

RFP 19MISC8
FINDOUTFIRST EMAIL SERVICES

FACT SHEET

A. **Overview:** This recommendation is to establish contract with a qualified vendor to provide email services that meet the needs of the FindOutFirst email system. FindOutFirst is a targeted email service that facilitates communication of critical information to parents, students, community and staff. Proposals were opened on April 9, 2019.

1. **RFP participation:**

30 proposals downloaded
1 company submitted an RFP

2. **Proposals were received from:**

Relatrix Corporation (Fort Collins, CO)

3. **Other facts:**

- This contract shall be effective from July 1, 2019 through June 30, 2024, with no renewal options available.
- Under this new contract, plan design remains unchanged.
- Selection was based on the total score of each proposal.
- Attached is the Summary of Evaluation Scores by the evaluation committee for each responsive proposal.
- The contract will be administered by Dian Nelson, Communication Coordinator.

4. **Source of funding:** Contingent upon Board approval of FY20, FY21, FY22, FY23 and FY24 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for RFP 19MISC8, FindOutFirst Email Services, be awarded to, Relatrix Corporation (Fort Collins, CO), per the attached Scoring Summary and Bid Tabulation.

C. **Action taken by the Board (Purchasing use only):**

| | | | | |
|----------------|--------------|----------------|-------------|-----------------------|
| _____ Approved | _____ Denied | _____ Deferred | _____ Other | BM/kl |
| _____ Date | _____ Date | _____ Date | _____ Date | BOE Meeting: 05.08.19 |

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SCORING SUMMARY

| VENDOR | FINAL TECH SCORE = 70 POINTS MAX | COST SCORE = 30 POINTS MAX (AGGREGATE) | TOTAL SCORE 100% AGGREGATE COST |
|----------------|---|---|--|
| Relatrix Corp. | 66.2 | 30 | 96.2 |

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BID TABULATION

| | |
|--|--------------------------|
| | Relatrix Corp. |
| Basic Package Price: | \$ 68,220.00 |
| Price per additional interface (i.e. if a new school is opened): | \$ 1,000.00 / site -year |
| Annual license maintenance costs: | Included w.Basic Pkg. |
| Year 1 | Included w.Basic Pkg. |
| Year 2 | \$ 68,200.00 |
| Year 3 | \$ 69,580.00 |
| Year 4: | \$ 69,580.00 |
| Year 5: | \$ 70,975.00 |

Price of add-on tasks/capabilities not included in the basic package price:

EZVolunteer (Optional) - Register, manage, and track hours for up to 10K active volunteers

| | | |
|-----------------------------------|---------------|--------------------------|
| Annual license maintenance costs: | Year 1 | Included w.Basic Pkg. |
| | Year 2 | Included w. Year 2 Price |
| | Year 3 | \$ 4,500.00 |
| | Year 4 | \$ 4,500.00 |
| | Year 5 | \$ 4,500.00 |

EZPartner (Optional) - Manage up to 500 active community partners and associates

| | | |
|-----------------------------------|---------------|--------------------------|
| Annual license maintenance costs: | Year 1 | Included w.Basic Pkg. |
| | Year 2 | Included w. Year 2 Price |
| | Year 3 | \$ 5,500.00 |
| | Year 4 | \$ 5,500.00 |
| | Year 5 | \$ 5,500.00 |