

**BRIDGES PREPARATORY SCHOOL**

**Request for Proposal**

**Website Hosting and Design Solutions**

**Release Date: July 20, 2018: on or before**

**Proposal Due Date: 4 pm, August 3, 2018**

Submit electronic proposals in PDF format to: [clovell@bridgespreparatoryschool.org](mailto:clovell@bridgespreparatoryschool.org)

**Or**

Deliver written proposals to: Bridges Preparatory School 1100 Boundary Street, Beaufort SC 29902,  
Proposals will be stamped date and time upon receipt.

Refer questions in writing to: Caroline Lovell, COO, email: [clovell@bridgespreparatoryschool.org](mailto:clovell@bridgespreparatoryschool.org)

REQUEST FOR PROPOSAL WEBSITE HOSTING AND DESIGN SOLUTION

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## **1. SCOPE OF WORK**

Bridges Preparatory School (BPS) is requesting proposals for website design and website hosting services. The web design products will be considered property of the school. This vendor selection would be to launch new web designs in the 2018-19 school year with the option to renew the service contract renewal for a minimum of three and maximum of five years. Pricing should not exceed \$8,000.00.

This document constitutes an invitation for competitive proposals. This RFP may result in the award of a Purchase Agreement, for the purchase of items which are in accordance with the Scope of Work.

### **1.1 General Overview and Background**

This RFP contains instructions for submitting a bid, the procedures and criteria by which a contractor will be selected and the contractual terms by which the School proposes to govern the relationship between it and the selected contractor.

BPS appreciates your consideration of this RFP and looks forward to receiving your proposal.

Minority-owned and women-owned enterprises are encouraged to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

### **1.2 School Information**

Information about BPS can be obtained on the web at [www.bridgesprep.org](http://www.bridgesprep.org)

## **2. PROPOSAL PROCESS**

### **2.1 General**

Interested Proposers can obtain this RFP from the Schools website: [www.bridgesprep.org](http://www.bridgesprep.org)

Proposers are cautioned to include detailed information in their response regarding their capabilities and experience in providing the requested services in this solicitation. However, vendors should limit the promotional materials submitted.

At a minimum, each proposal must contain the following items:

1. Cover letter and company profile, including full legal name, federal tax I.D. number, address, phone & fax number, email address, and a description of your company's background.
2. Current contact and background information about representatives to be assigned to the BPS.
3. A management plan to collaborate with BPS staff for the planning, scheduling and successful installation of website design and website hosting services as detailed in this solicitation. Your plan should address, at a minimum, terms and conditions of providing such services.

It is essential that BPS be able to easily match a vendor's response with the requirements for proposal. The Proposer should indicate compliance and/or note any exceptions to the requirements and provide responses to any questions that follow.

Bridges Preparatory School 18/19 RFP: Website Hosting and Design Solution

## **2.2 Pre-Proposal Interpretation of Contract Documents**

a. Changes to RFP: The School reserves the right to make changes to the RFP. Changes will be made by written addendum which will be posted on the School's website and also issued to all prospective proposers.

Prospective proposers may request or suggest any change to the RFP by submitting a written request. The request shall specify the provision of the RFP in question and contain an explanation for the requested change. The request must be submitted at least seven (7) calendar days prior to the date established for submission of proposals.

The evaluation team will evaluate all requests submitted but will not be obligated to accept the requested change.

b. Amend or Withdraw Proposal: A proposer may amend or withdraw its proposal any time prior to the time and date established for submission of proposals.

## **2.3 Public Disclosure of Proposals**

Any information provided to BPS pursuant to this RFP shall be public record and subject to public disclosure pursuant to South Carolina public records laws.

BPS considers proposals submitted in response to this RFP to be submitted in confidence only until BPS's evaluation is complete, and agrees not to disclose proposals until BPS has completed its evaluation of all proposals and publicly announced the results.

The general requirement for public disclosure is subject to a number of exemptions. When preparing a proposal submission, a proposer must plainly mark each page containing information deemed by the proposer to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.). A summary of the redactions shall be placed with the redacted version of the proposal response.

