

Specification No.: 15-350028
Advertisement Date: April 9, 2015

REQUEST FOR QUALIFICATIONS

FOR

EDUCATIONAL TECHNOLOGY PRODUCTS

FOR THE

BOARD OF EDUCATION OF THE CITY OF CHICAGO

Required for use by the Office of Teaching & Learning

Pre-Qualification Period: The Contract will commence upon contract execution and end three (3) years thereafter. The Board will have two (2) options to renew the Contract for periods of one (1) year each.

RESPONSES ARE TO BE SUBMITTED ELECTRONICALLY ACCORDING TO THE INSTRUCTIONS CONTAINED IN THE SUBMITTAL REQUIREMENTS SECTION OF THIS REQUEST FOR QUALIFICATIONS. IF RESPONDENT DESIGNATES ANY PORTION OF ITS SUBMITTAL AS EXEMPT UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT (“FOIA”), RESPONDENT SHALL ALSO PROVIDE ONE (1) ELECTRONIC VERSION OF THE REDACTED RESPONSE.

THE COVER LETTER SHALL BE ADDRESSED TO:

**Sébastien de Longeaux
Chief Procurement Officer
Department of Procurement
Board of Education of the City of Chicago
42 W. Madison
Chicago, IL 60602**

RESPONSES MUST BE RECEIVED NO LATER THAN APRIL 23, 2015 AT 11:00 A.M. CENTRAL STANDARD TIME THROUGH THE FOLLOWING LINK:

<https://cps.bonfirehub.com/portal/secure/8acdbe261460da6d5e3e3353b7962160>.

LATE RESPONSES WILL NOT BE ACCEPTED.

A Pre-Submittal Conference will be held on April 16, 2015 at 9:00 A.M. Central Standard Time, at the Chicago Public Schools Headquarters, 42 W. Madison, Garden Unit, GC113, Chicago, Illinois. This conference will allow attending Respondents to ask questions and to learn more about the CPS environment and the products and services described herein. Attendance is not mandatory, but encouraged. A MBE/WBE Networking Session will follow immediately after the Pre-Submittal Conference.

ISSUED BY THE DEPARTMENT OF PROCUREMENT

**RAHM EMANUEL
MAYOR**

**BARBARA BYRD-BENNETT
CHIEF EXECUTIVE OFFICER**

**DAVID J. VITALE
PRESIDENT
CHICAGO BOARD OF EDUCATION**

**SÉBASTIEN DE LONGEAUX
CHIEF PROCUREMENT OFFICER**

**For current Bid/RFQ/RFQ information log in at:
www.csc.cps.k12.il.us/purchasing**

TABLE OF CONTENTS

- I. General Invitation
- II. Introduction
- III. Scope of Products and Programs
- IV. Procurement Process
- V. Technical Requirements
- VI. Teaching & Learning Information
- VII. Submittal Requirements
- VIII. Evaluation Criteria and Basis of Award
- IX. Respondent's Execution Page

Attachments:

- Attachment A: Contractor's Disclosure Form
- Attachment B: W-9 Tax Form
- Attachment C: MBE/WBE Compliance Plan
- Attachment D: Sample Master Agreement
- Attachment E: Cost Proposal Page
- Attachment F: ITS Interrogatories
- Attachment G: Teaching & Learning Interrogatories

I. GENERAL INVITATION

REQUEST FOR QUALIFICATIONS (RFQ) FOR EDUCATIONAL TECHNOLOGY PRODUCTS FOR THE BOARD OF EDUCATION OF THE CITY OF CHICAGO

The Board of Education of the City of Chicago (the "Board") invites the submission of qualifications from firms ("Respondents") that wish to provide educational technology products and related services ("Ed Tech Products") to the Board. This RFQ will qualify Respondents who have the capability to provide Ed Tech Products in a manner that is consistent with the Board's legal and technical security requirements. Respondents determined to be qualified may then receive Purchase Orders from individual schools, networks, or other departments within the Board and may be invited to respond to Proposals for New Initiatives ("PNI") as further described in this RFQ. Only those Respondents that respond to this RFQ and that are deemed qualified of providing the approved products and services will be eligible to respond to any forthcoming relevant PNI's.

The Board reserves the right to (i) select one or more Respondents to provide the products and services outlined herein; (ii) reject any and all responses; and (iii) identify any areas where a conflict of interest may require limitations on a Respondent.

Discussions may be conducted with Respondents who submit responses determined to have a reasonable possibility of being deemed qualified of providing Ed Tech Products. All Respondents shall be accorded fair and equal treatment with respect to the RFQ process. In conducting any discussions, there shall be no disclosure of any information derived from responses submitted by other Respondents.

