September 28, 2016
RE: Technology Consultant

The Ecorse Board of Education is desirous of receiving sealed bids on a one-year (2016-17 school year) proposal for **Technology Consultant**. Copies of the bid specifications and bid sheets are enclosed.

Bids must be submitted in a **sealed envelope** and addressed as follows:

April Ackerman-Miller, Secretary
Ecorse Board of Education
27225 W. Outer Drive
Ecorse, MI 48229

Marked “**Technology Consultant Bid**”

All bids are to be received on or before **Thursday, October 6, 2016 at 4:00 p.m.,** Eastern Standard Time.

**Bidding information:**
The bid proposal shall be on forms provided in this packet.
THE BID PROPOSAL PACKET MUST BE SUBMITTED IN DUPLICATE.

**THE ECORSE PUBLIC SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ALL OR PART OF ANY BID PROPOSAL.**

If you have any questions regarding this bid, please contact Geri Mann, Director of State and Federal Programs at 313-294-4750.

Sincerely,

*Geri Mann*

Geri Mann
Director of Business, State, and Federal Programs
Technology Consultant
Request for Proposal

Distributed by:

Ecorse Public Schools
27225 West Outer Drive
Ecorse, MI 48229
Section 1 - Introduction

Ecorse Public School District is seeking proposals for the services of a Technology Consultant who specializes in launching and supporting school based one to one technology initiatives.

Section 2 – Response Format and Eligibility

All vendors must comply with all EPS Purchasing Division registration requirements. Vendors must submit 2 written responses to the RFP. Responses must be organized in the following format:

Section 1  Copy of original RFP
The copy must be completed and signed in accordance to EPS Purchasing Division requirements.

Section 2  Executive Overview
A maximum of one page single-sided may be submitted introducing your company and product(s).

Section 3  Service Delivery/Content
Include a Technology Support Plan, Service deliverables (i.e.: projects, product and/or course certifications), and a Program Evaluation Model

Section 4  Specifications
A separate copy of the specifications and description worksheets of this RFP must be completed for each solution submitted for consideration. Each worksheet must include service offerings and staff descriptions.

Section 5  Vendor Questionnaire
The responses to the vendor questionnaire in section 4 of this RFP must be included here.
A maximum two page, single-sided, response may be submitted per question.

A separate 10 x 13 envelope may be submitted for any supplemental information the vendor may wish to submit including product brochures, white papers, case studies, etc. Vendors should be aware that such materials are optional and are not assured review as part of the RFP selection process.

Interviews for the purpose of clarifying bid responses will be granted at the sole discretion of the evaluation committee. Vendors are to submit all questions and responses to the purchasing agent in writing. Vendors must not directly contact any member of the evaluation committee, their supervisors, or managers.

Section 3 - Specifications

A maximum 1 page summary should be supplied for each solution offered. At a minimum it must address the following and anything else the vendor feels is relevant or of value to EPS.
Proposed Systems should have the following characteristics:

- Professional Service offerings for school building staff for the 2016-17 school year.
- Professional Services deliverables (i.e.: teacher professional development plans, staff surveys, and action plans)
- Program Services Evaluation Model
- Unit Costs

The vendor shall provide pricing for meeting the outlined deliverables as outlined above. The vendor shall provide all pricing in the format of the required bid cost form (Attachment A.) The vendor is responsible for verifying the required cost sheet totals properly. Questions should be directed to G. Mann at Ecorse Public Schools via email, manng@eps.k12.mi.us until 72 business hours before due date and time. All questions will be answered in writing. Contact with other Ecorse Public School staff about this Request for Proposals (RFP) may result in the vendor being disqualified.

SCOPE of Services

Ecorse Community HS seeks the services of a Technology Consultant who specializes in supporting Personalized Learning/One-to-one technology daily implementation that includes the following task:

1. Be available to check in and out technology.
2. Be available all day for tech and trouble shooting support.
3. Knowledgeable of instructional and learning programs and apps compatible with Mac/apple products to support integration into the blended learning model.
4. Monitor use of technology and take inventory of all technological devices daily.
5. Provide frequent maintenance of all devices
6. Demonstrate and be available to provide instructional technology support to staff.

Based on the number of machines, our technology implementation plan includes 75 days of service.

Training and Documentation

a. The vendor shall provide all documentation to the Owner prior to final payment. The Owner will withhold final payment until documentation is acceptable to the Owner. Documentation includes but is not limited to:

i. All pre-, mid-, post-program evaluation/impact data

ii. Final evaluation reports in hard copy and digital format.
Coordination

a. The awarded vendor shall appoint a single point of contact for this project. b. The Owner will appoint a primary point of contact for this project.

