

**Columbus Municipal School District
Cherie Labat, Ph.D. Superintendent**

**2630 McArthur Drive P.O. Box 1308
Columbus, Mississippi 39703
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**Craig Shannon
Deputy Superintendent**

**Pamela Barr-Lenoir
Assistant Superintendent**

TO: Board of Trustees
 Dr. Cherie Labat, Superintendent

FROM: Pamela Barr-Lenoir, Assistant Superintendent

DATE: June 20, 2018

SUBJECT: Permission to Advertise for Bids for a Web-Based Reading and Mathematics Diagnostic
 Intervention Program and Consumable Instructional Materials (Workbooks)

RECOMMENDATION:

I am requesting permission to advertise for bids for a Web-Based Reading and Mathematics Diagnostic Intervention Program and Consumable Instructional Materials (Workbooks) for K-8.

BACKGROUND:

Web-based diagnostic tools are highly effective in determining the instructional needs of each student. Multiple programs have been used in the past to gain the necessary data to make instructionally sound decisions related to student achievement. This bid process will allow us to review and select a program that best meets the needs of students with lessons and activities designed to meet the rigor of the English Language Arts and Mathematics Mississippi College and Career Readiness Standards.

Columbus Municipal School District

Mailing Address: P.O. Box 1308 Columbus, MS 39703
Physical Address: 2630 McArthur Drive Columbus, MS 39705

Advertised Bid Number: 659

**Web-Based Reading and Mathematics Diagnostic Intervention Program and
Consumable Instructional Materials (Workbooks)**

The Columbus Municipal School District Board of Trustees will accept sealed bid proposals at Brandon Central Services Center, subject to the attached conditions, until **July 27, 2018 at 2:00 PM** Central Standard Time for the acquisition of the products and/or services described below.

Web-Based Reading and Mathematics Diagnostic Intervention Program and Consumable Instructional Materials (Workbooks)

The Company/Vendor must submit bid proposals to:

**Columbus Municipal School District
Brandon Central Services Center
ATTENTION: Pamela Barr-Lenoir, Assistant Superintendent
Physical Address: 2630 McArthur Drive Columbus, MS 39705
Mailing Address: PO Box 1308 Columbus, MS 39703**

Companies/Vendors wishing to submit bid proposals electronically, should send an email to the address below to request specific details regarding electronic bidding.

Direct all inquiries to:

instructionalbids@columbuscityschools.org

To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package. The following must be clearly typed on a label affixed to the package in a clearly visible location:

**PROPOSAL, SUBMITTED IN RESPONSE TO
ADVERTISED BID Number 659
July 27, 2018 at 2:00 PM CST
ATTENTION: Pamela Barr-Lenoir**

The Columbus Municipal School District Board of Trustees reserves the right to accept or reject any part of a bid, any and all bids and waive formalities.

For Columbus Municipal School District Use Only	
Date Received	Time Received
Received By (Printed Name)	Received By (Signature)

Columbus Municipal School District
Advertised Bid Number: 659

Section 1

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

Provide the following information regarding the person responsible for the completion of this bid proposal. This person will be the individual that Columbus Municipal School District should contact for questions and/or clarifications.

Company/Vendor	
Organization Name	Federal Tax ID Number
Contact Person	Phone Number
Physical Address	Mailing Address
E-mail Address	Fax Number
<p>I, hereby, declare that the information provided in this bid proposal is active, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in a matter related to this bid proposal.</p> <p>Subject to the acceptance by Columbus Municipal School District, the Company/Vendor acknowledges that by submitting a bid proposal and signing in the space indicated below, the vendor is contractually obligated to comply with all items in this bid advertisement. If no Proposal Exception Form is included, the Company/Vendor indicates that there are no exceptions to the bid proposal being submitted.</p> <p>The Company/Vendor further certifies that the organization represented here is an authorized dealer in good standing of the products/services included in this bid proposal.</p>	
Name	Title
Original Signature of Officer in Bind of Company	Date

Configuration Summary

In 100 words or less, provide a summary of the main components of products/services offered in this proposal.

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Section II
PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive bid process.

Schedule of Bid Advertisement Activities

Activity	Date
Request for Proposals Released	July 6, 2018
First Advertisement	July 8, 2018
Second Advertisement	July 15, 2018
Bid Proposals Due	July 27, 2018 at 2:00 p.m.
Bid Proposals Opened	July 30, 2018 at 9:00 a.m.
Bid Proposals Summary Presented to The Board of Trustees for Approval	July 30, 2018 at 5:30 p.m.
Notification of Award	July 31, 2018

The proposal submission must be sealed and consist of one (1) complete original (marked) bid proposal and three (3) copies of the proposal. Proposals must be mailed or hand-delivered with the following label in a clearly visible location:

PROPOSAL, SUBMITTED IN RESPONSE TO
ADVERTISED BID Number 659
July 27, 2018 at 2:00 PM CST
ATTENTION: Pamela Barr-Lenoir

Companies/Vendors wishing to submit bid proposals electronically, should send an email to the address below to request specific details regarding electronic bidding.

instructionalbids@columbuscityschools.org

Proposals submitted by facsimile (fax) will not be accepted.

