DISCRETION:** The District hereafter referred to as APS reserves the right, pursuant NMSA 1978, §13-1-132, in its sole discretion to waive minor informalities in proposals submitted provided that such informalities have no effect on price, quality, quantity or any matter to be evaluated in making a selection and confer no material advantage on the Offeror whose nonconformity is waived. APS reserves the right to add to or delete from the Scope of Work set forth in this RFP.
13. **BRAND NAMES:** Pursuant to NMSA 1978, §13-1-168, where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition pursuant to NMSA 1978 §13-1-168. If a vendor proposes an “equal” to scope of work/specifications, APS is the sole interpreter of the scope of work/specifications and sole judge as to whether the “equal” proposed complies with the scope of work/specifications
14. **OFFEROR QUALIFICATIONS:** The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirement specified within this RFP. The Evaluation Committee may reject the proposal of any potential Offeror who is deemed not to be a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
15. **AWARD:** APS reserves the right to award all, part or none of the Scope of Work set forth in this RFP. This procurement in no manner obligates Albuquerque Public Schools until a valid signed contract and/or valid Purchase Order is executed.
16. **PREFERENCES:** RFPs may be awarded preference in compliance with NMSA 1978, §13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. Offerors shall include in their proposal a copy of the certificate issued by State of New Mexico Taxation & Revenue. If Proposal is Joint Venture, Offeror shall state in submitted offer the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. **PLEASE NOTE: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**
17. **TIMELY SUBMISSIONS: TIMELY SUBMISSIONS:** All Offeror proposals must be received for review and evaluation no later than the time and date specified in this RFP.

Important Information: Albuquerque Public Schools Online Bidding System (Vendor Registry) utilizes the Internet and the World Wide Web which is comprised of systems that are completely out APS’s control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, internet slowness, acts of God, power failures, and or user errors. All bids/proposals must be submitted before the due date regardless of your organization's ability to submit proposals online. It is the suppliers' responsibility to ensure that Bid/RFP offers arrive before the due date and time.

Proposers understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Proposers also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents.

Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time. If you have any questions contact the Buyer listed on the Bid/RFP documents for assistance.

18. **EXTEND SUBMISSION TIME:** APS may in its sole discretion extend the time for the submission of bids upon a finding that it is in the interest of APS to do so. Such extensions shall be by addendum(s), which may be issued before the submission due date.

19. **RFP CANCELLATION OR REJECTION:** In accordance with NMSA 1978, §13-1-131, this RFP may be canceled or proposals may be rejected in whole or in part when it is in the best interest of Albuquerque Public Schools.
20. **RFP OPENING:** Submitted proposals shall not be publicly opened. The contents of the proposals shall not be disclosed during any negotiations that may occur. A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, §13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required APS signature on the contract(s) resulting from the procurement has been obtained.
21. **RESPONSIBLE AND RESPONSIVE OFFER:** APS may reject the proposal of any potential Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, §13-1-83 and §13-1-85.
22. **SOLE RESPONSE:** Any sole response that is received may be rejected by APS depending on available competition and timely needs of APS. APS reserves the right to award the contract to the responsible Offeror submitted responsive proposals most advantageous and in the best interest of APS.
23. **NEGOTIATIONS:** APS reserves the right to discontinue negotiations with any Offeror.
24. **MULTI-AWARD:** APS reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with NMSA 1978, §13-1-153.
25. **AFTER AWARD:** After final contract is negotiated, approved and awarded, all proposal documents pertaining to this procurement will be open to the public, except for the material, which is proprietary or confidential. The Procurement Department will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted “**Proprietary**” or “**Confidential**” subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror’s organization and data that qualifies as trade secret in accordance with the Uniform Trade Act, NMSA 1978, §57-3A-7. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.
26. **ASSIGNMENT:** It is mutually understood and agreed that the successful Offeror(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of APS.
27. **APS SCHOOL BOARD APPROVAL:** The award of this contract is not final until approved by the APS School Board (if applicable) and/or contract is signed by both parties.
28. **DEFINITIONS:** Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.
 - “**Agency**” shall mean Albuquerque Public Schools (APS)
 - “**Award of Contract**” shall mean a formal written notice by APS that a firm(s) has/have been selected to enter into a contract for services.
 - “**Contract**” shall mean an agreement for the procurement of items of tangible personal property or services.
 - “**Contractor**” shall mean the successful Offeror.

“Determination” shall mean the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Desirable” the terms **“may”**, **“can”**, **“should”**, or **“prefers”** identify a desirable or discretionary item or factor.

“Evaluation Committee” shall mean a body constituted to evaluate proposals and make selection recommendation.

