




**Request for Proposal (RFP)**  
**6-12 Digital Curriculum for Cumberland County Schools**

A.

 <b>CUMBERLAND COUNTY SCHOOLS</b>	<b>CUMBERLAND COUNTY SCHOOLS</b> <b>Request for Proposals</b>  Academic Services 2465 Gillespie Street Fayetteville, NC 28306
Refer all inquiries to Kristen Roller Email: kristenroller@ccs.k12.nc.us See <b>Bid Questions</b> on page 19 for instructions.	Item: E-Learning Bid Number: 173-22006 Source of Funds: Budgeted Funds and Federal Grants
<b>DUE DATE FOR PROPOSAL: 12:00 pm (ET) May 20, 2021</b>	

**A1. Notice to Bidders**

The Cumberland County Board of Education/Cumberland County Schools (CCS) Academic Services Department is requesting sealed bid proposals for a digital curriculum to perform individual student evaluations, reporting, and recommendations. Interested bidders are invited to submit a written proposal.

**A2. Execution:**

In compliance with this Request for Proposals, 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)  
6-12 Digital Curriculum for Cumberland County Schools**

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Dear Vendor:

Cumberland County Schools invites you to submit your proposal to provide an E-Learning Integrated Curriculum for grades 6-12 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 a Virtual Online Curriculum Platform for use in grades 6-12 for Cumberland County Schools. Materials must contain a clear alignment to the North Carolina Academic Standards.

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 are due by **12:00 pm on May 3, 2021**, They must be sent to the following email: [kristenroller@ccs.k12.nc.us](mailto:kristenroller@ccs.k12.nc.us)
- 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, and Tuesday, May 25, 2021**
- Final Decisions to be communicated by **May 27, 2021**

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

Thank you,

Kristen Roller, Facilitator Instructional Materials and Resources  
Instructional Technology and Media Services  
Cumberland County Schools



## **I. Background and Purpose:**

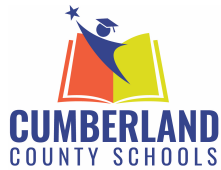
Cumberland County Schools (CCS) is committed to ensuring a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential. Our district has great schools, dedicated teachers, committed parents, and supportive community partners to help each child achieve 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.

During the past 2020-2021 school year, Cumberland County Schools provided the choice of participating in a fully online or an in-person instructional model including blended learning. We anticipate that even once health and social distancing (COVID) requirements are reduced, some students may prefer to continue in a virtual online environment. Cumberland County Schools currently has over 39% of our students who remain entirely online and approximately 800 students who have elected a full-time virtual option. Additionally, we provide support to homebound students in alternative settings. Moreover, we have students in traditional high schools who need to obtain a course for first-time credit or credit recovery to keep them on a successful pathway to graduation and credit attainment.

Cumberland County Schools would like to solicit proposals from qualified, licensed providers that can accommodate a personalized digital curriculum aligned with the (NCSCOS) North Carolina Standard Course of Study for 6-12 grade students. The curriculum should be rigorous, equitable, and engaging and provide a pathway for students to attain course credit either through a prescriptive program for the first time or through credit recovery, resulting in a graduate-ready outcome.

This RFP is based on the CCS Board of [Education Policy 3102 Online Instruction](#). The purpose of this competitive sealed proposal is to identify a vendor with whom Cumberland County Schools (CCS) will negotiate a contract to supply, install(configure), implement, train, and support a centralized online credit recovery and first-time credit course program for middle and high school students.



Cumberland County Schools expects the vendor to provide the district an enterprise-level online credit recovery and first-time credit application, all technology hardware components to support the automation system, an implementation plan, data migration services, a plan to synchronize user account information on a regular frequency, and project management services. CCS also requires that the vendor provide Technical Specifications including: Network, Software, Database, Storage, Backup and Archiving, Hosting Environment (ensuring that hosting is within the Continental United States), Servers, Upgrade and Maintenance Process, Client, Security, Authentication and Authorization, and Service Level Agreement (SLA) for support.

