

**iCademy**  
**REQUEST FOR PROPOSALS**  
**Enrollment Web App**

**I. INVITATION TO BID**

*iCademy, hereby known as "District", will accept sealed Bid responses ("Bids") to this Request for Proposals (RFP) which comply with the Invitation To Bid, General Conditions and Products and Services Specifications set forth below and submitted to the District at the following address:*

**iCademy**  
**Attn: Tyler Huizenga**  
**8485 Homestead**  
**Zeeland, MI 49464**

**A. BID ACCEPTANCE**

This RFP is not an offer to enter into a contract, but rather a solicitation for Bids. All Bids must be submitted in a sealed opaque envelope labeled "**Enrollment Web App**" and "**2:00 P.M., April 19, 2019**".

1. No oral, telephonic, telegraphic, e-mail or facsimile Bids will be considered.
2. The Bidder shall be responsible for the timely delivery of the Bid; the District shall not be liable to any Bidder for any delivery or postal delays and postmarking to the bid opening date will not substitute for receipt of the Bid.
3. No Bids will be considered after 2:00 P.M., April 19, 2019.
4. If the District is closed due to unforeseen circumstances on the bid opening date, Bids will be due on the next day that the District is open.
5. The District reserves the right to reject Bids submitted without a signed Signature Page, Familial Disclosure Affidavit, and Iran Linked Business Affidavit.

**B. BID OPENING**

All timely submitted Bids received by the District will be publicly opened at the **iCademy, 8485 Homestead, Zeeland, MI 49464**, at 2:00 P.M., **April 19, 2019** for recommendation to the Board of Directors at a future meeting.

**II. GENERAL CONDITIONS**

**A. RIGHTS OF ACCEPTANCE OR REJECTION**

The District's Board of Directors reserves the right to reject any and all Bids in whole, or in part, and accept any Bid or portion of the Bid that, in their opinion, best serves the interests of the District.

**B. ROYALTIES AND PATENTS**

The selected vendor must pay for all royalties, copyright, trademark and patents and must defend all suits for claims or infringements on copyrights, trademarks and/or patent rights and shall indemnify and hold the District harmless from any and all claims and/or loss related to claims and/or infringements on copyrights, trademarks and/or patent rights, including reasonable attorney fees and costs incurred by the District.

**C. ADDENDA**

Any clarifications or modifications to the specifications for the RFP will be issued by the District in the form of an addendum to the RFP.

**D. FEDERAL, STATE AND LOCAL TAXES**

All products and/or services furnished by the selected vendor must comply with all applicable federal, state and local codes, and regulations. All Bids must include, and the selected vendor must pay, all taxes levied by the Federal, State, and Local Governments, on both labor and materials. The District reserves the right to require

evidence of such tax payments prior to final payment of the contract. The District is exempt from Federal Excise and State Sales Taxes. To comply with these regulations, sales tax is not to be included in the Bid.

**E. QUALIFICATION OF BIDDERS**

For the purpose of assuring the District of the quality of workmanship, materials, products and/or services, the Board of Directors will retain the right and has complete discretion to qualify or disqualify any bidders on the basis of available information concerning the bidder's ability to perform as needed and the suitability of the products and/or services included in the Bid. The District may request any and all bidders to submit the following information before awarding the contract:

1. The bidder's performance record(s).
2. The address of the bidder's plant or permanent place of business and a description of the products and/or services requested.
3. An itemized list of the bidder's equipment, plant and personnel.
4. The bidder's financial statement(s).
5. A description of any project, which the bidder has completed in a satisfactory manner.
6. Any additional information that will satisfy the District that the bidder is adequately situated and able to fulfill the terms of the proposed contract.
7. A description of any other project(s) that will be performed simultaneously with the District's project(s).

**F. NO DISCRIMINATION**

The selected vendor and their subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of the Bid, with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a legitimate occupational qualification. Violation of this requirement may be regarded as a material breach of the Michigan Fair Employment Practices Act and may be subject to prosecution.