“Finalist” is defined as an Offeror who meets all the mandatory specifications of the RFP and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

“Mandatory” the terms **“must”**, **“shall”**, **“will”**, **“is required”**, or **“are required”**, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Bidder’s bid.

“Offer” – the term means “proposal”, “solution”, means all documents submitted to APS responding to RFP.

“Offeror”, **“Bidder”**, or **“Proposer”** is any person, corporation, or partnership who chooses to submit a proposal in response to this RFP.

“Owner” shall be Albuquerque Public Schools.

“Purchase Order” shall mean the document, which directs a Contractor to deliver items of tangible personal property or services pursuant to an existing contract.

“Request for Proposal” or **“RFP”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” shall mean an Offeror who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the RFP.

“Responsive Offer” or **“Responsive Proposal”** shall mean a bid, which conforms in all material respects to the requirements set forth in the RFP.

TERMS AND CONDITIONS

1. **TERM:** APS reserves the right to procure the services/goods as described in this RFP and enter into a contract as described on RFP front cover.
2. **REQUEST(S) NOT DEFINED IN SCOPE OF WORK:** Contractor shall be held responsible to **NOT** fill requests which are clearly beyond the defined scope of this contract. Should such requests occur, Contractor has the responsibility of calling such violations to the attention of the APS Procurement Officer.
3. **NO MINIMUM GUARANTEE:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with award of this request for proposals.
4. **PRICING ESCALATION (if applicable):** Price escalation may be considered only at yearly observance of award (anniversary date) and only upon receipt of written request from Contractor stating reason(s) for escalation and the amount being requested. Justifying documentation **MUST** accompany price escalation request.
5. **TAXES:** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.
6. **NON-APPROPRIATION:** APS' obligation to make payment under the terms of this RFP is contingent upon its appropriation of sufficient funds to make those payments. If APS does not appropriate funds for the continuation of this procurement, this procurement will terminate upon written notice of that effect to the Contractor. APS determination that sufficient funds have not been appropriated is firm, binding and not subject to review.
7. **PROCUREMENT CODE:** The Procurement Code, NMSA 1978, §13-1-28 through §13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities, and kickbacks.
8. **PROCUREMENT UNDER EXISTING CONTRACTS:** In accordance with NMSA 1978, §13-1-129, Offerors are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Offeror. Contractual engagements accomplished under this provision shall be solely between the awarded Offeror and the contracting entity with no obligation by Albuquerque Public Schools
9. **TERMINATION:** Either party may terminate this contract as follows:
 - A. Termination by the Contractor
 1. The Contractor may terminate this contract **only** if Albuquerque Public School District fails to comply with any provisions of this contract and after receiving notice of the noncompliance APS fails to cure the noncompliance within ten (10) days, or
 2. By written mutual agreement between the Contractor and APS.
 - B. Termination by APS
 1. For Cause
 - a. The occurrence of either one of the following events will justify termination for cause:
 - i. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).
 - ii. Contractor's violation in any substantial way of any provisions of this contract.
 - b. If either one of the events identified above occur, APS may, after giving Contractor (and the surety, if any) ten (10) days written notice, terminate the service of Contractor, exclude Contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.

c. Where Contractor's services have been so terminated by APS, the termination will not affect any rights or remedies of APS against Contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the Contractor by APS will not release the Contractor from liability.

2. For Convenience

- a. Upon ten (10) days written notice to Contractor, APS may without cause and without prejudice to any other right or remedy of APS, elect to terminate the contract.
- b. In such case, Contractor shall be paid (without duplication of any items):
 - i. For completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination.
 - ii. For expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract document in connection with uncompleted work.
- c. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

10. **INDEMNIFICATION:** The Offeror shall be responsible for damage to persons or property that occurs as a result of Offeror's fault or negligence, or that of any of his/her employees, agents or subcontractors. Offeror shall save and hold harmless Albuquerque Public Schools against any and all losses, cost, damage, claims, expenses or liability in connection with the performance of the contract. Any equipment or facilities damaged by the Offeror's operation shall be repaired and/or restored to their original condition at the Offeror's expense.

11. **INSURANCE (If Applicable):** The successful Offeror shall purchase and maintain statutory limits of Worker's Compensation, Public Liability and Automobile Liability Insurance approved by APS at the time of contract award. Albuquerque Public Schools shall be included as a loss payee and/or additional insured. Public Liability and Automobile Liability insurance shall include at least the following coverage:

General Liability Insurance – per occurrence General Aggregate - \$2,000,000 Product/completed operations aggregate \$1,000,000	\$1,000,000
Professional Liability Insurance (E&O)-per occurrence Professional Aggregate - \$2,000,000	\$2,000,000
Bodily injury, per occurrence	\$1,000,000
Medical and medically-related expenses	\$10,000
Vehicle bodily injury, each occurrence, excluding medical and medically related expenses	\$750,000
Property Damage, per occurrence	\$1,000,000
Worker's Compensation and Employers Liability	\$1,000,000

Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work.

