

Request for Proposal HomeSchool and Online Learning Platform

**Putnam County Board of Education 1400 East Spring
Street Cookeville, Tennessee 38506**

Opening Date: August 14, 2020, 10:00 a.m.
(Central)

The Board of Education of PUTNAM COUNTY SCHOOL SYSTEM, Cookeville, TN is accepting sealed Requests for Proposal (RFP) Homeschool and Online Learning Platform for the Putnam County School System. RFP instructions and specifications are enclosed.

Sealed Request for Proposal is to be
addressed and submitted to:
Putnam County Board of
Education Attention: Sam Brooks
1400 East Spring Street Cookeville, TN 38506

Sealed Request for Proposal must be clearly marked: "HomeSchool and Online Learning Platform." The enclosed Questionnaire and Proposal form, along with any other pertinent information, must be received no later than 10:00 a.m. (Central) August 14, 2020 at which time proposals will be publicly opened at the Putnam County Board of Education, 1400 East Spring Street, Cookeville, TN 38506.

Please note: No electronic submissions will be accepted.

Request for Proposal is for the school year 2020- 2021 with the option to renew annually each year for four consecutive years 2021-2022, 2022-2023, 2023-2024, and 2024-2025. Mutually agreed upon extensions for the four added years to be accepted by the District and the Vendor.

INSTRUCTIONS TO APPLICANTS

1. Sealed Request for Proposals are due August 14, 2020 no later than 10:00 a.m. Central, Putnam County Board of Education, 1400 East Spring Street, Cookeville, TN, ***no electronic submissions will be accepted.***
2. Proposals are to be a sealed envelope, clearly marked: ***Homeschool Curriculum and Online Learning Platform.*** Proposals are to be submitted on the enclosed Request for Proposal forms.
3. Two (2) copies plus (1) original proposal are required.
4. Unless otherwise specified, all Request for Proposals submitted shall be binding for forty-five (45) calendar days following the opening date, unless a written extension mutually agreed upon by the District has been granted.
5. Questions, inquiries, or notices concerning the substance of the Request for Proposal documents must be submitted in writing via email to Sam Brooks, brookss4@pcsstn.com. **Verbal telephone or voice mail inquiries will not be accepted.**
6. Addenda, questions, and inquiry responses will be published to all. A lack of knowledge of addenda will not be grounds for a vendor to withdraw a Request for Proposal, defer the Request for Proposal opening, or fail to enter into the contract after the award of the Request for Proposal.
7. ***Proposals will be evaluated by a review committee: (VITAL Staff).*** The evaluation and award of a proposal shall be based on a combination of factors, including, but not limited to, the following: proposal price, references, previous school experiences, professional competence, and any other factors considered to be in the District's best interest.

8. The Request for Proposal will be awarded to the best proposal with determination solely at the discretion of the Board of Education. ***The District reserves the right to reject any and all Proposals received, in whole or in part, to waive any irregularities therein, and to award the contract to the lowest and best proposal with determination solely at the discretion of the Board of Education.***

The initial term of the contract is one (1) year beginning August 14, 2020, and ending June 30, 2021. ***The District shall have the option to renew the contract annually under similar terms and conditions from the previous year's contract for four (4) consecutive one (1) year periods under the similar terms and conditions subject to appropriation of funds.***

9. No vendor who is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit an unfair employment practice.

10. The vendor certifies that its Request for Proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making Request for Proposal for the same project, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

No Board of Education Member or person employed by the Board of Education is to be extended any form of gratuity in connection with the Request for Proposal.

Homeschool Curriculum and Online Learning Platform Specifications

Duration of Agreement The services to be provided herein shall be for one (1) year beginning August 14, 2020 to June 30, 2021. Automatic renewals or extensions will not be honored.

- A. The Putnam County Board of Education has the right to approve any and all personnel assigned to provide services under this agreement.

- B. The Contractor and its employees and agents must comply with all Tennessee and Federal laws with respect to furnishing services to students and employees of the Putnam County Board of Education; and to comply with all policies of the Putnam County Board of Education, as well.

Term and Termination

Term: to begin August 14, 2020 and expiring June 30, 2021.

The District shall have the option to renew the contract annually for four (4) consecutive years (July 1 to June 30 annually) as mutually approved by the District and the Contractor.