Columbus Municipal School District will not be responsible for mail delays or lost mail. Therefore, it is suggested that mailed bid proposals be sent as certified mail with a return receipt guarantee.

All proposals must be received by the Columbus Municipal School District no later than **July 27, 2018 at 2:00 PM** Central Standard Time. Any bid proposals received subsequent to the specified date and time will not be accepted and will remain unopened on file for a period of 90 days.

The bid proposal must be signed by a company official authorized to bind the organization to its provisions.

Receipt or acceptance of a proposal does not imply commitment or obligation on the part of the Columbus Municipal School District to fund any bid proposal submitted.

Pricing

The price quoted in the proposal should be inclusive. Quoted prices should include applicable fees, maintenance costs, as well as a detailed list of excluded fees with a complete explanation of the nature of the fees. (Columbus Municipal School District will provide tax exemption certificates for state and federal taxes when applicable).

All bids should include item unit prices and total prices. Discrepancies between unit price included in bid proposal and total prices extension will be resolved by considering the unit price as binding and will adjust the total price accordingly. Columbus Municipal School District reserves the right to accept bid proposals on the basis of individual line item or total bid price, whichever will provide the maximum benefit to the school district.

Standard of Quality

Programs and features that refer specifically to certain educational companies are used to convey to prospective bidders the desired feature. However, prospective bidders may submit features and/or programs in lieu of those that may be mentioned, provided that such program or feature is similar in design and purpose and equal in quality unless otherwise indicated. Complete descriptions and specifications must be included for all substitutions. Columbus Municipal School District will be the sole judge as to whether or not the program or features offered are equal to that specified.

Right to Adjust or Reject Bid Proposals

The Columbus Municipal School District reserves the right to adjust quantities of materials/resources involved under any item in accordance with the unit prices submitted as part of the proposal.

All awards will be based upon availability of funds. Columbus Municipal School District reserves the right to terminate or modify any part of this procurement process at any time and for any reason; to award one (1) contract or multiple contracts; to negotiate changes; to not make awards; and to issue new and/or revised policies and clarifications at any time. If it becomes necessary to revise any part of the advertised bid, addenda will be provided to all companies/vendors who received the original and advertised bid packet through written communication delivered by the United States Postal Service and/or by email.

Delivery of Services

All programmatic components and services to be furnished shall be installed by August 31, 2018.

Presentations

Vendors may be required to make an oral presentation to the Columbus Municipal School District evaluators if clarification of a bid proposal is necessary to make a proper evaluation. A company's original bid proposal cannot be changed in any aspect as a result of an oral presentation. The oral presentation is only intended to provide an opportunity for vendors to clarify specific portions of their proposal. Oral presentations will be arranged at the discretion of the Columbus Municipal School District and will be by invitation only.

References

References from three (3) K-12 educational institutions or institutions of higher learning currently being serviced for which comparable products or services have been provided and/or performed must be included in the proposal. The reference list must include the organizations' names, contact persons, addresses, and phone numbers.

Evaluation and Awarding of Bid

The bid award will be based on quality of response, the Company/Vendor qualifications and references, proposal plan, and cost with priority given to best values considering price, conformance to specifications, and ability to deliver products, features, and services within the allotted timeframe. All submitted proposals will be reviewed and evaluated by school district officials who have a legitimate interest in the products and/or services.

All prospective companies/vendors will be notified of the decision regarding the bid award.

SECTION III

**WEB-BASED READING AND MATHEMATICS DIAGNOSTIC INTERVENTION PROGRAM AND
CONSUMABLES (WORKBOOKS) SPECIFICATIONS**

The following specifications are intended to define the minimum requirements of an acceptable reading and mathematics diagnostic intervention supplemental program. The vendor is responsible for providing documentation that the web-based program meets the requirements at the time the bid proposal is opened. Compliance must exist at the time of the bid opening. Lack of documentation will constitute non-compliance with the requirements, will be considered incomplete, and will be rejected.

Next to the specification listed, check if the products, features, or services you provide meets or exceeds the specification.

