



September 15th, 2023

REQUEST FOR PROPOSAL #24004 VISUAL ART ONLINE RESOURCE

Tulsa Public Schools invites proposals to provide online curricular and professional development resources for elementary and secondary visual art teachers by the terms and conditions detailed herein.

Proposals will be accepted until **11:00 a.m. on October 5, 2023**. Proposals received after this time will not be accepted. One (1) original, two (2) copies, and one (1) flash drive of your proposal must be submitted. No award will be made until Tulsa Public Schools has had sufficient time to evaluate the proposals. Tulsa Public Schools reserves the right to contract in the district's best interest.

Offerors must be sealed and marked on the lower left-hand corner with the proposal name and number, name and address of the Offeror, opening date, and time. Fax/electronic responses cannot be accepted. Address, mail, or deliver all proposals and accessory documents to:

James Mozingo
Tulsa Public Schools
3027 South New Haven, Room 527
Tulsa, Oklahoma 74114

Inquiries for information regarding procedures, proposal submission requirements, or other fiscal/administrative concerns shall be directed to my office at RFPpurchasing@tulsaschools.org

Thank you for your participation.

A handwritten signature in blue ink, appearing to read "James Mozingo".

James Mozingo,
Purchasing Coordinator

REQUEST FOR PROPOSAL #24004 VISUAL ART ONLINE RESOURCE

1. PURPOSE: Tulsa Public Schools (“TPS” or the “District”) intends to contract with a reliable provider for online curricular and professional development support for approximately 70 elementary and secondary visual art teachers in the TPS Fine Arts Department, according to the terms and conditions outlined in this Request for Proposal (“RFP”).

2. PERIOD OF CONTRACT PERFORMANCE: The period of performance for goods and/or services subject to this solicitation and any resulting contract shall be from award through June 30, 2024, to include at the option of TPS, four (4) annual renewal periods- beginning July 1 and ending June 30th.

3. BACKGROUND: TPS is one of the largest school districts in the State of Oklahoma. The district contributes significantly to the area's economic base, employing 5,520 employees. Approximately 33,211 students are enrolled in nearly 44 elementary/pre-K schools, ten (10) middle schools, nine (9) senior high schools, and seven (7) alternative programs.

4. QUESTIONS: Email any technical issue and specification questions pertaining to this RFP to the Purchasing Department at RFPpurchasing@tulsaschools.org until **11:00 a.m. on Thursday, September 21, 2023**. Include a return email and phone number and specifically reference the section of the proposal in question. All questions must be submitted in writing. Questions and answers will be distributed to all suppliers solicited to avoid any unfair advantage. 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 will be perceived as establishing an unfair or biased process and will lead to disqualification as a potential supplier.

5. CONTRACT ADMINISTRATOR: The following individual shall serve as the monitor of the conditions of the contract and shall work directly with the Provider regularly based on scheduling and coordinating the performance of services, answering technical questions in connection with the scope of work, and providing general direction under the resulting contract. TPS Aleks Kitchen, Fine Arts Academic Content Manager, will be the Contract Representative for compliance.

6. GENERAL REQUIREMENTS: Tulsa Public Schools employs approximately 40 elementary art and 30 secondary art teachers during the school year. To support these educators, the district is seeking an easy-to-use and accessible online resource. This resource should provide both curricular support (lesson plans, assessment tools, videos, etc.) as well as opportunities for professional development in both artistic techniques and media (clay, painting, fibers, etc.) and pedagogical practices (classroom management, trauma-sensitive practices, social-emotional learning, etc.).

