

BLOUNT COUNTY SCHOOLS



Request for Proposal

RFP BCS 2023-1

Comprehensive Instructional Support System for Reading and Math

Blount County Board of Education

Federal Programs Section

Note: FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED.

Inquiries and response submissions related to this RFP are to be addressed to:

Elizabeth Thompson
Federal Programs Coordinator
Blount County Schools
415 5th Avenue East
Oneonta, AL. 35121
Email: bthompson@blountboe.net

Deadline:

Proposals must be received no later than 4:00 p.m. on Monday, October 2nd, 2023.

It is required that each vendor clearly mark the envelope RFP BCS 2023-1 in the lower left corner of the envelope (Response packages that are not marked will be rejected).

The proposal package must contain the following:

1. **Original proposal with original signature plus two copies** (The proposal must be signed by an official authorized to legally bind the vendor to the information provided).
2. The vendor must complete the affidavit for the business entity/employer/vendor. Verification of enrollment in E-verify should be presented on the form found in Appendix A.

Proposal Opening

Tuesday, October 3, 2023

8:30 am

Blount County Board of Education

415 5th Avenue East

Oneonta, AL 35121

(committee members only)

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Section 1.00 Administrative Overview

1.1 Purpose and Background

Purpose:

The Blount County School District (BCS) seeks to find a vendor to provide a research-based assessment and instruction solution aligned to Alabama State Standards in both mathematics and Reading. The vendor must be proven in compliance with (a) the Alabama Literacy Act [Section 16-6G-1, et. seq. (Ala. Code 1975)], and (b) the Numeracy Act 2022-249 of Alabama; providing screeners for both mathematics and reading.. The vendor should be approved, correlated to, or supportive of the [State Adopted Text for Comprehensive Mathematics K-12](#) and/or the [State Adopted Text for Comprehensive English Language Arts](#). The program’s assessment suite must include a web-based, adaptive diagnostic, interim growth monitoring assessments, and assessment of standards mastery. In addition, the platform should include a comprehensive reporting suite for grades K–8 and differentiated online instruction. It should include a digital repository of instructional resources to support teacher-led differentiated instruction for grades K-8, at minimum.

The selected vendor must use a platform that integrates with our current single sign-on system, Clever©. The vendor agrees to provide renewal options annually, upon request, for up to five (5) years without renewal of the RFP. Acceptable annual changes to the vendors proposal over 5 years include, but are not limited to (a) the LEA reducing grade spans served based on usage data and available funding, (b) an increase or reduction in the number of learners served based on population, (c) reduction in provided professional learning, and (d) services provided by the vendor which may or may not impact the annual cost to the LEA.

Background:

Over the last decade, Blount County Schools has used a variety of math and reading diagnostics to support the implementation of Tier I, II and III instruction for our learners. BCS seeks a vendor that can not only meet the needs outlined in the ‘purpose’ section of this RFP but provide us with opportunities for staff and administrative professional learning, an opportunity to reimagine our provided curriculum, and provide relevant and unduplicated content through various diagnostics and reporting tools.

The contract start date is anticipated as December 1, 2023, with the first year ending November 30, 2024. The initial contract is to provide services for all of our schools grades K-12. As of September 15, 2023, we currently have 7443 learners in grades K-12.

1.2 Anticipated Time Table


Monday, October 2nd, 2023	Proposal Submission Deadline
Tuesday, October 3rd, 2023	Bid Opening

1.3 Proposal Evaluation

An Evaluation Team will review the proposals and make a recommendation based on the criteria below in relation to the requirements of this RFP.

Evaluation Criteria:

Vendor qualifications and experience with AL public schools	20 points
Budget Proposal	20 points
Scope of Work	60 points



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Best and Final Offers:

BCS may either accept a vendor's initial proposal by award of a contract or enter into discussions with vendors whose proposals are deemed to be reasonably acceptable consideration for award. After discussions are concluded, a vendor may be allowed to submit a “Best and Final Offer” for consideration in a manner and method prescribed by BCS. By submitting a proposal, each vendor accepts and agrees to all conditions and requirements herein.

BCS will make all decisions regarding evaluation of the proposal. BCS reserves the right to judge and determine whether a request is compliant with and has satisfactorily met the requirements of the RFP. BCS reserves the right to waive technical and other defects if, in its judgment, the interest of the BCS so requires. Any further information disclosed about the RFP during this process will be provided to all vendors in a manner and method prescribed by procedures followed by Blount County Schools.

Rejection of Proposal:

BCS reserves the right to reject any or all proposals that are deemed to be non-responsive, late in submission, or unsatisfactory in any way. BCS shall have no obligation to award a contract for work, goods, and/or services as a result of this RFP.