A firm may propose as a joint venture and independently as a single Respondent. If a joint venture response is rejected, no firm which has participated in the joint response can be considered to provide Ed Tech Products unless it has separately submitted a response. Similarly, two (2) or more firms may submit responses as a prime contractor(s) and subcontractor(s) relationship. In the event of such an arrangement, the Board reserves the right to reject any subcontractor and accept only the primary contractor. The Board will not accept a subcontractor and reject the primary contractor. If a subcontractor wishes to be considered separately for a portion of the services, such firm should submit a separate response. A "partnership", "joint venture" or "sole proprietorship" operating under an Assumed Name must be registered with the Illinois County in which it is located, as provided in the Assumed Business Name Act (805 ILCS 405/0.01, *et seq.*).

Responses shall be submitted electronically as described in the Submittal Requirements.

Respondents shall be responsible for successful submission to the Chief Procurement Officer before the advertised date and hour for the receipt of the responses. If the submittal is delayed beyond the date and hour set for the response receipt, responses thus delayed will only be considered at the Chief Procurement Officer's discretion and may be rejected.

Respondent shall bear all costs of responding to this response.

Downloading Solicitations/Clarifications/Addenda:

The RFQ document, all attachments, and any clarifications and addenda to this RFQ are available for download from the Board's web site at: http://www.csc.cps.k12.il.us/purchasing/bid_openings.html.

Questions:

If a Respondent is in doubt as to the true meaning of a part of this RFQ, Respondent may submit a written request for clarification.

NOTE: ALL QUESTIONS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING VIA E-MAIL NO LATER THAN April 14, 2015 AT 11:00 AM (CENTRAL STANDARD TIME).

Questions received by the deadline will be answered at the Pre-Submittal Conference and a written clarification will also be posted on the Board's website. Late questions will not be answered. Oral clarifications offered by any Board employee will not be binding to the Board.

I. GENERAL INVITATION

Questions must e-mailed to:

ATTN: Alex Solomon

E-mail: amsolomon@cps.edu

Addenda:

Any revisions of this RFQ deemed necessary by the Chief Procurement Officer will be made only by an addendum issued by the Department of Procurement prior to the response due date of this RFQ. A copy of any such addendum will be posted on the Office of Procurement website at: http://www.csc.cps.k12.il.us/purchasing/bid_openings.html and may be e-mailed or mailed to Respondents who have not waived receiving such materials directly. Failure on the part of the Respondent to receive any written addenda will not be grounds for withdrawal of a RFQ. Respondent must acknowledge receipt of each addendum issued on the RFQ Respondent's Execution Page.

Waiver:

Respondents who download the solicitation document waive their right to have clarifications and/or addenda sent to them directly. Such Respondents are responsible for checking the website for clarifications and/or addenda. Note that there may be multiple clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such Respondents from being bound by additional terms and conditions, the clarifications and/or addenda, if any, or from considering additional information contained therein in preparing their responses. Any harm to a Respondent resulting from such failure shall not be valid grounds for a protest against award(s) made under this solicitation.

General Terms of the RFQ:

1. **Contract:** Respondent agrees that if approved as a pre-qualified provider for the Ed Tech Products hereinafter described, Respondent will enter into a written contract with the Board ("Contract") for such products and services prior to delivering any products or rendering any services. In the event Respondent fails to enter into such Contract with the Board, Respondent's pre-qualified status will be revoked by the Board. Respondent is not entitled to any payment nor is the Board obligated to pay Respondent solely by virtue of entering into the Contract. The Contract is intended to govern the relations between the Board and Respondent in connection with any and all projects or work assigned to Respondent. The Contract will contain, among other things, the terms contained in the Sample Master Agreement, attached to this RFQ as Attachment D.
2. **Term of Qualification:** Respondents may be qualified to provide the Ed Tech Products as further described in the Contract for a period of three (3) years with two (2) options to renew the Contract for periods of one (1) year each under the same terms and conditions as the original Contract.

[REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK]

II. INTRODUCTION

The Board of Education of the City of Chicago, commonly known as the Chicago Public Schools (“Board” or “CPS”), serves approximately 400,000 students at over 650 schools and facilities. The CPS vision is to graduate students who are prepared for college, career, and life. Our academic priorities align with our vision and ensure every student is engaged in a rigorous curriculum that meets Common Core State Standards (“CCSS”) and is differentiated and personalized for every student.

CPS administrators and educators identified a need and collaboratively developed a transparent and comprehensive system to support principals and educators in making intentional decisions regarding the utilization of educational technology (“Ed Tech”). The Ed Tech Standards and Educator Support System includes district-wide capacity-building on the discriminating integration and consumption of technology as a resource for teaching and learning; utilizing transparent and critical standards in procuring safe, secure, and effective Ed Tech; evaluating products and services at the classroom and school levels; and sharing exemplary practices and reviews across CPS schools.

