



# RFP 24-004 Single Sign-On Solution

RFP Issued:	January 31, 2024
Question Deadline:	February 23, 2024, at 12:00 PM (Central)
<b>Proposals Due:</b>	<b>March 11, 2024, at 2:00 PM (Central)</b>
District Contact:	Wayne Correll, Director of Purchasing
Email:	wayne.correll@kckkps.org

## I. Executive Summary

### 1. Background

The Board of Education for Unified School District No. 500, c/k/a Kansas City, Kansas Public Schools is seeking proposals from qualified vendors to provide a comprehensive Single Sign-On (SSO) solution. As a school district of 22,000 students and around 4,000 staff, we aim to enhance our user authentication and authorization processes, improve security, and streamline access to our various applications and systems.

Bidders are advised that all materials submitted to the District for consideration in response to this Request for Proposals shall be considered to be public records as defined in [KSA 45-216 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Kansas City Kansas Public Schools.

**USD 500 imposes a mandatory quiet period for this solicitation, commencing from the issue date of the RFP until the final award decision is made. During this period, all prospective bidders and their representatives are prohibited from communicating about this Request for Proposals (RFP) with any District employees, board members, or other representatives, except through the designated RFP contact person identified in this document. This restriction is intended to ensure a fair and impartial evaluation process and to comply with legal and policy requirements governing the procurement process. Any breach of this quiet period will result in the disqualification of the bidder from the RFP process.**

### 2. Objectives

The primary objectives of implementing an SSO solution are:

- Improve user experience by enabling seamless and secure access to multiple applications with a single set of credentials.
- Enhance security through robust authentication methods and centralized access control.
- Streamline user provisioning and de-provisioning processes for efficient identity management.

## **II. Project Overview**

### **1. Scope of Work**

The selected vendor will be responsible for:

- Assessing our current authentication infrastructure and recommending an appropriate SSO solution.
- Designing, implementing, and configuring the SSO solution to support roughly 26,000 users across a vast number of applications.
- Integrating the SSO solution with existing identity providers, directory services, and applications.

### **2. Key Features**

The SSO solution must include, but is not limited to, the following features:

- Multi-factor authentication for enhanced security.
- Central dashboard for managing SSO configurations and policies.
- Seamless integration with popular authentication protocols (e.g., SAML, OAuth, OpenID Connect).
- Password policies and self-service password reset capabilities.
- Session management and single logout functionality.
- Support for role-based access control.
- Weekly reports of data usage.
- Guidance and support during implementation.
- Training and materials for administrators and end-users.
- Regular updates and upgrades to ensure compatibility and security.
- Public portal for transparency to the community.
- Support for multiple languages.

## **III. Technical Requirements**

### **1. System Architecture**

- The solution is to be cloud-based.
- Describe the preferred architecture, scalability, and redundancy requirements.

## 2. Integration

- Provide details on how the SSO solution will integrate with existing systems, applications, and identity providers.
- Support for industry-standard protocols (e.g., SAML, OAuth, OpenID Connect).

## 3. Security and Compliance

- Specify security measures, encryption standards, and compliance requirements (e.g., GDPR, HIPAA).
- Include information on audit trails and reporting capabilities.

## 4. Scalability

- Outline scalability requirements to accommodate future growth in users and applications.

# IV. Vendor Qualifications

## 1. Experience

- Provide information about the vendor's experience in implementing SSO solutions (K-12 school districts preferred).
- Include relevant case studies, success stories, and references from similar projects.

## 2. Support and Maintenance

- Detail the vendor's support and maintenance services, including service-level agreements (SLAs) for issue resolution.

# V. Proposal Submission

## 1. Submission Guidelines

- Deadline for proposal submissions: **March 11, 2024 @ 2:00 PM.**
- Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**RFP 24-004 - Single Sign-On Solution**  
**Kansas City Kansas Public Schools**  
**Attn: Director of Purchasing**  
**2010 N. 59<sup>th</sup> Street, Room 370**  
**Kansas City, KS 66104**

- Bidders must include **at least** one original, 4 copies, and a digital PDF copy on a flash drive.
- Proposal responses must be in ink or typewritten.
- Bid proposals that are not present in the Kansas City Kansas Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.

## VI. Budget and Payment Terms

### 1. Payment Terms

- Specify the proposed payment structure, including milestones and timeline for payments.

## VII. Timeline

### 1. Project Timeline

- Provide a tentative project timeline with key milestones and deadlines.