Confidentiality:

All information contained in the RFP is considered to be the exclusive property of the Blount County Schools. Recipients of this RFP are not to disclose any information contained within the RFP unless such information is publically available. This RFP is provided for the sole purpose of allowing Vendors to respond to these specifications.

Selection Process:

The grant award is based on scored proposals, quality of proposals, funding availability, and the best interests of the Agency.

BCS will select the vendor that provides the most technically sound and cost-effective proposal that best fits the needs of the district. Final selection of the successful vendor will not be based solely on cost. The vendor product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the RFP. RFPs will be reviewed to ascertain that minimum requirements have been met. BCS reserves the right to conduct discussions with potential vendors in order to clarify information contained in their proposals, but BCS has no obligation to do so. The vendor will provide notice to BCS of any partnership with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance. Any subcontractor or partner will be subject to the same vetting process as the vendor, and the vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

Unless provided by law, nothing in this RFP shall be construed to create any legal obligation on the part of BCS or any respondents. BCS reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFP—in whole or in part—at any stage. In no event shall BCS be liable to respondents for any cost or damages incurred in connection with the RFP process, including, but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No

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respondent shall be entitled to repayment from BCS for any costs, expenses, or fees related to the RFP. All supporting documentation submitted in response to the RFP will become the property of BCS. Respondents may withdraw their interest in the RFP in writing at any point in time, as more information becomes known. If, within the confines of this RFP, the vendor provides intellectual property be it understood that all RFP contents are subject to *Open Records Act* laws and thus are subsequently in the public domain.

Only the final results of the BCS Evaluation Committee may be considered public. Any work papers, individual evaluator or consultant comments, notes, or score will not be considered public. The final results of the BCS Evaluation Committee will not be publicly available until a final contract has received all necessary approvals.

Disclaimer Notice:

BCS shall not be liable for any costs associated with the preparation of proposals or negotiations of a contract incurred by any party.

Availability of Funds:

It is expressly understood and agreed that the obligations of BCS to proceed is conditioned upon the continued availability of funds that may be expended for these purposes.

1.4 Conditions and Terms

Contract Terms:

The contract resulting from this RFP may be renewable for five (5) additional years pending written agreement of the vendor and BCS, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of BCS. The contract will commence pending the Blount County Board of Education approval and the Superintendents signature.

The vendor shall be fully prepared to commence work after full execution of the contract by parties and the receipt of required governmental approvals.

Proposals should reference each element in the RFP by number on the cover of each copy and be arranged in the same sequence. All fees and costs are to be stated in United States currency. Vendors must reply to each element of the RFP.

Section 2.00 Scope

2.1 Scope of Vendor's Work and Responsibilities

- Create, implement, and sustain an online platform that will support both teacher-led and student personalized learning that are aligned to state standards. All online platform data must be secured according to the current Personally Identifiable Information (PII) Standards.
- Comply and/or be approved by the Alabama Literacy Act [Section 16-6G-1, et. seq. (Ala. Code 1975)] and Numeracy Act 2022-249 of Alabama

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- Offer professional learning to our teachers to ensure effective implementation of the assessment and curricular materials, on individual school sites, district-wide.
- Be approved, correlate to, or support of the [State Adopted Text for Comprehensive Mathematics K-12](#) and/or the [State Adopted Text for Comprehensive English Language Arts](#).

2.2 Scope of Blount County School's Work and Responsibilities

BCS will create a sub-team from its District Improvement Team (DIT) which represents different levels within the organization and varied involvement in the day-to-day aspects of the LEA. This diverse group has reviewed and approved this RFP, will gather data and information, provide business and functional requirements, make critical decisions, coordinate solution rollout and communications, and attend regularly scheduled quarterly status meetings in conjunction with our District Improvement Team meetings. Involvement will vary based on stages in the project lifecycle.

BCS will provide the overall vision for the partnership and define success for implementation. A cross-section of the BCS organization will play a key role in achieving project deliverables, monitoring progress, making/influencing decisions, and ensuring the overall success of the implementation.

Section 3.00 General Requirements

3.1 Requirements of Proposal (Parts I, II, III, IV and V)

The vendor must provide the following mandatory information. **Failure to provide this information may be cause for the proposal to be rejected.** Qualifications, experience, and cost will be evaluated for contract award. The proposal may be submitted under the same cover with Vendor Requirements and Cost Proposal in two distinct sections. E-verify information must be submitted for all employees, including contractors of the vendors, if necessary and applicable.