**G. VARIATIONS FROM SPECIFICATIONS**

All variations from the specified products and/or services must be fully explained and included with the Bid. The District reserves the right to modify the specifications. The selected vendor shall agree to a written modification of the terms of its original Bid within five (5) business days of receiving written notification of modification of the specifications.

**H. MAILING OF BIDS**

All Bids must be mailed in an opaque, sealed envelope and clearly marked as indicated in the Invitation to Bid section I. above.

**I. NOT ACCEPTED**

No oral, telephonic, telegraphic, e-mail or facsimile Bids will be considered.

**J. WITHDRAWAL OF BIDS**

- K. Upon presentation of proper identification, any bidder may withdraw his/her Bid at any time prior to the scheduled Bid opening date and time. After the opening of the Bids, no Bid can be withdrawn for a period of sixty (60) days.

**L. SIGNATURE PAGE**

The signature page, section V., required in this RFP must be in longhand, in ink, by an authorized representative and submitted with the Bid. Bids in non-compliance with this request, will be subject to rejection.

**M. NOTICE OF AWARD**

The contract(s) will be deemed as having been awarded when the formal notice of acceptance of his/her Bid has been duly served upon the intended awardees by an officer, or agent, of the District duly authorized to give such notice.

**N. GUARANTEE**

The selected vendor(s) must furnish the District a written guarantee of the services and/or products provided to the district for, at least, one (1) year after the final payment covering all workmanship and materials specified in the contract. Any defects in workmanship or materials for which a claim is submitted by the District within the one (1) year period must be corrected or replaced within thirty (30) days.

**O. PARTIAL BIDS**

Partial Bids will be considered, where appropriate.

**P. FAMILIAL DISCLOSURE**

The Bid shall be accompanied by a sworn and notarized affidavit disclosing any familial relationship that exists between the bidder and/or any employee of the bidder and any member of the District’s Board of Directors and/or School Director. The Board of Directors will not accept a Bid that does not include the sworn and notarized familial disclosure affidavit, section VI. Bids in non-compliance with this request are subject to rejection.

**Q. CANCELLATIONS**

The District reserves the right of cancellation for non-performance of the terms specified in the awarded contract.

**R. NO SMOKING POLICY**

The District adheres to a mandatory no smoking policy on school premises and/or at school functions. All bidders shall comply with this no smoking policy.

**S. IRAN LINKED BUSINESS AFFIDAVIT**

The Bid shall be accompanied by a sworn and notarized affidavit that represents and warrants that the bidder, including its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the applicable Michigan Public Act No. 517 of 2012, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an “Iran Linked Business” at any time during the course of performing under the contract. The Board of Directors will not accept a Bid that does not include the sworn and notarized Iran Linked Affidavit, section VII. Bids in non-compliance with this request are subject to rejection.

**III. PRODUCTS AND SERVICES SPECIFICATIONS**

***Considerations for awarding contracts will include price, product quality, service, delivery, and maintenance of products and/or services, adherence to specifications, past performance to the District, vendor reliability, warranties and familiarity with the scope of work and the facilities of the District. The Board of Directors will evaluate the merits of all Bids submitted and reserves the right to accept or reject any or all Bids.***

Direct any and all questions regarding Section III of this RPF to: Tyler Huizenga at [tyler.huizenga@icademyglobal.org](mailto:tyler.huizenga@icademyglobal.org).

**A. Overall App Requirements for Enrolling and On-Boarding Students**

- Orientation process – robust training, includes multi-media, interactive that requires student input to monitor active participation and engagement on the student’s part
- Mentor application that includes:
  - Monitor and access all students and their grade level
  - Auto-open training application on first run
  - SSO Options (esp. Connexus) – implement O365 (Azure) integration for application security
  - Monitor progress and exact page the student in on during the enrollment/on-boarding process
  - Notification for completion of enrollment/on-boarding steps
  - Notification for timeout (48 hours from when the student logs in)
  - If the device is included, use that to send a notification (allow change of student and device relationship)

**B. VENDOR PROPOSAL**

All vendors shall develop a proposal response to this RFP which addresses the full scope of work identified in the request. The following sections outline the mandatory elements of the proposal. In their proposal, bidders may include additional elements which are not specifically called out in this request, if they believe that such data is necessary for District to properly understand and evaluate the offering.