This RFQ is intended to be one component of the district-wide Ed Tech Standards and Educator Support System for planning, procurement, use, and evaluation of high-quality Ed Tech products and services that utilize technology for teaching and learning. One objective is to make CPS standards clear to all potential Ed Tech vendors in the hope that future Ed Tech product utilization within CPS is aligned with basic, critical standards. This RFQ will provide the initial groundwork for the Ed Tech Standards and Educator Support System by first qualifying vendors that will meet certain technical capability and security standards and will agree to contractual terms for providing the Ed Tech Products to CPS. As described in the Procurement Process Section below, educators will be able to use the approved products at the completion of this RFQ. Then, further evaluation of the products and the impact of student learning will be possible for use of specific Ed Tech Products on a larger scale throughout the district.

III. SCOPE OF PRODUCTS AND PROGRAMS

Through the RFQ, CPS will provide principals and other decision-makers with options of Ed Tech Products that have been vetted for basic technical, security and legal compliance standards. Vendors responding to this RFQ (“Respondents”) who have products that are vetted by CPS to meet certain technical requirements will be able to engage in a clear and transparent process resulting in:

1. A three (3) year contract with CPS that allows principals to engage with vendors of Ed Tech Products simply by opening a Purchase Order.
2. Capability to be accessed by principals and teachers in all CPS schools via an online catalog that allows principals and educators to search for products with filters for content areas, program types, etc. The catalog will provide product specification information and sales representative contact information for contracted Respondents.
3. Opportunities to promote to CPS principals and educators at district-wide vendor fairs, events, and activities.

What are Ed Tech Products and What is Covered by this RFQ?

CPS has three distinct categories of technology-based or digital products and services:

1. **Technology Assets** are devices, hardware, and network infrastructure that are used by students, educators, and administrators for various purposes throughout the district. These devices are generally not pre-bundled with software. Examples of these are desktop/laptop computers, document cameras, Braille readers, etc.
2. **Information Systems** for district management are utilized by adults to manage district services and students. Examples of these are student data management software, operational/productivity software, etc. Such systems are not used directly for teaching and learning.
3. **Ed Tech Products** includes educational and/or instructional technology regardless of delivery medium including but not limited to software, applications, websites, products, and services that are (a) used by students or educators, (b) directly used for student learning or access, and/or (c) for core or supplemental curricular support. Examples include web-based content-specific interventions, software that increase keyboarding skills, programs that lead to course-credit recovery, and gamification websites for student learning support.

This RFQ is focused on Ed Tech Products as defined above with the exception of those that would be used as core curricular materials. The Ed Tech Products qualified as part of this RFQ may be delivered in a variety of delivery media including but not limited to secured websites, open access websites, CD-ROM, etc. For purposes of this RFQ, “Products” shall be understood to refer to an Ed Tech Product itself, and “Programs” shall be understood to refer to the Ed Tech Product **plus** any maintenance or support services, implementation support services and/or training materials and services that are provided at an additional cost to the cost of the Product. Products that have services such as technical support, maintenance, and warranties that are inextricably incorporated into the Product’s cost shall not be considered Programs for purposes of this RFQ.

Those entities currently providing products and services to CPS that would otherwise fit the definition of Ed Tech Products as well as those seeking to expand and grow their capacity are encouraged and welcome to respond to the RFQ. As is described in the Procurement Process Section below, only those vendors who have approved Ed Tech Products and Programs pursuant to this RFQ will be permitted to participate in expanded opportunities within the Board that are captured in the PNI process.

The following ARE NOT included in the scope of this RFQ:

- (a) Technology Assets as described above
- (b) Information Systems for management as described above
- (c) Computer hardware, unless the Ed Tech Product cannot be de-bundled from the hardware
- (d) Curricular products such as digital textbooks

Services and/or Materials provided as part of the Products and Programs:

Respondents shall provide a description in its Proposal of how it will support the development and training of CPS staff to use the Products. Respondents must outline clearly in their Proposal any additional training requirements, services, and/or materials that are necessary to successfully implement the Ed Tech Product proposed. If any implementation services and/or training materials and services are only

IV. PROCUREMENT PROCESS

provided at additional cost to the cost of the Product, Respondents should complete the necessary information in the Program portion of the Cost Proposal.

Respondents shall provide a description in its Proposal of the maintenance and support services that are provided for the Products. If the maintenance and support services are available only at additional cost beyond the cost of the Product, Respondent should complete the necessary information in the Program portion of the Cost Proposal.

IV. PROCUREMENT PROCESS

This RFQ is the initial and necessary step for vendors to provide Ed Tech Products to the Board and its individual schools, departments, networks, and other offices. The procurement of vendors that will work with the Board to build the Ed Tech Standards and Educator Support System will include two stages of vetting, referred to as “Stage One” and “Stage Two”. Proposals submitted in response to this RFQ will be evaluated for compliance with basic technical requirements. By submitting a response to this RFQ, Respondents will be assumed to agree to enter into contracts with the terms included in the Sample Master Agreement attached as Attachment D.

