

**Sonora School District
Request for Qualifications (RFQ)/Request for Proposal (RFP)
For Project Manager of Technology Services**

The Governing Board of the Sonora School District ("District") intends to select a Project Manager for Technology Services for Technology Phase 1 of Bond Measure H, which was passed by the voters on November 2, 2010, ("Technology Project").

The following describes the Technology Project:

Due to the passage of Bond Measure H, the Sonora School District Governing Board ("Governing Board") is committed to improve the quality of education for students attending Sonora Elementary School. As part of the proceeds from Bond Measure H, the Sonora School District Governing Board, in cooperation with the Technology Committee created by the Governing Board, plans to increase student access to computers and modern technology.

The Governing Board intends to achieve its goals through the following 4 phases:

1. Phase 1 – To be completed by August 15, 2011
2. Phase 2 – To occur between August 2011 and December 2011
3. Phase 3 – To occur between January 2012 and August 2012
4. Phase 4 – To occur between August 2012 and August 2015

The individual selected by the District for this consultant's position to handle Phase 1 of the will need to do the following:

1. Upgrade the Land Area Network ("LAN")
2. Implement a Virtualized Desktop Environment (VDI) to reduce support costs and an infrastructure capable of supporting new VoIP phone and other applications.
3. Complete Interactive Whiteboard installation through all classrooms.

The desired Completion Date for Phase 1 is August 15, 2011.

I. General Information

The District is required to select consultants on the basis of "demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required."

Hereafter, the use of the word "firm" may mean an individual or a partnership, corporation, association, or other legal entity with proven experience at performing the duties as a Project Manager of Technology Services for a K-12 school district.

A. Submittal of Qualifications

Your firm's qualifications should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be responsible for errors or omissions on the part of the organization in preparation of the proposal.

B. Signatures

All qualifications must be signed in ink by an authorized officer of the firm submitting the qualifications.

C. Copies

Each firm submitting a response to the District's RFQ/RFP must include an original and five (5) copies.

D. Rights of the District

1. The District, in its discretion, may conduct personal interviews of any firm submitting qualifications. The successful firm will be required to enter into a written Agreement with the District, if fees acceptable to the District and the firm can be negotiated. The Agreement for Technology consulting services from which the parties will negotiate a final agreement shall be the Agreement prepared by the District's legal counsel. [Copies of the sample Consultant's Agreement are available for review.]
2. Firms will be evaluated and ranked by the District's Technology Committee based upon their qualifications and competence. The Technology Committee shall recommend, in the order of qualification, three (3) finalists to the Governing Board. If the Governing Board approves of the Technology Committee's recommendation, the Governing Board will delegate to the District Superintendent the responsibility to negotiate the terms of an Agreement, subject to the Governing Board's ratification, with the top ranked firm.
3. If mutually acceptable fees for required services cannot be successfully negotiated with the top ranked firm, then the District Superintendent will commence negotiations with #2, then #3, if necessary, until a mutually acceptable contract with a firm is completed. District may re-open negotiations with any of the three top-ranked firms if negotiations fail with any one of them.

E. Deadline for Submittal

Submittals must be received in the District office at Sonora School District, Sonora, CA, by 2:00 p.m. on May 5, 2011. The District will notify the firms selected to meet with the Technology Committee by May 6, 2011.

The Sonora School District campus is located at 830 Greenley Road, Sonora, CA 95370-5293. The District Office's phone number is (209) 532-5491.

II. Description of Project for Which Services are Required

A. Introduction

Responses received from this RFQ/RFP process will be used by the District to select a firm to provide services to the District for the Project described above.

B. Project Services

1. The work for the Project generally consists of the types and phases of work set forth above and on the District's Webpage for Technology for Phase I of the process.

The Budget for Phase 1 of this Project shall range from \$800,000 to \$1,000,000, depending on how many subparts of Phase 1 the District is able to complete.

III. Contents of Qualifications Submittals

All qualification submittals shall address the following items, in the order listed below and shall be numbered A through H in the proposal document.

A. Description of Firm

Provide background information regarding the size, location, work history, and organization of the firm. Address the workload capabilities of your firm in undertaking the subject Project.

B. Experience Relative to District Needs

Provide a detailed summary of experience in providing services for projects of similar size and scope as identified in this RFQ/RFP. List a minimum of three references, including contact person, for comparable school projects completed within the last five (5) years.

C. Qualifications of Firm's Personnel

Identify all project personnel, organizational relationships, and provide a resume of qualifications and project related experience.

D. Consultant's Fees

1. Describe your firm's fee schedule.
2. Please specify what, if any, additional fees you anticipate the District would incur above and beyond your firm's fee schedule. In essence, what services and expenses are excluded from your proposal?

E. **Insurance**

1. Professional liability: At least \$1,000,000 annual aggregate minimum.
2. Other insurance coverages as set forth in the Consultant's Agreement

F. **Other**

Each firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to this RFQ/RFP.

SELECTION CRITERIA

1. Experience and Training: Project personnel resumes.
2. Experience and Organization: Comparable project references, project personnel continuity.
3. Innovation, Technical, and Artistic ability: Creative ability, innovation of design, technological and energy management concepts.
4. Budget: Proof of successfully staying within budget constraints from previous school-related projects.
5. Past experience/projects (with positive results) with this District.

(Note: The foregoing criteria may be modified according to District's needs or desires.)