7. PROPOSAL REQUIREMENTS: The Offer shall provide the following requirements in their proposal:

7.1 PROPOSAL REQUIREMENTS COMPLETE ATTACHMENT G-1:

- Each teacher must have a login/license that stores their data and is easy to navigate.
- Provide responsive support within 24, not including weekends for teachers as needed throughout the year.
 - This support includes pre-designed lists of resources that address specific topics, such as working with special populations (special education students, English language learners, gifted and talented students, etc.).
- Include a minimum of one live professional development session to train educators on using the platform; this training may be presented virtually.
- Include professional development for teachers:
- Allow teachers to enroll in online professional development courses based on interest or as assigned.
- Provide flexibility within courses so teachers can complete an entire course or participate in the sections they need/are relevant to their learning.
- Allow teachers to move through a course at their own pace.
- Allow teachers to print a certificate of completion at the end of a course to be presented for professional development credit.
- Offer a range of professional development topics: Teachers should be able to learn more about using specific techniques and media in their classrooms and receive guidance on general teaching practices, such as classroom management, supply set-up, and organization and student engagement.
- Regularly add additional professional learning courses to the platform.
- Courses should be taught by experienced art educators with at least five years of teaching experience.
- Platform should arrange resources into learning units by topic or theme based on skill level (beginner, intermediate, advanced).
- Resources should be searchable by subject, theme, medium, elements, principles of art, artistic movement, and connection to other content are

- Lesson plans should be explicitly connected to Oklahoma Academic Standards for Visual Arts.

https://sde.ok.gov/sites/default/files/2023%20OAS%20FA%20FINAL_0.pdf

- Allow Educators to collect all resources for specific classes and create “folders” of resources for different needs, such as substitute plans, class periods, virtual learning days, etc.
- Access to the platform should be able to be integrated with the Canvas learning management system using learning tools interoperability (LTI) standards.
- Support rostering and single sign-on (SSO) through Clever.
- Provide articles, podcasts, videos, etc., on best educational practices and advice for art teachers.
- Allow Educators to collect all resources for specific classes and create “folders” of resources for different needs, such as substitute plans, class periods, virtual learning days, etc.
- Access to the platform should be able to be integrated with the Canvas learning management system using learning tools interoperability (LTI) standards.
- Support rostering and single sign-on (SSO) through Clever.
- Provide articles, podcasts, videos, etc., on best educational practices and advice for art teachers.

7.2 INCLUDE CURRICULAR RESOURCES FOR TEACHERS’ - COMPLETE ATTACHMENT G- 2:

- Samples of teacher resources for classroom use must include:
 - Lesson plans
 - Artist biographies
 - Videos
 - Worksheets (charts, reference pages, anchor charts, etc.)
 - Assessment tools

8. PROPOSAL SUBMISSION REQUIREMENTS: To be considered for selection, the Offeror must submit a complete response to this RFP. One (1) original, two (2) copies, and one (1) flash drive of each proposal shall be submitted to TPS as indicated on the cover sheet. The “original” document set is to be clearly marked on the face of the submission/binder. The Offeror shall make no other distribution of the proposal. Return this **Request for Proposal** document with all attachments filled out as required and signed, along with proposal information organized into the following sections and appropriately indexed/labeled:

- **PROPOSAL EVALUATION AND AWARD:** Responses shall be evaluated on the following criteria above and all attachments provided by the Offeror. The original proposal document and all Attachments (A, B, C, D, E, F, G, and H) are properly completed with original signatures, as required.
 - Attachment A: Pricing
 - Attachment B: References
 - Attachment C: Felony Affidavit
 - Attachment D: Non-Collusion Affidavit
 - Attachment E: Validation
 - Attachment F: Executive Summary
 - Attachment G: Qualification / Narrative / Lesson Plans
 - Attachment H: Contract

9. PROPOSAL EVALUATION AND AWARD: Responses shall be evaluated on the following criteria:

- 45% Cost
- 25% Overall quality of the response, i.e., the applicability of the information provided.
- 20% References provided, applicability, and relevance.
- 10% Quality, experience level, and experience of the individual(s) to perform the services as expressed by the resumes in the response's body.

Discussions may be conducted with Offeror(s) who submit responses determined to have a reasonable possibility of being selected. In conducting any discussions, there will be no disclosure of any information derived from responses submitted by other respondents. This allows the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation.

