

**** INVITATION AND BID ****

School District Fremont RE-1
101 N. 14th Street
Cañon City, CO 81212

Invitation # 2018-001
Bid Closing: December 15th, 2017 @ 3:00 PM
Question Due Date: December 12th, 2017
Presentations: Week of December 18th, 2017

Educational Technology Consulting Services For Mobile 1-to-1 Deployment

Sealed bids, subject to the conditions herein stipulated and in accordance with specifications set forth and/or attached hereto, will be accepted in the office of the Director of Instruction, School district Fremont RE-1, Cañon City, Colorado, prior to **December 15th, 2017 @ 3:00 PM** in sealed envelopes with the name and address of the bidder, date and hour of opening, and invitation number on the face of the envelope. Please direct inquiries and bid submissions concerning this bid to:

Adam Hartman, Director of Instruction
Canon City Schools
101 N. 14th Street
Canon City, Colorado 81212
Office: (719) 276-5710
Fax: (719) 276-5739
E-mail: hartmaa<AT>ccsre1.org

ITEM NO.	COMPLETE DESCRIPTION OF ITEMS OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.	<p>The Canon City School District is seeking consulting services to assist the school district in deployment of Google Chromebooks to all students and staff at the Canon City High School by the start of the 2018-19 School year. We are requesting services in the following areas.</p> <p>Provide professional development training for all Canon City High School staff, students, and building and district administrators. The district is asking that all building level professional development to begin in February 2018 and throughout the remainder of the 2017 spring semester. Training sessions will need to fit in with the Canon City High School schedule which is proposed to be 90 minutes in length and to take place, primarily, on Wednesdays (before or after school to be determined) and other designated times as deemed necessary by the building and district administrative staff. Also looking at PD time the week before the start of school to be determined at a later date.</p>				
2.	<p>Professional development to include training for teachers on best practices in utilizing mobile technology in a blended learning environment, finding tools and resources to help teachers with developing and enhancing existing curriculums, and integrating technology into the classrooms.</p>				

	<p>3. Professional development to also include basic troubleshooting skills for teaching on how to best support mobile technology in the classroom and when and how to escalate issues to IT / Ed-tech Coordinator.</p> <p>4. Provide recommendations on good practice and culture for maintaining mobile devices. Developing forms for parent / student consent / responsibilities. Defining liability issues as a best practice.</p> <p>5. Professional development and / or direct consultation, in areas where needed or as determined, for Administrative staff to help align the use of technology by staff and students to include the following areas:</p> <ul style="list-style-type: none">a. Best practices for supporting mobile technology initiatives both instructionally as well as technically;b. Policy and procedure recommendations for mobile technology use by staff and students;c. Budget preparation for ongoing mobile technology rollout to lower grades / schools;d. Identify areas of concern / mitigation and recommend potential solutions during the mobile deployment process.e. Assist in developing and training an in-house (train the trainer model), full time District Educational Technology Coordinator. <p>6. Develop a plan on how to best educate parents and students with the use of the Google Chromebook devices.</p> <p>7. Willing to work collaboratively with other potential vendors / organizations that may be involved in the mobile deployment process.</p>				
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NOTE: Terms considered as part of bid _____ (minimum 30 days required).

NOTE: Particular attention is invited to paragraphs 15 (Late Bids) and 16 (Active Bidders List). Bids may be awarded either by item or by lot, whichever is to the advantage of School District Fremont RE-1.

