REQUEST FOR PROPOSAL

RAYTOWN QUALITY SCHOOLS
Expect the Exceptional

FOR
Portable Acoustic Shells

TO BEGIN: 7/14/20

Submittal Deadline: 7/28/20
REQUEST FOR PROPOSAL

Portable Acoustic Shells

Purpose

The Raytown C-2 School District is seeking a portable acoustic shell system. The District seeks to retain the services of a company that will provide a comprehensive resource that would include a portable acoustic shell system.

Proposal Guidelines

Response:
The Raytown C-2 School District requires a portable acoustic shell system with capability to accommodate both choral and instrumental groups at the middle school level.

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 July 27th, 2020 by Mail delivery to the following address:

Raytown Quality Schools
Attn: Doreen Demoro
6608 Raytown Road
Raytown, Missouri 64133

OR

Electronically to the following email address: doreen.demoro@raytownschools.org
Selection Criteria:
The district is seeking a portable acoustic shell system that will allow for our middle school band, choir, and orchestra programs to perform in a flexible space such as a gym floor and/or gym stage. The portable acoustic shells should include components that can be broken down and stored with ease, as well as the necessary storage accessories, such as storage carts. When assembled and set up, the shells should accommodate band and orchestra students if needed, and at least 82-112 choir students on risers. When fully assembled, the shells should span a width of no more than (or approximately) 42 feet.

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 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.

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.raytowschools.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 partial delivery of materials on or before September 1st, 2020

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 acoustic shell 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 instructional programs.

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.

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 ________________________________
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:____________________________________
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: ________________________________
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 __________________________