Francis Howell School District

Bid Proposal
FHSD Curriculum: AP Psychology

1. Project Overview

Francis Howell School District (FHSD) is seeking competitive bids from qualified vendors to produce and deliver AP Psychology curriculum for our three (3) high schools. The curriculum will be needed for approximately four (4) teachers and 670 students. The selected vendor will provide high-quality, durable products that accurately reflect FHSD standards and maintain consistency across all materials.

2. Scope of Work

- Physical Textbooks
  - Student Editions
    - Multiple classroom sets across all buildings
  - Teacher Editions
    - One per classroom including our special education and alternative learning sites
- Digital Textbooks
  - One license per student
  - Teacher license
  - Administrator license
- Professional Development Support
  - On-site day(s)
  - Virtual session(s)
  - Pre-PD and Post-PD collaboration
- Tier 1, 2, and 3 pricing and support

3. Vendor Requirements

Vendors must:
• Provide pricing inclusive of professional development, physical and digital resources, technical support, and delivery.
• Deliver products to each high school.

- Francis Howell High School 7001 Highway 94 South St. Charles, MO 63304
- Francis Howell Central High School 5199 Highway N St. Charles, MO 63304
- Francis Howell North High School 2549 Hackman Road St. Charles, MO 63303

• Meet project quality standards and deadlines as specified.
• Include estimated turnaround time and shipping cost (if applicable).

4. Proposal Submission

Please submit a written proposal including:

- Itemized pricing for resources listed in the scope of work section
- Estimate for yearly renewals [if applicable]
- Delivery terms
- Warranty or satisfaction guarantee information
- ADA compliance/NIMAC

Deadline for submission: **February 10, 2026**
Submit proposals to: Matthew Bollwerk at matthew.bollwerk@fhsdschools.org or by mail/in-person at 801 Corporate Centre Dr, O'Fallon, MO 63368

5. Evaluation Criteria

Bids will be evaluated based on the following:

- Alignment and number of criteria matched to our scope of work
- Cost competitiveness
- Product quality and material specification
- Delivery timeline and customer service

6. Project Timeline

- Bid Due Date: February 10, 2026
- Final approval and purchase: March 19, 2026
- Curriculum teacher materials and digital resources available for delivery to schools by: April 20, 2026
- Curriculum student materials and digital resources available for delivery to schools by: April 20, 2026

7. Contact Information

All inquiries and proposals should be directed to:
Matthew Bollwerk
Purchasing Manager
Francis Howell School District
matthew.bollwerk@fhsdschools.org or 636-851-4092