The Evaluation Committee will recommend to the Board that certain Respondents should be qualified to provide certain approved Products and Programs. Upon the Board’s approval and the complete execution of the contract, successful Respondents’ approved Ed Tech Products will be added to the “Ed Tech Stage One Pool”. **Respondents’ ability to participate in the CPS Ed Tech Standards and Educator System will be contingent upon and require a signed contract between the Board and the Respondent with the same terms as those found in the Sample Master Agreement.** Subsequently, as described in further detail below, vendors with Products and Programs in the Ed Tech Stage One Pool will have opportunities to have those Products and Programs further reviewed and vetted as part of the “Stage Two Process” to determine Ed Tech Products that may be used on a broader scale throughout the district.

Stage One Pool

From the materials provided in response to this RFQ, the Board will develop and maintain an internal online catalog. This online catalog will enable individual CPS schools, networks and departments to review approved Products and Programs from the Stage One Pool and to purchase selected Products and Programs by submitting a Purchase Order. Individual schools will be able to purchase Ed Tech Products and Programs from the Stage One Pool without further negotiation of contract terms, provided that the school’s purchasing authority is not exceeded. *For example*, it is envisioned that a school wishing to purchase a 100 licenses for an online techbook – the total cost of which is lower than \$5,000 – will be able to do so simply by issuing a Purchase Order referencing the contract with the respective Stage One vendor.

The terms and conditions of the contract entered into between the Board and the qualified Stage One vendor as a result of this RFQ will apply to purchases made by the submission of Purchase Orders. It will be within the Board’s discretion during the development of the Ed Tech Standards and Support System to further refine guidelines for its use of and purchases from Stage One vendors.

Stage One Pool Products and Programs will be showcased to all schools in internal CPS websites used for informing principals and educators regarding vendor opportunities. Successful Respondents will also be provided opportunities to participate in and share how their approved Products and Programs can be utilized at schools during professional development institutes and vendor fairs attended by principals and teachers. These events occur throughout the year and at multiple locations within the district.

Stage Two Process

Once the Stage One Pool is identified, Stage One vendors will have the opportunity to respond to more comprehensive district-wide efforts regarding the implementation of the Board’s Ed Tech Standards and Educator Support System (“Stage Two”). In Stage Two, when:

- (1) The Board determines that it wishes to seek Ed Tech Products to meet specified needs;
- (2) A Stage One Product and/or Program is being sold in more than fifteen (15) CPS schools; or
- (3) The Board’s purchases from a Stage One vendor exceed Four Hundred Thousand Dollars (\$400,000) a year;

the Board’s Office of Teaching and Learning or such other Board office, network, or department as designated, will advertise a Plan for a New Initiative (“PNI”) to the Stage One Pool. The PNI will detail the required scope and minimum expectations of the Ed Tech Products that the Board requires for that Initiative, including more detail regarding the minimum Teaching & Learning standards that will be needed for a successful response. Criteria will also include alignment to district and academic priorities and efficacy in increasing student achievement. As part of Stage Two and, more specifically, the PNI process, Stage One vendors seeking to have their Products and Programs selected as part of the PNI

IV. PROCUREMENT PROCESS

process will be expected to submit further support regarding the quality of the approved Ed Tech Stage One Pool Products and Programs and will be expected to submit competitive pricing proposals for negotiation.

Responses that are submitted by qualified Stage One vendors within the timeframe stated in the PNI will be evaluated by the Board in a comprehensive, fair and impartial manner to determine overall responsiveness and completeness as defined in the PNI and in the instructions provided on issuance of the PNI. Only Respondents with Ed Tech Stage One Pool Products and Programs will be eligible to participate in the PNI process. Only Products and Programs that have been approved to be part of the Ed Tech Stage One Pool will be reviewed as part of the PNI process.

Awards under the PNI's will be made to one or more qualified, responsive Stage One vendors within the sole discretion of the Board. Stage One vendors selected through the PNI process may be required to amend certain provisions of the contract between it and the Board to address the scope of the PNI and additional issues such as but not limited to performance expectations, information technology security, legal compliance, and ownership of intellectual property.

It is the Board's intent that multiple PNI's will be issued during the contract term. For illustration purposes only, the Board may issue PNI's: (1) seeking a product to improve math skills consistent with the CCSS in Math for students in grades K-5; (2) seeking a product to improve reading comprehension skills in grades 6-8; and (3) seeking a product to increase virtual tutoring throughout a network within the district. Stage One vendors will be able to respond to as many PNI's as they wish, but the responses must be based on the Products and Programs approved as part of the Ed Tech Stage One Pool. In other words, if Vendor A has Product X that was approved as part of the Stage One Pool but Product M, which was not approved as part of the Stage One Pool, more closely meets the need of the PNI, Vendor A will not be able to respond to the PNI using Product M as the proposed solution unless and until Product M is approved as part of the Stage One Pool.

Those entities currently providing products and services to CPS that would otherwise fit the definition of Ed Tech Products as well as those seeking to expand and grow their capacity are encouraged and welcome to respond to the RFQ in order to have the Products and Programs approved as part of Stage One and to have the opportunity to participate in the PNI submittal process as part of Stage Two Process.

