




Request for Proposal (RFP)
Benchmark and Formative Assessment Services
Cumberland County Schools

A.

 CUMBERLAND COUNTY SCHOOLS	CUMBERLAND COUNTY SCHOOLS Request for Proposals Academic Services 2465 Gillespie Street Fayetteville, NC 28306
Refer all inquiries to Kimberly Nash Email: kimberlynash@ccs.k12.nc.us See Bid Questions on page 19 for instructions.	Item: Benchmark and Formative Assessment System Bid Number: 173-22007 Source of Funds: Budgeted Funds and Federal Grants
DUE DATE FOR PROPOSAL: 12:00 pm (ET) May 20, 2021	

A1. Notice to Bidders

The Cumberland County Board of Education/Cumberland County Schools (CCS) Academic Services Department is requesting proposals for a Benchmark and Formative Assessment Service to perform individual student evaluations, reporting, and recommendations.

A2. Execution:

In compliance with this **Request for Proposal**, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (GS. 143-54)

Failure to complete and sign the section below prior to submittal shall render the proposal invalid and it WILL BE REJECTED. Late submissions will not be accepted.

BIDDER:	Federal Tax ID or Social Security No:	
Street Address:	PO Box:	
City, State, Zip:	Telephone No:	Fax No:
Type or Print Name & Title of Person Signing:		Date:
Authorized Signature:	E-Mail:	



**Request for Proposal (RFP)
Benchmark Services for Cumberland County Schools**

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Dear Vendor:

Cumberland County Schools invites you to submit your proposal to provide Benchmark and Formative Assessment Services for grades K-12 to be implemented in the 2021-2022 school year.

It is the purpose of this Request for Proposal (RFP) to:

Identify and select a publisher(s) to provide Benchmark and Formative Assessment Services for use in grades K-12 for Cumberland County Schools. Materials must contain a clear alignment to the [North Carolina Standard Course of Study](#)

Proposals submitted shall be evaluated by a committee that includes district instructional leadership, district and school-based administrators, teachers, and community members. Complete information can be found in the Request For Proposal.

- All written questions and inquiries should be submitted by email to kimberlynash@ccs.k12.nc.us and are due by **May 3, 2021, by 12:00 pm**
- District responses to questions will be available **May 10, 2021, by 4:00 pm**
- Written Proposals due by **May 20, 2021, by 12:00 pm**. Only proposals submitted in writing will be accepted.
- Finalist Presentations and sample PD is scheduled for **Monday, May 24, 2021**

Please see the attached RFP for all information, instructions, and requirements. We look forward to reviewing your proposal.

Thank you,

Kimberly Nash, Instructional Programs Coordinator
Academic Services
Cumberland County Schools



III. Invitation to Submit Proposal:

Cumberland County School District requests the submission of technical and cost proposals from all interested parties. Submission must be by hardcopy only. Proposals shall be submitted as a “sealed bid.” You must provide 8 copies of your proposal and mail the proposal packet to **810 Gillespie Street Fayetteville NC 28306.**

Proposals will be accepted for Benchmark and Formative Assessment Services for Grades K-12. Proposals submitted shall be evaluated by a committee that includes district instructional leadership, district and school-based administrators, teachers, and community members. Complete information can be found in the Request For Proposal.

Mailing Instructions: Submit **eight (8)** fully executed bid documents in a sealed envelope, marked with the CCS bid number on the outside of the envelope, by either of the methods below. If a bidder is submitting more than one bid, each bid shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed bids from a single bidder may be included in the same outer package.

DO NOT SUBMIT AN ELECTRONIC OR FAXED COPY OF YOUR BID. THIS SHALL BE CAUSE FOR REJECTION OF YOUR BID. It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.

Delivered By US Postal Service, FedEx, UPS, or other courier services	Hand Delivered
Purchasing Bid #173-22006 Cumberland County Schools 810 Gillespie Street Fayetteville NC 28306	Call 910-678-2420 for an appointment to deliver your bid in person
IMPORTANT: The Bid Number from page 1 must be shown on the outside of the envelope.	

