

IRVING INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

2621 West Airport Freeway IRVING, TX 75062
PHONE: (972) 215-5440 FAX: (972) 215-5442

This is NOT AN ORDER. It is an invitation to bid or propose.

Company Name: _____

Address: _____

City and State: _____ Zip: _____

DATE **January 7, 2008**

SEALED BID

PROPOSAL **#08-26 Language Labs**

PRICE F.O.B. _____ Delivery _____

Please RESPOND on the following not later than **2:00 PM January 24, 2008** (PRICES MUST BE EXTENDED)

ITEM	QTY	ARTICLES AND DESCRIPTION	UNIT PRICE	AMOUNT
		<p>Language Labs per attached specifications.</p> <p>SUBMIT ONE ORIGINAL AND ONE COPY OF PROPOSAL</p> <p>Specifying brand names is not meant to limit competition. The named brands are known to meet the requirements and bidding an alternate must provide the same capability for the intended use. Provide brochures and/or specifications with brand and item numbers bid and detail any variations from the specifications.</p> <p>Mark sealed envelope "Proposal #08-26 – Language Labs, opening 2:00 PM, January 24, 2008" and deliver to the Purchasing Office address at the top of this form or mail to:</p> <p style="text-align: center;">Charles Norwood, Director of Purchasing Irving ISD P.O. Box 152637 Irving, TX 75015-2637</p> <p>In determining the award of contracts, the District shall consider factors in accordance with Section 44.031(b) Texas Education Code.</p> <p>The District reserves the right to reject any or all bids or proposals, waive any informalities, and award a contract in the best interest of the District. Bids or proposals must be valid for at least 90 days and the District reserves the right to accept a second vendor, without re-bidding or re-advertising, if the first selected vendor fails to deliver.</p>		

NOTE—Use this form. If necessary to go into details, attach a letter. The right is reserved to accept or reject quotations on each item separately or as a whole.

IRVING INDEPENDENT SCHOOL DISTRICT



By: Charles Norwood, Director of Purchasing

DELIVERY DATE _____

TERMS _____

(Signed) _____ Date _____

Printed Name _____

Telephone _____ Fax _____

E-Mail _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or 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;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034. Notification of Criminal History of Contractor.

- a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
Vendor response (initial): negative _____ or see attached information _____
- b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.
- c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

Signature below certifies to all three sections above.

Signature	_____
Printed Name	_____
Company Name	_____
Telephone Number	_____

Conflict of Interest:

Effective May 25, 2007, Section 176.006, Local Government Code requires that persons or agents who enter or seek to enter into a contract with a local government entity shall file a completed conflict of interest questionnaire (Form CIQ), if they have an employment or other business relationship with an officer or family member of an officer of the entity or have given the officer or family member gifts in excess of \$250 aggregated over a twelve-month period.

Failure to disclose this information is a Class C misdemeanor. This requirement will be addressed in all request for bids or proposals but vendors doing business with the district by purchase orders must also complete this form.

Negative responses are not required.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT:

Approximately 37 school districts in the area have formed, through an interlocal agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). Should any of these entities decide to participate in this bid, would you (the vendor) agree that all terms, conditions and specifications apply?

_____ **NO**, _____ **YES**, with pricing valid until _____.

If vendor checks yes, the following will apply:

Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order their own materials/services as needed.

Request for Proposals

Scope of Irving ISD Language Labs

The Irving Independent School District intends to purchase up to four digital language labs to be installed in classrooms across the district during the 2007/08 school year.

1.1 Vendor's Proposed Service and Support Plan

The selected vendor must be financially stable and thoroughly capable of meeting or exceeding a high level quality for language lab system service and support during the award period. Vendors must submit their proposal for service and support plan containing at least the nine required elements listed below, but are encouraged to expand this list and include additional features and/or benefits, which may enhance the value to the District

1. On-site manufacture warranty for all vender supplied lab equipment.
2. Conformity to the District's delivery and installation requirements (see Delivery and Installation Requirements)
3. A scaleable plan for using field service personnel with inventory for on-site repair that will guarantee a maximum 3-day repair or replace response for the duration of the warranty
4. A vendor catalog from which the District may order additional equipment on an as-needed basis, with a maximum 15 calendar day turnaround, with a District discount schedule from the catalog prices
5. A provision for non-performance remedies to the proposed service and support plan
6. A plan for yearly on-site training of 50 Irving ISD teachers on manufacture's supplied hardware for the duration of the warranty period at no cost to Irving ISD.
7. The successful bidder must operate and maintain their content and WEB services.
8. Provide a technical contact team that is assigned to the district to help resolve all technical issues..
9. Prior to installation, the successful bidder shall provide proof of insurance in at least the following minimum amounts per occurrence:
 - a. Commercial General Liability - \$500,000
 - b. Commercial Automobile Liability - \$500,000
 - c. Workers' Compensation – Statutory Limits including Employers Liability of \$500,000