The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of South Carolina Law. BPS will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

Unless expressly provided otherwise in this RFP or in a separate communication, BPS does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under South Carolina Law. BPS considers proposals submitted in response to this RFP to be submitted in confidence only until BPS has completed its evaluation of all proposals and publicly announces the results.

## **2.4 Submission of Proposals**

a. Bid Submission: BPS requires either electronic submission in PDF format or written submission delivered to BPS, 1100 Boundary Street, Beaufort SC 29902.

Facsimiled versions of the proposal will not be accepted. BPS will not be liable in any manner for expenses incurred by the vendor(s) in response to this RFP. Please note that BPS will not accept responses or queries that require BPS to pay the cost of production or delivery.

BPS may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals upon a finding of BPS that it is in the public interest to do so.

b. Pre-printed materials: Foldouts for charts, tables, spreadsheets, and single-line diagrams are acceptable. Pre-printed materials, such as brochures or technical documents, may be included, but whenever possible should be placed within the bound proposal or within the PDF.

c. Identification: Proposals must clearly indicate the RFP name, the COO's name, proposal due date and time, as well as the Proposer's name, address and email address.

d. Price: RFP Prices are to be complete and include all costs, whether material, labor, transportation or other, to complete the required work or supply the required materials in accordance with the RFP specifications, contract terms and conditions.

The RFP Form must be used to submit pricing and compute the total RFP amount.

e. Cost of Proposal: BPS will not pay any costs incurred in responding to this RFP.

f. Return electronic proposals in PDF format to: [clovell@bridgespreparatoryschool.org](mailto:clovell@bridgespreparatoryschool.org)

The email must be clearly marked with the bidder's name/identification and the subject must be the words "PROPOSAL RESPONDING TO RFP: BPS WEBSITE DESIGN & HOSTING"

OR deliver written proposals to: Bridges Preparatory School Office 18/19 RFP: Website Hosting and Design Solution Caroline Lovell, COO, 1100 Boundary Street, Beaufort SC 29902

Mailed or delivered proposals must be completely sealed and marked on the outside as "PROPOSAL RESPONDING TO RFP: BPS WEBSITE DESIGN & HOSTING" A minimum of 11 point font must be used for written proposals.

g. Proposal Due Date: On or before August 3, 2018, 4:00 EDT. Proposals received after this time and date will not be considered and will be returned unopened. It is the sole responsibility of the proposer to ensure the Proposal is emailed or delivered and time stamped by the above deadline. All late proposals will be rejected.

h. Proposer's responsibilities: Contractor shall examine and understand this entire document and seek clarification from the COO, if required. Negligence in preparing a Proposal does not give a right of withdrawal after Proposal opening.

Become familiar with and abide by current federal laws, state and local statutes, regulations and ordinances that could impact pricing or performance.

i. Obligation to Award: The issuance of this RFP, and the receipt and evaluation of proposals does not obligate BPS to award a contract. BPS may cancel this procurement without liability at any time prior to BPS execution of a contract.

j. Inquiries: All inquiries related to this RFP shall be directed in writing to Caroline Lovell, COO:

[clovell@bridgespreparatoryschool.org](mailto:clovell@bridgespreparatoryschool.org)

Vendors who seek information, clarification or interpretation from anyone other than the abovementioned contact are advised that such material is used at the Proposer's own risk and BPS shall not be bound by any such requirements.

## **2.5 Qualification of Proposers**

Qualifications of proposers will be evaluated when determining award of RFP. Proposers may be required to produce acceptable personal, business, and credit references and completed examples of previous work of a similar nature.

Vendor will supply three (3) references on the attached form. BPS reserves the right to interview these references regarding any part of this proposal request. BPS also reserves the right to interview organizations not included as references.

## **2.6 Evaluation**

In evaluating RFP responses, BPS will award based on seven (7) principal factors:

1. Cost (initial or life cycle)
2. Quality of design (aesthetics)
3. Quality of the function of the sample sites
4. Security of hosting environment
5. Proximity to BPS (local Vendor/Contractor)

6. Quality of performance of previous contracts or services with a government agency.

7. Time frame for completion of agreed upon development of site, deliver expected 90 days from signed contract to include content transfer or build.