*The Director of Materials Management will schedule the time and location of these presentations. Interviews are strictly an **option** of the district and may or may not be conducted with any or all Offerors.*

No award will be made until the Tulsa Public Schools committee has had sufficient time to evaluate the proposals. Tulsa Public Schools reserves the right to contract in the district's best interest.

The Evaluation Committee will review all proposals and recommend them to the Superintendent. The School Board will award a responsive and responsible Offeror who submits a proposal in the district's best interest. Services may not commence until a Purchase Order has been issued.

The district reserves the right to award multiple vendors considered the most responsive and responsible.

GENERAL TERMS AND CONDITIONS:

1. **DOWNLOADED RFP:** An Internet link will be provided to Respondents who have provided e-mail addresses to the Purchasing Department staff and are responsible for the specific solicitation. This RFP, accompanying exhibits/attachments, and any addenda are available for download from the web at [Purchase Bids - Tulsa Public Schools \(tulaschools.org\)](http://Purchase Bids - Tulsa Public Schools (tulaschools.org)). Respondents are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such Respondents from considering addenda, if any, in preparing responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be grounds for a protest against award(s) made under this RFP.
2. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Oklahoma. The contractor shall comply with applicable federal, state, and local laws and regulations.
3. **RIGHT TO REJECT:** TPS reserves the right to reject any or all proposals. In addition, Offerors should recognize the right of TPS to reject a proposal if they fail to submit the data required in the RFP or if the proposal is incomplete.
4. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
5. **MANDATORY USE OF FORM AND MODIFICATION OF TERMS AND CONDITIONS:** Failure to submit a proposal in the official form provided may cause rejection. Return of the complete document is required. Modification of or additions to the General Terms and Conditions of this solicitation may cause rejection; however, the Director of Materials Management reserves the right to decide, on a case basis, in their sole discretion, whether to reject such a proposal.
6. **CONTRACT PROVISIONS BY REFERENCE:** It is mutually agreed by and between TPS and the Offeror the District's acceptance of the Offeror's proposal by issuing a purchase order shall create a contract between the parties containing all specifications, terms, and conditions in the solicitation except as may be amended in the purchase order. Any exceptions made by the Offeror not included in the resulting contract will not be a part of the contract. Therefore, in the event of a conflict between the terms and conditions of this solicitation and information submitted by an Offeror, the terms and conditions of the solicitation and resulting purchase order/contract will govern.
7. **CHANGES:** Statements made by TPS representatives do not modify the terms, conditions, and Specifications of this RFP. Changes and modifications to any section of the RFP will not be valid unless said changes are confirmed in writing as an addendum and issued by the Director of Materials Management. Changes may be made to the contract if the parties agree in writing to modify the scope of the contract. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
8. **ERRORS OR OMISSIONS:** The Offeror shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions occur in the specifications, the vendor shall promptly notify the contact person listed. Inconsistencies in the specifications are to be reported before proposals are submitted.
9. **TAX EXEMPTION:** TPS is exempt from paying sales/use taxes. The price submitted must be net, exclusive of sales/use taxes. Under established trade practice, any federal excise tax is included in the list price; The Offeror may quote the list price and shall show the amount of federal excise tax separately, either as a flat sum or as a percentage of the list price, which TPS shall deduct.
10. **TESTING AND INSPECTION:** TPS reserves the right to conduct any test or inspection it may deem advisable to ensure supplies and services conform to the RFP specifications.