Part I

Signed Cover Letter (Required):

The cover letter shall serve as the first page of the vendor's proposal. The vendor shall complete the cover letter and attach it to the proposal in response to the RFP. The cover letter must be signed by an official authorized to legally bind the vendor. It will state that the vendor is a legal entity that will meet the specifications. The cover letter must accompany the submitted proposal. The letter accompanying the proposal must have original signatures and must include contact numbers and email addresses for the authorized official signing the letters.

Part II

Vendor Organization, Experience and the Executive Summary (20 points):

Vendor shall provide satisfactory evidence of the vendor's capability to coordinate the types of activities and to provide the services described in the RFP in a timely manner, specifically addressing the areas indicated in the Scope of Vendors Work and Responsibilities (Section 2.1 of the RFP). Special attention should be given to the discussion of qualifications.

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Vendor Organization:

Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP. Vendor must sustain a platform that is secured according to the current Personally Identifiable Information (PII) Standards.

References:

The vendor shall provide a minimum of three (3) references, including names or persons who may be contacted, the position of the person, addresses, and telephone numbers where similar services have been provided.

Executive Summary:

An executive summary is required. This summary will condense and highlight the contents of the vendor's proposal. 2 page limit.

Part III

Scope of Work (60 points):

Vendor shall provide a detailed plan describing how the services will be performed to meet the requirements of the RFP. The description shall encompass the requirements of this RFP, specifically addressing the areas indicated in the Scope of Vendors Work and Responsibilities (Section 2.1 of the RFP). The response must be prepared and organized in a clear and concise manner that is easily understandable.

Part IV

Budget Proposal (20 points):

Vendor shall include the fee structure and pricing for the platform, training sessions, and program. The vendor shall submit a cost proposal in addition to other required information.

Subcontractor Disclosure:

If the execution of work to be performed requires the hiring of subcontractors, **you must clearly state this in the bid proposal and provide qualification for such individuals.** Subcontractors must be identified and the services they will provide or work they will perform must be clearly defined. BCS will not refuse a proposal based upon use of a subcontractor; however, BCS reserves the right to refuse the subcontractor you have selected. Contractor and associated personnel shall remain solely responsible for the performance of all work, including work that may be subcontracted.

Describe your rationale for utilizing subcontractors, including relevant experience partnering with stated subcontractor(s). Documents for E-verification of subcontractors are the sole responsibility of the contractor and must be available upon request to ensure compliance.

Part V

Verification of Enrollment in E-Verify (Required)

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Section 4.00 General Terms and Conditions

4.1 Governance

This RFP and its terms shall be governed and construed according to the laws of the State of Alabama. Any dispute arising out of this RFP shall be brought in the Blount County Board of Education State of Alabama, with venue in Oneonta, Alabama. Vendors agree to comply with all applicable federal and state laws and regulations.

4.2 Immigration

The proposal must contain a statement that the firm is aware of and in compliance with the requirements of the [Beason-Hammon Alabama Taxpayer and Citizen Protection Act](#); a statement that the vendor is enrolled in the E-Verify as required by Section 31-13-9 (b), *Code of Alabama 1975*, as amended:

BEASON -HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

COMPLIANCE

The *Beason-Hammon Alabama Taxpayer and Citizen Protection Act* (31-13-1 et seq, *Code of Alabama 1975*, as amended by Act 2012-491) regulates illegal immigration in the State of Alabama. All contracts with the State or political subdivision thereof must fully comply with each provision as provided by law.

A proposal must include a statement that the vendor has knowledge of this law and is in compliance. Before a contract is signed, the vendor awarded the contract must submit a Certificate of Compliance using the form at Appendix A. E-Verify enrollment can be accomplished at the website of the United States Department of Homeland Security at <http://www.uscis.gov>.

See Section 10 for additional language required by Section 10(k) of the Act to be included in the contract.

Rev.5-24-13

4.3 Conflict of Interest

The vendor attests that no employee, officer, or agent of the vendor shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest may be involved. A conflict would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in the organization selected for an award. The officers, employees, and agents of the vendor, if selected as the career planning system vendor, shall neither award nor offer gratuities, favors, nor anything of monetary value from vendors or subcontractors.

4.4 Discrimination

Alabama Non-Discrimination Statement:

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age, genetic information, or any other category protected under the law. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008. Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 694-4717.

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APPENDIX "A"

State of _____)
County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by ACT 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____ (Contractor/Grantee) and
_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as "the Act."
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20____.

Name of Contractor/Grantee/Recipient
By: _____
Its _____

The above Certification was signed in my presence by the person whose name appears above, on this _____ day of _____ 20____.

WITNESS: _____

Printed Name of Witness