

December 19, 2013

BOARD OF EDUCATION of the SHELBY COUNTY SCHOOLS

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □ Phone (901) 416-5376
(This proposal will not be accepted electronically or by facsimile. All proposals must be mailed to the above address.)

REQUEST FOR INFORMATION

(NOT AN ORDER)

Please submit information on the item(s) listed below. The right is reserved to reject any or all information. If substitutions are offered, give full particulars. There will not be a public opening of information. Due no later than **13th of January @ 2:00 P.M., 2014**

The Shelby County Schools reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Schools. Successful vendor shall be paid only when delivery is complete. **For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.*

**Information for
Digital Curriculum with a Learning Management System**

The Shelby County Schools (“SCS”) invites the submission of Information for the provision of the services described above (“Information”) in accordance with the specifications enclosed herewith.

Information **MUST** be received by SCS by the due date and time set forth above. Questions regarding submission of Information may be directed to SCS via telephone at (901) 416-5376 or via facsimile at (901) 416-5325.

Issued by: Gwen Johnson

RFI# 12192013B

We propose to furnish the item(s) listed below at prices quoted and guarantee safe delivery **F.O.B. delivered** and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or employee has a financial or beneficial interest in this transaction.

INVOICES WILL BE PAID ACCORDING TO TERMS BID

TIME REQUIRED FOR DELIVERY _____ DAYS

NAME OF FIRM

TERMS _____

ADDRESS

PHONE _____ **FAX #** _____

CITY **STATE** **ZIP CODE**

E-MAIL ADDRESS _____

___ **CHECK HERE IF YOU ARE A MINORITY VENDOR**

___ **CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR**

PRINT AUTHORIZED REPRESENTATIVE NAME

PLEASE NOTE: Per the Local Vendor Preference Resolution adopted by the SCS Board of Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.

___ **CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.**

“Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.”

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SECTION A
ANNOUNCEMENT

December 19, 2013

Announcement
Request for Information for:
Digital Curriculum with a Learning Management System

With this request for Information (this “RFP”), Shelby County Schools (“SCS”) hereby solicits submissions of written Information (“Information”), on a competitive basis, from qualified companies (“Respondents”) to provide for SCS the services described herein, all in accordance with the terms and conditions detailed herein. *In particular, the services sought by SCS will require the Respondent to:*

Provide a Digital Curriculum with a Learning Management System for SCS.

Background of Request

Shelby County Schools has set an aggressive goal to shift all district schools to a digital conversion model using select modalities of blended learning. To begin this transformation, during the 2014-2015 school year, 16 schools, serving grades Pre Kindergarten through Twelfth grade, will participate in a pilot program using resources that will eventually scale to the entire District.

General Information

The Shelby County Schools (SCS) serves approximately unique 105,000 students. The uniqueness of these students has been tethered to traditional teaching models and we now endeavor to personalize the learning experience for each student. SCS proposed solution marries a dynamic digital content and the traditional teacher so that the two complement each other. The pilot will involve approximately 12,000 students at schools ranging from our most successful to our most challenged.

Objective

It is the desire of the Office of Virtual Learning to provide quality digital curriculum to 12,000 students within sixteen schools that provides them an opportunity to have 24/7 access to learning resources and supplement traditional course work that is delivered in brick and mortar school. The District’s objective in seeking this digital curriculum is to:

- Use non-traditional hours to increase the instruction day, week, and year.
- Increase student performance on State-mandated tests.
- Increase the passing rate of students of students in grades K-12.
- Use a blended model to provide courses on a timed or self paced schedule throughout the year.

About SCS

Shelby County Board of Education includes the merged school districts of Memphis City and Shelby County Schools. More than 150,000 PreK-12 students are served in 257 schools. The unified school district has approximately 24,000 full-time and part-time employees. The school system is one of the largest employers in Shelby County.

Shelby County Schools reserves the right to reject or accept any or all documents submitted.

(All of such services are referred to herein as the “Services”). More information about the requirements pertaining to the Services is set forth in Section B of this RFP.

Submission of Information

Proposals will be accepted until **2:00 P.M. on January 13, 2014**. **INFORMATION RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.** One (1) original, one (1) CD/ USB (with information formatted into a single pdf file), and seven (7) copies of your Proposed Information must be submitted.