Stage Two Incentives: One goal of this process is that Respondents that successfully participate in the Stage One and then the Stage Two process eventually will be declared by the Board to be deemed qualified, secure, approved, endorsed, and thus added to the Board's Strategic Source Vendor ("SSV") list. Schools and networks are instructed to purchase from the SSV list first when making purchasing decisions. SSV in Ed Tech may become official external partners to the Board and receive additional benefits such as: collaborative quarterly meetings with the Board's Office of Teaching & Learning, integration and support within the Board's ITS environment and internal promotion and marketing across the district. Participation in this RFQ is a necessary prerequisite for any vendor to have a product identified as such in the future.

Ongoing Process

The Board intends to re-issue this RFQ on a periodic basis to allow for the continued growth of the Stage One Pool as described above and to allow vendors with emerging technologies and/or products to submit their qualifications. Respondents who are qualified as part of the Stage One Pool for certain Products and Programs will be able to participate in an expedited process to obtain approval for additional Products and Programs. Stage One Respondents may submit updated responses to interrogatories that identify new Products and Programs for which Respondent is seeking approval. The Board will review and approve updated responses to interrogatories submitted as time permits but will review and respond at the latest six months after submission.

V. TECHNICAL REQUIREMENTS

In order to be qualified as part of the Ed Tech Stage One Pool, the Ed Tech Products must contain information technology services (“ITS”) components that are deemed acceptable by the Board’s Evaluation Committee. The components identified in a Respondent’s Proposal must be fully developed and available by the date that the RFQ responses are due and will be expected to remain generally available throughout any contract term that may be entered. Below is a general description of the minimum components acceptable to the Board’s ITS Department.

Technology Interoperability Standards

The Board’s ITS Department intends to enable schools to mix and match the best educational technology for their students and to reduce the workload associated with integration. This is facilitated by using interoperability standards. Therefore, to expand the number of Products and Programs that are interoperable, Respondents should adhere to the following interoperability standards:

1. **Presentation**
Web-based Products, requiring no installation by users for client-side Flash, Java, or add-on(s) are preferred, but iOS or Android applications may be acceptable. Products should be supported and be equally usable with all the latest versions of support web browsers (Safari, Chrome, Internet Explorer). The Board prefers Products that are OS agnostic, but exceptions may be accepted on a case-by-case basis.
2. **Data**
All Board Data collected by a Product must be exportable and readily available upon request. If extensive use of identifiable data is not adding value then it is best to forgo exchanging data. Use of and protection of Board Data, including but not limited to Student Data, must be in compliance with the terms of the Agreement.
3. **Integration and Architecture**
Products should have automated data integration utilities, which can be tailored to meet CPS network, or data integration requirements. Any Product requiring student, teacher, or any other user authentication should be able to integrate with the Board’s Active Directory (ADFS) or SAML 2.0 authentication. Products requiring authenticated accounts must allow for student/class/teacher specific rostering relationships, school specific and district-wide account management by specified school and district staff. Products should use existing CPS enterprise infrastructure as opposed to setting up new infrastructure (i.e. networking hardware, Active Directory infrastructure, etc.)
4. **Networking**
Ed Tech Products will have articulated per user bandwidth requirements for standard usage, initial setup/configuration, or any other exception scenario. Proposals should disclose if per user bandwidth greater than 512 kbps is generally or occasionally necessary for the operation of the Products and Programs.

Respondents must complete the ITS Interrogatories that is attached as [Attachment F](#). In the event that a Respondent has multiple Products and Programs that it is seeking to be approved as part of the Stage One Pool, one response to the Interrogatories can be used to respond for a group or class of Products and Programs, provided that each Product and Program sought to be qualified is clearly identified on the respective response to the Interrogatories and provided that the responses are the same for all identified Products and Programs. Additional responses to the Interrogatories should be completed as necessary wherever Products and Programs would have different responses. As part of the Agreement, Respondent must affirm and represent that the information contained in the response(s) to the Interrogatories is accurate and will remain so throughout the Agreement’s term or that the Board will be notified if any change to the response to Interrogatories is necessary.

VI. TEACHING & LEARNING INFORMATION

In order to assist the Board in building an online catalog for CPS administrators, teachers, and other staff, Respondents are expected to provide objective information regarding each of the Products and Programs that it is proposing to be approved as part of the Stage One Pool. Respondents may do so by providing responses to the Teaching & Learning Interrogatories, attached as Attachment G, for each Product and Program that Respondent is seeking to be included in Stage One Pool. As with the responses to the ITS Interrogatories, if certain Products and Programs would have the same response to all questions within the Teaching & Learning Interrogatories, one response to these Interrogatories may be completed for that group of Products and Programs, but the response must clearly identify every Product and Program to which that response applies and the same response should apply to all Products and Programs identified in the respective Interrogatories. Additional responses should be submitted where different responses would be applicable to different Products and Programs.