The centralized online credit recovery and first-time credit courseware program must provide a comprehensive standard curriculum aligned with the North Carolina Standard Course of Study. The curriculum must be up to date, relevant, and meet the needs of diverse learners. The complete K-12 NC standards can be found here: [www.dpi.state.nc.us/curriculum/](http://www.dpi.state.nc.us/curriculum/). The e-learning curriculum must meet all NCAA rules.

The vendor awarded this contract shall train the selected CCS staff on all the features and functionality of the online courseware product. All associated costs and fees for training must be included and itemized in the submittal. The program must have the capability to allow students to enroll/withdraw based on State and District policies and procedures.

## **II. 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.

## **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: **396 Elementary Drive, Fayetteville, NC 28301, ATTN: Kristen Roller.**



Proposals will be accepted for an integrated online learning and curriculum platform and professional development for grades 6-12. They shall be evaluated by a committee that includes superintendents of and executive district instructional leadership, district and school-based administrators, teachers, parents, and students.

**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 service	Hand Delivered
Purchasing Bid #173-22006 Cumberland County Schools 396 Elementary Drive Fayetteville, NC 28301	Call 910-475-1081 for an appointment to deliver your bid in person to the Educational Resource Center.
<b>IMPORTANT: The Bid Number from page 1 must be shown on the outside of the envelope.</b>	

**Public Bid Opening:** The due date and time for bids is **12:00 pm on May 20, 2021**. The opening of bids will be accessible for viewing virtually using Cisco Webex<sup>®</sup> conferencing and will begin promptly at **2:30 pm on May 20, 2021**. Bidders may use the following link to join the Webex<sup>®</sup> meeting online: <https://tinyurl.com/2z3wyxr5> or may call 1-408-418-9388 (toll) and enter the Access Code 120 946 0518 to join the meeting by phone. You may also send an email to [kristenroller@ccs.k12.nc.us](mailto:kristenroller@ccs.k12.nc.us) to receive a direct invitation link to the Webex<sup>®</sup> meeting.

#### **IV. Requirements of Proposal Response**

Proposals are expected to address each item included in the following chart. Please outline the following E-Learning Platform Non-Negotiables in your proposal. Attach the bid sheet for your proposal.



**IVa. REQUIREMENTS:**

	<b>E-Learning Platform Non-Negotiables</b>	<b>Included in Bid? (Circle Answer)</b>
	<b>Requirements:</b>	
<b>100</b>	<b>E-Learning Platforms</b>	
	a. First Time Credit	Yes No
	b. Credit Recovery	Yes No
	c. Test Prep	Yes No
	d. Flexible Assignments for Classrooms (Blended Learning)	Yes No
<b>101</b>	<b>First Time Credit &amp; Credit Recovery</b>	
	a. Taught without Textbooks (Entire course must be online. Content considered prior learning must be embedded in the course.)	Yes No
	b. Students can access courses on a Chromebook, cell phone, iPad, etc.	Yes No
	c. Text-to-Speech (Read aloud) option for all content in all courses.	Yes No
	d. Ability to accommodate IEPs and 504s	Yes No
	e. Credit recovery courses tailored to students needs (prescriptive pretests)	Yes No
	f. Students need to have access to courses 24 hours a day / 7 days a week	Yes No
	g. Teachers (Lab Facilitators) have access to unlock test	Yes No
	h. Teachers (Lab Facilitators) can view and monitor student work	Yes No
	i. Adaptive Learning and Scaffolding in all courses for all students	Yes No
	j. Embedded glossary to assist readers with unknown words and promote increased reading ability.	Yes No
	k. ESL Support - Platform has translation to multiple languages other than English (e.g. Spanish, Arabic, etc.)	Yes No
	l. Ability for students to pause modules, which would then allow them to pick back up from where they left off.	Yes No
	m. Customized student pacing by course vs. entire school on the same pacing	Yes No
	n. Closed Captioning option for all content in all courses.	Yes No