Proposed Information must be sealed in a container marked on the lower left-hand corner with the name and address of the Respondent. SCS will date stamp the container with the submission date and the submission time. In addition, the sealed container in which the Proposal is submitted should be labeled “Digital Curriculum with a Learning Management System”. **FAXED RESPONSES WILL NOT BE ACCEPTED.** Further instructions for submitting Information may be obtained from:

DEPARTMENT OF PROCUREMENT SERVICES
SHELBY COUNTY SCHOOLS
160 SOUTH HOLLYWOOD STREET
ROOM 126
MEMPHIS, TENNESSEE 38112

All completed Proposed Information and accessory documents should be mailed or delivered to:

GWEN JOHNSON
PROCUREMENT SERVICES
SHELBY COUNTY SCHOOLS
160 SOUTH HOLLYWOOD STREET
ROOM 126
MEMPHIS, TENNESSEE 38112

Inquiries for information regarding procurement procedures, Proposed Information submission requirements or other administrative concerns may be directed to my office at (901) 416-5376.

Thank you for your participation.

Jacqueline Saunders
Director
Department of Procurement Services

SECTION B
SCOPE OF SERVICES

SCOPE OF SERVICES

Request for Information: Digital Curriculum with a Learning Management System for SCS

1.0 THE SERVICES.

1.1 The Services SCS hereby solicits submissions of written Information, on a competitive basis, from qualified Respondents to provide for SCS the services described herein, all in accordance with the terms and conditions detailed herein. ***In particular, the services sought by SCS will require the Respondent to provide:***

Digital Curriculum Requirements:

- Must have an internal Learning Management System (LMS) that includes the following:
 - Customizable data dashboard with delineated roles for Administrators, Principals, Parents, Students and Teachers that records student's grades, time on task and login times
 - integration with PowerSchool, PowerTeacher and/or current district student management portals
 - Ability to display student mastery levels for individuals lessons
 - Printable individualized student progress reports
- Must provide direct instruction and independent practice that is fully digitally
- Must be interactive with media rich content to include videos, audio, animation and gamification components.
- Must offer a digital curriculum that meets Common Core requirements for Mathematics, Science, English Language Arts and Social Studies for all or individual courses in grades 2-12
- Must offer a rigorous digital curriculum for all or individual subjects in grades Pre K-1
- Must be able to accommodate delivery in multiple languages
- Must include tests, quizzes, checks for understanding, and assessments that are automatically graded
- Curriculum must be adaptive
- Must allow for individualized, personalized and differentiated learning
- Must provide built in resources for student help outside of the classroom during nontraditional hours
- Must facilitate student engagement, collaboration and sharing
- Curriculum and content must be available to students while connected to wireless internet as well as off line
- Must provide student with sufficient feedback to correct incorrect answers
- Must scaffold up/down in response to student ability
- Must include functionality that displays student mastery.
- Includes a functionality that alerts students which peers are available to assist
- Includes a motivational reward system
- Must include pricing for 12,000 students

2.0 DURATION OF THE AGREEMENT. The term of the Agreement shall commence on the date that the Agreement is executed by all parties thereto. The Agreement shall also contain a provision granting to SCS the right to terminate the Agreement, with or without cause, upon thirty (30) days notice. (Hereinafter, the period from the time of commencement of the term of the Agreement until the time of expiration of the term of the Agreement shall be referred to as the “Agreement Term”).

3.0 FORMAT OF RESPONSE. The response submitted by the Respondent must contain the following information, which information collectively constitutes the Response.

3.1 Description of the Services. The Response must contain a thorough description of the Services being offered in response to this RFI. The Response should show that the Services being provided, at a minimum, meet the specifications set forth in this RFI. All requests included in this RFI for information regarding the Services should be included in this part of the Response, including but not necessarily limited to the following:

- a. Cover Letter Referencing the RFI;
- b. Table of Contents;
- c. Respondent’s Background
- d. Respondent’s Mission Statement and Customer Focus
- e. A description of any additional services the Respondent believes are necessary to fully provide the Services or which the Respondent believes would be beneficial to MCS within the context of the Services requested in this RFI; and
- f. Any other relevant information about the proposed Services deemed to be material.