12. **PROPRIETARY INDEMNITY:** Offeror warrants that all products and services used by or furnished do not infringe upon or violate any patent, copyright, trade secret, trademark, or any other proprietary right of any party. In the event of a claim by any third party against TPS, TPS shall promptly notify the Provider, and third-party shall defend and indemnify TPS against any loss, cost, expense, claim, or liability arising out of such claim, whether or not such claim is successful.
13. **PATENT AND COPYRIGHT MATERIALS:** Unless otherwise expressly provided in a contract, The Offeror shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this contract.
14. **QUALIFICATIONS OF OFFERORS:** TPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s), and the Offeror shall provide to TPS all such information and data for this purpose as may be requested. TPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy TPS that such Offeror is appropriately qualified to carry out the contract's obligations and to complete the work/furnish the item(s) contemplated therein.
15. **LATE PROPOSALS:** Proposals must be received by the TPS Purchasing Office by the designated date and hour to be considered for selection. Proposals received in the Purchasing Department after the date and hour designated are automatically disqualified and will not be considered. TPS is not responsible for delays in mail delivery by the U.S. Postal Service, private couriers, or any other means of delivery. The Offeror's sole responsibility is to ensure that its proposal reaches the Purchasing Department by the designated date and hour.
16. **OBLIGATION OF OFFEROR:** By submitting a proposal, the Offeror covenants and agrees that they are satisfied from their investigation of the conditions to be met that they fully understand their obligation and will not make any claim for, or have the right to, cancellation or relief from the contract because of any misunderstanding or lack of information.
17. **PROPOSAL ACCEPTANCE PERIOD:** The proposal shall be binding upon the Offeror for at least ninety (90) calendar days following the proposal receipt and opening date.
18. **COSTS OF RESPONSE TO RFP:** TPS will not be liable for any costs associated with preparing materials for the Offeror's submission.
19. **METHOD OF PAYMENT:** Standard payment terms are Net-30 days from the receipt of the invoice. Payment after satisfactory contract performance under all provisions, a properly itemized invoice will be made upon receipt. **At their sole option, TPS may elect to pay using a Purchasing/Bank/Charge card.** No additional charges, fees, or price increases may be assessed by the vendor for using Procurement/Charge/Bank cards during the life of any award resulting from this RFP and any applicable extensions. The Board of Education reserves the right to withhold any or all payments or portions thereof for the contractor's failure to perform under the contract's provisions or any modifications thereto.

The Contractor hereby agrees to retain all books, records, and other documents related to this contract for five (5) years after final payment or until audited by TPS, whichever is sooner. TPS, its authorized agents, and/or auditors reserve the right to perform or audit the contractor's records and, therefore, shall have full access to and the right to examine any of said materials within a reasonable period.

20. **OPEN RECORDS:** The Offeror's proposal/bid and all accompanying data, materials, and documentation are public records are subject to inspection and reproduction under the Oklahoma Open Records Act.
21. **COMPLIANCE WITH PROCEDURES:** The contractor shall comply with all procedural instructions that may be issued from time to time by TPS; however, the terms and conditions of the contract will not change.
22. **EXTRA CHARGES NOT ALLOWED:** Proposed pricing shall be for the complete product/service.
23. **ASSIGNMENT OF CONTRACT:** A contract shall not be assigned or subcontracted by the Offeror in part or whole without the written consent of TPS.
24. **TERMINATION:** Failure to comply with the terms and conditions of this solicitation or to deliver materials, supplies, or services identified in the solicitation and contract at the discounts quoted will void the contract award. In case of failure to deliver goods or provide services under the contract terms and conditions, TPS may procure them from other sources after due oral or written notice and hold the Provider responsible for any additional purchase and administrative costs.

TPS reserves the right to cancel and terminate any resulting contract, in part or whole, should the Director of Materials Management determine that such a termination is in the best interest of TPS. Any such termination shall be affected by delivery to the contractor, at least thirty (30) working days before the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, the contractor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued before the effective date of termination. No amount shall be allowed for anticipated profit on unperformed services.

