

# REQUEST FOR PROPOSALS (RFP)

For:

## *K-12 Social Studies Curriculum*

This RFP is Being Issued by:

Teaching & Learning – Provo School District  
280 West 940 North  
Provo, Utah 84604

DATE OF RFP ISSUE: 01/10/2019

- **Closing Date** for Submission and Receipt: 01/22/2019
- 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.

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## 1. General

### ▪ Purpose

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide Social Studies curriculum materials for students in grades K-12.

The successful vendor or vendors should provide:

- A catalog of Social Studies course materials for grades K-12 that are aligned with Utah state standards.
- A catalog of material enhancements including online versions of all materials.
- Adaptable materials to meet English-Language Learners, IEP and 504 needs.
- Have (3) three plus years' experience working

### ▪ Key Dates

<b>RFP Issue Date</b>	01/10/2019
<b>Deadline for Questions</b>	01/17/2019 To Dr. Todd McKee, 801-374-4979 toddm@provo.edu
<b>Submit Sealed Proposals By</b>	01/22/2019, @ 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 City School District 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 City School District.

## 2. Background

Provo City School District (“District”), located in Provo, Utah, operates 13 elementary schools, 2 middle schools, 2 comprehensive high schools, as well as 1 other special school. With more than 17,000 students, Provo is the tenth largest district in Utah.

## 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 course materials and the grade level they cover. Attach any relevant information regarding alignment to state core standards, etc. in the Appendices.
- Describe the features, functions, and capabilities of your materials as they relate to these key aspects of the following:
  1. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.
  2. Stimulate student growth in conceptual thinking, depth of knowledge, factual accuracy, physical fitness and literary and ethical standards.
  3. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision-making.
  4. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.
  5. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of religious, ethnic and cultural groups.
  6. Provide models which may be used as a vehicle for the development of self respect and cultural awareness, based on respect for the worth, dignity, and personal values of individuals.
  7. Align to state standards and district initiatives, including the District Improvement Plan.
  8. Have been vetted for bias pertaining to race, creed, color, national origin, religion, age, sex, and disability.

**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 materials.
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. 60% Breadth and quality of curriculum
2. 20% Company's years of experience with online learning in Utah and quality of feedback from past parents and students.
3. 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 City 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 City School District. Proposal information is proprietary and as such shall be treated as confidential until such time as a Provider is selected by the District 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.