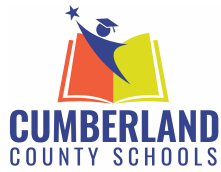


<b>102</b>	<b>Test Prep Program for ACT Prep, SAT Prep, and CTE Prep</b>	
	a. Ability to batch upload students	Yes No
	b. Students can retake test prep courses multiple times	Yes No
	c. Formative and Summative Tests for	Yes No
<b>103</b>	<b>Flexible Assignments</b>	
	a. Flexible lessons teachers can use in the classroom for blended learning	Yes No
	b. Summative and formative assessments for flexible lessons	Yes No
	c. Test Question Bank for Classroom Teachers	Yes No
<b>104</b>	<b>All courses must align with the North Carolina Standard Course of Study</b>	
	a. Core courses required for North Carolina high schools	Yes No
	b. World Language courses (i.e Spanish, German, French, Chinese, Latin, Russian)	Yes No
	c. Career Technical Education (CTE) Courses	Yes No
	d. Occupational Course of Study (OCS)	Yes No
	e. Elective Courses	Yes No
	<b>Curriculum Includes:</b>	
	a. Culturally relevant content (culturally appropriate and inclusive, lack sexual stereotyping, and portray males and females as contributing and achieving members of society)	Yes No
	b. Outline Social-Emotional Learning	Yes No
	c. Differentiated paths based on mastery	Yes No
	d. Enrichment opportunities for AIG students	Yes No
<b>105</b>	<b>All Classes taught by North Carolina Certified Teachers</b>	
	a. North Carolina Teaching certificate will need to be made available to Cumberland County Schools	Yes No
	b. Teacher information will need to be made available to Cumberland County Schools	Yes No





<b>106</b>	<b>Enrollment</b>		
	a. Online Registration and Course Enrollment	Yes	No
	b. Grace period to drop course (Minimum 10 School Days)	Yes	No
	c. Administrators, facilitators, and parents must have secure logins to monitor student progress	Yes	No
	d. Students automatically moved from semester A to semester B. No need to enroll in the same course twice.	Yes	No
	e. Option to extend a course if a student needs more time.	Yes	No
	f. Ability to batch upload credit recovery course setting instead of changing courses one-by-one	Yes	No
<b>107</b>	<b>Reports</b>		
	a. Reports are highly customizable (Ad hoc)	Yes	No
	b. Ability to create unique reports, save the report, auto-generate recurring reports, and distribute to schools from the central office	Yes	No
	c. Ability to track district-wide course allotments balance (Transparency in account utilization)	Yes	No
	d. Ability to retrieve prior years usage	Yes	No
	e. Schools can access school level reports	Yes	No
	f. District can access district and school reports	Yes	No
	g. Ability to retrieve real-time grade reports on demand	Yes	No
	h. Ability to track user activity and idle time.	Yes	No
<b>108</b>	<b>Training</b>		
	a. Specifics on face-to-face training broken down between the district level and the school level	Yes	No
	b. Specifics on phone and email support	Yes	No
	c. Specifics on online module training	Yes	No
	d. Procedure guides with step-by-step instructions	Yes	No