Public Bid Opening: The due date and time for bids is **12:00 pm May 20, 2021.** The bids will be opened virtually using Cisco Webex® conferencing and will begin promptly at **2:30 pm May 20, 2021.** Bidders may call 1-408-418-9388 and use Access Code: 120 562 6796 to join the meeting by phone or send an email to kimberlynash@ccs.k12.nc.us to be invited to the Webex® meeting online.



I. Introduction

Cumberland County Schools' (CCS) instructional philosophy is to ensure that maximum learning takes place in a safe and positive environment for all students. Teachers serve as positive role models, mentors, and contributing team members who adhere to and enforce, district and school policy. Teachers will use the district's instructional delivery model (Inspire me: Compelling Instruction, Challenge Me: Meaningful Experiences, and Empower Me: Dynamic Environments) to ensure effectiveness and consistency. Instruction is student-centered and focused on the goal of mastering the curriculum, which is aligned to state standards and frameworks. Essential elements of quality instruction include, but are not limited to, implementation of the district curriculum, teaching to the standards, utilizing effective methods of delivery, providing rigorous content, assessing, re-teaching, and providing expanded opportunities in the learning process. Our district has great schools, dedicated teachers, committed parents, and supportive community partners to help each child achieve success in the classroom and beyond.

Out of 115 North Carolina school districts, CCS is the 5th largest in the state. CCS has a total of 52 Elementary, 18 Middle, 17 High, and 2 Virtual schools. The total student population consists of 50,870 students of which, 23,548 are Elementary, 11,515 are Middle, and 14,991 are High. Serving almost 51,000 students and 89 schools, we are focused on meeting the diverse learning needs of all students. CCS currently has 39,818 receiving free or reduced lunch. Student demographics based on ethnicity are 45.03% Black, 28.22% White, 14.18% Hispanic, 1.88% Asian, 1.47% Native American, 0.53% Hawaiian/Pacific, and 8.70% MultiRacial. 7,400 students receive EC Services and 5,058 are enrolled in AIG Programs. The overall CTE credentials earned are 12,883. There were approximately 3,553 total graduates in 2020.

II. Purpose and Scope of Work

Cumberland County Schools through the Academics Division is soliciting competitive written proposals from qualified vendors for administering assessments in English Language Arts and Mathematics Grades 3 – 8, Science Grades 5 and 8, Math I, Math III, Biology, and English II, and Cost Options for ACT Test Prep Assessments that are completely aligned to the state's College-and Career-Readiness Standards for English Language Arts and Mathematics, [North Carolina Standard Course of Study](#)

Cumberland County Schools through Curriculum and Instruction is to procure a vendor that will assist the district in the development and administration of its summative and formative assessment programs in ELA and Mathematics, for both the Grade 3 - 8, Science Grades 5 and 8, Math I and Math III, Biology, and English II, and Cost Options for ACT Test Prep Assessments. These tests will be based on the North Carolina Standards and Frameworks and must be fully aligned to them. CCS is requesting that each interested vendor prepare a response to this proposal. In preparation for a locally aligned assessment, all training and materials must be aligned to the [North Carolina Standard Course of Study](#). Professional development provided to teachers must be ongoing and provide tools needed to prepare all students for state-mandated tests, high school completion, and post-secondary education.



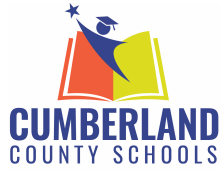
III. Requirements of Proposal Response

Proposals will be accepted for a District and School Level Customized Benchmark Assessment Program with Item Banks which meet the minimum specifications, performance requirements, terms, and conditions identified here. The following areas of support must be addressed in your proposal as it pertains to the District Benchmark and Formative Assessment Services and professional development:

Benchmark Services Non-Negotiables		Included in Bid? (Circle Answer)
	IIIa. Requirements:	
100	District Benchmark and Formative Assessment General Requirements	
	A general description of the Vendor’s capabilities and capacities related to development, production, administration of online assessments, scoring, data processing, reporting, and psychometric activities shall be included. Responses must demonstrate that the Vendor meets, at a minimum, the mandatory qualifications presented at the beginning of this component. The description shall also identify the number of employees in the company and the company’s location(s), including any presence in North Carolina. The overall capacity of the Vendor’s organization(s) and the resources that it will commit for the project (by name and role in the project) shall be provided.	Yes No
	The vendor will create a customized plan that includes timelines for professional development and support that includes recommendations for training of CCS Principals and School Test Coordinators, technical onboarding assistance, online job-embedded resources, and easy online access to chat with support professionals. Please make sure the plan addresses professional development by elementary, middle, and high school divisions.	Yes No
	Respondent representative(s) shall, in a timely manner, work regularly with district/school personnel to answer all questions regarding the production of financial matters about the individual services required.	Yes No
	A local and/or toll free phone number(s), live chat, and/or email address(es) for CCS’s access to Respondent’ representative(s). Respondents shall respond to all requests/telephone calls to include personalized customer service and technical support.	Yes No
101	District Benchmark and Formative Assessment Alignment to (NCSCOS) North Carolina Standard Course of Study	
	The program includes questions aligned to the rigor and demand of North Carolina Standard Course of Study academic standards in an online or paper format similar to EOC/EOG assessments	Yes No
	The program includes question types that represent all levels of Webb’s Depth of Knowledge.	Yes No
	Benchmark Assessments will be created by the vendor using new items and passages during each assessment window that is customizable to district-determined content and aligned to pacing.	Yes No



	Contains the ability to identify student mastery of a given North Carolina academic standard through reporting using a built-in report generator directly after the administration of benchmarks and assessments. Reporting is standards-based.	Yes	No
	Includes examples of assessment items for Grades 3– 8, Math I, Math III, English II, and Biology that is aligned with the NCSCOS Standards <p style="text-align: center;"> English Language Arts: NCSCOS Standards Mathematics: NCSCOS Standards Science: NCSCOS Standards </p>	Yes	No
102	Testing Administration		
	The formative assessment tests that are developed by the vendor will be administered to students in Grades 3 - 8 three times each academic year and to students enrolled in Math I, Math III, English II, and Biology twice each semester, for a total of four assessments during each academic year.	Yes	No
103	Testing Quantities and Appropriate Items	Yes	No
	Assessments require students to select answers through various question types including multiple-choice, multiple select, and technology-enhanced items such as graphing and text manipulation.	Yes	No
	The program includes a text-to-speech tool, which includes the reading of science and mathematical equations, formulas, graphs, and other tasks and internal items.	Yes	No
	The program includes grade level and subject area-appropriate online tools (calculator, highlighter, answer eliminator, ruler, magnifier, color contrast, etc.).	Yes	No
	The vendor shall be responsible for providing and developing appropriate items in sufficient quantities to produce an appropriate number of tests. Item banks, separate from the ones used for the development of district assessments, should be available for teachers to use as practice items.	Yes	No
	The vendor must provide blueprints that identify the number and types of items used to measure the targeted content standards. The vendor must also provide information regarding item characteristics (e.g., difficulty, discrimination, cognitive demand, etc.) must be provided for each formative and summative assessment given.	Yes	No
	All tests will become the property of the CCS.	Yes	No