There are no specific formatting guidelines for the service and support plan, but all the above considerations must be addressed. The development of a sound plan to work with the District in a “Teamwork for Excellence” environment is the vendor’s opportunity to define how they will organize, commit resources, and work with the District to ensure a successful completion of the award.

1.2 References

Vendors are required to submit a minimum of two customer references. It is preferred that two of these references involve the installation of the same type that is quoted. Irving ISD is particularly interested in references from other large school districts and other large organizations where more than one language lab was delivered to an individual customer within a 12-month period. The vendor must have completed those referenced deliveries within the last two years (see Vendor Reference Requirements Section 10).

1.3 Vendor Selection

IISD will identify the best value for the District by rating the language labs submitted by the vendors, using the following criteria specified in Section 44.031 (b) Texas Education Code, on a ten-point scale with weights as indicated. After review and approval by IISD Technology, a final recommendation will be made to the Superintendent and the School Board for approval.

25% - Purchase price - **the primary criteria for selection.**

20% - Extent to which the goods or services meet the district’s needs.

10% - Total long term cost to the District to acquire the vendor’s goods and services.

15% - Quality of the Vendor’s goods and services.

15% - Vendor’s past relationship and performance with the district.

10% - Reputation of the vendor and of the vendor’s goods or services.

5% - Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.

Section 2: Product Requirements

2.0 General Product Requirements

1. The District may order from one to eight language lab systems if pricing is firm for at least 12 months. A minimum of four is expected with the initial order.
2. Installation instructions, user and technical documentation, and diagnostic procedures shall be included with each system.
3. Vendor shall comply with all technical specifications (see language lab requirements).
4. All applicable components must be UL approved.
5. All applicable components must be FCC class B approved.
6. Vendor shall attach District property asset numbers to each system prior to installation and provide electronic (MS Excel) and printed documentation showing the District property ID, associated equipment, serial number, and room location.

Section 3: Warranty Requirements

3.0 Warranty requirements

1. All language labs shall include a minimum 1 year warranty covering all parts and labor for on-site repair or replacement within 3-day after any problem reported. Warranty period to start only after successful completion of final Irving ISD acceptance of the proposed system with all components installed and tested including asset information.
2. Vendor shall include all warranty costs in the system unit price entered in Section 13. All warranty costs shall be carried out with no additional cost to the IISD for parts, labor, or transportation. The successful bidder shall pay freight charges both ways with final delivery to point of origination.
3. Any system that must be removed from the site for repair during the warranty period shall be replaced at the time of removal with a system of equal or better performance. All installation requirements must be completed for the new system, including asset transfer forms. The vendor may choose to repair the removed unit and use it to replace other warranted units of the same or less performance, but it may not be used to replace warranted units of superior performance.

Section 4: Pricing Requirements

4.0 Pricing Requirements

1. The language lab proposed price will be per unit and will include the cost of all RFP requirements to make each system operational including delivery, installation and set up, warranty service and support, trash disposal, documentation, asset labels and reports, vendor personnel requirements, teacher training, etc.
2. Automatic hardware upgrade requirement: The per unit price shall remain the same throughout the bid award period approved by School Board. However, as components and features of new and/or replacement models experience performance increases that reflect lower than existing pricing of proposed units, the systems delivered shall be the upgraded model. The District will actively monitor manufacturer pricing and failure to conform to this hardware upgrade requirement could result in termination of the award.
3. Shipping will be included in cost per unit.

Section 5: Instructional Objectives

5.0 Instructional Objectives

The Irving ISD desires a system that will permit students to learn foreign languages in an up-to-date manner using current foreign language methodology. The ability of the proposed system is to enable the students to achieve the following instructional objectives will be included in the evaluated factor of meeting the needs of the District:

1. Ability to match the TEKS for LOTE (Texas Essential Knowledge and Skills for languages other than English) in lab activities.
2. Ability to use the lab to provide meaningful cultural experiences
3. Ability to apply performance-based assessments
4. Ability to provide opportunities for authentic communicative experiences that transfer to real-life applications
5. Ability to evaluate and efficiently apply technology-based activities provided by state-adopted textbooks based on the standards stated above

Section 6: Language Lab Requirements

6.0 Equipment Features and Capabilities

The system should be a complete computer-controlled multi-media system with the following components and capabilities that provides maximum efficiency while conforming to the district's space and financial constraints.