NOTE: Certificate holder shall be: Board of Education
Albuquerque Public Schools

Certificate of Insurance forwarded to: Albuquerque Public Schools- Procurement Department
P.O. Box 25704
Albuquerque, New Mexico 87125

12. **AUDIT:** APS reserves the right to audit the Contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement. Such audit may be conducted by APS personnel or a third party under contract with APS. APS shall give the Contractor reasonable notice prior to the conduct of any audit and upon receiving the notice from APS the Contractor agrees to fully cooperate with the auditors. If Contractor subcontracts any portion of its obligation to another party, Contractor shall guarantee APS' access to books and records of such party.
13. **GOVERNING LAW:** This RFP and any contract with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.
14. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor performing services for APS. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of APS as a result of this procurement.
15. **DEBARMENT OR SUSPENSION:** A business (Contractor, Subcontractor or Supplier) that has either been debarred or suspended pursuant to the requirements of NMSA 1978, §13-1-177 through §13-1-180, and §13-4-11 through §13-4-17 as amended, shall not be permitted to do business with APS and shall not be considered for award of the contract during the period for which it is debarred or suspended with APS.
16. **CONFLICT OF INTEREST:** By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and APS that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to APS.
17. **NON-DISCLOSURE:** The Offeror shall not disclose any information relating to students, and employees of APS other than such information that may be authorized by the individual student or employee. Vendor agrees to indemnify and hold harmless APS from any damages, claims, liabilities, and costs including reasonable attorney fees in the event any unauthorized release of such information occurs.
18. **DELIVERY:** The goods shall be delivered free of the rightful claim of any third person, any security interest or other lien. Unless otherwise agreed all goods called for in this Bid shall be tendered in a single delivery and payment is due only upon such delivery (NET 30).
19. **FOB:** Unless stated otherwise, the price for goods is FOB: Destination (APS' designated address).
20. **DELAYS IN DELIVERY:** Time is of the essence and this purchase may be subject to termination for failure to deliver on time, unless delay was caused by APS. If delay in delivery is foreseen, Seller must notify the APS Requesting Department of late delivery, cause of late delivery and remedy for late delivery.
21. **INSPECTION:** Final inspection will be made at the destination upon completion of delivery of goods/services. Final inspection shall include any testing or inspection procedures required by the specifications.
22. **ACCEPTANCE:** Acceptance of delivery of goods/services shall not be considered acceptance of the goods/services furnished. Acceptance occurs when the Requesting Department, after a reasonable opportunity to inspect the goods/services, signifies to the seller that are goods/services are conforming and fails to make an effective rejection.
23. **BUYERS REVOCATION OF ACCEPTANCE:** Requesting Department can revoke acceptance of goods when it is discovered, in a reasonable time, that the Sellers nonconforming goods substantially impair the value of the goods.
24. **SELLERS RIGHT TO CURE A NONCONFORMING DELIVERY OF GOODS:** The Seller, upon notice of revocation of acceptance, shall correct without charge and deliver conforming goods in a reasonable time
25. **PAYMENT:** Any invoice received and payment made shall be subject to APS' terms and conditions (NET 30) unless specifically waived by APS in a separate written document.

26. **ASSIGNMENTS:** The awarded contractor shall not assign nor delegate specific duties as part of this RFP not transfer any interest not assign any claims for money due or to become due under this RFP without the written consent of APS.
27. **DISPUTE RESOLUTION:** In the event the Parties do not agree to mediate the dispute or unable to resolve the dispute through mediation, then the dispute shall be resolved by binding arbitration. Such arbitration shall be governed by the New Mexico Uniform Arbitration Act, NMSA 44-7A-1, et seq. as amended.

PROTESTS

If any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within twenty-four (24) hours after the facts or occurrences giving rise thereto, but **NO LATER THAN** fifteen (15) calendar days after the facts or occurrences giving rise thereto (NMSA1978, §13-1-172). The protest must be in writing and delivered to the Executive Director - Procurement Department, Albuquerque, New Mexico

1. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (NMSA 1978, §13-1-173).
2. The Purchasing Agent or his/her Designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (NMSA 1978, §13-1-174).
3. The Purchasing Agent or his/her Designee shall promptly issue a determination relating to the protest. The determination shall:
 - A. State the reasons for the action taken; and
 - B. Inform the protestant of the right to judicial review of the determination pursuant to NMSA 1978, §13-1-183.
5. A copy of the determination issued under NMSA 1978, §13-1-175 shall immediately be mailed to the protestant and other Offerors involved in the procurement in compliance with NMSA 1978, §13-1-176.