At a minimum, the response to the RFQ should identify how each Product or Program to be approved can be categorized as described below:

Educational Content Identification:

Fall into one or more of the following content areas:

- (a) Math
- (b) Language Arts/Literacy
- (c) Science
- (d) Social Sciences
- (e) Arts
- (f) World Languages
- (g) Technical Skills
- (h) College and Career Prep
- (i) Digital Citizenship
- (j) Social emotional learning/behavior
- (k) Physical education
- (l) Business
- (m) Technology and computer science
- (n) English Learners
- (o) Library Science
- (p) CTE (Career & Technical Education)
- (q) Other content areas that support student learning

Program Types:

And/or serve one or more program type:

- (a) Connecting students, teachers and/or parents
- (b) Tutoring
- (c) Credit recovery
- (d) Adaptive learning
- (e) Test preparation
- (f) Assistive technology
- (g) Multi-media based learning
- (h) Analytics and data collection capacity
- (i) Gamification
- (j) Social and emotional learning
- (k) Content/subject specific learning and support
- (l) Academic intervention
- (m) Learning management system
- (n) Honors/AP

VI. TEACHING & LEARNING INFORMATION

- (o) Grading/plagiarism
- (p) Other program types that support student learning

Skills Developed:

And/or develop one or more of the following skills:

- (a) Problem Solving
- (b) Executive functioning
- (c) Critical thinking
- (d) Fiscal responsibility
- (e) Communication & collaboration
- (f) Physical
- (g) Digital literacy
- (h) Social Emotional
- (i) Other skills that support student learning

VII. SUBMITTAL REQUIREMENTS

Discussions may be conducted with Respondents who submit responses determined to have a reasonable possibility of being selected by the Board. All Respondents shall be accorded fair and equal treatment with respect to the RFQ process. In conducting any discussions, there shall be no disclosure of any information derived from responses submitted by other Respondents. **RESPONSES MAY BE DEEMED NON-RESPONSIVE AND WILL NOT BE FURTHER CONSIDERED FOR FAILING TO SUBMIT A RESPONSE AND/OR DOCUMENTATION THAT ADDRESSES EACH AND EVERY PARAGRAPH CITED IN THIS SECTION.**

A. SUBMITTAL REQUIREMENTS

1. **Format of Response:**

Upload your submission at:

<https://cps.bonfirehub.com/portal/secure/8acdbe261460da6d5e3e3353b7962160>

The required documents must be submitted in the following formats:

Name	Type
Cover Letter	File Type: PDF (.pdf)
Respondent's Execution Page	File Type: PDF (.pdf)
References	File Type: PDF (.pdf)
Financial Statements	File Type: PDF (.pdf)
Insurance Requirements	File Type: PDF (.pdf)
Licenses	File Type: PDF (.pdf)
Joint Ventures	File Type: PDF (.pdf)
Work History with the Board	File Type: PDF (.pdf)
Qualifications of the Company	File Type: PDF (.pdf)
Qualifications of Key Personnel	File Type: PDF (.pdf)
Legal Actions	File Type: PDF (.pdf)
Contractor's Disclosure Form	File Type: PDF (.pdf)
W-9 Tax Form	File Type: PDF (.pdf)
MBE/WBE Compliance Plan	File Type: PDF (.pdf)
Cost Proposal	File Type: Excel (.xls, .xlsx)
Response to ITS Interrogatories	File Type: Word (.doc, .docx)

VII. SUBMITTAL REQUIREMENTS

Name	Type
Response to Teaching & Learning Interrogatories	File Type: Word (.doc, .docx)

For the Responses to the ITS Interrogatories and the Responses to Teaching & Learning Interrogatories, one response to each set of interrogatories may be provided for multiple Products and Programs on the conditions that (1) the responses identify all Products and Programs seeking to be qualified based on the response, and (2) all of the responses are exactly the same for those identified Products and Programs. Additional responses should be submitted as necessary where the responses would differ for specified Products and Programs.

Respondent shall produce a Response that is consistent with the structure and inclusive of the topics described in Section 2 below. The Board reserves the right to contact the Respondent to obtain cost and scope clarification at any time throughout the selection and Contract negotiation process. The Board may make such investigations, as it deems necessary, to determine the ability of the Respondent to provide the Products and Programs described within this RFQ. The Board reserves the right to reject any Response if the evidence submitted or the investigation of the Respondent fails to satisfy the Board that the Respondent is properly qualified to provide the Products and Programs contemplated within.