## VIII. Proposal Review Process

### 1. Evaluation Committee

- Proposals received will be evaluated by a committee of USD 500 staff members chosen for their technical expertise and user experience.

### 2. Evaluation Criteria (100 Points)

Proposals will be evaluated on their ability to meet or exceed the specified requirements while providing the best value and security for the District.

Criteria	Description	Points
Cost Effectiveness	Overall value for the price, considering both initial and ongoing costs.	25 Points
User Experience	How user-friendly and efficient the solution is from the end-user's perspective.	25 Points
Technical Compliance	How well the proposed solution meets the specified technical requirements.	10 Points
Security & Reliability	The strength and effectiveness of security measures and the proven reliability of the solution.	15 Points
Vendor Reputation	The provider's experience, industry standing, and feedback from past clients (K-12 school district's preferred).	10 Points
Support & Maintenance	Quality, availability, and responsiveness of customer support, and the robustness of maintenance and update policies.	5 Points
Scalability & Flexibility	The ability of the solution to scale and adapt to the growing or changing needs of the District.	10 Points

**Total: 100 Points**

## IX. Contact Information

- Primary contact person for managing the RFP process is Wayne Correll, Director of Purchasing.
- Questions regarding this request for proposals must be submitted via email to [wayne.correll@kckps.org](mailto:wayne.correll@kckps.org) by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Vendor Registry site. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## X. Conclusion

### 1. Submission Deadline

- Deadline for submitting proposals: **March 11, 2024, at 2:00 PM (Central)**.

## **Proposal Submission Form**

Please submit your comprehensive proposal in accordance with the requirements outlined in our Request for Proposals document. To ensure a smooth and effective evaluation process, your proposal should follow the sequence and structure of this Proposal Submission Form. Complete each section accurately, providing detailed and relevant information. Your adherence to this format will aid in a fair and efficient assessment of all submissions. Proposals should be clear, concise, and well organized.

### **Vendor Information**

- Company Name:
- Contact Person:
- Address:
- Phone:
- Email:
- Website:

### **Proposal Summary**

- Brief overview of the proposed solution
- Key features and benefits
- Compliance with RFP specifications

### **Technical Compliance**

- Detailed explanation of how the solution meets the technical specifications.
- Supporting documents or diagrams if necessary

### **Security and Reliability**

- Description of security measures and compliance standards
- Evidence of reliability (e.g., uptime statistics, client testimonials)

### **Cost Effectiveness**

- Detailed pricing structure
- Explanation of cost savings or ROI

### **Vendor Qualifications**

- Summary of experience in implementing SSO solutions
- List of references
- Relevant certifications or accreditations