Acceptance

a. For final acceptance, the services must be provided to meet the prescribed deliverables, in the Owners opinion, for 30 consecutive days from the date the vendor declares the deliverables as having been met.

b. The Owner may withhold any bonds and/or final payment until the deliverables prescribed in this RFP have been met, in the Owner’s opinion, for 30 consecutive days from the date the vendors declares the deliverables as having been accomplished.

Submission of a proposal shall indicate acceptance of the terms of this document.

Section 4 – Vendor Questionnaire

Note: A maximum response of two pages, single-sided may be submitted per question.

1. Please describe the unique qualities of your company that would be of value to EPS should your company be selected to supply our school district with the infrastructure.

2. Please provide general financial background of your company including number of employees, number of years in business, annual sales, number of branch offices, nearest office to EPS, etc. EPS requires proof of Insurance and Bonding such as Accord Certificates. Please describe.

3. Please describe your business relationship with EPS. If you are selected to supply equipment to EPS in the future what marketing model would be used? Describe availability of State Contracts, authorized representatives or resellers, ordering process, service request process, and RMA process. Please indicate if the extended warranty is provided directly or through other means (third party).

4. Please describe the unique qualities of the System or Service offered by your company that sets it apart from the service proposed by other vendors.

5. List three organizations in which your company has provided equipment and services similar to what is being requested in this Request for Proposal. Provide the organization’s name, location, contact person, telephone numbers, and emails for reference checking purposes.

6. Please describe in detail maintenance, support and warranty options your company may provide as part of any purchase. Include standard, accidental damage warranty or service and whether such warranties are direct with the manufacturer or a third party.
All responses must be received as mention in Section 2. Failure to do so will result in disqualification.

The administrator for this project will be:

Geri Mann  
Director of Business, State, and Federal Programs  
Ecorse Public Schools  
27225 West Outer Drive  
Ecorse, MI 48229  
(313) 294-4750  
manng@ecorsek12.org
ECORSE PUBLIC SCHOOLS
(ATTACHMENT A)

Technology Consultant
PROGRAM PROVIDER BID FORM

$ ___________  COST PER HOUR/Employee or
$ ___________  COST PER HOUR

COMPANY  ________________________________________________________________
ADDRESS  ________________________________________________________________
           ________________________________________________________________
SIGNATURE  ________________________________________________________________
TITLE  ________________________________________________________________
PHONE NO.  Area Code (___) __________________________
DATE  ________________________________________________________________
ECORSE PUBLIC SCHOOLS

TECHNOLOGY CONSULTANT
BIDDER’S QUALIFICATION QUESTIONNAIRE

All questions must be answered clearly and in a comprehensive manner. Any bidder failing to answer all questions may be rejected on these grounds. It is understood that by submitting a signed bid, the bidder is certifying the correctness of all statements and is hereby under oath. If necessary, the bidder may use additional sheets to answer these questions (when complete, any additional sheets that are used must be attached to the Qualification Statement). The bidder may submit any additional information he/she desires.

1. Name of Bidder: ________________________________________________________________

2. Permanent Main Office Address:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

3. When (name of bidder) organized:
__________________________________________________________________________

4. If a corporation, where (name of bidder) incorporated?
__________________________________________________________________________

5. How many years have you been operating under the (name of bidder) name?
__________________________________________________________________________

6. What other names has/are the principals of (bidder) operated (in) under that was/is associated with (name of bidder) bidder?
__________________________________________________________________________

7. Have the principals of (bidder) filed for Chapter 11 or Chapter 13 for protection of (name of bidder) or for any other company?
__________________________________________________________________________

8. Have you (bidder and other entities identified in question 6 answers) ever failed to complete any work awarded to you? If yes, where, why?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

9. Have you (bidder and other entities identified in question 6 answers) ever defaulted on a contract awarded to you? If yes, where, why?
__________________________________________________________________________
10. List major additional services and/or tools available for this contract.

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

11. List your experience in work similar to this project. These references must include: names, addresses, and phone numbers of the Owners for whom projects were performed (at least three public schools in Metropolitan Detroit).

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
ECORSE PUBLIC SCHOOLS - VENDOR FORM

Please fill out this form with the information requested below and return it with your bid. All information is held strictly confidential.

1. Full name of company: _______________________________________________________

2. Full address, telephone, fax: ________________________________________________

3. Nearest representative to Ecorse: _____________________________________________

4. Representative's full address and telephone: ____________________________________

5. Name of sales manager and telephone: ________________________________________

6. Name of President and telephone: ____________________________________________

7. Business Organization:
   Individual: ____________________  Partnership: ____________________
   Corporation: ________________  Subsidiary of: ________________
   Years in operation: ____________  Organized Under the Laws of
   ________________ (State)

8. Minority Business: ( ) YES  ( ) NO

9. Number of employees: ________________

10. Customer References (Name, Address, Telephone)
    a. ________________________________________________________________
    b. ________________________________________________________________
    c. ________________________________________________________________
    d. ________________________________________________________________