**A.01 BIDDER INFORMATION & CERTIFICATION**

**RFP #20-004**

**WORD WORKS GRADE 3-5 CURRICULUM**

**FOR THE RACINE UNIFIED SCHOOL DISTRICT**

COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative

E-mail address

Address

Zip +4

Local Phone

Toll Free Phone

Payment Address

Check all that apply:

□ Women owned business □ Minority owned business □ Veteran owned business

□ Disabled owned business □ Locally owned business

I have read the RFP and I understand the content and my firm's obligations with regard to providing the specified services and products. I hereby submit the attached proposal. The prices being submitted shall be binding on our firm until 90 days from the date proposals are due, or until I am notified that I am not a successful Respondent, whichever comes first. If my firm is awarded a contract as a result of the quoted prices, or subsequently negotiated prices, I guarantee that the prices shall be the maximum amount that my firm may charge for the products identified.

I certify that I have the authority to sign this proposal and bind my firm to the terms and prices specified and the obligations associated with the award of all or any part of the items so specified.

I acknowledge receipt of addendum.

We will accept payment in the form of a purchasing card with no additional fees. Yes\_\_\_\_\_ No\_\_\_\_\_\_

Date: \_\_\_\_ Signed:

Title:

**A.02 Proposal Response Form**

**GENERAL QUESTIONS**

**RFP #20-004**

**WORD WORKS GRADE 3-5 CURRICULUM**

**FOR THE RACINE UNIFIED SCHOOL DISTRICT**

Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To aid in the evaluation, it is desired that all proposals follow the same general format. The vendor response areas below are expandable as your response is typed in.

Do not include any cost information within this response document.

|  |
| --- |
| **Transmittal Letter:** Briefly state your understanding of the products and services to be provided and offer a positive commitment to perform the services as defined in the request for proposal. Indicate who will be the Respondent’s authorized representative; give name, title, address, e-mail address, phone and fax. The person identified shall be empowered to make binding commitments for the Respondent. |

**ANSWER:**

**Eligibility Requirements:** Listed below are the eligibility requirements. Confirm your eligibility by line item providing a brief description on how you meet the requirement.

Respondent must be responsible, regularly and practically engaged in providing the goods or services requested, and possess ample resources for providing the supplies, materials and/or services identified.

**ANSWER**:

Respondent shall have a record of performance with reasonable financial support, personnel, equipment and organization to ensure that they can satisfactorily execute the services required and specified herein if awarded. Respondents who have failed to perform in the past may not be considered for award.

**ANSWER**:

Respondent must possess a minimum of five (5) years of verifiable experience doing business similar to that which is required in this RFP. Experience should include accounts equal or larger in size and scope.

**ANSWER**:

Respondent must be properly licensed to do business in the State of Wisconsin.

**ANSWER:**

Respondent must not be on the Federal list of debarred contractors

**ANSWER:**

|  |
| --- |
| **Experience and Qualifications of your Firm and Staff** |
|  |
| 1. Provide a description of the organization submitting the proposal, including its location, size, services offered, number of employees, number of years in business (minimum of 5 required) and legal status (corporation or partnership, etc.). Include your areas of expertise in the industry, business philosophy, and a description of the organization structure for the management and operation of the service requested and/or provision of the items referred to in this RPF. If you have multiple offices, provide specific information on the office that will be providing services to Racine Unified School District. |

**ANSWER**:

1. Provide a current annual financial report summary and the previous year’s report summary and a statement regarding any recent or foreseeable mergers of acquisitions.

**ANSWER**:

1. Provide a **comprehensive description** of references (preferably at least one government agency) per the following criteria and in the format provided below for which you have provided similar services. NOTE: Discovered references not listed may be contacted.

**ANSWER**:

**Reference #1**

1. Firm Name:
2. Contact Name:
3. Contact Title:
4. Address:
5. Telephone Number:
6. E-Mail Address:
7. Provide an overview of the scope work that was performed (be as specific as possible):

**Reference #2**

1. Firm Name:
2. Contact Name:
3. Contact Title:
4. Address:
5. Telephone Number:
6. E-Mail Address:
7. Provide an overview of the scope work that was performed (be as specific as possible):

**Reference #3**

* 1. Firm Name:
  2. Contact Name:
  3. Contact Title:
  4. Address:
  5. Telephone Number:
  6. E-Mail Address:
  7. Provide an overview of the scope work that was performed (be as specific as possible):

1. Provide the name of any officer, director or agent who is also an officer or employee of the District. Also provide the name of any the District officer or employee who owns, directly or indirectly, any interest in the Contractor’s firm or any of its branches.

