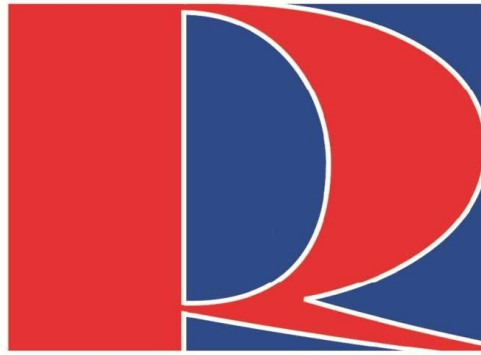


REQUEST FOR PROPOSAL



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

**FOR
HIGH SCHOOL STUDENT PLANNERS**

TO BEGIN: March 11, 2020

Submittal Deadline: March 27, 2020

Response Deadline:

To be postmarked *on or before* March 27, 2020 by

Mail delivery to the following address:

Raytown Quality Schools

10750 E 350 Highway

Raytown, Missouri 64138

OR

Electronically to the following email address:

victoria.denney@raytownschools.org

Instructions to Proposers

Read Carefully

Purpose

The Raytown C-2 School District is seeking a vendor for High School Student Planners. The District seeks to retain the services of a company that will provide a comprehensive resource for students.

Proposal Guidelines

Response:

The Raytown C-2 School District requires high school student planners:

DESCRIPTION OF SERVICES

- Services/Quantities to be provided

Specifications:

Drawings and Description:

Raytown High: 74 handbook pages + student academic planner + customized printed inside and outside front and back cover

Raytown South: 128 handbook pages + student academic planner + customized printed inside and outside front and back cover

Paper: Cover: 125# Springhill Tag White

Text: 50# white offset

Ink: Cover: 2/0- one sided to be determined by each school

Text: 1/1- black – 2 sided

Size: 5 3/8 x 8 3/8

- **Quality demands:** Vendor pricing should include up to 4 proofs (2 per school) with revisions, plate, print, collate, spiral bound, carton pack, and delivery to specified locations.
- **Quantity and Delivery:** Division of 3,400 books, carton packed to the following addresses:

Raytown High School 6019 Blue Ridge Blvd. Raytown, MO 64133 1,900 Planners	Raytown South High School 8211 Sterling Raytown, MO 64138 1,500 Planners
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- **Delivery terms:** Delivery to be made no later than **August 3, 2020**, to the above buildings.
- **Contract Length**
- Binding period of the quote: This quote will be for the 2020-2021 school year and will be in effect through **August 1, 2025, including the option to renew for up to 4 additional years (which includes renewal option for the 2021-2022, 2022-2023, 2023-2024 and 2024-2025 school years).**

Cost:

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but need not be the sole determining factor. While we are not holding any company to a “not to exceed” amount, we do expect the company to be specific as to cost per item(s) and supports and to justify the expense of such items and supports.

Response Deadline:

To be postmarked *on or before* March 27, 2020 by Mail delivery to the following address:

Raytown Quality Schools
Attn: Victoria Denney
10750 E. 350 Highway
Raytown, Missouri 64138

OR

Electronically to the following email address: victoria.denney@raytownschools.org

Selection Criteria:

The district is seeking a comprehensive High School Student Planners that will allow for assessment creation. The High School Student Planners should provide real-time scores for students and teachers and allow for auto-grading with space for teacher feedback. The High School Student Planners should include the ability to accommodate students with read aloud/text to speech and include dynamic assessment tools. These dynamic tools must include basic, scientific and graphing calculators, protractor, clock, and ruler. The High School Student Planners should accommodate drag and drop items including features that allow students to build graphs and line plots. The High School Student Planners should generate instant classroom, school-wide, and district-wide data for single assessments and longitudinal progress reports. These in-depth reports should include single assessment reports, multiple assessment reports, standards mastery reports, and student profile reports.

The professional learning package should include a systematic approach to improve and ensure teacher implementation with fidelity. Ongoing provided professional learning support should be included to assist district administration in managing users, settings, and reports. Professional learning should include customized webinars, onsite training and personalized service via web conference or phone.

Award:

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established selection criteria, providing the most comprehensive professional learning plan, and containing the most progressive technological components established within the negotiated price. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. Negotiations shall be conducted with the company selected and may include necessary changes to the company's Terms of Use and Privacy Policy for the digital learning components of the resource including third party components to ensure alignment with District's data security guidelines. Price shall be considered, but need not be the sole determining factor.

The District will withhold 20% from the final payment as retainage until all online services are fully functional, as written in the proposal, in the educational setting. In the event that online services are not functioning prior to the date agreed upon in the contract, due in part or whole by vendor, the vendor will be assessed a penalty of \$1,000 per day.

General District Information**Student Population:**

The Raytown C-2 School District's enrollment is approximately 8,500 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

Facilities/Technology Availability:

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, 1 career center, 1 school for students with exceptional needs, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of Chromebooks for elementary students grades 2-5. Students in K-1 are 3:1 with Chromebooks. The district also continues to move toward the use of web-based applications. All certified district staff has Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

Instructional staff:

The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 11 years. Approximately 57% of certificated staff hold a Master's degree or advanced Master's degree(s). It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teacher.

Additional information on the District may be obtained by visiting the District's web site at www.raytownschools.org, and visiting the Department of Elementary and Secondary Education at www.dese.state.us.mo and reviewing school data and statistics.

Finances:

Raytown School District will require delivery of materials on or before August 3, 2020. The contract award under this RFP is contingent upon a final purchase payment after July 1, 2020, the new fiscal year for Raytown School District.

Information Requested**1. Agency/Personnel Information:**

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person's duties and responsibilities on the account.

2. School District Experience:

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded a full High School Student Planners contract: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other student planner contracts.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

3. Services and Fee for Support and Training:

A. Provide a summary and sample contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the resource materials. This would include regular support throughout the first year of the award.

B. Provide a sample contract/fee agreements of support that you can provide in addition to what would be included in the first year of the award.

ACKNOWLEDGMENT

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature _____

Print Name _____

Title _____

Entity Name _____

Date _____

High School Student Planners RFP

RFP Attachment #1

Company/Agency Information: Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information include as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY:

ADDRESS:

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL

ADDRESS: _____

FEDERAL TAX ID #:

WEB SITE:

ADDITIONAL

INFORMATION: _____

AUTHORIZED SIGNATURE:

Print/Typed

AUTHORIZED SIGNATURE:

Signed

DATE: _____

High School Student Planners RFP

Attachment #2

List of All Personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: _____

Proposer's Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

High School Student Planners RFP

Attachment #3

School District Experience: Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

#1 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#2 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#3 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

High School Student Planners RFP

Attachment #4

Services and Fee for Professional Learning and Training: Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district in addition to the materials.