BPS may request Best and Final offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals, and Best and Final offers, if requested, a selection will be made of the proposal which best fulfills the requirements and is the best value to BPS. Evaluation of the proposals is expected to be completed within twenty (20) working days after closing date of RFP. Evaluation of offers may include an on-site presentation to school leadership and Board of Directors.

Bidders will be notified of qualification and given at least 5 working days notice for the presentation phase, if needed. After evaluation by the team, the team will recommend that the top-ranked proposer be invited to work with BPS and that negotiations progress to finalize the contract. If BPS is unable to successfully negotiate with the top-ranked proposer, BPS reserves the right, at its sole discretion, to terminate negotiations and begin new negotiations with the next highest-ranked proposer.

BPS reserves the right to waive informalities or to reject any and all proposals.

The BPS Board of Directors could be required to vote to accept proposal and enter into a contract with vendor and timing of such requirements will determine the time frame in which the contract is signed and initiated.

### **3. SCHEDULE OF EVENTS**

#### **3.1 Timeline:**

Projected significant milestones for this procurement are as follows: Date Time (EST) Description

July 20, 2018 11:00 AM RFP Release Date

July 25, 2018 3:00 PM Deadline for Questions from Proposers (Submit written questions via email: [clovell@bridgespreparatoryschool.org](mailto:clovell@bridgespreparatoryschool.org))

July 28, 2018 5:00 PM BPS Responses to Questions

August 3, 2018 4:00 PM RFP Due Date

Award of contract is subject to BPS and Respondent's ability to agree on contract terms in a timely manner, agreeable and approved by BPS Head of School and/or Board of Directors.

BPS reserves the right to modify this schedule at its discretion. Proper notification of changes in the response due dates will be made to all proposers on BPS list of responding firms.

### **3.2 Period of Irrevocability**

Proposals shall be offers that are irrevocable for a period of (90) calendar days after the time and date proposals are due. Proposals shall contain the name, address and telephone number of an individual or individuals with authority to bind the company during the period in which the proposal will be evaluated.

### **3.3 Objections or Protests**

a. Process: A proposer or prospective proposer who wishes to object or protest any aspect of this procurement shall comply with requirements and must deliver a written protest to:

Bridges Preparatory School Administration Office 18/19 RFP: Website Hosting and Design Solution  
Caroline Lovell, COO, 1100 Boundary Street, Beaufort SC 29902

For protests related to the procurement process or the solicitation document, content of the protest must include a written statement of the desired changes or the Solicitation Document that the prospective Proposer believes will remedy the conditions upon which the prospective Offeror based its protest. The Proposer shall include the specific citation of law, rule, or regulation upon which the protest is based and include any and all supporting documentation.

For protests related to Contract Award, the Proposer's written protest shall specify the grounds for the protest, including the specific citation of law, rule, or regulation upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The BPS will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda.

The filing of a protest shall not prevent the BPS from executing a contract with any other vendor.

b. Timeliness: If the protest relates to matters of the procurement process or the solicitation documents that are otherwise known or should have been known to the protestor, the protest must be delivered no later than (7) calendar days prior to the deadline for BPS receipt of proposals.

If the protest relates to other matters, including but not limited to the award of the contract, it must be delivered as soon as possible, and in no event later than (7) calendar days, after the protestor knows or reasonably should have known of the award of the contract, BPS intent to award of the contract, or other matters to which the protest is addressed.

BPS may decline to review a late protest.

