

REQUEST FOR PROPOSALS (RFP)

For:

Online Curriculum and Learning Management System

This RFP is Being Issued by:

Provo eSchool – Provo School District
280 West 940 North
Provo, Utah 84604

DATE OF RFP ISSUE: 05/12/2017

- **Closing Date** for Submission and Receipt: 05/22/2017
- Proposals are to be submitted in (6) copies to the Contracting Agency.
- Contracting Agency: Contact Name: Tina Fluehe
 Title: Purchasing Director
 Address: 280 West 940 North, Provo, Utah 84604

 Telephone: 801.374.4864
 Fax: 801.374.4826
 Email: TinaF@provo.edu
 Website: provo.edu

Note: Please use the name and number above on all RFP correspondence.

TABLE OF CONTENTS

1. General

- Purpose
- Key Dates

2. Background

3. Proposal Requirements

4. Submission Guidelines

- Bidder's Profile
- Submission Format

5. RFP Conditions

- Evaluation Criteria
- Acceptance of Proposal
- Proposal Revisions
- Disclosure

1. General

▪ Purpose

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide a personalized online curriculum program and learning management system for students in grades 7-12.

The successful vendor or vendors should provide:

- A team of Utah-certified teachers with proper endorsements.
- A catalog of core and elective courses for grades 7-12 that are aligned with Utah state standards, including CTE and World Language courses.
- A catalog of mastery-based credit recovery courses
- A secure, electronic learning management system that permits real-time visibility to each student's progress and login information.
- Adaptable courses to meet IEP and 504 needs.
- Data to draw reports from such as course completion percentages, grades, student activity time, etc.
- Have (3) three plus years' experience working
- Agree to a year-to-year non-exclusive contract.

▪ Key Dates

RFP Issue Date	05/12/2017
Deadline for Questions	05/19/2017 To Megan Dunnigan, 801-374-4810 megand@provo.edu
Submit Sealed Proposals By	05/22/2017, @ 3:00 p.m. MST All proposals received after the date and time set for receipt will be REJECTED. Proposals received after the time and date set will not be considered.

Provo eSchool reserves the right to modify this schedule at its discretion. Notification of changes in the RFP due date and deadline for questions will be via e-mail. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of Provo eSchool.

2. Background

- Provo eSchool is a specialized online school located in the Provo School District in Provo, UT.
- The school serves students statewide in grades K-8, districtwide for grades K-12, and part-time students statewide in grades 9-12 through a variety of educational options.

3. Proposal Requirements

The desired partner is one who has provided a wide-range of products and services to small, medium and large-sized institutions. It is expected that the selected company will be able to provide the following information:

- Provide an overview of your online system and the grades it covers. Attach any relevant marketing materials and data sheets in the Appendices.
- Describe the features, functions, and capabilities of your system as they relate to these key aspects of Provo eSchool:
 - Ability for students and teachers to personalize the learning experience.
 - Ability to track students' performance at the individual student level.
 - A catalog of variety of courses built specifically for students' grades 1-8 that are focused on technology and entrepreneurship.
 - Describe any additional, supplemental resources available to students.
 - Describe the Data Security features of the tools used in the program.
 - Describe user help features built into your system and other help available to students, parents, and staff.

4. Submission Guidelines

- **Bidder's Profile**

Bidders must identify relevant qualifications and experience necessary and appropriate to the evaluation of their ability to successfully meet the objectives of the RFP, including bios or resumes of key staff members.

Bidders will provide with their Proposal. Three (3) references, including contact information of the end-user for services of a similar nature, including the dollar value where available.

- **Submission Format**

Bidders should submit their response in the preferred format:

Letter of Introduction: Organization's name, contact person, address, telephone number(s), fax number and qualifications of the firm. A brief introduction of the company and/or managing staff. Bids should be signed by person(s) authorized to bind the company to their proposed offer (RFP response).

Table of Contents: Should include a list of all sections and appendices in the RFP response and indicate corresponding page numbers, if appropriate.

Proposal Content:	Full details of the bidder's Proposal including: general approach, methods, and explanations of how all RFP specifications will be achieved.
Compensation:	Bidder should include various costs models associated with program operation and delivery.
Appendices:	Attach other information as required by the RFP including past parent and student feedback, key staff bios or resumes, and other relevant information.

5. RFP Conditions

▪ Evaluation Criteria

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal. The award will be based on the following criteria:

1. 35% Breadth and quality of curriculum
2. 25% Quality and usability of delivery platform for monitoring student progress
3. 20% Company's years of experience with online learning in Utah and quality of feedback from past parents and students.
4. 20% Cost

▪ Acceptance of Proposal

- Bid will be awarded in writing to the bidder whose Proposal is determined to be the best fit for individual school goals, as determined under the sole discretion of the school's evaluation committee and approved by the Board of Directors afterwards.
- The Provo School District and the Board of Education reserves the right to reject any or all Proposals or to waive any formality or technicality in the best interest of each school.

▪ Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time.

▪ Disclosure

All documents submitted by bidders shall become the property of Provo eSchool and Provo School District. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by the School and an award is made, when all submissions considered by the school become public record.

Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.