- 36 Lightweight Headphone/Microphone sets (field repairable, capable of maintaining consistent listening levels when changing modes of operation)
- CD/RW drive/labeler; DVD Player, Full-class digital recorder with supporting software including remote support
- Furniture (including self-contained teacher console with work station)
- Ability to control system via a single desktop computer
- Absence of ambient noise, feedback, crosstalk, and static hum
- Ability to accommodate up to 36 students
- Ability for instructor to control program selection/distribution to students individually, by groups or by class
- Ability to set up, monitor or participate in student or group conversations
- Ability to display and/or distribute program material to students individually, in pairs, in groups, or by class from DVD, CD ROM, audio CD
- Ability to digitally record student conversations either individually, in pairs, in groups, or by class as well as what students hear
- Ability to simultaneously record and play back 36 student recordings
- Ability to start/stop digital recording of student conversation multiple times during same recording
- Ability to save student recordings to a digital file with associated student's name, class and date
- Ability to export student recordings in formats compatible with national College Board AP exam requirements
- Software ability to edit evaluation criteria, evaluate and award points to students in real time, and generate a printed report of evaluations
- Ability to export recording to a CD that is playable on a conventional CD player
- Ability to create a student portfolio CD containing a given student's file over time
- Ability to play back recordings and to store scores of recordings
- Ability for the instructor to listen or talk anonymously to any combination of students
- Ability to pair or group students with a computer command, not a physical re-arrangement of desks.
- Ability to play authentic language through student headsets from multiple audio sources including CDs, DVD, classroom computer, or internet.

Submit evidence that the above features are met. Indicate any exceptions.

Section 6: Delivery and Installation Requirements

7.0 Delivery Requirements

1. All delivery charges shall be included in the price of the equipment.
2. Delivery requirements apply to all orders regardless of quantity.
3. The District shall define the date(s), address and building location(s) for each delivery. *Note:* The District may specify delivery dates as early as 15 calendar days after placing the order.
4. Unless otherwise instructed, installation shall be completed within specified dates.
5. Vendor shall verify the ship date and delivery/installation date with the District.
6. The vendor's ordering and installation coordinator shall coordinate the delivery of equipment at the scheduled date and time to minimize disruptions to educational activities. This may require after hours and/or weekend delivery, which shall be provided at no additional charge.
7. Vendor shall only accept delivery receipt signatures from a list of the District employees provided by the District.
8. Vendor shall place the equipment inside the building at the specified location(s).
9. All deliveries shall include the District purchase order number and receiving department or individual as specified on the purchase order.
10. Delivery requirements refer to any equipment purchased from the vendor, either through the proposal or catalog process.
11. If delays are foreseen, written notice shall be given to the Irving ISD which will take the extensions under advisement.

7.1 Installation Requirements

1. Vendor shall provide complete installation as described below, unless otherwise specified, regardless of quantities, at the District specified dates and locations.
2. All installation charges shall be included in the price of the equipment. This may require after hours and/or weekend delivery, which shall be provided at no additional charge.
3. The District will provide classroom location for each system. The District will also provide electrical outlet in the specified location. Installation for each system shall consist of the following tasks:
 - Electrical and ethernet connection to district wiring as needed
 - Inventory of district assets
 - Warranty paperwork filled out and filed with manufacture
 - unbox equipment
 - install/assemble all components, power equipment on
 - verify equipment is operational

- complete a specified checklist of activities for each installed system before District staff sign off on receiving
4. Vendor will verify that the District asset numbers are attached to the system case with asset label provided and also with Sharpie marker.
 5. Vendor will remove all boxes and packing materials from the site immediately after installation. District dumpsters or trash containers will not be used for disposal unless approved by campus principal. Unused parts to be left with campus technician.
 6. Vendor will complete the District supplied asset inventory forms and return them to District specified personnel by the next working day. District may ask for additional computer setting changes as discovered during rollout that may be specific to each campus.
 7. Installation is not considered complete until the vendor has completed steps 3 through 6 under Installation Requirements.
 8. The vendor ordering and installation coordinator shall coordinate the installation of language lab systems at the scheduled location(s) and date(s) to minimize disruptions to educational activities. This may require after hours and/or weekend installations, which shall be provided at no additional charge.
 9. Installation requirements refer to any language lab purchased from the vendor, either through the RFP or catalog process.