SCOPE OF WORK

Background

Albuquerque Public Schools (APS) is the largest school district in New Mexico and one of the nation's largest school districts. An elected Board of Education composed of seven members serving staggered terms of four years each governs APS. The acting superintendent is Scott Elder.

APS is composed of:

- 13 High Schools, 27 Middle Schools, 88 Elementary Schools
- 4 K-8 schools, 12 Schools of Choice
- 79,000 students and 12,000 employees

RFP Schedule

The RFP Buyer will make every effort to adhere to the RFP Schedule as noted on front cover of this RFP. The schedule is subject to change by addendum. The evaluation committee may interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews and based solely on written offers. Finalists will be contacted to schedule interviews if required. If an interview is requested, evaluation scores will be re-scored to reflect written response and interview response.

Purpose of this Request for Proposal

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract for the procurement of a vendor to provide for each school in the District their own accessible (WCAG 2.0 Level AA and WAI-ARIA 1.0), responsive, modern, and searchable website. The aim is to provide a consistent communication tool for students, families, and potential families to stay connected and involved in academics and resources available at their school.

The current Website Content Management System (WCMS) contract is expiring on June 30, 2021, and a RFP is required per State of New Mexico statutes to obtain website services. Offerors should submit their best pricing for the best solution for the Albuquerque Public School District. The current vendor is School loop and APS pays \$34,000 annually, which is the current budget for these services.

Current Website Statistics

- There are 144 individual school websites with an average of 60 pages per school site.
- Each of the school websites has subdomain of aps.edu that must stay active, in the form of:
[https://www.[schoolname].aps.edu].
- All school sites are currently housed in the [School Loop Content Management System](#).
- About 30% of users of the WCMS are non-technical users.
- Each school is responsible for creating and publishing it's own content.
- Each school site has approximately 2,000 to 10,000 site visitors per month, depending on the type of school. High schools typically have more site visitors.

Key User Definitions

The features and functions of the current WCMS have been developed around the needs of key website users. The following user definitions provide the respondents to this RFP the context of objectives, processes, and individual tasks in which the District requires the WCMS to support.

Total Number of Key Users

Key User Role	Number assigned to this role
District Admin	3 to 5
Site Admins, School Webmasters	800
Content Editors	Unlimited. The APS Web Team does not track Content Editors.
Teachers and Staff	8,000
Site Visitors	2K to 10K monthly visitors depending on the school level

District Admins:

- Assign permissions to Site Admins, School Webmasters, and Content Editors.
- Login to post emergency notification banners globally or specifically.
- Report to the Vendor any system performance issues that the Vendor needs to resolve.
- Troubleshoot help requests from by Site Admins, School Webmasters, or Content Editors.
- Have unrestricted access to all sites and pages.
- Edit global template regions, and lock down items on the homepage.

Site Admins:

- Responsible for user management only at the school level, to activate user accounts.
- Site Admins are principals, assistant principals, and system administrators.

School Webmasters:

- Update, create, or edit all content on an entire school website.
- Assign edit rights to specific sections of their school website to Content Editors. (A School Webmaster can also be a Site Admin.)

Content Editors:

- Have access only to a specific section or page of a school website.
- Update, create, edit all content on assigned sections or pages on their school website.

Teachers or Staff:

- Login to the WCMS to update their contact information on the school Staff Directory page (phone number, extension, title, classroom URL). Active Directory only syncs the teacher or staff members name, email address, and the location code into the WCMS.
- Login to the WCMS to hyperlink their name on the school Staff Directory page to their classroom website URL.

Site Visitors:

- Site Visitors are students and families, potential students and families, and employees
- Site Visitors go to the school website to –
 - Find emergency alerts, school news, and school events.
 - Find important information such as bell schedules, student handbooks, etc.
 - Contact school staff and teachers.

Scope of Work

1. **Read through the WCMS Features and Functions defined in this document.**
2. **Provide details about the requirements listed in this document in Appendix A.**
3. **Fill out the pricing worksheet (Appendix B)** to inform the district of any costs related to the initial implementation and ongoing costs to operate the system. The vendor must complete and submit Appendix B.

Features and Functions

The features and functions listed below are required, unless otherwise indicated, in order for the District to consider the WCMS operational to meet the needs of the Key Users. For each feature or function identified by the District, please indicate its availability and provide comments describing how/where it is integrated into the proposed solution in **Appendix A**. The following list describes each tab presented in the attached spreadsheets.

