**New Albany School District - Canvas Professional Development**

**Request for Proposals**

**General Requirements:**

The New Albany School District is seeking quotations for Canvas Professional Development:

* No bids may be withdrawn after the scheduled closing time for the receipt of bids for a period of 90 days. The owner reserves the right to reject any or all bids and to waive informalities.
* All bids must be emailed to Robert Garrett – rgarrett@nasd.ms

**Inquiries**

**Date(s)**

All correspondence and inquiries regarding this RFP must be done via Email: rgarrett@nasd.ms

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Robert Garrett at 662-316-7895 and confirm that the email message was received.

**Basis of Award:**

1. Overall quality of proposal.
2. Vendor’s qualifications, knowledge, experience, past work and

functionality of previous 1:1 installations.

1. Price of proposal.

***The New Albany School District reserves the right to reject all or none, and the right to award by line item.***

**I. General Conditions**

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

**Scope of the Professional Development:**

* **New Albany Schools need 2 experts to come to New Albany Middle School to train our staff to use Canvas in their classrooms. The person that comes must be an expert in Canvas and strategies to implement it in the classroom.**

***Service providers/vendors may respond to this proposal by individual item.***

**3. Prices:**

Bids, unless otherwise specified, shall be net, including transportation and handling charges fully paid by the vendor. All prices must: (1) be shown clearly, (2) be firm prices and free of any escalator, and (3) include all applicable taxes. The New Albany School District will furnish a tax exemption letter for State and Federal taxes where applicable.