RFI - General Information

Request for Information	
Date of Request	9/17/2026
Content Area	German
Grade Band	Grades 6-12
Completed Request Submission no later than:	October 1, 2026
Requestor Contact Information *please submit a digital copy to the below contacts*	
Name of Contact:	Ashley Roos
Phone Number:	262-335-5408
E-mail:	aroos@wbsd-schools.org
Shipping Details: All samples being sent should be shipped to the address and contact below Attn: Ashley Roos 735 S. Main St. West Bend, WI 53095	
Submitter Contact Information	
Name of Contact:	
Phone Number:	
E-mail:	

Statement of Intent

The West Bend School District is seeking information from qualified vendors regarding comprehensive, standards-aligned German curriculum for grades 6th through 12th. The district is requesting descriptive information about the curriculum's structure, grade band coverage, language availability, professional learning opportunities, and any digital platforms that support or enhance implementation.

Responses should highlight how the curriculum meets the diverse needs of students, supports teacher effectiveness, and aligns with academic standards. Information about professional learning, teacher support resources, and implementation strategies is especially valued.

The district is not requesting formal proposals or pricing at this time. Instead, the purpose of this RFI is to gather detailed information to inform future decision-making and planning.

General Conditions

1. Proposals must address all requirements in this RFI and be the original work of the vendor.
2. Proposals received after the due date will not be considered. A confirmation of receipt will be sent; if not received, vendors must contact the district.
3. Questions must be submitted via email to aroos@wbsd-schools.org. Responses will be provided within 24 business hours.
4. This RFI does not obligate the district to purchase or reimburse costs incurred in preparing responses.
5. No oral interpretations are binding. Only written communication from the district is official.
6. Vendors may be asked to participate in interviews or product demonstrations.
7. Offering gratuities or engaging in practices that restrict competition will result in disqualification.
8. In case of inconsistencies, the district will resolve conflicts in favor of the RFI.
9. The district is not responsible for vendor expenses.

Disclaimer

This RFI is for **information-gathering purposes only.** It is not a formal request for proposal (RFP) or bid, and no award will result from responses. All submitted materials become the property of West Bend School District (WBSD). Respondents are responsible for retaining their own records of submitted materials.

Background

We are looking for updated resources to teach German starting at the introductory level (7th Grade) up through advanced learning. If available, also seeking world cultures resources to teach about multiple languages and cultures to middle school students.

Purpose

The purpose of this RFI is to gather input and supporting materials from qualified vendors that can provide instructional resources, services, and technologies to support high-quality K–12 teaching and learning. The district seeks to:

- Inform future curriculum and resource decisions.
- Identify innovative solutions.
- Ensure equitable access to instructional materials, professional learning, and educational technologies.

Information gathered will guide planning and expand access to vetted educational resources.

Scope of Services and Requirements

Minimum Requirements

- Completed Data Privacy Agreement.
    - Please note the district is part of the Wisconsin Student data privacy consortium, if you have a signed agreement with another district in that consortium, please provide that copy and we would entertain the Appendix E signature if the agreement has not been altered.
- Company Terms of Service, Privacy Policies, and Data Handling policies.
- Disclosure of all data hosting locations, including subcontractors.

Technology Integration

- Rostering options (district preference: Clever or API from Skyward SMS).
- Support for non-classroom staff access (e.g., aides, interventionists, special education).
- Authentication methods (district preference: Google sign-in or Canvas LMS).
- Minimum device/browser requirements.
- LMS integration with Canvas (Common Cartridge, LTI, or other).
- Offline usability, Chromebook/Tablet compatibility, and data handling during interruptions.
- Video hosting platform(s) used.
- Accessibility features (WCAG compliance, screen readers, translation).
- Teacher customization options.
- Technology support process (SLA, escalation, notifications of updates).

Curriculum Information

- Content Rubric
- Vendors must complete the rubric attached.

Digital Tools

- List included tools/platforms (base vs. add-ons)
- Identify integrations with the curriculum

Professional Learning & Rollout

- Training opportunities (initial, ongoing, or on-demand).
- Implementation supports (coaching, administrator/coach training).
- Available educator resources (webinars, tutorials, workshops).

Proposal Format & Evaluation

Required Elements

- **Letter of Transmittal** – vendor introduction and ability to meet requirements.
- **Executive Summary** – approach, key features, limitations.
- **Vendor Identification Form** – completed and signed.
- **References and Experience Form** – minimum of three references.
- **Completion of the Rubric provided**
- **White Papers or other research supporting the effectiveness of the resource**

Evaluation Criteria

- Understanding of district needs (delivery timelines, warehousing, etc).
- Ability to meet requirements (rubric).
- Vendor qualifications and expertise. (white papers)
- Reliability and customer service (references).

Vendor Identification Form

Designate one individual as the vendor's representative to the district during the term of the agreement. The representative will be contacted to solve any and all problems that may arise concerning the proposal during the evaluation period. The undersigned vendor hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith. Once completed and returned, this proposal becomes the primary basis for evaluation and selection of the vendor to provide the services required by the district for the specific period. By signing this Vendor Identification Form, the vendor certifies that there are no "Parties of Interest" or "Conflicts of Interest", as defined by state and/or federal regulations, existing between the vendor and the district or any of its employees, agents or Board of Education members.

_____

Vendor Name Representative's Name Title

_____

Address City/State/Zip Telephone#

_____

E-mail Address Fax#

Years in Operation _____

1. Name of Vendor's Officers: Title:

_____ _____

_____ _____

_____ _____

2. The undersigned hereby acknowledges that the vendor has read and agrees to the terms and conditions set forth in the RFI.

Vendor Officer's Name: _____

Signature: _____ Date: _____

References

Each vendor must provide a minimum of three K–12 (preference to be Wisconsin School Districts) district references that have been contracted within the past three years. Include:

- District name and contact information.
- Contract length.
- Service details.

Vendors must also disclose any contracts terminated for default within the past five years.

1. District Name: _____

District Address: _____

Name/Title of Contact: _____

Phone # _____ E-mail Address: _____

Contract Length: _____

2. District Name: _____

District Address: _____

Name/Title of Contact: _____

Phone # _____ E-mail Address: _____

Contract Length: _____

3. District Name: _____

District Address: _____

Name/Title of Contact: _____

Phone # _____ E-mail Address: _____

Contract Length: _____

4. District Name: _____

District Address: _____

Name/Title of Contact: _____

Phone # _____ E-mail Address: _____

Contract Length: _____

Terminated Contracts within the last five (5) years:

Vendor has not experienced any contract terminations, Please sign below:

Vendor Signature: _____

Terminated Contracts:

	Contract 1	Contract 2	Contract 3
Business Name			
Business Address			
Business Contact			
Telephone #			
Contract Length			
Contract Value			

Required Attachments

- ☐ Letter of Transmittal
- ☐ Executive Summary
- ☐ Vendor Identification Form
- ☐ References and Experience Form
- ☐ Completion of the Rubric provided
- ☐ White Papers or Supporting Research