Implementation

1. **Project Management:** The Vendor must provide a Customer Service Representative or Project Manager to oversee the implementation and scheduling details of the WCMS deployment or migration. This person will be working prior to and during the implementation with the APS Web Team.
2. **Implementation and Migration:** Provide a recommended plan detailing the expectations and anticipated timeline to deployment. Describe the implementation methodology and approach including roles and responsibilities expected of the District and Offeror. Provide typical time frames for each phase of the implementation.

Implementation Details

Task	Details	Additional Notes
Ideal project launch date	April/May of 2021	The existing contract expires June 30, 2021. There will need overlap of systems and rollout time to prevent loss of service.
Date all sites should be live by / (Ideal project completion date)	July 30, 2021	Live date is contingent on when school starts. Alternatives can be discussed.
Content migration process	Manual migration	Schools determine their own content
Projected length of time to migrate all sites	3 months	Alternatives to migration could be discussed, i.e. in as part of training, school webmasters migrate site content.

Number of sites the APS Web Team could realistically migrate	44 sites	The vendor would migrate the remaining sites (100 sites).
Average number of pages per site to migrate	60 pages	High Schools have the highest page counts. Elementary schools the lowest.
Images, Documents, News, Events	Content migrated by schools	School Admins, School Webmasters, Content Editors
Home page content, Interior page content	Content migrated by Web Team	Vendor will assist in migrating as directed by Web Team.

DETAILED REQUIREMENTS

1. Accessibility

- a. Evidence with documentation of how long vendor has been integrating accessibility into the product.
- b. Evidence with documentation of how vendor and product meets WCAG 2.0 Level AA and WAI-ARIA 1.0.
- c. Ability to provide training, through online documentation or other means, on the accessibility features of the WCMS.
- d. The WCMS or Vendor should work with Siteimprove, or similar accessibility auditors through a CMS plugin, script, API, or other methods.
- e. Ability to report accessibility errors for remediation, within the page or on the site dashboard, to Admins, School Webmasters, and Content Editors.

2. Permissions and User Management – Refer to “Key User Definitions” for details.

- a. WCMS supports client-defined user groups and roles such as District Admin, Site Admin, School Webmasters, Content Editors, Teachers and Staff.
- b. Ability to manually assign School Webmaster or Content Editor permissions to an employee or staff member. This is necessary for a user that is not yet available through Active Directory, or they work for multiple school sites.
- c. Ability for a District Admin, School Admin, or School Webmaster to activate accounts using Active Directory Integration through the WCMS.
- d. *Optional*: Ability to create custom user and group permissions

3. Content Management

- a. Ability to maintain a version history for website pages.
- b. Ability for District Admins and School Webmasters to add, edit, and expire news and calendar events.
- c. Ability to publish news and event through a RSS feed from the main APS District website, www.aps.edu.
- d. Ability for District Admins to post and expire emergency news globally to all schools; or selectively to a custom list of schools. *District Admins must be able to post to multiple school sites simultaneously, in one published post.*
- e. Ability to create a School/Staff Directory page that is integrated with activated user accounts.
- f. Ability to store images and documents

- g. Ability to create a Teacher Classroom minisite in order to publish classroom information, documents, photos, news, events, and videos.
- h. *Optional*: Ability for District Admins to create global content and/or global navigation items.

4. Design

- a. Provide design services to the APS Web Team for an updated overall site design for the school websites. Below is a table of templates that are currently available.

School Level	Location	Specifics
Elementary	Home page	One template
Middle	Home page	Two different template options
High	Home page	Two different template options
All school levels	Interior page	Template with a left column sub-navigation. Column % options: 20-60-20; 20-80; 20-40-40
All school levels	Interior page	Template without a left column sub-navigation Column % options: 50-50; 20-60-20; 70-30, 100
Secondary Navigation Badge Region	Home page	Home page templates have the option to have 4 or 6 badges for secondary navigation items in the badge region.

- b. Mobile-first and responsive design across all devices, across all browsers
- c. Ability to for District Admins to select from a variety of accessible color combinations, with those colors being applied to an individual school website. The color combinations to be provided by APS.
- d. Ability to choose a school logo for each school website. The logos provided by APS.
- e. The ability to customize each school’s website footer with individualized school information, and to provide a section that can be updated globally.

5. Page Layout

- a. Ability to for School Webmasters and Content Editors to design school website pages by using a WYSWYG editor, drag and drop modules, choosing a page template, or other WCMS design features such as accordions, widgets, social media feed, or Google Calendar.
- b. The ability for District Admins to lock the homepage template, or page components in order to prevent the locked items from being edited, moved, or deleted and ensure continuity across the District web properties.

6. Reporting

- a. Ability to add an existing Google Analytics Tracking ID to each school’s site. Each school has it’s own GA Tracking ID.
- b. *Optional*: Ability to provide an outdated content report which displays a list of assets that have not been modified within a specific time period.