104	ACT Preparatory and Testing		
	CCS is also requiring competitive written proposals from a qualified vendor to provide cost options for ACT Test Prep assessments. The successful vendor will have developed and/or provided items for ACT Test Prep assessments that are completely aligned with the ACT College and Career Readiness Standards. The standards encompass the many paths available to students after high school.	Yes	No
	The ACT prep assessments that are developed by the vendor will be administered to students who are preparing for the ACT, including students with disabilities and students with an established 504 plan, and will be administered annually each year. In the tested subjects. administration for this test must not be longer than the amount of time currently spent for testing on the actual ACT.	Yes	No
105	Assessment and Data Reports		
	Utilizes a management tool that can be used to group students based on mastery of academic standards and assessment performance. Preferably, student mastery is indicated on reports using North Carolina-specific performance levels (1-5).	Yes	No
	Predictability values are generated with each of the Benchmarks and reflected in the student and district reports.	Yes	No
	The successful vendor shall provide CCS and selected technical advisors with a secure, password-protected web-based system to analyze the assessment processes and the resultant data. CCS shall have access to and oversight of all aspects of online performance during the data collection windows and access to captured data after the data collection windows close. The Vendor shall indicate how it proposes to do this.	Yes	No
	The reporting platform provides the district the ability to disaggregate data for underserved student groups efficiently.	Yes	No
106	Testing Accommodations/504/IEP's/Etc.		
	The vendor shall accommodate the assessment of students with disabilities (SWD) and students with an established 504 plan. CCS plans to use the student's IEP to identify appropriate accommodations for individuals that need them. <ul style="list-style-type: none"> • Allowable and non-allowable accommodations shall be identified in publications provided by the vendor. • Current accommodated materials include large print forms, teacher-read directions, and Read Aloud Forms (oral scripts that are exact copies of the test to be read aloud to students with reading accommodations). 	Yes	No
	All students must have access to required testing accommodations for both online and/or in-person assessments.	Yes	No
	Accommodation options accessibility and availability. (ie: calculators, read-aloud features, headphones, dictation to scribe, closed captioning, dictionary use, enlarged print, etc.)	Yes	No



110	Scoring and Assessment Data Integration Capabilities		
	The program must integrate with Canvas and Powerschool. The program allows for exporting of test results to upload into the district Student Information System (SIS), Powerschool.	Yes	No
	Progress monitoring tools, achievement growth data	Yes	No
	The program allows for district personnel and/or teachers to create and save assessment items that may be included in the district and/or teacher-created assessments.	Yes	No
	Includes the ability for teachers to collaborate and share customized assessments with colleagues.	Yes	No

Technical Requirements			
	Minimum Technical System Requirements that meet the client computing device standards	Yes	No
	The data file shall be transmitted to CCS. The exact content, naming conventions, definitions of data elements, and file type shall be documented and agreed upon by the vendor and CCS at least two (2) months before test administration. At a minimum, the district file must include all elements that have been used in reporting, as well as a CSV (MS-DOS) format version of the district file, must also be provided to CCS on the secure FTP site.	Yes	No
200	Windows PC Standards		
	a. Operating System - Windows 10 Pro	Yes	No
	b. Processor - Intel i5 or better	Yes	No
	c. RAM - 8GB	Yes	No
	d. Storage - 128 GB SSD (HDDs larger than 100 GB)	Yes	No
201	Chromebook Standards		
	The program must be fully compatible with Windows 10 laptops and Google Chromebooks and fully function through the Chrome browser.	Yes	No
	a. Operating System - Chrome OS (version 68 or higher)	Yes	No
	b. Display - 11.6" Screen with 1024x768	Yes	No
	c. Processor - 1.6 GHz Intel Celeron Processor or better	Yes	No
	d. RAM - 4GB	Yes	No
	e. Storage - 16GB SSD	Yes	No



202	Chrome Tablet Standard		
	a. Operating System - Chrome OS (version 68 or higher)	Yes	No
	b. Touch Enabled 9.7" Backlit Screen (2048x1538 Resolution)	Yes	No
	c. Processor - Dual-core Processor	Yes	No
	d. RAM - 4GB	Yes	No
	e. Storage - 32 GB SSD	Yes	No
	f. USB-C Port	Yes	No
	g. Built-in microphone and speakers	Yes	No
	h. Camera(s) -Front and Rear facing cameras	Yes	No
	i. Connectivity - 802.11ac WLAN	Yes	No
	j. Battery - Lithium-Ionstudent-owned 4500mAh	Yes	No
203	Minimum Technical System Requirements for student-owned devices		
	a. Apple iOS	Yes	No
	b. Android devices/tablets	Yes	No
	c. Apple OS	Yes	No
	d. Windows PC, Laptops and Tablets	Yes	No
204	Enterprise Technical Requirements		
	a. Software/apps MUST NOT require Flash plugin	Yes	No
	b. HTML5	Yes	No
	c. Software must be compatible with multiple browsers. <i>The system must be compatible with the following, but not limited to:</i>	Yes	No
	Chrome	Yes	No
	Safari	Yes	No
	Firefox	Yes	No
	Internet Explorer (v.11)	Yes	No
	Microsoft Edge	Yes	No
	i. Software enterprise solution shall be externally hosted and managed by the vendor	Yes	No
	j. Hosting is within the Continental United States of America	Yes	No



