

Manchester City School District

School Based streaming video for period 7/1/2014 to 6/30/2015

Posted: February 24, 2014 Proposal due: March 24, 2014

1.0 Introduction

The Manchester City School District is seeking a proposal for a system to stream live video and store video (On Demand) on a hosted site for instructional and administrative distribution. This product must be web based and be accessible with current technology already installed in the schools. The system will eventually become a centrally controlled system delivering video district-wide as well as within each school.

All proposals must be designed to take advantage of E-RATE funding. Refer to the "Schools and Libraries Eligibility List" actual eligibility of components. This information is available via the World Wide Web at <http://www.sl.universalservice.org/reference/esr.asp>.

Within the comprehensive plan the vendor should break out e-rate eligible services and services that are not e-rate eligible.

Scoring will be based on the ability to provide adequate service of e-rate eligible services for a 3-year period.

Proposal should include central management from the district office.

Hardware and software should be listed separately.

Proposals must be all inclusive and present a turn-key solution and pricing for the district

2.0 Instructions to Bidders

1. Receipt of Proposals: Manchester City School District requires the sealed proposals shall be submitted no later than 4:00 pm on March 24, 2014. Offer or mailing proposals should allow a sufficient mail delivery period to insure timely receipt. Any proposal received after the scheduled opening date and time will be immediately disqualified.

2. Competition: This solicitation is intended to promote competition. If the language, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested offer or to notify the district in writing so as to be received five (10) working days prior to the opening date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

3. Preparation

- a. Show proposal number on envelope as instructed.
- b. This bid must include delivery charges. Unit prices will not be accepted.
- c. Correction of errors on proposal; all prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by person signing the proposal. Erasures, or use of typewriter correction fluid, may be cause for rejection. No proposal shall be altered or amended after specified time for opening.
- d. By submission of a proposal, you are guaranteeing that all goods meet the requirements of this proposal.
- e. Provide references for other similar jobs in Tennessee.

4. Proposal acceptance period: Vendor shall hold their price firm and subject to acceptance by Manchester City School District for a period of **90 (Ninety) working days** from the date of the bid opening, unless otherwise indicated in their proposal.

5. Standards of Responsibility: Factors to be considered in determining whether the district standards of responsibility have been met include whether a prospective contractor has:

- a. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance;
- c. A satisfactory record of integrity;
- d. Qualified legally to contract with the district; and
- e. Supplied all necessary information in connection with the inquiry concerning responsibility.

6. Right of Non-Commitment or Rejection: This solicitation does not commit the district to award a contract, to pay any costs incurred in the preparation of a solicitation, or to procure or contract for the services. The district reserves the right to reject any or all bids or proposals received, or to cancel in part, or in its entirety, this bid or proposal if it is in the best interest of the district to do so.

7. Award of the Contract: Contract Award will be made based on the overall score of the respective matrix provided below. The offer or who presents the product or service that is in the best interest of the Manchester City School District will be awarded the contract. Manchester City School District reserves the right to award this solicitation on an item by item basis, or on an “all or none” basis, whichever is in the best interest of the school district

The district will use the following rubric for evaluation:

Criteria	Possible Points
Price	35
Scope and Quality of Service Offered	30
Prior Experience with K12 Environment	25
References	10

8. Pricing: Proposal pricing shall be valid for the duration of the initial contract, or 90 days. Contractor is responsible for holding pricing firm to the district regardless of manufacturer or distributor price increases.

9. Submission of Bid:

Mail or hand deliver sealed bid to:

Manchester City Schools
215 E. Fort Street
Manchester, TN 37355
ATTN: Mark Howell

Mark outside of envelope

Unsealed fax copies are unacceptable.

District Information

There are approximately 1300 students attending school in Manchester City Schools at 3 PreK-8 sites. There are 2 supporting sites that include the district office and the district data that houses a training lab, repair/imaging area, and the data center. All sites received an completely new infrastructure this summer and currently have a shared 100 mb connection to the internet and a 10 GB internal network. The district has very good wireless coverage and connectivity utilizing Wireless N standards.

Vendor Requirements All documentation requested is to be included when bids are submitted. Documentation must list key features of the product being offered as well as any additional hardware to The district will need references from Tennessee districts. A listing of districts along with a contact person will be sufficient.

References

Vendors will provide detailed information relating to experience with telecommunications, networks, educational environments, and hardware capacity, planning, sizing and installation. List all experience within the last three years that is directly related to the proposed contract. Additionally, list the percentage of business that is focused directly on technology integration and installation in the area of K-12 education. Vendor must provide a spin number from the SLD and a FCC Registration number.

3.0 Proposal Submission Timeline

- Proposal posting.....February 24, 2014
- Proposals due by.....March 24, 2014 @ 4:00 pm
- Contract award.....March 26, 2014
- Starting DateJuly 1, 2014

Direct questions to:

Director of Technology/E-rate Coordinator
Mark Howell
howellm1@k12tn.net