2. Contents of Response:

a) **Cover Letter:** The cover letter shall be signed by an authorized representative of the company(s). The cover letter must contain a commitment to provide the Products and Programs described herein and a written acknowledgement to agree to enter into a written contract with the Board for the qualified Products and Programs. The letter shall indicate that the Respondent's submittal is firm for a period of at least one-hundred twenty (120) days. The letter shall also include a brief narrative description of the company, its product and service offerings, and its principal place of business. It shall also identify the contact person for contractual negotiations, administration and for arranging an oral presentation, if applicable.

b) **Respondent's Execution Page:** The Respondent's Execution Page must be appropriately completed.

c) **References:** A minimum of three (3) non-board references from related projects of similar scope and magnitude for which the Respondent is currently providing or has provided similar to the Products and Programs required herein. Telephone number of the contact person, must be provided. The Board reserves the right to contact these references.

d) **Financial Statements:** Electronic copies of audited financial statements or tax returns signed by the preparer (only if audited financial statements are not available) for the three (3) previous fiscal years must be provided. In the event that Respondent has been in business for less than three (3) years, Respondent should provide Financial Statements consistent with the time in business, which should be a minimum of at least two fiscal quarters. Financial Statements must include auditor's letter of opinion and/or notes, if available, balance sheet, and statement of income/loss. Each prime or joint venture partner must submit this information. The Board reserves the right to accept alternative information and/or documentation submitted by Respondent(s).

VII. SUBMITTAL REQUIREMENTS

- e) **Insurance Requirements:** Evidence of current insurance coverage must be submitted. If Respondent's current coverage does not meet the requirements stated in this RFQ, the Respondent shall include a statement of a commitment to acquire the required insurance coverage, should it be awarded a contract for these Products and Programs.
- f) **Licenses:** Submit copies of Respondent's City of Chicago and State of Illinois, and all other licenses relevant to the performance of the Contract.
- g) **Joint Ventures:** A copy of the executed joint venture agreement, if applicable, must be submitted. Indicate **N/A** if Respondent will not be part of a joint venture agreement.
- h) **Work History with Board:** List, and briefly describe, any past work history with the Board, including the specific project worked on or the specific products delivered to the Board.
- i) **Qualifications of the Company:** Respondent shall describe its experience in providing the Products and Programs requested in the RFQ. Respondent shall outline the number of years the company has been in business and provide an overview of the mission, values, philosophy, experience, and background of the company and its committed key personnel. In the event that Respondent has been in business for less than three (3) years, Respondent should fully describe the experience of its key personnel to the extent that those individuals' experience supports or augments the Respondent's qualifications.
- j) **Qualifications of Key Personnel:** Identify the names, qualifications, education and experience of personnel expected to be assigned to work on this project. Indicate any professional development or training Respondent provides Key Personnel. Resumes for each managerial and supervisory person to be assigned to this work shall be submitted.
- k) **Legal Actions:** List, and briefly describe, any and all legal actions for the past three (3) years in which the Respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance or a defendant in a criminal action. Indicate **N/A** if Respondent does not have any legal actions as described above.
- l) **Contractor's Disclosure Form (Refer to Attachment A):** The Contractor's Disclosure Form must be signed and notarized.
- m) **W-9 Tax Form (Refer to Attachment B):** W-9 Form Request for Taxpayer Identification Number and Certification Affidavit must be properly completed.
- n) **MBE/WBE Compliance Plan (Refer to Attachment C):** All sections of the *Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts* that apply to your business entity must be filled out in their entirety. Any sections that do not apply must be clearly marked **N/A**. These completed documents must be submitted with the required copies of your Response. Please note that all MBE/WBE documents in reference to your business that require a notarized signature must also be included in the submittal package. The scope of this RFQ is exempt from the provisions of the M/WBE Program. As such, no submittals are required relative to the M/WBE participation for this Contract.
- o) **Cost Proposal (Refer to Attachment E):** The Cost Proposal spreadsheet must be submitted in an excel format in compliance with Attachment E.

VII. SUBMITTAL REQUIREMENTS

p) **Interrogatories (Refer to Attachments F and G):** All questions contained in the ITS and Teaching & Learning Interrogatories must be answered. All requests for materials or information in the Interrogatories must be submitted, where applicable.

[REMAINDER OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK]

VIII. EVALUATION CRITERIA AND BASIS OF AWARD

1. **SELECTION PROCESS**

- a) **Evaluation Committee:** An Evaluation Committee, which will include representatives from the Board's Information Technology Department and the Department of Procurement and may include representatives from other Board Departments, will review responses, in accordance with the evaluation criteria set forth below. The Evaluation Committee will submit its recommendation to the Chief Procurement Officer for review and concurrence, and request that the Chief Procurement Officer recommend to the Board that those Respondents meeting the Board's criteria be qualified. At the discretion of the Board, a short-list may be established to make oral presentations prior to final selection.
- b) **Competency of Respondent:** No award will be made to any person, firm or corporation that is in arrears or is in default with the Board, the City of Chicago, the State of Illinois and the County of Cook upon any debt or contract, or that is a defaulter upon any obligation to the Board, or has failed to perform faithfully on any previous contract with the Board.
- c) **Consideration of Responses:** The Chief Procurement Officer shall represent the Board in all matters pertaining to this RFQ. The Chief Procurement Officer reserves the right to reject any response and to disregard any informality in the responses when, in his opinion, the best interest of the Board will be served by such action.
- d) **Addenda to this RFQ:** Any revisions of this RFQ deemed necessary by the Chief Procurement Officer will be made only by an addendum issued by the Department of Procurement prior to the response due date of this RFQ. A copy of any such addendum will be posted on the Office of Procurement website at: http://www.csc.cps.k12.il.us/purchasing/bid_openings.html and may be e-mailed or mailed to Respondents who have not waived receiving such materials directly. Failure on the part of the Respondent to receive any written addenda will not be grounds for withdrawal of a RFQ. Respondent must acknowledge receipt of each addendum issued on the RFQ Respondents Execution Page. Oral clarifications offered by any Board employees will not be binding on the Board.