300	Data Integration		
	a. Vendor will support the initial and ongoing data migration process	Yes	No
	b. Vendor must appoint a data custodian to protect student and teacher confidentiality and security	Yes	No
	c. In the event of a data breach, the vendor's data custodian shall report the incident to CCS no less than one (1) business day after the provider learns of such use or disclosure.	Yes	No
	d. Vendor must have an individual who is authorized to execute contracts sign our Data Security Agreements (DSA) (included in Attachments G and H)	Yes	No
	e. Vendor will supply an sFTP system for data exchanges, including but not limited to ingesting and exporting data	Yes	No
	f. The solution should have Learning Tools Interoperability (LTI) capabilities	Yes	No
	g. SAML version 2.0 for Single Sign-On (SSO) compatibility	Yes	No
	h. Cumberland County Schools uses and prefer that the vendor integrate with the NC Ed Cloud, RapidIdentity by Identity Automation for SSO for students, teachers, administrators, and district personnel	Yes	No
	i. Vendor shall integrate for data automation and rostering with NC Ed Cloud for SSO for students, teachers, administrators, and district personnel.	Yes	No
400	Service Level Agreement (SLA)		
	a. The solution's environment must be Family Education Rights and Privacy Act (FERPA) compliant.	Yes	No
	b. CCS requires that all data collected, analyzed, and/or disseminated by the solution remain the sole property of and for the exclusive use of Cumberland County Schools	Yes	No
	c. Vendor will monitor the platform's performance and uptime. Reporting to district-level staff of any outages.	Yes	No
	d. The SLA must include consequences for not meeting service level obligations (such as credit, reimbursement, or termination of contract).	Yes	No
	e. Vendor must include a Disaster Recovery plan	Yes	No
900	User Interface		
	a. Age Appropriate Updated Graphics / Gamification	Yes	No
	b. Easy and intuitive navigation for students and teachers	Yes	No



Testing Security and Reports

The vendor shall maintain the security of all individual test results. Individual test information shall be made available only to CCS, authorized school district personnel, and other entities identified and authorized by CCS. The vendor shall indicate how it proposes to do this.

Information on the types of score reports and recipients are provided below:

Reports	District	School
Item Analysis	X	X
Standards Analysis	X	X
Class and School Summary Report	X	X
Demographic Summary Report	X	X
Student Data File (post to secure file transfer site)	X	X
Performance Level Report	X	X
Formative Assessment Score Report (indication of performance based on CCS pacing documents and excluding areas not yet explicitly taught)	X	X



Score Reporting for the ACT Test Prep Assessments

- a. Following each practice test administration the vendor will generate score reports for schools and submit these reports to the CCS for approval before any other reports are produced.
- b. CCS will continue to use the same process and timelines for reporting scores and results from the ACT Test Prep assessments are currently used. Score reports for the computer-based assessment administrations of the tests will be provided to CCS according to the following specifications:
 - Online reports will provide information that indicates areas of weakness to be used for remediation and instructional purposes.
 - The Student Data File will be transmitted to CCS via a secure SFTP site no later than five weeks after the last scheduled date of the online administration.
- c. For the ACT Test Prep Assessment, reports will be delivered in electronic format (PDF). Information on the types of score reports and recipients are provided below:

Reports	District	School
Student Report		X
Class Performance Report	X	X
Standards Analysis	X	X
Class and School Summary Report	X	X
District Summary Report	X	X
District Summary Report by Area Report	X	
Student Data File (post to secure file transfer site)	X	

NOTE: This overview is not intended to encompass all elements and details of the ACT Test Prep assessment. Interpretive and Teacher’s Guides must be delivered in electronic format only. The district must be able to download and print summary data files. Downloaded files should be in PDF, Excel, and delimited format.