25. **STANDARDS OF PERFORMANCE:** Offeror shall devote and shall cause all of its staff and any subcontractors to commit such of their time, attention, best skill and judgment, knowledge, and professional ability as is necessary to perform all Services effectively, efficiently, and consistently with the District's best interests and to the District's satisfaction. The Offeror shall retain and utilize sufficient staff to assure the most effective and efficient performance of services. Offeror shall use efficient business administration methods and perform the Services in the best way and most expeditiously and economically consistent with the best interests of the District to assure, among other things, that the Services are performed at a reasonable cost to the District and that Services performed by other entities or persons in connection with the Contract are efficiently and cost-effectively delivered. Offeror acknowledges and accepts a relationship of trust and confidence with the District and agrees to cooperate with the District and all other persons or entities which the District may retain in performing Services to further the District's best interests.
26. **MINORITY BUSINESSES:** TPS will take all necessary affirmative steps to ensure that minority businesses, Women's Business enterprises, and labor surplus area firms are used when possible.
27. **DOMESTIC PREFERENCES FOR PROCUREMENT:** TPS will, to the greatest extent practicable under a Federal awards provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products)
28. **FAVORED NATION:** The Offeror shall furnish Services to the District at the lowest price that the Offeror Charges to other similarly situated parties. If the Offeror overcharges, in addition to all other remedies, the District is entitled to a refund in the amount of the overcharge, plus interest at the rate of 1% per month from the date the District paid the overcharge until the refund is made. The District has the right to offset any overcharge against any amounts due to Offeror under this or any other agreement between Offeror and the District, and, at the District's sole option, the right to declare Offeror in default under the Contract.
29. **CONFIDENTIAL INFORMATION:** In performing Services to the District, the Offeror may have access to or receive certain information not generally known to others ("Confidential Information"). Offeror agrees not to use or disclose any Confidential Information or any records, reports, or documents prepared or generated as a result of the Contract without the prior written consent of the District.
30. **DISSEMINATION OF INFORMATION:** Offeror agrees not to use or disclose any Confidential Information or any records, reports, or documents prepared or generated as a result of this Agreement ("Work Product") without the prior written consent of the District. Offeror shall not issue publicity news releases or grant press interviews, except as may be required by law, during or after the performance of the Services, nor shall Offeror disseminate any information regarding Services without the prior written consent of the District. Suppose The Offeror is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data, or Work Product that may be in the Offeror's possession as a result of Services under this Contract. In that case, the Offeror shall immediately notify the District and its General Counsel with the understanding that the District shall have the opportunity to contest such process by any means available to it before submitting any documents to a court or other third party. Offeror will not be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency unless the request for production or subpoena is quashed or withdrawn or the time to produce is otherwise extended. Offeror agrees to cause its personnel, staff, and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Offeror under this Contract.
31. **OWNERSHIP:** All intellectual property, Work Products, and all other records, reports, documents, and materials prepared or generated as a result of this Contract shall always be and remain the property of the District. All of the preceding items shall be delivered to the District upon demand at any time and, in any event, shall be promptly delivered to the District upon expiration or termination of the Contract. If any of the above items are lost or damaged while in Offeror's possession, such items shall be restored or replaced at Offeror's expense. The Offeror shall minimize the use of proprietary materials and resources, third-party otherwise, except as agreed to by the District, so that the District may continue using such property beyond any license or subscription terms relevant to the RFP.
32. **RESERVATION OF RIGHTS:** Contract Administrator or designee may require the removal from the contract work of any employee of the contractor who is incompetent, careless, or insubordinate; who appears to be alcohol or

drug impaired or otherwise objectionable; whose continued employment is contrary to a consistently good relationship between the parties to this contract; or who poses a safety risk.

