

## Charleston County School District

### REQUEST FOR INFORMATION

Furniture, Fixtures and Equipment Ideas  
for K-12 Education

**Solicitation Number: 14-RFI-CP-01**

**Project Description:** Request for Information - Furniture Expo  
Envisioning Charleston County School District's Personal Mastery Classrooms  
and the Capital Building Program Collaborative Learning Facilities

**Date: January 28, 2014**

**SUBMIT OFFER BY:** February 21, 2014 by 2:00 PM

**QUESTIONS MUST BE RECEIVED:** February 5, 2014 BY 2:00 PM

**NUMBER OF COPIES TO BE SUBMITTED:** Submit five (5) hard copies and one (1) electronic copy (flash drive) of each submittal package. Designate one original.

**If you have any questions or concerns, please contact**

**PROCUREMENT OFFICIAL CONTACT:**

Construction Procurement Services  
Attention: Tammie Yeadon  
3999 Bridge View Drive  
North Charleston, SC 29405 Phone: 843-566-7271  
Email: [tamika\\_yeadon@charleston.k12.sc.us](mailto:tamika_yeadon@charleston.k12.sc.us)

**The term “Offer” means your “Bid” or “Proposal”.**  
**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No	Amendme nt	Amendme nt	Amendment No.	Amendment No.	Amendmen No
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY:

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- MBE – Native American Owned
- MBE – African American Owned
- MBE – Asian American Owned
- MBE – Hispanic Owned
- Women Owned Small Business Certified
- Women Owned Small Business Non-Certified
- Minority Owned Small Business Certified
- Minority Owned Small Business Non-Certified
- Other \_\_\_\_\_
- Minority Owned Small Business
- Minority Owned Small Business Non-
- HUB Zone Small Business
- Small Business Certified
- Small Business Non-Certified
- Corporation
- Partnership
- Sole Proprietor

The District shall receive all Requests for Information by **no later than 2:00 P.M. on the date shown on the Cover Page.**

**Important: Clearly mark the outside of the envelope, box, or package with the following information.**

**INVITATION FOR BID #14-RFI-CP-01**

**21<sup>st</sup> Century FF&E Ideas - Furniture Expo**

Request for Information should be sent via United States Postal Service/hand delivered or courier service to:

Construction Procurement Services

Attn: Tammie Yeadon

3999 Bridge View Drive

North Charleston, SC 29405

### **Background Information**

Charleston County School District currently has two distinct programs underway that require the consideration of new school furniture. These separate, yet distinct, programs will work together to provide new 21<sup>st</sup> century learning environments to the CCSD students. The two programs are:

### **2011-2016 Capital Building Program**

The 2011-2016 Capital Construction Program is part of CCSD's on-going mission to provide learning facilities in which students can achieve excellence. 2011-2016 was developed to ensure optimal conditions for teaching and learning by creating safe, secure facilities and caring environments for students and staff. The three main target areas for the construction program include life safety improvements, growth, and programmatic changes. Over the next three years CCSD will be constructing or renovating the following schools:

#### 2014 Completion:

- Wando Career & Tech
- Harborview ES
- Springfield Commons
- Sullivan Island ES

#### 2015 Completion:

- St Andrews Math & Science ES
- Jennie Moore ES
- Laing MS
- Chicora ES
- James Island Charter – Performing Arts
- Burke CTE
- CCSD EOC
- Angel Oak ES

#### 2016 Completion:

- N Charleston Creative Arts ES
- Springfield ES

### **Personal Mastery Initiative**

CCSD was one of 21 school districts to receive a federal Race to the Top District grant with the purpose of implementing personalized learning in the district. The Program's fundamental charter is that every student deserves an education personalized to his or her unique needs. The classrooms are to be student centered, collaborative, individualized, and include a connection to the students' interests. Students will actively participate in the design of their learning based on their individual goals. The visions of the personalized learning classrooms of the RTT program include:

- **Voice and Choice** – Students have a voice in and choose how they learn, what they learn, and are not bound by how long it will take them.
- **Transparency** – All stakeholders know and have a voice in what students are learning, why they are learning it, how they will know when they have learned it, and what they will learn next.
- **Owning the Learning** – Students choose learning targets; they track their mastery, and agree to be cognitively engaged in their learning.
- **Shared Vision** – Students, teachers and administrators build a shared picture of what teaching and learning will look like in their school community.

The Race to the Top program includes 19 schools – 12 ES, 3 MS, 2 HS, 1 K-8 and 1 6-12.

### **Request for Information and Ideas**

In order to determine what type of new furniture CCSD will put into place, this Request for Information and Ideas is being released to manufacturers. The reason manufacturers are being sent this information is to prevent multiple submittals of the same furniture from multiple vendors. Should a manufacturer wish to submit with the assistance of a vendor, this is acceptable. HOWEVER, it does NOT guarantee that the submitting vendor will be issued a purchase order.

The RFI submittal process will have two distinct outcomes:

- 1) Classroom Furniture - potential invitation to a Furniture Expo for classroom furniture only (ES, MS/HS core classrooms)
- 2) Non-classroom spaces furniture – submittals will be compiled into a new set of Standards notebooks for review by CCSD

### RFI Submittal

The RFI submittal should consist of two distinct sections:

- 1) Personal Mastery Initiative classrooms
- 2) Non-classroom spaces
  - a. Shared Learning Areas
  - b. Libraries/Imaginariums
  - c. Administration spaces
  - d. Non-core classrooms (art, CTE, music etc)
  - e. In between spaces
  - f. Outdoor Classrooms (Children make connections with nature)

Manufacturers may submit a proposal for one, some, or all spaces. Manufacturers may also submit more than one classroom if they offer multiple styles of furniture. All submittals are to include:

**Section 1:** Name of firm(s), address, contact information, brief firm overview (1 page maximum)

### **Section 2:** Classroom design

Manufacturer's vision of a learner-centered classroom based on information provided above. CCSD encourages respondents to consider mobile casework. Technology should be considered and defined as part of the design, but does not have to be provided. If manufacturer is not submitting a classroom design, leave this section out.