3.2 Description of the Respondent. The Response must contain a thorough description of the background of the Respondent and sufficient evidence showing that the Respondent is capable of providing the Services. All requests included in this RFI describing the Respondent should be included in this part of the Response, including but not necessarily

limited to the following:

- a. A brief description of the history and mission of the Respondent, including the Respondent's background and mission statement, the length of time the Respondent has been in business, a description of the Respondent's organizational structure and a description of the Respondent's customer make-up;
- b. Disclosure of the Respondent's Dunn and Bradstreet number;
- c. References of the Respondent, including at least three (3) other clients for whom the Respondent has provided services similar to the Services (with preference given to clients comparable to SCS) and, for each such reference, the business name, the identification of a contact person, the title of the contact person, a telephone number and email address;
- d. Disclosure of the volume of sales the Respondent has had in each of its past two fiscal years;
- e. A description of the number and qualifications of the Respondent's employees who will participate in the performance of the Services, including the total number of employees at the Respondent's Memphis location, if any, the names and titles of key employees who will be assigned to provide the Services, a description of the role to be filled by each such key employee and a resume of each such key employee;
- f. A description of any other resources available to the Respondent that will be useful in providing the Services;
- g. A description of the business design of the Respondent, including the number and locations of facilities and offices of the Respondent and specification of the location of the home office of the Respondent;

3.3 Experience of the Respondent. A sufficient description of the experience and knowledge base of the Respondent to show the Respondent's capabilities should be included in the Response. At a minimum, the description of the experience and knowledge base of the Respondent included in the Response should include, but not necessarily be limited to, the following:

a. A statement of how long the Respondent has provided services similar to the Services requested herein;

b. A general description of the Respondent's experience and background in providing services similar to the Services requested herein;

c. A statement regarding previous experience, if any, in providing the Services to SCS.

d. Any other relevant information about the experience and knowledge base of the Respondent which is deemed to be material.

3.4 Pricing Schedule. See the pricing schedule contained in Section D of the RFI.

SECTION C
INSTRUCTIONS TO RESPONDENTS

1.0 QUESTIONS REGARDING THIS RFP. Questions or requests for clarification of technical issues and terms pertaining to this RFP must be submitted in writing via e-mail to johnsongs@scsk12.org, and must be received by SCS no later than **10:00 a.m./cst on January 6, 2014**. Questions should include a return e-mail address and should specifically reference the section of the RFP to which the question pertains. All questions must be submitted in writing. **IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED.** All questions and answers will be posted on Procurement's website a minimum of at the end of the business day on January 7, 2014. These guidelines for communication have been established to ensure a fair and equitable evaluation process for all Respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and will lead to disqualification.

2.0 PRICING GUIDE. Provide pricing in section D (Pricing Schedule) of the RFI.

2.1 Taxes. The successful contractor shall determine, be responsible for and pay any applicable taxes related to the Services or the Agreement, including but not limited to any property tax, sales tax, federal excise tax or federal highway use tax. SCS is a tax-exempt organization and shall not be billed for, nor be expected to pay, any taxes applicable to the Services. **A COPY OF DOCUMENTATION VERIFYING THE "TAX EXEMPT" STATUS OF MCS IS AVAILABLE AND WILL BE FURNISHED TO THE SUCCESSFUL CONTRACTOR UPON REQUEST.**

SECTION D
PRICING SCHEDULE

PRICING SCHEDULE

(Please provide cost breakdown of all components for proposed solution.)

SECTION E
FORMS AND DOCUMENTS

VENDOR INFORMATION (Please Complete Form)

The SCS reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the SCS. Successful vendor shall be paid only when delivery is complete. **Material safety data sheets (MSDA) must accompany all shipments covered under the Tennessee Hazardous Chemical Right To Know Law: Tennessee Public Chapter #417 – House bill #731.*

Name of Firm: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone #: _____ **Fax #:** _____

E-Mail Address: _____

Time Required for Delivery: _____ **Days**

Payment Terms: _____

Print Authorized Representative Name: _____

We propose to furnish the item(s) listed at prices quoted and guarantee safe delivery **F.O.B. delivered** and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or SCS employee has a financial or beneficial interest in this transaction.

***IS YOUR COMPANY A MINORITY-OWNED OR DISADVANTAGED BUSINESS AS DEFINED BELOW?** Yes No

If your response is YES, check the category that properly defines your minority status:

- Black American Indian Alaskan Native Asian American Hispanic Women
 Other (Please specify _____) HUBZone Small Business

“A minority business is defined as a business that is both owned and controlled by minorities and/or women, Minorities and/or women must own at least 51% of the business and control its management and daily operations. Minorities include Black, Women, American Indians, Alaskan Natives, Asian American, Hispanics and members of other groups determined to be economically or socially disadvantaged by the Small Business Administration under Section A of the Small Business Act as amended (15 USC 637 a)” HUBZone business as determined by the Small Business Administration is a small business located within a HUBZone.