TECHNICAL AND SYSTEMS INTEGRATION

These features and functions identify the technical parameters the WCMS must fulfill. It also lists needed functionality so that the WCMS can integrate with the District's existing systems, processes, and operational standards.

1. **Hosting** – Disclose if the proposed solution includes Vendor, third party, or cloud hosting. The District strongly prefers the Vendor to provide hosting, but will accept a pricing model of an on-premise solution if submitted.
2. **Compliance** – The WCMS should adhere to all State and Federal regulations relating to employee data privacy and confidentiality.
 - a. ADA, FERPA, SOPIPA
 - b. WCAG 2.0 Level AA, WAI-ARIA 1.0
3. **Integration**
 - a. Google Drive via Google Drive API
 - b. Google Analytics
 - c. Google Translate
 - d. Google Calendar Integration
 - e. Third Party, such as [BrowseAloud](#)
 - f. *Optional*: Student Information Systems
4. **Security** – The Vendor must include security measures to be put in place to protect user data. Describe security and back-up measures, and any resources that will need to be provided from the District during and post implementation.
 - a. Provide the Vendor's Data Protection and Privacy Policy via URL or other means.
 - b. Active Directory (SAML) authentication – The Vendor should describe their plan for integration with Active Directory. Describe how the solution uses APIs or the ability to communicate with Active Directory.
 - c. System and content back ups
 - d. Measures to prevent hacking and defacement
 - e. Disaster recovery in the event of hacking or defacement

CUSTOMER SUPPORT AND TRAINING REQUIREMENTS

The Vendor must include a description of the training provided. Address user training, and supplemental materials provided including training manuals, quick reference guides, help files, tutorials, etc. Describe the support plan that would extend past implementation and through the contract term.

1. **Non-Critical Support** – Discuss how the Vendor will resolve non-critical issues within a timely manner. Include procedures for:
 - a. Discuss how Vendor will respond to and review request for support.
 - b. Detail self-help resources that are provided online or via a help center.
 - c. *Optional*: Indicate if there are Users Groups the District may engage with.
2. **Critical Support** – Ability to request and receive 24/7/365 critical support in the following cases:

- a. Service is down or unavailable.
- b. Critical features or functionality is unavailable or inaccessible, resulting in total disruption of work or critical business impact.
- c. Service crashes or hangs indefinitely causing unacceptable or indefinite delays for resources or response.
- d. Data is corrupted or lost and must be restored from backup.

3. Training –

- a. Initial, during implementation, and ongoing trainings for District Admins and a select population of School Admins, to include webinars or remote trainings.
- b. All training documentation provided by Vendor to Client will include full duplication rights for Client to use and internal distribution as needed.
- c. Training to contain information on the following topics:
 - i. Basic training for page creation and editing, image uploading, etc.
 - ii. Advanced training for content posting, site content maintenance, accessibility features, and user management.

4. Product Road Map –

- a. Describe the projected product road map and ongoing development efforts.
- b. Describe how the Vendor will update training documentation and reference guides for every release of their application, prior to release.

5. Test sandbox site – available for District Admin to use for testing.

EVALUATION CRITERIA

MANDATORY QUALIFICATIONS (0 POINTS – PASS/FAIL)

Pass/fail evaluation factors

1. Financial Statements: Pass/Fail

Submit two (2) years of your most recent audited financial statements or any other financial statements acceptable to the District prepared by an accountant in accordance with generally accepted auditing standards,

Any Offeror who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

2. Experience: Pass/Fail

Evidence with documentation of minimum 3-5 years of providing Website Content Management System services to K-12 School Districts. Submit copy of contract and/or award letter. Submit contact name, phone number, and email for K-12 School District. (Minimum one (1) K-12 school District)

Any Offeror who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

3. IRS W-9 and Duns and Bradbury Number: Pass/Fail

Submit IRS W-9

If Offeror has DUNS number, the DUNS number should be submitted.

APS reserves the right to request a full Dun & Bradstreet report. (if applicable)

Any Offeror who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

EVALUATION CRITERIA

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 1978, §13-1-21, for New Mexico In-State Resident Business and Resident Veteran Business. If proposal is a Joint Venture, Offeror shall state in submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Obtain more information:

<http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> **and**

<https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx>

Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of certificate issued by State of New Mexico Taxation & Revenue. The Preference does not apply if APS is utilizing federal funds.