IIIb. OFFICIAL BID PRICE SHEET

All annual costs for the proposal should be calculated using the numbers below. The following tables are based on Spring 2021 student enrollment which provides information on the expected number of test-takers each year.

Table A -Number of Students for ELA, Mathematics, and Science Assessments for 3-8 by grade

Grade	Student Count	Unit Cost	Extended Cost
Grade 3	3603		
Grade 4	3770		
Grade 5	3781		
Grade 6	3832		
Grade 7	3925		
Grade 8	3830		
Total	22,741		\$

Table B - Expected number of test-takers each year for Math I, Math III, English II, and Biology I.

Subject	Student Count	Unit Cost	Extended Cost
Math I	4082		
Math III	3506		
English II	3794		
Biology	3510		
Total	14,862		\$

Table C -Expected number of test-takers each year for the Cost Option ACT Test Prep assessment

Grade	Student Count	Unit Cost	Extended Cost
Grade 10	3000		
Grade 11	3100		
Total	6100		\$

***Bidders should show unit prices but are requested also to offer a lump sum price. Note:** These numbers should be used as **estimates** for the expected number of test-takers in the different assessments.

GRAND TOTAL \$ _____



IIIc. Submission of RFP Proposals Instructions

RFPs, once completed, should be placed in an opaque sealed envelope. On the outside of the envelope, list the company's name/address, RFP number, and title as they appear on the RFP proposal so that the RFP may be accurately registered upon receipt. A designated official who is a legal representative of the Company must list required signatures where noted prior to submitting a sealed proposal. Failure to comply with the above submittal instructions will cause proposals not to be registered or cataloged to the appropriate file. Original RFP documents must be listed at the forefront of all the submitted proposals from interested parties.

The proposal shall consist of six parts.

Page 2 – Proposal Form

Page 3 – Request to Add Vendor Form

Page 8 – Proposal Cover Page

Pages 9, 10, 16, 21, 24 & 25 – Project Overview, Training, and Criteria for Evaluation of Proposals (include an overview of the programs and support services proposed which will allow the district to determine the quality of services provided.

Page 19, 22 & 23 – Cost (provide a specific description of your pricing structure)

Page 32 – Assurances and Signature Form

Proposals received after the due date and time will NOT be considered. Incomplete proposals will not be accepted and will not be returned for revisions. No faxed or emailed copies will be accepted. The proposal must be signed by an authorized official to bind the vendor to the proposed provisions. The proposal must be in a sealed envelope with the RFP number, title, and vendor return address listed on the outside of the envelope for proper log-in.

Proposal Due Date:

May 20

Send To:

ATTN: Kimberly Nash

Cumberland County Schools Operations Center

810 Gillespie St.

Fayetteville, NC 28306

IIId. Cover Page

PLEASE SUBMIT THE FOLLOWING COVER PAGE WITH YOUR ORIGINAL RFP DOCUMENTS AND 8 COPIES IN THE FORMAT/DESIGN ISSUED ALONG WITH ANY OTHER DOCUMENTATION ATTACHED TO THE PROPOSAL.



Proposal Cover Page

VENDOR INFORMATION

Name and Title _____

Company Name _____ Date _____

SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY

By my signature below, I hereby represent that I am authorized to and do bind the vendor to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions outlined in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that _____ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

Authorized Signature

Date

Printed Signature

CONFIGURATION SUMMARY

The vendor must provide a summary of the main component of services offered in this proposal using 100 words or less.



IIIe. ATTACHMENT D: REFERENCES

Vendors shall provide at least three (3) references, for similar size and scope projects, for which comparable services and supplies have been provided. One (1) of these references must be public school districts in North Carolina.