	e. Opportunities for both in-person, synchronous virtual, and on-demand professional development (online videos, tutorials, guides, etc.)	Yes	No
	f. Orientation for students and parents	Yes	No
<b>109</b>	<b>Support</b>		
	a. Ability for students and Cumberland County Schools employees to contact a live teacher for first-time credit	Yes	No
	b. Note-taking guides and study aids for students to use in courses (including highlighting, annotations, underlining, etc.)	Yes	No
<b>110</b>	<b>Grading</b>		
	a. Ability to easily sync or transfer grades from the eLearning platform to PowerSchool SIS, Canvas,	Yes	No
	b. Course grades and current grades posted	Yes	No
	c. School level grade book access	Yes	No
	d. Progress monitoring tools, achievement growth data	Yes	No
	e. Is there a late submission policy	Yes	No
	f. Tracking process for participation and attendance	Yes	No
<b>111</b>	<b>NCAA Requirements</b>		
	a. First-time credit courses must meet the NCAA eligibility center minimum requirements	Yes	No
	b. Identify if your credit recovery courses have a live teacher, a minimum time frame, and test out options	Yes	No
<b>112</b>	<b>Accommodations</b>		
	a. All students must have access to all eLearning materials	Yes	No
	b. All courses must have a read-aloud option for all content	Yes	No
	c. All courses must have closed captioning	Yes	No
	g. Support for struggling students who are below grade level	Yes	No



Technical Requirements			
	Minimum Technical System Requirements that meet the client computing device standards	Yes	No
<b>200</b>	<b>Windows PC Standards</b>		
	a. Operating System - Windows 10 Education	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
<b>201</b>	<b>Chromebook Standards</b>		
	a. Operating System - Chrome OS (version 88 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
<b>202</b>	<b>Chrome Tablet Standard</b>		
	a. Operating System - Chrome OS (version 88 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 Ion 4500mAh	Yes	No



<b>203</b>	<b>Minimum Technical System Requirements for student owned devices</b>		
	a. Apple iOS	Yes	No
	b. Android devices/tablets	Yes	No
	c. Apple OS	Yes	No
	d. Windows PC, Laptops and Tablets	Yes	No
<b>204</b>	<b>Enterprise Technical Requirements</b>		
	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
	d. Software enterprise solution shall be externally hosted and managed by vendor	Yes	No
	e. Hosting is within the Continental United States of America	Yes	No

<b>300</b>	<b>Data Integration</b>		
	a. Vendor will support the initial and ongoing data integration 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 a sFTP system for data exchanges, including but not limited to ingesting and exporting data as needed	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 prefers that the vendor can 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

<b>400</b>	<b>Service Level Agreement (SLA)</b>		
	a. The solution's environment must be Family Education Rights and Privacy Act (FERPA) compliant and Children's Online Privacy Protection Act (COPPA) 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 platform performance and up time. 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 Disaster Recovery plan	Yes	No

<b>500</b>	<b>Help Desk Support</b>		
	a. Technical support phone, chat, email 24 hours, 7 days a week, 365 year (minus major holidays).	Yes	No
	b. Historical resolution report for all calls to the vendor's help desk.	Yes	No
	c. Help desk support for students, parents, teachers, eLearning advisors, and district personnel	Yes	No



<b>700</b>	<b>Trial Account Access</b>		
	a. The vendor shall provide trial accounts for the following end users: students, teachers, principals, district administrators, and parents.	Yes	No
	b. The trial accounts should include access, permissions levels and roles descriptions (matrix) for students, administrators, facilitators and parents those individuals listed in the requirements section 106c above.(See attachment I)	Yes	No
	c. The trial accounts should remain active for 180 business days after the bid opening date.	Yes	No
	d. The trial accounts information should include the URL, User ID, and Password	Yes	No

<b>800</b>	<b>Project Management</b>		
	a. The vendor is responsible to include a project plan	Yes	No
	b. The project plan should include a schedule and be mindful of school schedules, year round school's schedules, and summer school calendars. (Included in Attachment L)	Yes	No
	c. The vendor will adhere to best practices in Project Management	Yes	No
	d. The vendor will provide a full design that includes process flow charts which outlines the design of the system	Yes	No
	e. The vendor will provide a detailed design documents and mock up for approval and prior to implementation	Yes	No

<b>900</b>	<b>User Interface</b>		
	a. Age Appropriate Updated Graphics / Gamification	Yes	No
	b. Easy and intuitive navigation for students and teachers	Yes	No
	C. Accessibility: <ul style="list-style-type: none"> <li>● Supports ADA compliance guidelines for websites and content</li> <li>● UI colors, color contrast, background colors,</li> <li>● Typography: Font size, font weight, and the spacing between letters, words, and paragraphs. UI accessible, text-to-speech, speech-to-text gestures, haptic feedback and a zoom-able graphical interface, user's preferences, sign language options, language translation option, voice, streaming media, etc.</li> </ul>	Yes	No



## V. Insurance:

Bidder 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 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 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 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, retro dates 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.