2. **EVALUATION CRITERIA**

Respondent shall be evaluated on the following criteria:

- a) Submission of all submittal requirements.
- b) The professional qualifications and experience of the Respondent and key personnel necessary to provide the Products and Programs as outlined herein.
- c) The past performance of the Respondent on other contracts with the Board and any other entity in terms of quality of work and compliance with performance schedules. The Evaluation Committee may solicit from previous clients, including the Board, other government agencies, or any other available sources, relevant information concerning the Respondent's record of past performance.
- d) As the scope of this RFQ is exempt from the provisions of the M/WBE Program, there are no evaluation criteria relative to M/WBE participation for this Contract.
- e) Acknowledgment that Respondent will enter into a written contract with the Board, containing at a minimum the terms contained in the attached Sample Master Agreement.
- f) Responses to Interrogatories.

VIII. EVALUATION CRITERIA AND BASIS OF AWARD

- g) The quality of the responses received from the three (3) references.
- h) Financial stability of Respondent.
- i) Legal Actions which may affect delivery of products and program required under this RFQ.
- j) Licenses to do business in the City of Chicago and/or the State of Illinois, as applicable, and all other licenses and certifications as may be necessary to provide the products as identified herein.
- k) Compliance with the Insurance Requirements cited herein.
- l) Capacity to provide approved Ed Tech Products and Programs.
- m) Overall qualify of all submissions by the Respondent.

3. BASIS OF AWARD

Pre-qualification status will be awarded to the Respondent(s) whose responses reflect the greatest consideration of all evaluation criteria and is in the best interests of the Board.

[THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK]

IX. RESPONDENT'S EXECUTION PAGE

The undersigned, hereby acknowledges having received Specification No. 15-350028 containing a full set of documents, including, 1) General Invitation, 2) Introduction, 3) Scope of Products and Programs, 4) Procurement Process, 5) Technical Requirements, 6) Teaching & Learning Information, 7) Submittal Requirements, 8) Evaluation Criteria and Basis of Award, 9) Respondent's Execution Page, 10) Attachments A, B, C, D, E, F and G 8) Addenda Nos. _____ (none unless indicated here) (collectively, the RFQ). The Respondent is responsible for reading and understanding all sections of this RFQ, and affirms that the Respondent shall be bound by all of the terms and conditions contained in this RFQ.

Further, the undersigned being duly sworn, states on oath that no disclosures of ownership have been withheld from the Board, that the information provided herein is current, and Respondent and its officers and employees have not entered into any agreement with any other Respondent or prospective Respondent or with any other person, firm or corporation relating to any prices or other terms named in this RFQ or any other RFQ, nor has it entered into any agreement or arrangement under which a person, firm or corporation is to refrain from responding to this RFQ.

FREEDOM OF INFORMATION ACT NOTICE

The undersigned understands, by signing this document, that all documents submitted to the Board of Education of the City of Chicago ("Board") are a matter of public record and are subject to the Illinois Freedom of Information Act, 5 ILCS 140/1-11 ("FOIA"). Respondent acknowledges that if the Board receives a FOIA request for your Proposal, the Board must release those documents to the requester. However, the Board will consider redacting any Addendum to your response which is attached under separate cover and designated: Trade secrets and commercial or financial information where the trade secrets or information are proprietary or where disclosure may cause competitive harm. (5 ILCS 140/7(1)(g)). Any portion of this Addendum designated as trade secrets or proprietary information which does not fall directly within this FOIA exemption will be subject to release by the Board pursuant to FOIA. The Board will not honor Respondents request to mark the entire bid, or substantial parts of the response as confidential. In such cases, the entire response will be subject to disclosure under FOIA. Respondent agrees to indemnify and hold the Board harmless from and against any loss, damage, expense, penalty, or cost, including any and all legal fees, sought in every claim or suit of any kind arising out of the Board redacting those portions of the Addendum designated as trade secrets or proprietary information.

RESPONDENT'S NAME: _____ ADDRESS: _____

BY: _____ CITY: _____
(Signature)

TELEPHONE: _____

NAME: _____

TITLE: _____
(Printed)

Subscribed and Sworn to before me
this ___ day of _____

ATTEST BY: _____
(Signature)

Notary Public Signature
Seal of Notary

NAME: _____

TITLE: _____

Corporate Seal (requested not required)