

Francis Howell School District

March 23, 2026

Bid Proposal

Project Title: FHSD Drama Resource

1. Project Overview

Francis Howell School District (FHSD) is seeking competitive bids from qualified vendors to produce and deliver a Drama resource for our five (5) middle schools programs for a projected enrollment of 210 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:
 - 210 Student Editions
 - Six (6) Teacher Editions
- Digital Textbooks, licensing for six years with cost of renewal included:
 - 25 licenses per year
 - One (1) Teacher license
 - Administrator license
- Supporting Materials
- Must be active, performance based learning
 - Acting
 - Movement
 - Voice
 - Performance
- Demonstrate skill progression and differentiation
 - Ensemble building
 - Characterization
 - Scripted performance
 - Support for varied ability levels
- Ready-to-use teacher resources
 - Lesson plans
 - Pacing guides
 - Assessments both formative and summative
 - Rubrics that require minimal preparation to implementation
- Vendor must comply with the [FRANCIS HOWELL SCHOOL DISTRICT ACCESSIBILITY, SECURITY, AND SERVICE ADDENDUM.](#)
 - Compliance must be met by April 26th

3. Vendor Requirements

- Vendors must:
 - Provide pricing inclusive of physical and digital resources, support, and delivery.
 - Deliver products to FHSD middle schools and District office:
 - Barnwell Middle School, 1035 Jungs Station Rd, St. Charles, MO 63303
 - Bryan Middle School, 605 Independence Rd, St. Charles, MO 63304
 - Francis Howell Middle School, 825 O'Fallon Rd, St. Charles, MO 63304
 - Hollenbeck Middle School, 4555 Central School Rd, St. Charles, MO 63304
 - Saeger Middle School, 5201 Highway N, St. Charles, MO 63304
 - Francis Howell School District, 801 Corporate Centre Dr., O'Fallon, MO 63368
- 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
- VPAT/ACR and NIMAC
- DPA, Digital Privacy Agreement

Deadline for submission: **May 1, 2026**

Submit proposals to: Matthew Bollwerk at matthew.bollwerk@fhdschools.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: May 1, 2026
- Final approval: May 21, 2026
- Curriculum teacher materials and digital resources available for delivery to schools by: June 1, 2026
- Curriculum student materials and digital resources available for delivery to schools by: August 1, 2026
- The District reserves the right to reject any and all proposals, to waive minor informalities or irregularities, and to cancel or reissue this solicitation at any time, in whole or in part, if it is deemed to be in the best interest of the District.

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