*****The Offeror should contact Buyer for clarification of evaluation criteria or terminology*****

	Possible Points	Points This RFP
<p>Qualifications Submit company profile; Submit detailed information describing your company's qualifications providing services as requested in the Scope of Work. Provide information about the company that demonstrates the ability and capacity of the company expressed in terms of its Human Resources (number, quality, skills and experience) physical and material resources, financial resources and information resources (pool of knowledge) Demonstrate your company's competence as it relates to the competencies required to perform the requested services. Include Disclosure Form</p>	30	
<p>Experience Provide the names, phone numbers, and email address of purchasing professionals and web masters at 3 different organizations which have purchased and installed your product. (This is additional three (3) organizations, than the one required for mandatory requirement-page 22).</p>	40	
<p>Proposed Solution Provide a description of proposed School Website Content Management</p>	40	
<p>Implementation Provide a recommended implementation plan detailing the expectations and anticipated timeline to deployment. Describe the implementation methodology and approach including roles and responsibilities of the District and Offeror. Provide time frames for each phase of implementation.</p>	30	
<p>Assigned Personnel to APS Submit personnel that will work with APS. Include Project Manager that will oversee the implementation with the APS Web Team. Include Customer Service Representatives that will work with APS Web Team post implementation.</p>	10	
<p>Training Provide a description of the training provided. Address system administrators, user training and supplemental materials including training manuals, quick reference guides, help files, tutorials, etc. See page 20 for more information</p>	25	
<p>Customer Support -Provide details how Offeror resolves non-critical and critical issues. Include Offeror definitions of: Non- critical issue(s),timely manner, Critical support issue(s), Immediate resolution Provide details of Offerors escalation process for customer support for non-critical and critical issues. See page 19 for more information</p>	25	
<p>Warranty and Maintenance Provide information regarding warranty, maintenance and support plan that would extend past implementation and through the contract term.</p>	10	

Software Solution – Detailed Function Requirements Detailed Function Requirements – Appendix A	30	
Pricing Submit detailed information stating your company’s pricing to provide services as requested in the Scope of Work. – Appendix B	60	
Total Possible Points	300	
Interview (if needed)	50	
New Mexico Resident Business Preference: Five percent of the total possible points to a resident business. Offeror shall include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Department.	15	
Veteran New Mexico Resident Business Preference: Ten percent of the total possible points to a resident veteran business. <ul style="list-style-type: none"> • 30 points for Resident Veteran Business/Contractor with annual revenues of \$3 million or less as verified by State of NM Tax & Revenue. 	30	
Total Possible Awarded Points	300-380	

Note: FAILURE to adequately address and meet the evaluation criteria may be cause for the proposal to be deemed non-responsive by the Buyer.

SUBMITTAL REQUIREMENTS

The Offeror is particularly encouraged to address all evaluation criteria that will be evaluated as described herein. If a factor of evaluation is not adequately responded to by the Offeror, the Offeror may be determined to be non-responsive.

ATTENTION:

Proposals must be submitted electronically via Vendor Registry by required date and time as noted on Bid/RFP documents.



<https://vrapp.vendorregistry.com/Vendor/Register/Index/albuquerque-public-schools-nm-vendor-registration>

Important Information: Albuquerque Public Schools Online Bidding System (Vendor Registry) utilizes the Internet and the World Wide Web which is comprised of systems that are completely out of APS's control including but not limited to: the District, its agents, and registered suppliers' respective internet service providers. The District and its agents are not responsible for Internet outages, hardware failures, software failures, downtime, internet slowness, acts of God, power failures, and or user errors. All bids/proposals must be submitted before the due date regardless of your organization's ability to submit proposals online. It is the suppliers' responsibility to ensure that Bid/RFP offers arrive before the due date and time.

Proposers understand and agree that technical support may not be readily available the day of and or the hours/minutes prior to a bid closing time (Due Date/Time). Proposers also understand and agree that internet access, browsers, and operating systems are not supported by the District and/or its agents. **Suppliers are strongly encouraged to review, create, and submit all electronic bid responses several days in advance of the due date and time.** Please Note: **There is no fee to submit a bid/RFP response, contact Vendor Registry Customer Service for assistance if you see a fee is required.**

Proposal Format

Proposals shall not exceed 80 pages total for all of the sections listed below. Each sheet face that is printed with text or graphics counts as one page. Front Cover, Section Dividers, Letter of Transmittal and Required Forms do not count towards page count. **Please upload one file that contains all documentation in Vendor Registry.**

If you have any questions contact the Buyer listed on the Bid/RFP documents for assistance.

Proposal Format: Proposals shall not exceed 60 pages. Each sheet face that is printed with text or graphics counts as one page. Front Cover, Section Dividers, Letter of Transmittal, Appendix A, Appendix B and Required Forms do not count towards page count.