## VI. 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.



**VII. OFFICIAL BID PRICE SHEET**

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. **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.

Please provide the following in your price bid:

CATEGORY	Details	Cost
CATEGORY		
FIRST TIME CREDIT (1 credit)		
CREDIT RECOVERY		
TEST PREP (District)		
BLENDED LEARNING		
SYSTEM INTEGRATION		
TEACHER TRAINING / Onsite 8 hours		
TEACHER TRAINING / Virtual 4 hours		





**VIII. 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. At least one (1) of these references must be a public school district 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			



**VIII. ATTACHMENT D: REFERENCES (Continued)**

**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			



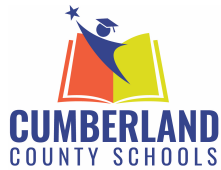
## IX. ATTACHMENT E: RUBRIC FOR EVALUATION

Scoring of individual items within categories	Score	Response Descriptions
Excellent	5	Clearly states how requirements or criteria will be satisfied in a comprehensive manner 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 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 strength of the response relative to other responders.)
Non-responsive	0	No response offered or response does not address the question.



**X. ATTACHMENT F: VENDOR SCORECARD**

Category / Criteria	Score Weight	Points Awarded
Platform costs and pricing clearly explained in detail. Comparable costs to other vendors for same product functionality, usability, license per pupil, strategic contracting, value add, total cost of ownership and guarantee on agreements.	.30	
Product, Service Capabilities, and Relevance, Reports, Reporting flexibility and customizable, alignment to NC Standard Course of Study. Demonstration of high quality product in E-Learning / Online course industry.	.25	
Vendor experience, support plan, online modules, documentation, course catalog and descriptions, pilot, trial accounts, oral presentations. Presents qualifications and experience demonstrating similar solutions to district in size and scope.	.20	
Integration, implementation, and training plan. Demonstrates a thorough project plan with timelines for integration and fully implemented by deadlines.	.15	
Conformity to Technical Standards and Technical Fit to CCS computing environment. Addresses hardware and tool requirements. Provides robust, customizable, adaptable solution. Addresses full solution requirements.	.10	



## **XI. 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 marking 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 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 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 insure 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.



**XII. Timeline**

<b>Date</b>	<b>Action Steps</b>
<b>April 23</b>	RFP posted to the District Website and sent to identified vendors. <b>All proposals must be submitted by mail.</b> (Please refer to the <b>Invitation to Submit Proposal</b> section.)
<b>May 3</b>	Written questions and inquiries regarding the RFP should be sent no later than 12:00 pm to Kristen Roller via email.
<b>May 10</b>	All District responses to questions will be available by 4:00 pm
<b>May 20</b>	Written Proposals are due by 12:00 pm.
<b>May 21</b>	Finalists are notified and may be invited to present materials and sample PD to a task force on Monday, May 24.
<b>May 24-May 25</b>	Possible Finalist Presentations 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.
<b>May 27</b>	Final Decisions communicated to vendors no later than 5:00 pm if approved.

**XIII. Cover Page**

**PLEASE SUBMIT THE FOLLOWING COVER PAGE WITH YOUR RFP DOCUMENTS**

**Submit the proposal to following address:**

**Cumberland County Schools  
Instructional Technology & Media Services  
Attn: Kristen Roller  
396 Elementary Drive  
Fayetteville, NC 28301**



## 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 set forth 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

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### **CONFIGURATION SUMMARY**

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