#### **4. SPECIFICATION AND TECHNICAL REQUIREMENTS**

1. Clean Source Code Using Drupal Open platform CMS.
2. CSS-based design.
3. HTML form styles and html capabilities for adding/formatting content.
4. Design should include horizontal or vertical menus of at least 2 levels.
5. Must use universal fonts.
6. Must comply with ADA website-accessibility laws for education/governmental entities.
7. Pages must render completely in the latest version of Internet Explorer, Edge, Firefox, Chrome, and Safari.
8. Design solution must be capable of incorporating photographs and videos.
9. The design solution will include specific sections for 1) one template for elementary schools/departmental use; 2) one template for middle schools; 3) one template for high school; 4) one template for administration/departmental use; 5) one template for staff intranet; 6) one template for special projects (Bond); and 7) one template for alternative Language Sites (Spanish, etc.) or as determined;
10. Integration of modules: The website solution must have ability to integrate various calendar, student application systems, etc.
11. Integration Social media: The website solution must have the ability to refer to the branded social media sites (Facebook, twitter, Instagram). Integration between social media and the web may be considered as a design solution, so please include details and recommendations in your proposal.
12. The intranet site will include login/authentication compatible with LDAP and will not require creating normal (non-admin) staff user accounts ahead of time. All other logins (such as to make changes to content) will also use LDAP authentication.
13. Include migration of current content to new site as directed by BPS Administration designated to this project.
14. Initial training on how to use the new web designs, with up to 3 on site sessions for basic use and 2 on-site or virtual trainings for intermediate/advanced users and should be included in the quoted pricing.
15. In subsequent years, an annual training program with up to 3 on-site sessions for basic use and 1 on-site or virtual training for intermediate/advanced users would be requested. Please include hourly rates

and estimated time to conduct this level of training. Additional training would be paid at the web training rate.

16. Servers and data centers used to host the websites must use industry best practices for security and your existing hosted websites must have had a minimum of 99.9% uptime over the last 12 months. We expect a minimum of 99.9% uptime for our websites and that they maintain availability and responsiveness during large spikes in traffic.

17. Proposals must include rates for each component:

a. Bid costs for designs and revisions and training as outlined above.

b. Hourly Web Design Rate.

c. Hourly Web Build/programming rate.

d. Hourly Web Training rate. Address Training in item 16 as well as additional training requests.

e. Website Hosting Rates.

f. Website hosting security and technical details.

g. Description of the Support services offered, staff providing support, and response times your firm currently delivers.

h. Describe the physical, procedural, and virtual safe guards you have in place to ensure the website and hosted data against corruption, loss, theft, vandalism, and unplanned outages.

i. Recommendations for integrating social media sites of our brand.

j. URLs that serve as samples of your work.

k. References and contact information for at least three (3) clients.

l. Method of setting renewal costs on annual basis in years 2-5.

## **5. STANDARD TERMS AND CONDITIONS**

1. PROPOSAL VALIDITY PERIOD: Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the BPS and the successful vendor.

2. ADDENDA: If, in the opinion of the Chief Operations Officer, additional information or interpretation is needed by the Proposers, an addendum will be issued. Any addendum or addenda issued by the Chief Operations Officer that may include changes, corrections, additions, interpretation, clarification, or information, and issued seventy-two (72) hours or more before the scheduled closing time for filing proposals, Saturday, Sunday and legal holidays not included, shall be binding upon the proposer. BPS shall supply copies of such addenda on the BPS Web Site and to all Proposers, but failure of the Proposer

to receive or obtain such addenda shall not excuse the Proposer from compliance therewith if awarded the Purchase Agreement.

3. CANCELLATION, DELAY OR SUSPENSION OF SOLICITATION; REJECTION OF PROPOSALS: BPS may cancel, delay or suspend this solicitation if in the best interest of BPS as determined by the School Leadership and/or Board of Directors. BPS may reject any or all proposals, in whole or in part, if in the best interest of BPS as determined by the School Leadership and / or Board of Directors. BPS reserves the right to reject any or all proposals not in compliance with public contracting procedures.

4. INDEPENDENT CONTRACTOR: The relationship to with BPS successful firm and each of its employees and agents shall be that of an “independent contractor” and not an employee. The successful firm shall have single-point responsibility for all persons and legal entities that provide services to BPS, be they employees of the firm or independent contractors. The successful proposer is responsible for determining the appropriate means and manner of performing the work. The successful proposer represents and warrants now, and as part of the contract for services with BPS pursuant to this RFP, that the successful proposer is not an employee of BPS, and that the successful proposer at all times meets and will continue to meet the specific independent contractor standards based on South Carolina law. Among other obligations of successful proposer consistent with this statute, successful proposer shall be responsible for federal and state taxes applicable to any compensation or payments paid to successful proposer under this contract and, BPS will not withhold from such compensation or payments any amounts to cover successful proposer’s federal or state tax obligations.