- Letter of Transmittal
- Mandatory Requirements
- Qualifications
- Experience
- Proposed Solution
- Implementation
- Assigned Personnel to APS
- Training
- Customer Service

- Warranty and Maintenance
- Appendix A
- Appendix B
- Required Forms

Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
Campaign Contributions Disclosure Form, **SIGNED**
Statement of Confidentiality, **SIGNED**
Disclosure Form SIGNED

FORMS & ATTACHMENTS

LETTER OF TRANSMITTAL FORM
SUBMIT WITH YOUR PROPOSAL

Items one (1) to four (4) each **MUST** have a response, failure to respond to all four items **WILL** result in the disqualification of your proposal.

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the Person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-Mail Address	
Telephone	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-Mail Address	
Telephone	

4. For the person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone	

- On behalf of the submitting organization named in item one (1) above, I accept the Terms and Conditions governing the Procurement.
- I agree that submission of our proposal constitutes acceptance of the Evaluation Factors contained in this RFP.
- I acknowledge receipt of any and all amendments of this RFP.



Authorized Signature and Date (**Must be signed** by the person identified in Item #2, above.)

COMPLIANCE

(REQUIRED LEGAL FORMS)

All of the following forms must be signed and submitted with your proposal or your proposal may be rejected.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The Prospective Contractor must disclose whether they, a family member or a representative of the Prospective Contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the Contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the Prospective Contractor, a family member or a representative of the Prospective Contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a Prospective Contractor, a family member of the prospective Contractor, or a representative of the Prospective Contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a Prospective Contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the Prospective Contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective Contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a Prospective Contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the Prospective Contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

Signature Date

Title (position)

– OR –

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (position) Offeror Business Name



**CONFLICT OF INTEREST, NON-COLLUSION AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**
CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity. Does vendor agree? **YES Initials of Authorized Representative of vendor**

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST, NON-COLLUSION and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

SIGN HERE Signature: _____ Date _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____ City/ State: _____

ALBUQUERQUE PUBLIC SCHOOLS
TERMS AND CONDITIONS
STATEMENT OF CONFIDENTIALITY

The undersigned employee of/subcontractor to _____, hereinafter referred to as "Offeror" and/or "Contractor", agrees, during the RFP process, and during the term of the Contract between Contractor and the Albuquerque Public Schools (APS) and forever thereafter, to keep confidential all information and material provided by APS or otherwise acquired by the Employee/Subcontractor, excepting only such information as is already known to the public, and including any such information and material relating to Attachments of this RFP, and relating to any client, vendor, or other party transacting business with APS, and not to release, use or disclose the same except with the prior written permission of APS. This obligation shall survive the termination or cancellation of the Contract between Contractor and APS or of the undersigned's employment or affiliation with Contractor, even if occasioned by Contractor's breach or wrongful termination.

The undersigned recognizes that the disclosure of information may give rise to irreparable injury to APS, a client or customer of APS, or to the owner of such information, inadequately compensable in damages and that, accordingly, APS or such other party may seek and obtain injunctive relief against the breach or threatened breach of the within undertakings, in addition to any other legal remedies which may be available. The undersigned acknowledges that he or she may be personally subject to civil and/or criminal proceedings for such breach or threatened breach.



Signature

Title

Offeror Business Name

Date

12. Bank References: List names, addresses and telephone numbers of the financial institutions used by your organization. Please attach additional pages as needed:

13. Indicate the names, addresses and agent of the Bonding Company normally used by your organization. Only those bonding companies approved by the State of New Mexico are acceptable to the District.

14. Has your organization failed to complete any work awarded to you? If so, note when, where and attach a separate sheet of explanation to this form.

15. Within the last five years, has any officer or partner of your organization been an officer or partner of another organization where it failed to complete a contract? If so, note whom, when and where and attach a separate sheet of explanation to this form.

16. List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to the web content services. Please attach additional pages as needed:



Signature

Title

Offeror Business Name

Date

PROPOSAL SUBMITTAL REQUIREMENTS AND CHECKLIST

Please submit your completed proposal, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- Letter of Transmittal, **SIGNED**
- Mandatory Requirements**
- Evaluation Criteria Documentation
- Appendix A
- Appendix B
- Completed Conflict of Interest and Debarment/Suspension Form, **SIGNED**
- Campaign Contributions Disclosure Form, **SIGNED**
- Statement of Confidentiality, **SIGNED**
- Disclosure Form SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate issued to the Offeror by State of New Mexico Taxation and Revenue – if applicable

Obtain more information:

<http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx> **and**
<https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx>

- Addendums (if applicable) – **before** submitting your proposal, please check for addendums here:
<http://www.aps.edu/procurement/current-bids-and-rfps>

** If items are not completed as required, your proposal may be deemed non-responsive.*