1. Submit an example (rendering or layout) of how the firm envisions their learning center will look. Manufacturer may submit more than one classroom design – each in a separate Section 2 sub-tab.
2. Submit manufacturer spec sheets of proposed furniture.
3. Submit philosophy statement about design of learning center. CCSD encourages manufacturers to think about how all furniture can be used when reconfiguring the space. (Note: CCSD is not asking for a company philosophy of business but a philosophy of why the space was designed the way it was.)
4. Agree to participate - include a brief paragraph indicating manufacturer's interest in participating in the Furniture Expo. CCSD will not reimburse any costs to respondents.

### **Section 3:** Non-classroom spaces

Manufacturer's vision of a non-classroom space based on information provided above. CCSD encourages respondents to consider mobile casework. Technology should be considered and defined as part of the design, but does not have to be provided. If manufacturer is not submitting a non-classroom space, leave this section out.

1. Submit an example (rendering or layout) of how firm envisions the non-classroom space. Manufacturers may submit more than one space – each in a separate Section 3 sub-tab.
2. Submit manufacturer spec sheets of proposed furniture.

3. Submit philosophy statement about the space. CCSD encourages manufacturers to think about how all furniture can be used when reconfiguring the space. Note: CCSD is not asking for a company philosophy of business but a philosophy of why the space was designed the way it was.)

#### Section 4: Budgetary pricing information

CCSD is requesting budgetary pricing for each item submitted as specified in manufacturer's submittal. Any discounts provided by state contracts should be listed.

**Submit five (5) hard copies and one (1) electronic copy (flash drive) of each submittal package. Designate one original.**

#### Schedule

- January 28, 2014 – Release RFI to manufacturers
- February 21, 2014 – Submittals due to CCSD
- February 28, 2014 – CCSD issues invitations to Furniture Expo
- March 17-21, 2014 – CCSD Furniture Expo

#### Furniture Expo

The Furniture Expo will be held in March in Charleston in a partially empty one story school. Invitees will be given an empty classroom where they will be allowed to stage a mock up of a 21<sup>st</sup> century learning centered classroom. The entire classroom (or space given) does not have to be filled with furniture for 30 students; it just needs to have enough furniture to show intent of design – a vignette of a learning center. Due to the fact that there are limited classrooms available, CCSD will select the classrooms they deem most suitable for their programs. Five (5) ES classrooms and five (5) high school classrooms will be selected and invited.

#### Purpose of the Furniture Expo

CCSD will invite staff, teachers, students, and others to tour and evaluate the furniture. The purpose of the Furniture Expo is to explore how the classrooms may function and the opportunity to try out and move the furniture around. It is important to both programs that the furniture be easily moved as well as create several different types of spaces by changing the layout. The District strives to modernize classrooms across the district and design student-centered learning environments in which students can gather and disseminate information and use creative thinking. Students can use space for peer-to peer learning in which they can work together as a team and hold each other accountable. By using flexible furniture throughout a building, a number of zones can be created to accommodate all forms of interaction and learning capabilities.

To be clear – this is not a Furniture Fair during which CCSD will select furniture for immediate purchase. Attendees will evaluate the furniture for potential use in new schools and will fill out evaluation forms. The Race to the Top grant allows for the purchase of some furniture which will be used in several classrooms on a trial basis. It is the intent of CCSD to purchase some furniture based on the classrooms that are on display at the Furniture Expo. The Furniture Expo

is similar to a World's Fair Expo where manufacturers/vendors can show us what their new products are and how they will help deliver 21<sup>st</sup> century education to CCSD's students.

Further information on the location of the Furniture Expo as well as room size will be provided with an invitation to participate in the Furniture Expo once submittals have been reviewed.

**Additional Information:**

- CCSD understands that this is an extremely short timeframe in which to prepare. It is suggested that manufacturers start production of any needed classroom furniture prior to submittal of information.
- CCSD will take photos during the Furniture Expo in order to have documentation for further discussions. Any new "not released" product that is on display may be photographed by others. Prototypes are fine – especially if manufacturer would like feedback on product.
- As attendees go through the Furniture Expo, questions about the furniture and how it can be used, moved, or change will come up. CCSD encourages responders to attend and participate in the Furniture Expo – answering questions and demonstrating the furniture.

## Disclaimer

Note: Responses received after the date and time listed on the cover page of this Solicitation will not be considered. Responses faxed or emailed to the Division of Purchases will not be considered. The "official" time clock for this solicitation is located in the Reception Area of the Office of Contracts and Procurement Services.

In addition to the hard copies of the Request For Information, respondents are requested to provide their proposal in electronic format (flash drive preferred). Microsoft Word/Excel or PDF format is preferable. Only one electronic copy is requested. This flash drive should be included in the proposal marked "Original".

This Request for Information is solely for information and planning purposes and does not constitute a Request for Proposal. All information received in response to the RFI and marked as "Proprietary" will be handled accordingly. Responses to this RFI cannot be accepted by the Government to form a binding contract. No award will be made as a result of this solicitation. Responses to the RFI will not be returned. Respondents are solely responsible for all expenses associated with replying to this RFI.

**END**