

IRVING INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

819 O'CONNOR IRVING, TX 75061

PHONE: (972) 273-6065 FAX: (972) 273-6073

DATE **May 5, 2003**

SEALED BID

PROPOSAL **#02-53 "Textbook Inventory Software"**

This is NOT AN ORDER. It is an invitation to bid or propose.

Company Name: _____

Address: _____

City and State: _____ Zip: _____

PRICE F.O.B. _____ Delivery _____

Please RESPOND on the following not later than **2:00 PM May 19, 2003**

(PRICES MUST BE EXTENDED)

ITEM	QTY	ARTICLES AND DESCRIPTION	UNIT PRICE	AMOUNT
		<p>Textbook Inventory Software per attached specification.</p> <p>Specifying brand names is not meant to limit competition. The named brands are known to meet the requirements and bidding an alternate must provide the same capability for the intended use. Provide brochures and/or specifications with brand and item numbers bid and detail any variations from the specifications.</p> <p>Mark sealed envelope "Proposal #03-53 Textbook Inventory Software, opening 2:00 PM, May 19, 2003" and deliver to the Purchasing Office address on this form or mail to:</p> <p style="text-align: center;">Charles Norwood, Director of Purchasing Irving ISD P.O. Box 152637 Irving, TX 75015-2637</p> <p>In determining the award of contracts, the District may consider factors in accordance with Section 44.031(b) Texas Education Code.</p> <p>The District reserves the right to reject any or all bids or proposals, waive any informalities, and award a contract in the best interest of the District. Bids or proposals must be valid for at least 90 days and the District reserves the right to accept a second vendor, without re-bidding or re-advertising, if the first selected vendor fails to deliver.</p>		

NOTE—Use this form. If necessary to go into details, attach a letter. The right is reserved to accept or reject quotations on each item separately or as a whole.

IRVING INDEPENDENT SCHOOL DISTRICT



By: Charles Norwood, Director of Purchasing

DELIVERY DATE _____

TERMS _____

(Signed) _____

Printed Name _____

Telephone _____ Fax _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034. Notification of Criminal History of Contractor.

- a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
- b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.
- c) This section does not apply to a publicly held corporation.

Vendor response (check): negative _____ or see attached information _____

Signature _____
Printed Name _____
Company Name _____
Telephone Number _____

Request for Proposal for a Textbook Inventory Software Program for Irving ISD

General – these requirements are applicable at all levels

1. New system must interface with current HAYES TIP District software and the site version of this program at deZavala. If system won't interface nor isn't compatible, then replacing these components must be at no cost to IISD.
2. Training onsite with a person should be provided for the implementation phase.
3. System should recognize and address the needs of the district warehouse, high schools, middle schools, elementary schools and early childhood schools. Must be able to reflect the unique textbook environment of each level within the system.
4. Software applications should be user-friendly and able to run on Microsoft Windows98, WindowsNT, Windows2000 or WindowsXP platforms.
5. Software should support multiple users at the same time.
6. Database(s) utilized should be ODBC-compliant, fully relational and non-proprietary.
7. Software should include an accurate list of textbooks adopted by the State of Texas for use within Texas schools. This list should be updated at least twice per year to reflect any changes implemented by TEA.
8. Software should allow for frequent and easy data backups.
9. Must be able to track both state-owned and district-owned textbooks.
10. System should track book sets and ancillary materials by making a connection between the "master" set and each piece of that set.
11. System can track other items besides textbooks, if desired. This would mean allowing manual input of information as well the automated downloading of textbook information.
12. Automated procedures should be built-in to provide for "closing the books" at the end of the school year.
13. Security should be enforced via a user ID and password combination.
14. There must be an online help system that address every area of the program and is easy to navigate and understand, including "context sensitive" help.
15. Updates to the software should be downloadable via the internet.
16. Textbooks should be uniquely identified using International Standard Book Numbers, or ISBN's.
17. System must be capable of producing bar codes for textbooks without requiring the user to input ISBN's, titles, or any other data.
18. Software must be able to print to a local printer or a networked printer.
19. Data in reports should be exportable to an Excel spreadsheet.

Warehouse Requirements – software or hardware installed at the district textbook warehouse must satisfy the following:

1. Track orders from the state education agency, depositories, or publishers.
2. Maintain accurate warehouse inventory by means of a rack and bin location system. Be able to track multiple bin locations for each title.
3. Allow warehouse personnel to perform inventory-taking at the warehouse using portable bar code scanning technology, record the results, and make adjustments in the software where necessary.
4. Import data for schools, school membership enrollments, courses and course enrollments.
5. Receive orders for textbooks from campuses electronically. If a school orders books from the warehouse via telephone or fax, warehouse personnel should easily be able to create the order for the campus in the system.
6. Software determines whether or not the campus is eligible for books ordered.
7. Software generates pick tickets for book retrieval from the warehouse storage including bar codes for processing the ticket.
8. Automatically post the order as being shipped (distributed) and maintain any back orders.
9. Security features at the warehouse level should allow for multiple levels of access which define the areas that can be access by the user. The areas of access within each level, along with the list of users assigned to each level, should be defined by the administrative user of the software.
10. The system should be able to provide the following information via reports:
 - Campus Listing
 - Adopted Titles Database
 - Book History
 - Campus Distributions
 - Damaged Books Collected
 - Campus Distributions by Title
 - Distributions Receipt
 - Lost Books
 - Payments Collected
 - Purchasing Activity
 - Worn Out Books Collected
 - District-Wide Analysis of Need
 - Back Orders
 - Books in Storage
 - Inventory Taking Worksheet
 - District-Wide Membership Counts
 - Campus Membership Counts
 - Campus Analysis of Need
 - Outstanding Orders Report
 - Warehouse Inventory Report

School Level Requirements - software or hardware installed at the schools must satisfy the following:

1. Create and track orders to the district warehouse, state education agency, depositories, or publishers.
2. Convert orders to inventory when books are received.
3. Allow school personnel to perform inventory-taking using portable bar code scanning technology, record the results, and make adjustments in the software where necessary.
4. Be able to enter or import data for students, teachers, membership enrollments, courses, course enrollments, and student and teacher schedules.
5. Set up an automated, nightly download process with Pentamation for student information.
6. Warn the user when they are attempting to distribute a book for a class that the student is not assigned to.
7. Print a Lost Book Letter when students lose books. Letters print with student's address visible in a standard 9"x4" mailing envelop window.
8. System should be able to generate these letters to parents in English or Spanish.
9. Allow for multiple letter templates that can be created and edited by school personnel.
10. The system should be able to provide the following information via reports:
 - Student Listing
 - Teacher Listing
 - Component Listing
 - Course Listing
 - Adopted Titles
 - Textbook Details
 - Book History
 - Student Distributions/Collections
 - Teacher Distributions/Collections
 - Damaged Books Collected
 - Lost Books
 - Payments Collected
 - Purchasing Activity
 - Worn Out Books Collected
 - Books in Storage
 - Inventory Taking Worksheet for Teachers
11. Allow users to scan bar codes on books and student ID's for the purposes of distribution and collection. Scanning should be done either directly into the program or by means of a remote scanning terminal that can be taken to the point of distribution or collection.
12. Loading of information from a remote scanning devise is a simple transfer process.
13. Assign individual copies of books to students and teachers
14. Link textbooks to courses to aide in distribution and determination of whether a student is eligible to receive the book.

15. Allow for multiple distribution and collection methods to be utilized in the schools. For example, allow elementary school administrators to assign large quantities of books to teachers, while also assigning single books to teachers and students.
16. Print bar code labels for ISBN's, student ID's and book copy numbers.

Scope – A list of campuses and current enrollments is attached as information on the scope of the project. A 19th elementary school will open in August 2003.

Form of Proposal – Proposal may be submitted in a format of vendor's choice but must provide sufficient details on system capabilities for evaluation and must provide costs of hardware and software components for the district and each campus level. Fully explain warranty, training, installation schedule and any other services included in the non-recurring first year pricing proposal. Also include annual recurring maintenance or license costs for three years after year one.

**Department of Planning, Evaluation and Research
Weekly analysis of Enrollment**

May 1, 2003	Week 33
Campus	Today
Barton Elementary	842
Brandenburg Elementary	821
Britain Elementary	792
Brown Elementary	807
Clifton Early childhood	542
Davis Elementary	892
Elliott Elementary	824
Farine Elementary	772
Gilbert, FM Elementary	762
Good Elementary	907
Haley, John Elementary	809
Haley, Thomas Elementary	774
Hanes Elementary	701
Johnston Elementary	789
Keyes Elementary	827
Kinkeade Early Childhood	597
Lee Elementary	839
Lively Elementary	879
Pierce Early Childhood	434
Schulze Elementary	714
Townley Elementary	765
ELEMENTARY TOTAL	16089
Austin Middle School	910
Bowie Middle School	981
Crockett Middle School	875
De Zavala Middle School	929
Houston Middle School	947
Lamar Middle School	1101
Travis Middle School	992
Union Bower Center for Learning HS	72
MIDDLE SCHOOL TOTAL	6807
Irving High School	2029
MacArthur High School	1968
Nimitz High School	2013
The Academy High School	1109
Union Bower Center for Learning HS	200
HIGH SCHOOL TOTAL	7319
Gilbert TC	39
JJAEP	13
School for Deaf	39
Elementary Development	0
Secondary Reassignment School	30
ALTERNATIVE PROGRAM TOTAL	121
DISTRICT TOTAL ENROLLMENT	30336
Self Contained Special Education	546
Other Special Education Services	2604
At Elementary Development	44
At Secondary Reassignment	114
At Language Development	52