Section 8: Vendor Support Personnel Requirements

8.0 Personnel - General

1. Personnel Requirements

All vendor Personnel are expected to maintain proper dress and exhibit a vendor badge. Field service personnel are expected to be equipped for operation in a highly mobile, quick response environment.

Smoking is prohibited at all school properties.

8.1 Job Descriptions

1. Field Service Technician(s)

A. Major Purpose: Repair or replace problem hardware on a timely basis

B. Qualifications:

- Excellent people skills and a team player
- Good organizational skills
- Willingness to accept responsibility

C. Responsibilities:

- Diagnose and repair language lab operational problems
- Maintain an inventory of systems and parts

2. Project Manager/Coordinator (single point of contact identified for the District)

A. Major Purpose: Work with District personnel to coordinate the ordering and installation schedules of language lab equipment within the District. This person must be equipped with paging and cell phone capabilities. The project manager shall provide an exception report as required detailing progress and other issues concerning the timely installation of the project.

B. Qualifications:

- Superior people skills and a team player
- Excellent organizational skills
- Self directed and motivated
- Willingness to accept significant responsibilities
- Excellent database/spreadsheet/word processing skills
- Excellent project management skills
- Excellent technical support skills

C. Responsibilities:

- Maintain order/installation project management schedules
- Coordinate projects with District personnel
- Work with District personnel to evaluate installation quality

- Provide designated technical contacts that are familiar with the Irving ISD agreement, district equipment configuration, and other special technical issues unique to the project.
- Provide additional on-site and CD based training to increase the overall effectiveness of the system

Meet with district technical personnel once per month to review the successful bidder's performance, problems, and if agreed, modify operational procedures.

Section 9: Vendor Questionnaire

Copies of this completed questionnaire must be submitted with the other required RFP documentation to the I.I.S.D. Purchasing Department by the submission date/time for your company to be considered for selection.

Please complete all information:

Vendor Name: _____

Address: _____

Representative: _____ Your Title: _____

Phone Number: _____ Fax Number _____

How long has your company actively marketed digital language labs under the current name: _____

How many people does your company employ: _____

Does your company employ sub-contractors?: _____

If so, under what circumstances?:

The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Irving ISD.

The contractor shall be responsible for acts and omissions of their employees and their sub-contractors, their agents and employees. The Irving ISD may, in writing, require the contractor to remove from the work environment any employee the Irving ISD or assigned agent finds careless, incompetent or otherwise objectionable.

What is your process and timeline for installing as many as four digital language lab systems at four sites?

Section 10: Vendor References Requirements

10.0 Vendor References

1. List two clients that have purchased a digital language lab system directly from your firm during the past two years.

Client Name: _____

Contact Name: _____

Phone #: _____

Number of systems delivered: _____

Client Name: _____

Contact Name: _____

Phone #: _____

Number of systems delivered: _____

3. Additional references and/or letters of recommendation may be attached to the RFP form.

Section 11: Vendor Intent to Respond and Addendum Notification

Copies of this completed form must be submitted to the I.I.S.D. Purchasing Department within one week of receipt of RFP materials in order to be notified that an amendment to the specification has been posted on the website.

Please complete all information:

Vendor Name: _____

Address: _____

Representative: _____

Your Title: _____

Phone Number: _____ Fax number _____

E-Mail Address: _____

Fax this form to 972-215-5442

Section 12: Vendor Information

12.0 Vendor Information:

Vendor Name: _____

Representative: _____ Title: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

12.1 District Purchase Price for:	Model	Price
36 station Language Lab*	_____	_____
Component discount from catalog		_____%

* This is a unit price and MUST reflect ALL RFP requirements to make the language labs operational including delivery, installation and set up, input/output connectivity, trash removal, warranty, service and support, documentation, and vendor personnel (See Section 6.1 Installation).

Section 13: RFP Response Check List

Response Check List

1. Duplicate copies of RFP forms and supplemental documents.
2. Section 9 completed.
4. Section 10 completed.
5. Section 11 completed.
6. Section 12 completed.
7. Proposed Service and Support Plan included.
8. Insurance documents included.
9. Verify signatures on required forms and certificates.