This quotation is submitted by:

Name of Vendor:	iLearn Collaborative
Address:	3461 Ringsby Ct. Unit 315
City/State/Zip:	Denver, CO 80216
Signature:	<i>Judy Perez</i>
Print Name/Title:	Judy Perez/Chief Executive Officer
Phone No.:	303-748-3221

GENERAL TERMS & CONDITIONS OF THE INVITATION FOR BIDS

1. Bidders are expected to examine the drawings, specifications, schedule of delivery, and all instructions. Failure to do so will be at the bidder's risk.
2. Each bidder shall furnish the information required. The unit price for each item bid must be shown. Bid may be awarded either on an "each item no. basis" or "complete lot bid". A total for each item bid must be entered. In case of error in extension, unit price prevails.
3. Bids shall be submitted on the bid form supplied. Failure to fully and explicitly provide any information requested shall subject the bid to disqualification. The bid must be signed by an officer of the firm or it will not be considered.
4. Fax or E-mail: The school district will accept bids received by fax machine or e-mail under the following conditions:
 - 1) The fax copy is received complete with signature or packet e-mailed by vendor prior to the specified bid closing time.
 - 2) The original of the bid must be received within 48 hours after the scheduled bid closing time.
Required? **Yes**
 - 3) The original must be identical to the faxed or e-mailed copy with no changes or alterations.
Required? **Yes**
 - 4) If a bid security is part of the bid package, it may also be faxed or e-mailed and will be accepted if conditions 1, 2, and 3 above are met.
Required? **No**

School District Fremont RE-1 does not accept any responsibility for bids which are not received on time, due to: 1) overloading the fax machine or e-mail systems at the last minute; 2) fax machine or e-mail systems not operating; 3) material lost in transmission or inadvertently sent to incorrect number or e-mail address by contractor/vendor.

5. Specifications – for the purpose of identification on the quality desired, the reference numbers and specifications are for identification purposes and do not construe a "closed bid"; however, bids shall be equal in every respect as to quality, workmanship, etc.
6. All equipment shall be new and of the manufacturer's current model unless otherwise specified. Items which are used, obsolete, seconds, or discontinued are unacceptable without prior approval of the school district.
7. Brochures and/or specifications must be submitted where applicable. If unable to quote on items specified, quote on "or equal items", specifying catalog number, brand, etc. Equivalency shall be fully documented by vendor. School District Fremont Re-1 shall be the sole judge of equivalency.

8. Samples of items, when requested, must be furnished free of expense, and if not destroyed by testing, will be returned at bidder's request and expense.
9. Questions should be submitted as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed above.
10. The contract/purchase order will be awarded to that responsible bidder whose bid, conforming to the Invitation For Bids, will be most advantageous to the school district, price and other factors considered.
11. A signed purchase order or contract furnished to the successful bidder results in a binding contract without further action by either party.
12. The board of education and/or school district reserves the right to reject any and all bids, and to waive informalities and minor irregularities in bids received, and to accept any portion of bid or all items bid, if deemed in the best interest of the school district to do so.
13. A certified check or draft payable to the school district or satisfactory bid bond executed by the bidder and acceptable sureties in an amount equal to five (5) percent of the bid shall be submitted, when so stipulated in "Invitation to Bid".
14. The successful bidder may be required to furnish and pay for satisfactory performance and payment bond or bonds.
Required? **No**
15. No bids shall be withdrawn for a period of thirty (30) days subsequent to opening of bids without the consent of the school district or delegated representative.
16. Late bids will not be accepted or considered. It is the responsibility of bidder to insure that bids arrive in the office of Brad Kemper, Manager of Purchasing, at the time indicated in "Invitation For Bid".
17. **NOTE: In order to remain on "active bidders list", it is imperative that all bids be returned. In the event of "no bid", please sign bid, indicating "NO BID" and return.**
18. Should the successful vendor be unwilling or unable to fulfill the terms of the contract after receiving the award, the vendor's name will be removed from the approved vendor's list for a period of twelve (12) months from the date of failure to perform.
19. The bid price shall be exclusive of any federal, state, or local taxes from which the school district is exempt. The Exemption Certificate of Registry number will be furnished when required.

Evaluation Criteria

30% - Price of goods and services

20% - Capability to provide high quality solution

15% - Vendor Relevant Experience and Qualifications

15% - Quality of Proposal

10% - Terms for support and warranty

10% - Vendor References