### **Support and Maintenance**

- Description of support and maintenance services

- SLA details

**Additional Information**

- Any other relevant information or offerings

**Signature**

- Signature of the authorized representative
- Date

## USD 500 STANDARD TERMS AND CONDITIONS

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1. SCOPE: The following terms and conditions shall prevail unless otherwise modified by U.S.D. 500 within this bid document. U.S.D. 500 reserves the right to reject any bid which takes exception to these terms and conditions.
2. DEFINITIONS AS USED HEREIN:
  - a. The term "bid request" means a solicitation of a formal sealed bid.
  - b. The term "bid" means the price offered by the bidder.
  - c. The term "bidder" means the offeror or Contractor.
  - d. The term "U.S.D. 500" means Unified School District No. 500.
  - e. The term "Board of Education" or "BOE" means the governing body of Unified School District No.500
3. COMPLETING BID: Bids must be submitted ONLY on the form provided in this bid document. All information must be legible. Any and all corrections and /or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. CONFIDENTIALITY OF BID INFORMATION: Each bid must be sealed and submitted in or under cover of the enclosed envelope to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid or in a separate envelope marked "Literature for Bid (Number)." Do NOT indicate bid prices on literature. All bids and supporting bid documents become public information after the bid opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.
5. ACCURACY OF BID: Each bid is publicly opened and is made part of the public record of U.S.D. 500. Therefore, it is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.
6. SUBMISSION OF BID: Bids are to be sealed and submitted to the Purchasing Department Office, 2010 North 59<sup>th</sup> Street, Room 370, Kansas City, Kansas, 66104, prior to the date and time indicated on the cover sheet.
7. ADDENDA: All changes in connection with this bid will be issued by the Purchasing Office in the form of a written addendum. Signed acknowledgement of receipt of each addendum must be submitted with the bid.
8. LATE BIDS AND MODIFICATION OR WITHDRAWALS: Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.
9. BIDS BINDING: All bids submitted shall be binding upon the bidder if accepted by U.S.D. 500 within sixty (60) calendar days after the bid opening.
10. EQUIVALENT BIDS: When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/ or samples may be required and shall be supplied at no charge to the school district.
11. NEW MATERIALS, SUPPLIES AND EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect, and suitable for their intended purpose. All equipment shall be assembled and fully serviced, ready for operation when delivered.
12. WARRANTY: Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to U.S.D. 500 by any other clause of this bid reserves the right to request from bidders a separate manufacturer certification of all statements made in the Proposal.
13. METHOD OF AWARD AND NOTIFICATION: Bids will be analyzed and the award made to the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of U.S.D. 500.
14. U.S.D. 500 reserves the right to reject any or all bids and any part of a bid: to waive informalities, technical defects, and minor irregularities in bids received: and to award the bid on an item by item basis by specified groups of items or to consider bids submitted on an "all or nothing "basis if the bid is clearly designed as such or when it is determined to be in the best interest of U.S.D. 500.
15. The signed bid shall be considered an offer on the part of the bidder: such offer shall be deemed accepted upon the issuance by U.S.D. 500 of a Purchase Order or other contractual document.
16. DELIVERY TERMS: All deliveries shall be F.O.B. Destination and all freight charges shall be included in the bid price.
17. DAMAGED AND/OR LATE SHIPMENTS: U.S.D 500 has no obligation to accept damaged shipments and reserves the right to return at the Contractor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Contractor is responsible to notify U.S.D. 500 Purchasing Office of any late or delayed shipments. U.S.D. 500 reserves the right to cancel all or any part of an order if the shipment is not made as promised.
18. CREDIT TERMS: Bidder shall indicate all discounts for full and/or prompt payment. Discounts shall be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
19. SELLER'S INVOICE: Invoices shall be prepared and submitted in duplicate to address shown on the Purchase Order. Invoices shall contain the following information: Purchase Order number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
20. TAX EXEMPT: U.S.D. 500 is exempt from Federal, State and local taxes by KS-FZLEKBLQ. Sites of all transactions under the order(s) that shall be derived from this bid request shall be deemed to have been accomplished within the State of Kansas.



21. SAFETY: All practices, materials, supplies and equipment shall comply with the federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
22. DISCLAIMER OR LIABILITY: U.S.D. 500 will not hold harmless or indemnify any bidder for any liability whatsoever.
23. TERMINATION RIGHTS: KCKPS shall have the right to terminate/cancel the Agreement for its convenience and without penalty upon thirty (30) days prior written notice to the Contractor.
24. HOLD HARMLESS: The Contractor agrees to protect, defend, indemnify and hold the Board of Education, its officers, employees and agents fee and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities or every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, infringement of any patent trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.

**NO MUTUAL INDEMNIFICATION:**

K.S.A.72-8201a: Contracts; indemnification or hold harmless provisions, void.

(a) It is the public policy of the state of Kansas that all contracts entered into by the board of education of a school district, or any officers or employees thereof acting on behalf of the board, provide that the school district and board of education shall be responsible solely for the district's or board's actions or failure to act under a contract.

(b) The board of education of a school district or any officers or employees thereof acting on behalf of the board shall not have the authority to enter into a contract under which the school district or board agrees to, or is required to, indemnify or hold harmless against damages, injury or death resulting from the actions or failure to act on the part of any party to a contract other than the board or district.

(c) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

25. INSURANCE: Upon receipt of award, Contractor shall provide Certificate of Insurance as required within three (3) days after notification issued by the Purchasing Department.

A. The following general insurance requirements apply to any and all work under this contract by all Contractors and subcontractors of any tier.