#	✓ DOES NOT MEET	✓ MEETS	✓ EXCEEDS	SPECIFICATION
1				Lessons and activities designed for the English-Language Arts Mississippi College and Career Readiness Standards that target instruction at the sub-skill level (25 pts.)
2				Lessons and activities designed for the Mathematics College and Career Readiness Standards that target instruction at the sub-skill level (25 pts.)
3				Appropriate imbedded scoring procedures including student, class, school, and district level real-time reporting (10 pts.)
4				Acceptable normed statistical characteristics including evidence of validity and reliability as well as appropriateness of use with all students (20 pts.)
5				Online, vendor hosted, adaptable diagnostic assessment for students in grades K-8 in English-Language Arts (10 pts.)
6				Online, vendor hosted, adaptable diagnostic assessment for students in grades K-8 in mathematics (10 pts.)
7				Customizable learning progressions for individual students, classes, and grade levels with instructional grouping capabilities (10 pts.)
8				Automated individual learning progressions that are supported with computer-assisted instruction, which also provide and assign additional point-of-use instructional support material and activities based on skill progression (20 pts.)
9				Longitudinal data provided for individual students (5 pts.)
10				User-friendly reporting system with easy-to-read reports with standard and flexible performance level bands (5 pts.)
11				Addresses the 5 components of reading at the appropriate level: comprehension, phonics, phonemic awareness, vocabulary, and fluency (5 pts.)
12				Addresses at least 3 components of mathematics at the appropriate level: numeracy, computation, and problem solving (5 pts.)
13				Addresses Response to Intervention requirements as they relate to progress monitoring (5 pts.)
14				Includes supplemental consumable (workbooks) for English-Language Arts and Mathematics that provide extra support for mastering the College and Career Readiness Standards (10 pts.)
15				Provides continuity between online program, consumable workbooks, and professional development (15 pts.)
16				Emphasis on complex, authentic texts with informational and literary texts included equally and separately (10 pts.)
17				Supports the eight mathematical practices with a focus on conceptual math understanding and procedural fluency (10 pts.)

SECTION IV

Vendor Requirements

The vendor will be required to provide an IRS W-9 form. The vendor, if awarded, will ensure compliance with the MS Employment Protection Act, Section 71-11-1, et seq. of the Mississippi Code Annotated (Supp2008), and will register and participate in the status verification system for all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program or any other successor electronic verification system replacing the E-Verify Program. Vendor will agree to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State.

Vendor acknowledges and certifies that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi.

Vendor acknowledges that violating E-Verify Program (or successor thereto) requirements subjects Vendor to the following: (a) cancellation of any state or public contract and ineligibility for any state or public contract for up to three (3) years, with notice of such cancellation being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. Vendor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

Vendor Profile and Questions

1. Provide a brief history and description of your company/organization including years in business and total number of employees.

Product Overview

2. Provide a brief overview of your product solution addressed in this bid that outlines how the product meets the specifications in Section III on page 7.

Professional Learning Support Systems

3. Describe the professional development services provided with the product. Be sure to indicate whether the services are imbedded, onsite, virtual, etc.

Research Foundation

4. Describe your product’s research base to include in-house and third-party studies that outline significant findings. Include recommended usage to obtain desired results.
5. Explain how your product meets the evidence-based instruction requirements of the Every Student Succeeds Act (ESSA).

Quality Control

6. Describe your ability to provide consistent support of the program for an extended period.
7. Describe your policy and/or procedures for addressing the obsolescence of key components when under contract and when no longer under contract.
8. By what means does your company alert customers of impending program feature changes or upgrades?
9. How often are components/features upgraded?

Customer Support

10. Describe your company's support capabilities as it relates to the product and performance including the hours of availability.
11. Describe in detail your customer support. Is it located within the boundaries of the United States? Is it staffed with employees or third-party contractors?

SECTION V

Proposal Assurances

We do furnish and deliver the services and products as listed in the proposal according to your specifications and quantities at the unit prices listed. These prices will be guaranteed until _____ (please enter date).

Both unit prices and total prices have been submitted with the understanding that we will be responsible for making complete delivery accordingly. We also agree not to request permission to withdraw our bid after bids have been publically opened.

Proposal Assurances Confirmation	
Company Name	Company Address
Contact Name and Title (Print or Type)	Phone Number
Signature	Date
Name	Title

Bid Proposal Response Checklist

These items should be included in your response to Bid Advertisement Number 659.

✓	#	Response
	1	One (1) original (marked) bid proposal
	2	Section I – Submission Cover Sheet and Configuration Summary (signed and dated)
	3	Section II – Proposal Guidelines and Requirements
	4	Section III – Program Specifications (point-by-point)
	5	Section IV – Vendor Profile and Questions (completed responses)
	6	Section V – Proposal Assurances (signed and dated)
	7	Section VI – Proposal Exception Summary Form (if applicable)
	8	IRS W-9 Form
	9	3 copies of the proposal
	10	References

SECTION VI
PROPOSAL EXCEPTION SUMMARY FORM

List and clearly explain any exceptions for all specifications and sections in the table below.

✓	Bid Advertisement Reference (Reference the specification number and/or section number)	Vendor Proposal Reference (Reference page, section, and items in bid proposal where exception is explained)	Brief Explanation of Exception	GSD Acceptance (GSD signature if accepted)