____ **CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR**

____ **CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE. (Please attach copy of license to the first line item of the bid/quote.)**

“Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670.”

SECOND TIER PURCHASING

Shelby County Schools utilizes a race neutral program for all purchases and contracts. In order to set benchmarks for all Local, Small, Women Owned Business Enterprises, we ask that our vendors review and actively participate in the Fair Business Program which can be found in the Procurement Services website at: www.scsk12.org-Procurement Services link.

In order to track the purchases and contracts issued to MBE's (Minority Business Enterprises), we ask our vendors to indicate their level of second tier purchasing commitment. Second tier purchasing is defined below:

Second-tier purchasing is the process through which a first-tier (or prime) supplier utilizes a minority supplier either directly or indirectly.

Please indicate below the level of participation, in both dollars and percentage that would define the level of minority business enterprise participation for this project.

Second Tier Commodity _____ (Example: Office supply vendors may purchase subsets from minority owned companies. Manufacturers may purchase a certain percentage from minority suppliers. This line asks for the commodity.)

MBE category for second tier supplier - PLEASE CHECK ONE:

- Hispanic
- Black
- Asian American
- Native American Indian
- Woman Owned

Dollars expended for this commodity, this project \$ _____

Percentage of this project _____ %

Name of Business (Please Print)

Print Authorized Representative Name

Signature of Authorized Representative

Date

LOCAL PREFERENCE PURCHASING PROGRAM

In compliance with the resolution requiring the establishment of a Local Preference Purchasing Program adopted by the Board of Commissioners at the regular meeting of January 29, 2013, Shelby County Schools has determined that it is in the best interest of the city to give a Local Preference to Local Businesses in Shelby County, Tennessee.

Local Preference means that if the lowest responsive bidder is a regional or non-local business, then all bids received from responsive Local Businesses shall be decreased by five (5) percent. The original bid is not changed; the five (5) percent decrease is calculated only for the purposes of determining the Local Preference. The Local Preference cost differential is not to exceed \$100,000.00.

This preference shall only apply when:

1. The total dollar purchase is \$10,000 or more;
2. The vendor has a valid Shelby County business license, issued by Shelby County at least six (6) months prior to bid or proposal opening date;
3. The vendor has a physical business address located within the limits of said locality (excluding P.O. Boxes); the vendor has been doing business in Shelby County, Tennessee for a year or more;
4. In the case of Request for Proposals and other selected competitive negotiation, Local Businesses shall be assigned five (5) percent of the total points of the total evaluation points up to a maximum of five (5) points.

In the event of a tie between a local and non-local vendor, the tie shall be broken in favor of the local vendor.

In order to receive or be considered for Local Preference the following is required:

- ❖ Each vendor must provide a copy of Shelby County Business License;
- ❖ Each vendor must provide proof of payment of Shelby County Personal Property Taxes

Exclusions – This preference shall not apply to purchases

- Funded in whole or part by a governmental entity
- Purchases or contracts made under emergency or non competitive situations
- Application of the Local Preference may be waived upon written justification and recommendation of Shelby County Schools Board of Commissioners



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS –
PRIMARY AND LOWER TIER COVERED TRANSACTIONS**

1. By signing and submitting this proposal, the prospective primary and/or lower tier participant (“participant”) is providing the certification set out below. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction, however failure of the prospective participant to furnish a certification or explanation shall disqualify such person from participation in this transaction. The certification or explanation will be considered in connection with the department or agency’s determination whether to enter into this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including termination for cause or default, suspension and/or debarment.
3. The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all covered transactions and in all solicitations for covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including termination of this transaction for cause or default, suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion—Primary and/or Lower Tier Covered Transactions**

- (1) The prospective participant certifies to the best of its knowledge, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) The prospective participant and its principals have not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) The prospective participant and its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses in Paragraph 2 of this certification.
- (4) The prospective participant and its principals have not, within a three (3) year period preceding this application/proposal, had one (1) or more public transactions (Federal, State or local) terminated for cause or default.
- (5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Agency: _____

Signature: _____

Date: _____