Termination:

- i. Termination by Agreement: In the event the District and the Contractor shall mutually agree in writing, the Agreement may be terminated on the terms and date stipulated.
- ii. Termination for Cause: This Agreement may be terminated by the District or the Contractor if either party shall fail by omission or commission in any substantial manner to provide the services and/or fulfill its obligation.
- iii. Termination for convenience: The Board of Education may terminate this agreement at its sole and absolute discretion at any time with a 30-day written notice.

Effects of Termination: The effect of termination shall be that neither party shall have any further obligation except for the obligations accruing prior to the date of termination and obligations by their nature extending beyond the date of termination.

Payment Schedule

Fees: During the term of the annual contract, the Contractor will invoice the District quarterly with payments due quarterly. Each payment will be 25% of the annual amount for that year. Quarterly payment due dates are:

September 1 (July, August, September)

December 1 (October, November, December)

March 1 (January, February, March)

May 1 (April, May, June)

Supplies

The Contractor, at its sole cost and expense, shall provide any supplies for student use as required.

Independent Contractor

In the performance of the work, duties, and obligations specified in this Agreement, it is mutually understood and agreed by the parties that the Contractor is at all times acting and performing as an independent contractor to the District in the provision of services. The Contractor and the District expressly negate any intent to create, and this relationship will not be construed as creating any partnership, joint venture, employer-employee relationship, or any other relationship except that of an independent contractor.

Prohibition of Assignment

Any subsequent agreement is personal to the parties hereto, and neither this Agreement nor any of the rights, privileges or duties arising here from may be assigned, transferred, or delegated unless specifically provided herein.

Choice of Law

The Proposal must conform to the laws of the State of Tennessee. The exclusive jurisdiction and venue to resolve any disputes is in the Chancery Court of Putnam County, Tennessee. All contracts arising from this bid must incorporate these requirements or proposals will not be accepted.

Severability

This contractual relationship is intended to be performed in accordance with and only to the extent permitted by all applicable laws, ordinances, rules, and regulations. In the event any provision is held to be invalid, illegal, or unenforceable for any reason and in any respect, and the basis of the bargain of contract is not thereby destroyed, such invalidity, illegality, or unenforceability shall not affect the remainder of this agreement, which shall be and remain in full force and effect, enforceable in accordance with its terms.

Required Forms

- **Homeschool and Online Learning Platform Questionnaire**
- **Homeschool and Online Learning Curriculum Price Sheets**
- **Statement of Ethics Certification**
- **Deviation Forms**
- **HomeSchool and Online Learning Platform Implementation**
- **HomeSchool and Online Learning Platform Reporting**
- **HomeSchool and Online Learning Platform Technical Requirements**
- **Homeschool and Online Learning Mobile Access and Customer Service**
- **Homeschool and Online Learning Sample Contracts**

Homeschool Curriculum and Online Platform Questionnaire

Information Required

Response To Information Required

Date	
Name of Company	
Address	
Contact Person	
Telephone	
Email Address	
Number of years in business	

Identify those in your company who would be responsible for our account and their credentials.

NAME CREDENTIALS

Indicate why you or your company should be selected.

--

Are there any specifications listed in this Request for Proposal that you are unable to provide?
Circle YES or NO . If yes, please explain

What experience have you had partnering up with a public school to offer a distance learning program to homeschoolers?

Submit a list of all Tennessee School Districts your company has serviced in this capacity, as well as size of District and contact person.

District	District Size	Contact	Telephone

Provide at least three (3) professional references including firm name, contact person, and telephone number.

Firm Name	Contact Person	Telephone

Homeschool and Online Learning Curriculum Price Sheets

Award: Year 1 Extensions: Years 2, 3, 4, 5 Price Proposal

Award	Date	Price
Year 1	August 14, 2020-June 30, 2021	
*Year 2	July 1, 2021-June 30, 2022	
*Year 3	July 1 2022-June 30, 2023	
*Year 4	July 1 2023-June 30, 2024	
*Year 5	July 1 2024-June 30, 2025	

**denotes extension years 2-5 if mutually agreed and contract extended on an annual basis only*

Date	
Firm Name	
Signature	
Print Name	
Telephone	
Email Address	

After having read Request for Proposal (RFP) for Homeschool and Online Learning Platform Services: for 1-year August 14, 2020-June 30, 2021 with optional renewal annually for four (4) consecutive years: July 1, 2021-June 30, 2022; July 1, 2022-June 30, 2023; July 1, 2023-June 30, 2024; July 1, 2024-June 30, 2025 and understanding the same, I hereby submit the following in accordance with said RFP conditions and specifications.