5. AMERICANS WITH DISABILITIES ACT COMPLIANCE: Proposers agree that if awarded a Purchase Agreement, the Contractor will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq. If any Proposer requires special assistance or auxiliary aids during the proposal, evaluation or award process, please notify the BPS (843) 982-7737 at least two (3) business days prior to the required assistance.

6. SPECIAL CONDITIONS: Where special conditions are written in the Request for Proposal, these special conditions shall take precedence over any conditions listed under these Proposal Terms and Conditions.

7. COMPLIANCE WITH LAW: The provisions of any Purchase Agreement shall be construed in accordance with the provisions of the laws of the State of South Carolina without reference to its conflict of law provisions. Any action or suits involving any question arising under this Purchase Agreement must be brought in the appropriate court in Beaufort County, South Carolina. All statutory, charter and ordinance provisions that are applicable to public contracts in the State of South Carolina shall be followed with respect to this Purchase Agreement. In connection with its activities under this Purchase agreement, Contractor shall comply with all applicable federal, state and local laws and regulations.

8. COST OF RESPONDING: This Request for Proposal does not commit BPS to pay any costs incurred by any Proposer in the submission of a response, or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the items to be furnished under the RFP.

## 9. CONTRACT AWARD AND EXECUTION:

a. BPS reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to BPS.

b. The general conditions and specifications of the RFP and as proposed by BPS and the successful vendor's response, as amended by agreements between BPS and the vendor, will become part of the contract documents. Additionally, BPS will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.

c. Once BPS staff has selected the vendor that can best meet BPS's needs, based on the evaluation factors, BPS will negotiate the specific system requirements with the selected vendor, using the vendor's proposal to determine the cost of the system components and options as determined in the sole discretion of BPS. After that negotiation period has ended and BPS has, in its sole discretion, finalized the system requirements, the vendor selected as the apparent successful vendor will be expected to enter into a contract with BPS substantially in the form and content attached, but with the addition of specific information pertaining to the agreed-upon system to be provided for BPS. The successful proposer is expected to execute this contract verbatim unless it has proposed specific changes to the contract in its response to this RFP and has later obtained agreement from BPS for the contract change. All such proposed changes should be accompanied by an estimate of the cost savings to BPS that would result from the recommended change.

d. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, BPS may elect to cancel the award and award the contract to the next-highest-ranked vendor. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

10. DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS: In addition to other standard contractual terms, BPS will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Vendor shall defend, indemnify and hold BPS, its officers, officials, employees and volunteers harmless for, from and against any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Vendor and its agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of BPS.

The Vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Vendor. Insurance shall meet or exceed the following unless otherwise approved by BPS

a. LIABILITY INSURANCE

VENDOR will maintain a policy of liability insurance in the form, and from an insurance company, which company is admitted or otherwise licensed to do business in the State of South Carolina.

i. Said insurance shall insure VENDOR for the benefit of BPS in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.

ii. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by VENDOR, or by an employee, representative, or agent of VENDOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.

iii. Certificate of Insurance: VENDOR shall require its insurance carrier to provide to BPS a certificate of insurance evidencing said coverage. It is agreed that no person shall perform any acts on behalf of VENDOR without having said insurance in full force and effect.

11. NON-COLLUSION AFFIDAVIT: The Vendor submitting a proposal thereby certifies that no officer, agent, or employee of BPS who has a pecuniary interest in this RFP, has participated in the Price Agreement negotiations on the part of BPS, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Vendor of the same request for proposal and that the Vendor is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. Vendor will complete the enclosed Non-Collusion Affidavit and submit it with their proposal.

12. EQUAL OPPORTUNITY COMPLIANCE: BPS is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity. All proposers must be certified as Equal Employment Opportunity Affirmative Action Employers. The proposer, in the performance of this agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or disability.

13. OTHER COMPLIANCE REQUIREMENTS: In addition to any nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

14. OWNERSHIP OF DOCUMENTS: Any reports, studies, conclusions, and summaries prepared by the proposer, including all proposal documents, shall become the property of BPS.