33. **INSURANCE REQUIREMENTS:** By signing and submitting a proposal under this solicitation, The Offeror agrees to carry workers' compensation insurance with limits for the employers' liability part of the **workers' compensation policy not less than \$500,000 per category**, at its own expense. Offeror agrees to carry **Commercial General Liability insurance with limits not less than \$1,000,000 combined single limits** for bodily injury and property damage, COMMERCIAL AUTOMOBILE LIABILITY INSURANCE WITH LIMITS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT FOR BODILY INJURY AND PROPERTY DAMAGE, AS WELL AS A COMMERCIAL EXCESS UMBRELLA POLICY WITH A LIMIT NOT LESS THAN \$4,000,000.00 DESIGNED TO ATTACH TO THE EMPLOYER' LIABILITY LIMITS ATTACHED TO THE WORKERS' COMPENSATION POLICY, THE COMMERCIAL GENERAL LIABILITY POLICY LIMIT AND THE COMMERCIAL AUTOMOBILE LIABILITY POLICY LIMIT. Offeror agrees to provide District with a certificate of insurance as evidence of the above lines of insurance carried by Offeror, which shall include a thirty (30) day notice, in writing, to the District in the event of cancellation of such insurance for any reason. This certificate of insurance should also name the District as "additional insured" EXCEPT FOR THE WORKERS' COMPENSATION / EMPLOYERS' LIABILITY POLICY, AND ALSO PROVIDE THE DISTRICT WITH A "WAIVER OF SUBROGATION ON ALL OF THE ABOVE INSURANCE POLICIES to work performed by Offeror on behalf of District. In addition to such insurance, and not in lieu thereof, Offeror agrees to indemnify and hold District and its agents, employees, and officers harmless (including defense costs) against any claim, demand, or action arising from or growing out of Offeror's performance of its services hereunder. Insurance companies authorized to sell insurance in Oklahoma will provide all insurance coverage.
34. **NON-DISCRIMINATION:** Contractors or suppliers are obligated not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age. This obligation shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors or suppliers are obligated to comply with all requirements of the Americans with Disabilities Act.
35. **CLEAN AIR ACT:** Offeror must comply with all applicable standards, orders, or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the regional office of the Environmental Protection Agency (EPA).
36. **BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C.1352):** The Offeror must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C.1352.
37. **DOMESTIC PREFERENCES FOR PROCUREMENT (2 CFR § 200.322):** As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

Tulsa Public Schools does not discriminate based on race, religion, color, national origin, sex, sexual orientation, disability, genetic information, veteran status, marital status, or age in its employment, programs, and activities.

**ATTACHMENT A
PRICING
RFP 24004 VISUAL ARTS**

1. DELIVERY: You must be able to deliver the Goods and/or Services as specified in your Bid. Failure to do so may result in Tulsa Public School terminating your agreement or canceling the Purchase Order, pursuing collection under any performance bond, and seeking any other damages to which it may be entitled in law or equity.

2. PRICING: Tulsa Public Schools does not guarantee any specific quantity or number of purchases that will be made during the agreement period. If the agreement Provider prices cannot stay competitive with the outside market, the TPS reserves the right to purchase from external sources or best value.

(ESTIMATED QUANTITIES FOR EVALUATION PURPOSES ONLY)

Item	Description	Estimated Qty	Unit Cost	Total Cost
1	Teacher Cost	70	\$	\$
2	An Itemized list of fees must be included if additional sheets may be used as needed. Each fee MUST contain the amount of profit as either a set cost or a percentage of costs. Responses failing to include this element will not be accepted if the profit amount is zero-state, such.	NA	Enter only the total cost of the list of fees.	
TOTAL COST TO EXCEED: ATTACHMENT A PRICING 1-2 (All fees must be included, or your proposal will be disqualified.)			\$ _____	

ATTACHMENT B REFERENCES

Provide a listing of at least three (3) references, preferable companies of similar size/volume, for which the company has provided these products/services within the last three (3) years under multi-year contracts:

(1) Customer Name: _____ Telephone: _____
Contact Name: _____ Title: _____
Address: _____
Email Address _____

(2) Customer Name: _____ Telephone: _____
Contact Name: _____ Title: _____
Address: _____
Email Address _____

(3) Customer Name: _____ Telephone: _____
Contact Name: _____ Title: _____
Address: _____
Email Address _____

ATTACHMENT C FELONY AFFIDAVIT

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

The undersigned, under the penalties of perjury, certifies to the Tulsa Public Schools ("School District") as follows:

1. The undersigned:

_____ has a contract with the School District; OR
_____ is the duly authorized representative of a business ("entity") having an agreement with the School District to perform work on School District premises on a full-time or part-time basis.