Reference #1:

Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			

Reference #2:

Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			



Reference #3:

Name of School District		Contact Person Name	
School District Size (Number of Students)		Contact Person Title	
Annual Contract Value		Contact Person Telephone Number	
Contract Start Date		Contact Person Email Address	
Contract End Date			



III.f. ATTACHMENT E: RUBRIC FOR EVALUATION

Scoring of individual items within categories	Score	Response Descriptions
Excellent	5	Clearly states how requirements or criteria will be satisfied comprehensively with sufficient detail and specifics. (Overall, quality, and organization of response to the specific item are excellent.)
Good	3	States how the majority of requirements or criteria will be satisfied but has a few unexplained gaps; missing details; and/or inconsistencies. (Overall, good response but could have been clearer compared to others.)
Unsatisfactory	2	States how the majority of requirement or criteria will be satisfied but has at least one of the following: a) significant unexplained gaps; b) missing major details, c) extraneous and unnecessary information; and/or 4) inconsistencies.
Poor	1	States that requirement or criteria will be met but provides little to no explanation explaining how. (Insufficient information provided to gauge the strength of the response relative to other responders.)
Non-responsive	0	No response was offered or the response does not address the question.



IIIg. ATTACHMENT F: VENDOR SCORECARD

Category / Criteria	Score Weight	Points Awarded
<p>Platform costs and pricing are clearly explained in detail. Comparable costs to other vendors for same product functionality, usability, license per pupil, strategic contracting, value add, the total cost of ownership, and guarantee on agreements.</p>	.30	
<p>Product, Service Capabilities, and Relevance, Reports, Reporting flexibility and customizable, alignment to NC Standard Course of Study. Demonstration of high-quality assessment content that represents all levels of Webb’s Depth of Knowledge, adheres to all testing guidelines and addresses multiple content standards. Reporting features adequately meet the needs of teachers, administrators, and district personnel.</p>	.25	
<p>Vendor experience, support plan, online modules, documentation, course catalog and descriptions, pilot, trial accounts, oral presentations. Presents qualifications and experience demonstrating similar solutions to the district in size and scope.</p>	.20	
<p>Integration, implementation, and training plan. Demonstrates a thorough project plan with timelines for integration and fully implemented by deadlines.</p>	.15	
<p>Conformity to Technical Standards and Technical Fit to CCS computing environment. Addresses hardware and tool requirements. Provides robust, customizable, adaptable solutions. Addresses full solution requirements.</p>	.10	



IV. Conditions and Terms

In your proposal, you must provide a detail of the services and reporting to be included with your curricular program. Due to the current COVID-19 pandemic, the bidder must have procedures in place to comply with CDC guidelines and any state regulations related to its office/clinic operations. For the convenience of CCS students, the location for evaluation and testing must be within the County of Cumberland, North Carolina.

The days and hours of student availability for learning will generally be Monday – Friday, 8:00 a.m. to 4:00 p.m. **Indicate in your proposal the earliest date you may commence conducting evaluations.**

With your proposal, provide your price for your curricular program. This is an estimate and not a guarantee of the total contract. Should it become necessary, based upon budgetary limitations, CCS reserves the right to reduce or increase this quantity. It should be understood that CCS cannot guarantee the number of users in any given year.

Bid Questions: Upon review of the RFP document, bidders may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the questions process, bidders shall submit any such questions in writing only to Kimberly Nash by **12:00 pm ET on May 3, 2021**

V. Required Credentials:

Bidder must provide detailed information about its credentials to include:

- Licensing status with the state of North Carolina and Board of Education
- Experience providing similar services for K-12 students
- Utilization of background checks for staff that will be working with CCS students
- Biographical information for bidder/company and leadership team including credentials and experience implementing large-scale online curriculum materials.

Bidder authorizes CCS under N.C.G.S. §115-332 to conduct a background investigation and authorizes the release of information in connection with the same.

VI. Invitation to Submit Proposal:

Cumberland County School District requests the submission of technical and cost proposals from all interested parties. Proposals will be accepted for a Benchmark and Formative Assessment system to perform individual student evaluations, reporting, and recommendations for students in grades 3-8 and identified High School courses. Proposals submitted shall be evaluated by a committee that includes superintendents of and executive district instructional leadership, district and school-based administrators, teachers, parents, and students.



VII. Insurance:

Bidders must provide evidence of insurance for the following coverage and limits.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 05 09 or 25 04 05 09) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with a limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation: as required by the State of North Carolina, with Statutory Limits, and Employer’s Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions): Insurance appropriate to the Contractor’s profession, with a limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.
5. Sexual Abuse and Molestation Liability: Limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. If claims are made, a retro date should be provided.