NOTE: UNSIGNED PROPOSALS OR ELECTRONIC PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED

The undersigned Vendor declares that he has examined and familiarized himself with the Submitted Proposal. In making this proposal, the undersigned waives all right to plead any misunderstanding of the Submitted Proposal and agrees to perform all of the work required herein. If this bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quotes, at the price and times stated, and subject to all conditions recorded on this proposal.

Signature:	Date:
------------	-------

Print Name and Title	
Company Name	

Company Address	
City/State/Zip Code	
Telephone	
Fax	
Email Address	

STATEMENT OF ETHICS CERTIFICATION

By submission of this proposal, the company certifies that:

1. This proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Company has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Company is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
6. Company has not attempted to influence any member of the Board of Education or Administration on the award of this bid, except as otherwise included in the review process.

Company Name:	
Signature	
Title	
Date	

DEVIATION FORMS

In the event that the undersigned company intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the company assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

--

**THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING
DEVIATIONS**

SUBMITTED FOR CONSIDERATION BY:

Company Name:
Signature:
Title:

Homeschool and Online Learning Platform System

1. Provide an overview of your system relating to the items described. You may include screenshots, specification sheets, or other similar information, as appropriate.

2. Describe your system's ability to handle registration of separate students.

3. Describe your curriculum

HomeSchool and Online Learning Platform Reporting

1. Please describe how PCSS and parents would access usage, completion, and testing data associated with students' use of the system.
2. Describe types of standard report and the data included.
3. Provide examples of standard reports.
4. Can data reports be filtered by user, course taken, etc.? Describe.
5. Can the reports be exported to Excel, CSV, PDF, or another electronic format? Describe.

HomeSchool and Online Learning Platform Technical Requirements

1. Is your system accessible to end users 24/7? If not, please explain.
2. Do you guarantee 100% uptime of your system (not including scheduled upgrades or maintenance)? If not, please explain.
3. Are system upgrades and maintenance performed during non-business hours? If not, please explain.
4. Do you maintain back-up and disaster recovery plans for the system? Please describe the plans.
5. Explain your security protocols for ensuring the protection and privacy of user data.
6. Do you maintain and routinely test security protocols? Please describe your test procedures.
7. Are all systems and processes performed and housed internally? If not, list any outsourced process and/or resources and the vendors that perform them.
8. Describe the minimum system requirements for end users and administrators. Include any specific requirements for hardware, software, Internet connectivity, browser types, plug-ins, etc.

HomeSchool and Online Learning Platform Mobile Access

- 1.** Do you support access to your system via mobile devices (tablets & smartphones) or mobile browser? Describe.

- 2.** Do you have a mobile app? If so, list the platforms you have developed for. (Android OS, iOS, etc.)?

- 3.** Are all features available on the full site also available to end users accessing the system via the mobile app? Describe any limitations.

- 4.** Do training modules developed for the full site have to be modified to function in the mobile app?

HomeSchool and Online Learning Platform Customer Service

- 1.** What are your hours of technical support? Are they at least from Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time?

- 2.** Is support available to both PCSS administrators and our end users for both functional and technical support via email or a toll-free telephone number? Please explain.

- 3.** Describe your process to submit technical support questions, and how they will be informed of the timeline for that question to be answered or resolved.
 - a.** Describe your process for communicating and responding to any end-user/ customer questions or fixing any system-related issues.

 - b.** Do you have a system or process for reporting end-user/customer questions and issues addressed to the contracting organization representative? If so, describe.

HomeSchool and Online Learning Platform Sample Contract

CERTIFICATION OF ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED

I, _____, being first duly sworn, certifying and say that I am _____ (“sole owner” / “partner” / “president” / or other proper title) of _____, the Prime Contractor submitting this bid and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Tennessee Criminal Code or of any similar offense of “bid-rigging” or “bid- rotating” of any State or of the United States.

BY: _____ Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

Before me this _____

day of _____ 20_____

_____ Notary Public

My commission expires: _____

IRAN DIVESTMENT ACT AFFIDAVIT

As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 1212-106.

Signature

Date