15. ORAL INSTRUCTIONS: Oral instructions or information concerning the RFP documents or the project given out by officers, employees, or agents of BPS to prospective Proposers shall not bind BPS. Any

changes or revisions to the specifications shall be binding only if issued in writing by BPS by addendum. BPS reserves the right to officially amend or cancel an RFP after issuance.

16. INVOICING: Purchase Order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals, and any correspondence. Vendor shall invoice BPS within fifteen (15) days of completion of scope of this RFP. Invoices submitted for payment shall identify the goods and services, the unit price, quantity, extended price, order number and invoice total.

17. TOBACCO: Use of Tobacco on School Property: State law prohibit the use of all tobacco products on public school property. If the vendor is on property during the performance of this contract, the contractor/vendor is required to comply with this policy.

18. SECURITY: Onsite staff will need to complete criminal history background check and be issued BPS vendor passes. The cost of any requested background check shall be borne by the Contractor.

19. LICENSING: Vendor must be licensed to do business in the State of South Carolina. Upon award of Contract, Vendor will provide BPS with Contractor's South Carolina State Department of Revenue Tax Registration Number.

RFP FORM PAGE 1 CERTIFICATION and CONTRACT OFFER 18/19 RFP: Website Hosting and Design Solution

The undersigned proposer submits this proposal in response to the Reynolds School District's Request for Proposals (RFP) dated July 20, 2018, for the contract named above. The proposer warrants that proposer has carefully reviewed the RFP and that this proposal represents proposer's full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted, the proposer will contract with Bridges Preparatory School, agrees to all terms and conditions found in the attached contract, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract documents.

The proposer hereby acknowledges the requirement to carry or indicates the ability to obtain the insurance required by the contract documents. Indicate in the affirmative by initialing here:

The proposer hereby acknowledges receipt of Addendum Nos.           ,           ,           ,            to this RFP.

Name of Proposer:

Business Address:

Telephone Number and Fax Number:

Email Address:

Authorized Signature:

Printed/Typed Name:

Title:

Date:

Note: Complete and execute this form and include as the first page of the proposal.

RFP FORM PAGE 2 PRICING 18/19 RFP: Website Hosting and Design Solution

Total Price

Website Design Bid \_\_\_\_\_

Hourly Web Design Rate \_\_\_\_\_

Hourly Web Build Programming Rate \_\_\_\_\_

Hourly Web Training Rate \_\_\_\_\_

Website Hosting \_\_\_\_\_

Renewal method (annual extension) \_\_\_\_\_

Additional Fees, if any \_\_\_\_\_

Proposer Signature:

Signature      Title

Company      Date

Street Address      City/State/Zip

Phone      Fax

Email address

South Carolina / EIN

Vendor's financial terms

BPS reserves the right to waive proposal informalities and irregularities, and award to proposer deemed in the best interests of BPS.

RFP FORM PAGE 3 REFERENCES 18/18 RFP: Website Hosting and Design Solution

Company:

Our company has provided services/products of a similar nature to the following organizations:

1 Name of Organization      Website Address      Address

Contact Person

Phone

Email

2 Name of Organization      Website Address      Address

Contact Person

Phone

Email

3 Name of Organization      Website Address      Address

Contact Person

Phone

Email

RFP FORM PAGE 4 NON-COLLUSION AFFIDAVIT 18/19 RFP: Website Hosting and Design Solution

STATE OF

COUNTY OF

I, (Type/Print Name) \_\_\_\_\_, state that I am (Position Title) \_\_\_\_\_ of (Name of Firm) \_\_\_\_\_, and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal. I state that: 1. The price(s) and the amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Proposer, or potential Proposer, except as disclosed on the attached appendix. 2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and the price(s), not approximate amount, will not be disclosed before proposal opening. 3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this RFP, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal. 4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal. 5. (Name of Firm) \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four 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 any offer on any public solicitation, except as described in the attached appendix. I state that (Name of Firm) \_\_\_\_\_ understands and acknowledges that the above representations are material and important, and will be relied on by Bridges Preparatory School in awarding the Purchase Agreement for which this proposal is submitted. My firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Bridges Preparatory School of the true facts relating to the submission of our proposal and award of a Purchase Agreement. Signature Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 2018.

Notary Public

My Commission Expires