Cumberland County BOE should be listed as additional insured under the General Liability, Professional Liability, and Sexual Abuse and Molestation Liability policies.

VIII. Federal Uniform Guidance:

The source of funds for this purchase shall include federal grants. Therefore, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2CFR § 200.324). The federal government is not a party to this contract.



IX. GENERAL CONTRACT TERMS AND CONDITIONS

1. **Availability of Funds:** Any and all payments to the contractor are dependent upon and subject to the availability of funds to Cumberland County Schools (CCS) for the purpose set forth in this agreement. No goods or services should be shipped or provided prior to issuance of an official Purchase Order to the vendor/contractor by CCS.
2. **Taxes:** CCS is NOT exempt from N.C. sales tax. Any applicable taxes shall be invoiced as a separate item. By execution of the bid document, the vendor certifies that it and all of its affiliates, (if it has affiliates); collect the appropriate taxes.
3. **Situs:** The place of this contract, its situs, and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined.
4. **Governing Laws:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
5. **Inspection at Contractor's Site:** CCS reserves the right to inspect, at a reasonable time, the equipment/item, plant, or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for CCS' determination that such equipment/item, plants or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
6. **Payment Terms:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later.
7. **Affirmative Action:** The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex national origin or disability.
8. **Standards:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification markings of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas-operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.



9. **Condition and Packaging:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in the first-class condition. All containers/packaging shall be suitable for handling, storage, or shipment.
10. **Patent:** The contractor shall hold and save the CCS, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device, or appliance manufactured or used in the performance of this contract, including use by the government.
11. **Assignment:** No assignment of the contractor's obligations nor the contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the contractor, CCS may:
 - a. Forward the contractor's payment check directly to any person or entity designated by the contractor and
 - b. Include any person or entity designated by a contractor as a joint payee on the contractor's payment check.

In no event shall such approval and action obligate the Cumberland County Board of Education / Cumberland County Schools to anyone other than the contractor and the contractor shall remain responsible for fulfillment of all contract obligations.

12. **Iran Divestment Act and Divestment from Companies Boycotting Israel:** No contract may be entered into with a restricted company as listed by the State Treasurer in accordance with N.C.G.S. Chapter 147, Articles 6E or 6G, except as permitted by those laws. By entering into this contract ("Contract") and providing materials, equipment, or services described in the Contract (the "Work"), Contractor acknowledges and represents that it is not a restricted company as defined in N.C.G.S. Chapter 147, Articles 6E or 6G.
13. **Lunsford Act:** Contractor acknowledges that N.C.G.S. 14-208.18 prohibits anyone required to register as a sex offender from knowingly being present upon the premises of any school, and Contractor shall ensure that neither Contractor, its subcontractors, nor its suppliers shall allow any person registered as a sex offender to come on or about the premises of any subject school in any manner or for any reason related to the Work or the Contract.
14. **E-verify:** Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
15. **Policy Compliance:** Contractor, its subcontractors, and suppliers shall comply with all Board policies relating to visitors in the schools while engaged in the Work.
16. **Electronic Procurement: (Applies to all contracts that include e-procurement and are identified as such in the body of the solicitation document):** The successful bidder(s) shall pay a transaction fee of 1.75% (.0175) on the total dollar amount (excluding sales taxes) of each purchase order issued through the statewide E-Procurement service.



X. Timeline

Date	Action Steps
April 23	RFP posted to the District Website and sent to identified vendors. Electronic submission of proposals is preferred, but not required.
May 3	Written questions and inquiries regarding the RFP are due by 12:00pm to Kimberly Nash
May 10	All District responses to questions will be available by 4:00 pm
May 20	Written Proposals are due by 12:00 PM.
May 20	Finalists are notified and may be invited to present materials and sample PD to a task force on Monday, May 24.
May 24-May 25	Possible Finalist Presentation Selected finalists are requested to complete a brief online presentation as part of the finalist selection. We would like to see not only the solution but how the professional development would be presented to teachers.