**1. Project Approach**

Describe the approach you are taking towards this project. How do you propose to initiate, maintain and close out the project? Include specific references to the project methodology and the desired relationship between District and your company.

**2. Staffing Proposal**

Describe the skill sets, numbers and locations of the individuals you propose to staff this project. Briefly provide an overview of the contributions you would expect each unique skill set to provide to the project.

**3. Project Timing Proposal**

Based on the approach and staffing outlined above, provide a project timeline that commences with a contract award date of May 15, 2019. This timeline should identify all major project milestones and indicate the dates associated with the project deliverables.

Describe your estimating methodology and the methods you employed to determine the effort associated with this project. Provide sample data from your estimating process to illustrate this methodology.

Provide the total number of hours associated with the following tasks/resources:

- Total Project Hours
- Project Management
- Software Engineering/Development needed for Customizations
- Testing & QA
- Software Warranty
- Infrastructure Management

**4. Project Cost Proposal**

Provide a cost proposal which includes the total cost to be charged as well as the cost broken down by the following categories:

- Initial Software Cost by Module
- Customization
  - Itemized per customization
  - Group customizations which are required together
- Installation and Configuration
- Post Project Support
- Training
- Any Recurring Costs
- Provide a schedule of hourly rates for the various roles and skill levels to be assigned to this project.

**5. Proposal Assumptions**

List any assumptions you have made regarding how you will execute the project or regarding the activities of District in executing this project, or any other assumptions you may have made.

**6. Proposal Risks and Mitigations**

List any risks you have identified associated with this project. Indicate your best assessment of the likelihood and impact (High, Medium, Low). Identify the proposed response to those risks:

- Accept the risk

- Mitigate the risk with appropriate mitigation details

**7. District Time and Support**

Provide any requirements for District time and resources that will be required to support the project effort. Be clear about the skill sets and types of interaction required from District.

**IV. SIGNATURE PAGE**

*I have examined the RFP Bid conditions and specifications herein and agree that if my company is awarded a contract to provide any of the products and/or services sought in this RFP, my company will provide the District with the products and/or services according to the USF conditions, general conditions and product and services specifications of this RFP and the Bid submitted herewith. Any and all deviations from the RFP Bid specifications are in writing and attached.*

**SUBMITTED BY:**

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

Company Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**V. FAMILIAL DISCLOSURE AFFIDAVIT**

*All Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Directors of the District and/or the Director of the District.*

The undersigned, owner or authorized officer of \_\_\_\_\_ (the bidder), pursuant to the familial disclosure requirement provided in the ICademy Universal Service Fund Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder or any employee of the bidder, and any member of the ICademy Board of Directors and/or the School Director.

┌ **The following are the bidders familial relationship(s) with the ICademy:**

	<b>Bidder/Employee</b>	<b>Name Related to:</b>	<b>Relationship</b>
1.	_____	_____	_____
2.	_____	_____	_____

(Attach additional pages if necessary to disclose all familial relationships.)

┌ **There is no familial relationship that exists** between the bidder and/or any employee of the bidder and any member of the ICademy Board of Directors and/or the Director.

**Bidder:**

\_\_\_\_\_

(Company Name)

*By:*

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Title)

This instrument was acknowledged before me, a Notary Public, in and for \_\_\_\_ County, \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

(Notary Public Signature)

**SS:**

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**VI. IRAN LINKED BUSINESS AFFIDAVIT**

**All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.**

The undersigned, owner or authorized officer of \_\_\_\_\_(the bidder), pursuant to Michigan Public Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the iCademy Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an "Iran Linked Business" at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

└ **There is not an "Iran Linked Business" that exists** within the bidder and/or owner, officers, directors and employees.

**Bidder:** \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 ,

\_\_\_\_\_  
(Notary Public Signature)

SS:

My Commission expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_