- (1) Any and all insurance required by this contract with each and any and all insurance required by this contract shall be maintained during the entire length of this contract, including any extensions thereto, and until all work has been completed to the satisfaction of the Kansas City Kansas Public Schools. Any and all insurance must be on an occurrence basis.
- (2) No Contractor or subcontractor shall commence work under a contract until all insurance requirements contained within the solicitation have been complied with and until evidence of all insurance requirements in each and every contract with each and every subcontractor of any tier and shall require the same to comply with all such requirements.
- (3) The Kansas City Kansas Public Schools shall be covered as an Additional Insured under any and all insurance required by this contract. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies. The title of the awarded contract shall also appear on any and all applicable policies.
- (4) The Kansas City Kansas Public Schools shall be given no less than thirty (30) days' written notice of cancellation. The Kansas City Kansas Public Schools shall be given not less than thirty (30) days' prior written notice of material changes of any insurance required under this contract. The Kansas City Kansas Public Schools shall be given written notice of renewal of coverage not less than thirty (30) days prior to the expiration of any particular policy.
- (5) Each and every agent shall warrant when signing the certificate of insurance that he is acting as an authorized representative on behalf of the companies affording insurance coverage under the contract and that he is licensed by the State of Kansas to conduct insurance business in the State of Kansas and that the companies affording insurance coverage are currently licensed by the State of Kansas and are currently in good standing with the Commissioner of Insurance for the State of Kansas.
- (6) Any and all companies providing insurance required by this contract shall meet the minimum financial security requirements as set forth below. The rating for each company must be indicated on the certificate of insurance.  
For all contracts, regardless of risk, companies providing insurance under this contract must have a current:
  - (a) Best's Rating not less than A, and
  - (b) Best's Financial Size Category not less than Class VII
- (7) In the event the Contractor neglects, refuses, or fails to provide insurance required by the contract documents, or if such insurance is canceled for any reason, Kansas City Kansas Public Schools shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Contractor or Kansas City Kansas Public Schools shall have the right to cancel the contract.

B. Worker's Compensation and Employer's Liability Insurance  
The Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this contract.

Worker's Compensation.....Statutory

Employer's Liability

Bodily Injury by Accident .....\$1,000,000 each accident

Bodily Injury by Disease .....\$1,000,000 each employee

Bodily Injury by Disease .....\$1,000,000 policy limit

C. Comprehensive General Liability Insurance

The Contractor shall procure and maintain Comprehensive Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance:

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises – Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under this contract. Policy coverage must be on an occurrence basis.

D. Automobile Liability Insurance

The Contractor shall procure and maintain Automobile Liability Insurance in an amount not less than \$1,000,000 for bodily injury and property damage combined single limit. The following extensions of coverage shall be provided and indicated on the certificate of insurance.

- (1) Comprehensive Form
- (2) Owned, Hired, Leased and non-owned vehicles

If the Contractor does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Contractor's personal automobile policy or the Comprehensive General Liability coverage required under this contract.

E. Commercial Crime insurance (when applicable)

The Contractor shall procure and maintain Commercial Crime/Fidelity insurance in an amount not less than \$1,000,000.00, including coverage for theft or loss of KCKPS property.

- 26. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
- 27. ANTI-DISCRIMINATION CLAUSE: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color handicap, sex, national origin, or religious creed.
- 28. BID BOND/PERFORMANCE BOND (Applicable to Construction/Remodel/Repair Projects, Unless Waived by the District)
  - A. Each proposal must be accompanied by a certified or cashier's check, or a bid bond in the amount of five percent (5%) of the Contractor's total bid.
  - B. A Performance Bond and a Material and Labor Payment Bond in amounts equal to one hundred percent (100%) of the contract price shall be furnished by the successful bidder. Bonds shall be issued by a surety acceptable to the Board.
- 29. DISQUALIFICATION:
  - A. The Director of Purchasing may, at her/his sole discretion, disqualify a bidder for one or any combination of the following reasons:
    - 1. Bidder's product does not meet the specifications or bid conditions of the solicitation;
    - 2. Bidder's tendered bid is not received on the District's bid form;
    - 3. Bidder's tendered bid is not signed;
    - 4. Required bid bond is not furnished at time of bid opening;
    - 5. Failure to comply with bid instructions, terms and conditions that are judged to be essential to the competitive process and in the best interests of the District.
  - B. Disqualification of bidders on future bids may be considered for any one or combination of the following reasons:
    - 1. Refusal of the bidder to complete a contract or bid;
    - 2. Bidder's past history of late deliveries or partial/incomplete shipments,
    - 3. Bidder's products or services have proven unreliable, unworkable or have not accomplished the result requested in the District's specifications.
- 30. SUPPLIER DIVERSITY: The Kansas City Kansas Public Schools encourages supplier diversity and participation of MBE/WBE/DBE designated businesses. However, such participation will not result in any selection or scoring advantage in the bid evaluation process.

**INCLEMENT WEATHER / EMERGENCY:**

**IF THERE IS A SCHOOL CLOSING THE DAY OF A SCHEDULED BID OPENING DUE TO INCLEMENT WEATHER OR AN EMERGENCY, THE BID OPENING WILL OCCUR AT 2:00 PM (CENTRAL) THE NEXT BUSINESS DAY THAT THE DISTRICT IS OPEN.**