**ANSWER**:

1. Has your firm ever been barred from doing business with either the State of Wisconsin or the Federal Government, or is any such action pending? If yes, please indicate the reason(s) for the debarment and the date(s) your firm was debarred.

**ANSWER**:

**Items and services proposed** including a comprehensive professional development plan. Also included are any additional items or services proposed which substantially differ from the items or services described in the RFP.

1. Does your firm provide initial in-service for District teachers, principals, and support? If yes, please describe.

**ANSWER**:

1. Does your firm provide on-going in-service assistance to the District throughout the adoption? If yes, describe.

**ANSWER**:

1. Does your firm provide consultant assistance in preparing and/or reviewing a general implementation guide? If yes, please describe.

**ANSWER**:

1. Would your firm provide on-going in-service assistance to the District by providing copies of your existing research and/or promotional materials which enhance the program/implementation? If yes, please describe.

**ANSWER**:

1. Please describe your Professional Development plan.

**ANSWER**:

1. Describe any optional services your firm provides that may be over and beyond the general responsibilities of the contracted services.

**ANSWER**:

**Scope of Services -** Ability to meet scope of services including how the required items and/or services will be provided including how long online technology will be accessible for teachers, detailed descriptions of activities, which are to occur, significant milestones, and anticipated deliverables.

1. Describe the curriculum series including any resources in print and online. Include a clearly articulated scope and sequence progression that aligns to the Common Core.

**ANSWER**:

1. Describe the curriculum series including any resources and corresponding documents in print and online. It must have content that provides grade level rigor with multiples tiers of learning levels for reading the content and learning Word Works standards.

**ANSWER**:

1. The curriculum resources and supporting documents must support our ELL, Dual Language and Special Education students. Explain how your materials meet this requirement.

**ANSWER**:

1. The ability to innovate and use the resources for personalized learning must be an option. Project based must be included. Explain how this can be achieved.

**ANSWER**:

1. District currently utilizes the Follett Textbook Management System for generating barcodes. Describe how you will meet the barcoding requirements of the District.

**ANSWER**:

**Student Materials**

1. Are all materials listed on the Adoption Bid Form currently available?

**ANSWER**:

1. Will your company guarantee to supply these materials/online resources to the District for the duration of a three (3) year adoption cycle and an optional renewal for another three (3) year cycle? If no, please explain:

**ANSWER**:

1. Following Board of Education adoption and receipt of District purchase order, will your company ship the requested quantities immediately and invoice after July 1, 2019 without penalty?

**ANSWER**

1. The District requires all materials to arrive at the District warehouse within 45 days from date of purchase order. How many days are required to deliver all **student** workbooks and any supplementary materials after receipt of District purchase order?

**ANSWER**:

1. Will your company grant the District the right to copy some of the pages from workbook and/or other materials? If the answer is no, please note cost or terms for such rights.

**ANSWER**:

**This page intentionally left blank**

**A.02 Proposal Response Form**

**TECHNOLOGY QUESTIONS**

**RFP #20-004**

**WORD WORKS GRADE 3-5 CURRICULUM**

**FOR THE RACINE UNIFIED SCHOOL DISTRICT**

Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Software Requirements**

1. How is the application deployed to the end users (i.e.; fully web based, device installed)?

**ANSWER**

2. Does this software require app download on iOS or Android devices, if that is the intended use? If so, what are the version requirements for mobile applications?

**ANSWER**

3. Does this software require license install on individual clients? (Any agent, ad-on or extension) Is the licensing model concurrent or per seat? Provide details.

**ANSWER**

4. Software must function fully on Chromebooks and Chrome OS along with Windows 7, Windows 10, Mac OSX.

**ANSWER**

5. Are there any restrictions with the use of the above operating systems, including any plug-in requirements (i.e., Flash or Java), or any browser limitations or specific versions? Provide details.

**ANSWER**

**Hardware Requirements**

6. What are the minimum requirements to run the application (i.e., screen resolution, RAM, CPU, drive storage)?

**ANSWER**

7. What are the recommended requirements?

**ANSWER**

8. Are there peripheral requirements? If yes, what are the requirements?

**ANSWER**

9. Are there any minimum or recommended network requirements? If yes, what are the recommendations?

**ANSWER**

10. Is there a requirement for a server to support the software, on premise or virtual?

**ANSWER**

11. What are the minimum server requirements?

**ANSWER**

12. Who has ownership of the server (ie; maintains, updates)?

**Access, Account Management and Security**

13. What is your account management procedure?

**ANSWER**

14. Describe in detail your login authentication process (ie; LDAP, SSO).

**ANSWER**

15. Describe in detail the import of student and staff demographic information into your environment. (Ex. CSV files, One Roster files, SFTP)