2. The undersigned hereby certifies that neither the undersigned nor any employee of the undersigned or the entity, or any subcontractor of the undersigned or the entity, will perform work on School District premises on a full-time or part-time basis that School District employees would otherwise perform if such employee has been convicted in this State, the United States or any other state of any felony offense unless ten (10) years have elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

3. Neither the undersigned nor any employee of the undersigned, or the entity, or of any subcontractor of the undersigned or the entity, who performs any work on School District property is currently registered under the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

4. The undersigned, or the entity, has conducted a felony record search of all employees assigned to work full-time or part-time on the School District property.

5. This Affidavit is made and delivered under the requirements of **OKLA. STAT. Title. 70, § 6-101.48 (Supp. 2000)** and **OKLA. STAT. Title. 57, § 589 (Supp. 2004)** (the "Acts"). The undersigned further certifies to the School District that the undersigned and/or the entity fully comply with the requirements of the Acts.

EXECUTED AND DELIVERED this day of _____,

AFFIANT'S SIGNATURE _____

(Print Name and Title)

Representing:

(Name of Entity) _____

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public

(S E A L)

Notary Commission Number: _____

My Commission Expires: _____

ATTACHMENT -E VALIDATION

Note: Proposals must be manually signed on this form in the space provided below.

Has the Offeror, any officer of the Offeror, or any employee of the Offeror who has a proprietary interest in the proposal ever been debarred, suspended, declared ineligible, disqualified, removed, or otherwise prevented from participating in or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes _____

No _____

If the answer is Yes, please explain the circumstances in the following space:

In compliance with this RFP, the Offeror has examined the specifications and is familiar with all of the conditions and requirements. The Offeror meets all of the standards and requirements necessary to perform the services/provide the products and can furnish the services/products in the specified time frame and at the rates outlined in this proposal. On behalf of the Offeror, the undersigned certifies that this offer is made without previous understanding, agreement, or connection with any person, firm, or corporation proposing the same project and is fair and without collusion or fraud.

I have read the terms and conditions of this RFP, truthfully answered the above question, and submitted for consideration the enclosed offer and accessory data, which will become part of any agreement. The undersigned has the authority to bind the Offeror and certify that all statements in the proposal are true and correct. If accepted by the District, this proposal is guaranteed as written and amended and will be implemented as stated.

Please indicate if this business is _____ Minority-owned or _____ Female-owned.

Company Name

Signature of Representative

Company Address

Typed Name of Representative

City, State, Zip

Title

Fax Number

Telephone Number

Date

Email

ATTACHMENT F EXECUTIVE SUMMARY

The Executive Summary must provide a brief history of the offering firm, emphasizing its experience in providing similar services to customers comparable to the size TPS. Include the Offeror's business, size, and number of employees. Provide a description of why your firm qualifies for services listed in this RFP, including the names and resumes (experience and expertise) of key individuals assigned to this project. This should also include any additional information that would assist TPS in its decision-making abilities.

THE REST OF THIS PAGE IS LEFT BLANK INTENTIONALLY

ATTACHMENT G PROPOSAL REQUIREMENT

Proposal requirements and samples are found in Section 7 - 7-2. Address each of the questions in the sections listed below:

G-1: QUESTIONNAIRE:

LINE	7.1 PROPOSAL QUESTIONNAIRE	YES	NO	ADDITIONAL INFORMATION
1	Will Teachers be able to enroll online for professional development by your organization?			
2	Will your organization be able to provide TPS Teachers the ability to have a login/license that stores their data and is easy to navigate?			
3	Will your product allow teachers to move through a course at their own pace?			
4	Does your product have the ability to add additional professional learning courses to the platform?			
5	Are articles provided in podcasts, videos, etc., on best educational practices and advice for art Teachers?			
6	Does your product support rostering and single sign-on (SSO) through Clever?			
7	Can your product access other platforms, and can it be integrated with the Canvas learning management system using learning tools interoperability (LTI) standards?			
8	Will Teachers have the ability to print a certificate of completion at the end of a course to be presented for professional development credits?			
9	Can your organization provide responsive support within 24 for Teacher's support?			
10	Is your product pre-designed lists of resources that address specific topics, such as working with special populations (special education students, English language learners, gifted and talented students, etc.?)			
11	Will your organization provide one live professional development session to train educators (virtual)?			
12	Does your product have the ability to add additional professional learning courses to the platform?			
13	Does your platform arrange resources into learning units by topic or theme based on skill level (beginner, intermediate, advanced)?			

LINE	7.1 PROPOSAL QUESTIONNAIRE	YES	NO	ADDITIONAL INFORMATION
14	Can the resources be searched e by subject, theme, medium, elements, principles of art, artistic movement, and connection to other content?			
15	Are lesson plans connected to Oklahoma Academic Standards for Visual Arts?			
16	Will educators have the ability to collect all resources for specific classes and create “folders” of resources for different needs, such as substitute plans, class periods, virtual learning days, etc.?			

G-2: REQUIRED INFORMATION TO BE RETURNED:

	7.2 SAMPLES TO BE INCLUDED IN YOUR PROPOSAL			
	Lesson plans			
	Artist biographies			
	Videos			
	Worksheets (charts, reference pages, anchor charts, etc.)			
	Assessment tools			

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**ATTACHMENT H
CONTRACT (IF APPLICABLE)**

Include proposed contract documents for Tulsa Public Schools review if applicable. Note all contracts and Terms of Service are subject to TPS legal review. Provide document in WORD format on the flashdrive.

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OFFERORS CHECKLIST

Use this checklist to ensure You have read and completed **all** documents below. This document (the RFP) contains all the following materials, which must be completed and returned to the Tulsa Public Schools Purchasing Office in a mailed envelope with the affixed packing label (found on the last page). These documents will form the resulting Agreement between the Tulsa Public Schools and the Supplier.

Remember: Proposals must be sealed and either mailed or delivered. Please use the provided label to clearly write the Offer's legal name and RFP number on the outside package, container, or envelope. The package, container, or envelope should contain both your completed Proposal, the original, and the copies AND a flashdrive. No faxed or emailed Bids will be considered. Proposals received after the stated date and time **will not be accepted**.

Suppliers Name: _____

BIDDER CHECKLIST		
OFFORERS DOCUMENTS	PAGES	INCLUDED?
Notice of Request for Proposal (Sections 1-9, all preceding pages)	1-5	
Terms and Conditions	6-9	
ATTACHMENT A: Delivery and Pricing	10	
ATTACHMENT B: Reference	11	
ATTACHMENT C: Felony Affidavit	12	
ATTACHMENT D: Non-Collusion Affidavit	13	
ATTACHEMENT E: Validation	14	
ATTACHMENT F: Executive Summary	15	
ATTACHMENT G: Proposal Requirements	16-17	
ATTACHMENT H: Contract (If Applicable)	18	

PACKING LABEL

FROM:

Tulsa Public Schools Purchasing Office

3027 S. New Haven Ave, Room 525

Tulsa, OK, 74114

Supplier Submission For:

RFP # 24004

Request for Proposal DESCRIPTION: Visual Arts

Please affix this label on the package, container, or envelope containing your response: "Original" and "Copy." We recommend that both responses (original and copies) be sent in the same envelope along with a thumb drive.

This label ensures that the response will be sent to the correct office (Purchasing Office) and associated with the correct Solicitation (indicated by the RFP number). Responses must be sealed, mailed, or delivered to the Purchasing Department's Office.