**ANSWER**

16. Do you use groups\sub-groups in your account management structure? If so, please explain.

**ANSWER**

17. Do you adhere to the One Roster standard?

**ANSWER**

18. Which version?

**ANSWER**

19. What type of accounts can be created outside of LDAP/SSO to manage the site?

**ANSWER**

20. Do you have integrations with any third-party account management tools (i.e.; Clever, ClassLink)?

**ANSWER**

1. Describe what the integration looks like from the client point of view.

**ANSWER**

1. What tools do you use to audit and log account activity (i.e.; changes, adds, deletes, reporting, analytics)?

**ANSWER**

**Availability (If hosted)**

1. What is the guaranteed service level?

**ANSWER**

1. What is the backup-and-restore process in case of a disaster?

**ANSWER**

1. What is your protection against denial-of-service attack?

**ANSWER**

**Network Operations Center Management and Security**

1. Do you perform regular penetration testing, vulnerability management, and intrusion prevention?

**ANSWER**

1. Are all network devices located in secure facilities and under controlled circumstances (e.g. ID cards, entry logs)?

**ANSWER**

1. Are backups performed and tested regularly and stored oﬀ-site?

**ANSWER**

1. How are these backups secured? Disposed of?

**ANSWER**

1. Are software vulnerabilities patched routinely or automatically on all servers?

**ANSWER**

**Development and Change Management Process**

1. Do you follow standardized and documented procedures for coding, configuration management, patch installation, and change management for all servers involved in delivery of contracted services?

**ANSWER**

1. Are practices regularly audited?

**ANSWER**

1. Do you notify the School District about any changes that will aﬀect the security, storage, usage, or disposal of any information received or collected directly from the School?

**ANSWER**

**Data Storage and Data Access (At rest and in transport)**

1. Describe your data storage process, security and compliance standards in detail.

**ANSWER**

1. Who has access to information stored or processed

**ANSWER**

1. Do you perform background checks on personnel with administrative access to servers, applications and customer data?

**ANSWER**

1. Do you subcontract any functions, such as analytics?

**ANSWER**

1. What is your process for authenticating callers and resetting access controls?

**ANSWER**

1. What data do you collect?

**ANSWER**

1. What, if any, data is collected by or sold to 3rd parties (e.g., via cookies, plug-ins, ad networks, web beacons etc.)?

**ANSWER**

1. What are your auditing and reporting processes for this data?

**ANSWER**

1. What is your procedure if the data collected or sold to a 3rd party is breached?

**ANSWER**

**Data and Metadata Retention**

1. How do you assure the proper management and disposal of data?

**ANSWER**

1. How will you delete data?

**ANSWER**

1. Is data deleted on a specific schedule or only on termination of contract?

**ANSWER**

1. Can the School District request that information be deleted? What is the protocol for such a request?

**ANSWER**

1. All data disclosed to you or collected by you must be disposed of by reasonable means to protect against unauthorized access or use.

**ANSWER**

1. Upon termination of the contract, you must return all records or data and properly delete any copies still in possession once receipt has been confirmed

**ANSWER**

1. Do you have a data destruction certification process? (If so please outline that process.)

**ANSWER**

**Audits, Standards and Compliance**

1. Do you provide the School System the ability to audit the security and privacy of records?

**ANSWER**

1. Has your security operations been reviewed or audited by an outside group?

**ANSWER**

1. Do you comply with a security standard such as the International Organization for Standardization (ISO), the Payment Card Industry Data Security Standards (PCI DSS)?

**ANSWER**

1. Do you comply with FERPA?

**ANSWER**

1. Do you comply with HIPPA?

**ANSWER**

1. Do you comply with CIPA?

**ANSWER**

1. Do you comply with GDPR?

**ANSWER**

1. Other? (Please list)

**ANSWER**

1. Are there any exceptions to the above? (Ex. Links to external sites.) Please describe.

**ANSWER**

**Test and Development Environments**

1. Will “live” student data be used in non-production (e.g. test or development, training) environment?

**ANSWER**

1. Are these environments secure to the same standard as production data?

**ANSWER**

**Data Breach, Incident Investigation and Response**

1. What happens if your online service provider has a data breach?

**ANSWER**

1. Do you have the ability to perform security incident investigations or e-discovery?

**ANSWER**

1. For example, do you log end user, administrative and maintenance activity and are these logs available to the School System for incident investigation?

**ANSWER**

1. If so, please explain how that process works.

**ANSWER**