



Educational research, planning, and implementation services

Des Moines Public Schools Request for Interest

NOTICE

Des Moines Public Schools is seeking requests of interest for educational research, planning, and implementation services until 9:00 A.M., on April 28, 2014. They will be received by the District's purchasing agent at his office: Des Moines Public Schools, 1915 Prospect Road, Des Moines, IA. 50310

Respondents are asked to submit their documents by the date and time specified above, the District will allow a period of inquiries beginning immediately and terminating at the end of business on April 23, 2014. The District will accept the responses from interested parties in sealed envelopes only, electronic submissions are not acceptable.

Inquiries regarding interpretation of this request and other questions shall be addressed to Mark Mattiussi via email: mark.mattiussi@dmschools.org.

Calendar of Events

Issuance Date	4/18/2014
Inquiries Deadline	4/23/2014
Due Date	4/28/2014
Committee Review & Recommendation	4/29/2014
Board Review & Approval	5/06/2014

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I. Objective

The District is in the beginning stages of a large scale district wide initiative to enhance the technology offerings throughout the District, most specifically in the classroom. In order to ensure long term success the District is seeking a partner to assist in developing a technology structure, including a governance plan to meet the district's vision for instruction, immediate instructional needs, and business needs. The partner will assist with the design and execution of the plan to accomplish the key strategic directions of the District as detailed in the Scope of Work.

II. Background

The District is located in Des Moines, Iowa, the capital city of the state and employees approximately 5,000 teachers and staff. The District has over sixty two sites which include K-12 education, special education, operations and administration offices. It educates approximately 32,000 students annually and has provided education services for the past 100 years. In order to maximize the use of funds and efficiently use data to improve the educational experience of students the District is seeking proposals for educational research, planning, and implementation services

III. General

A. Term of Contract

- 1.) The term of the contract will begin when approved by the District's Board and will conclude as directed by District administration.

B. Preparation and Submission

- 1.) The Submission must be typed or legibly printed in ink, on the Form of Interest supplied; use of erasable ink is not permitted. The authorized agent of the Respondent must initial all corrections made by the Respondent in ink.
- 2.) Submission must contain the signature of an authorized agent of the Respondent.
- 3.) The accuracy of the submission is the sole responsibility of the Respondent. The Respondent will not be allowed to make changes to their submission after the due date and time of the request.
- 4.) This solicitation does not commit the District to pay any cost incurred by the Respondent or any other party in preparation of the submission.
- 5.) The District reserves the right to waive any and all informalities in submission if such waiver does not substantially change the offer or provide a competitive advantage to any respondent.

C. Conflicts of Interest

- 1.) It shall be understood and agreed that this submission was offered independently of any other submission.
- 2.) Contractors working on the development of this request are prohibited from making submissions.

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C. Conflicts of Interest

- 3.) All submissions must comply with Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity.

D. Evaluation of Submission

- 1.) The District reserves the right to reject proposals or parts thereof for the following reasons:
 - a. The Respondent misstates or conceals any material fact in their Submission.
 - b. The Respondent's Proposal does not strictly conform to the law or requirements of the request.
 - c. The response does not include the required documents.
 - d. The response has not been properly executed by signature of an authorized representative of the Respondent.
- 2.) A submission may not be accepted from respondents, which are in arrears to the District.
- 3.) A submission may not be accepted from respondents which have failed to perform faithfully any previous contract with the District, state or federal governmental agency for a minimum period of one (1) year after the previous contract was terminated for cause.
- 4.) A submission may be rejected if the respondent is currently under suspension or debarment.
- 5.) A submission may not be accepted from any respondent, which has pending litigation against the District.

E. Insurance Requirements

- 1.) The Respondent's submission should consider the District's requirements of evidence of Insurance.
 - a. Two (2) million professional liability policy for any one time claim with an aggregate not less than five (5) million
 - b. Workers' Compensation Statutory
 - c. Automobile Liability \$1,000,000 Combined Single Limit
 - d. Commercial General Liability, \$1,000,000 Combined Single Limit
(Including Contractual Liability & Products Completed Operations Coverage)
 - e. Umbrella/Excess Liability \$2,000,000
 - f. The establishment of minimum limits of insurance by the Des Moines Public Schools does not reduce or limit the liability or responsibilities of the Successful Respondent.
- 2.) All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Iowa.

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F. Indemnification

The Respondent's submission should consider the District's indemnification requirements:

- a. Respondent will assume all responsibility and liability for any and all damages caused by or resulting from the negligent or willful unauthorized disclosure of any confidential information by the awardee
- b. The successful Respondent shall hold harmless, indemnify, and save the District, its officers, employees, and agents, from any and all liability claims, losses or damages arising or alleged to arise during the performance of the work described, by the awardee.

G. Termination or Cancellation

- 1.) The Respondent's submission should consider the District's conditions for termination.
 - a. Non-compliance with all Terms & Conditions with a thirty day notice to correct any / all issues
 - b. Mutual agreement of both parties of not less than a thirty day notice.
 - c. Failure of either party to carry out all provisions / work as described with a thirty day notice
 - d. Petition of bankruptcy against the respondent with a fifteen day notice.
 - e. Funding for the project is unavailable for any reason with a ten day notice.

H. Bribery, Corruption and Gifts

Respondents should familiarize themselves with Chapter 722 of the Code of Iowa

I. Disclosure of Information Content

Iowa law requires that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection.

J. Disposition of Information Packages

All Submissions become the property of the District and shall not be returned to the respondent.

K. Audit or Examination of Contract

Respondent agrees that any authorized auditor, the Office of Auditor of State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine their submission.

L. Copyrights

By making a submission the Respondent agrees that the District may copy the submission for purposes of facilitating the evaluation

M. Release of Claims

By making a submission the Respondent agrees will not bring any claim or cause of action against the District based on any misunderstanding concerning the information.



IV. Statement of Work

A. Background & Required Work

The District is seeking a partner to assist in developing a technology structure, including a governance plan to meet the district's vision for instruction, immediate instructional needs, and business needs. The partner will assist with the design and execution of the plan to accomplish the following key strategic directions of the District:

- Building technical skills of teachers and principals
- Improving data systems
- Assessing student learning
- Revising curriculum and standards
- Ensuring an appropriate reward and salary structure
- Facilitating improvement through the introduction of policy documents and education reform

B. Qualifications

The District requires the interested parties to have exhibited successful technology plan, governance, and implementations with other similar sized K-12 public schools Districts in the United States of America. The examples should where they have partners with other District that prior to the partnership did not possess a strong technology presence in the classroom.

C. Respondent Interpretation

- Briefly describe your understanding of the scope of services to be provided
- Describe efficiencies implemented in the technology planning structure as well as increased educational opportunities in the classroom.
- Describe the company's system of quality control.
- Provide a listing of clients whom your firm has assisted in providing like services in the past.

D. District Budget

The District has assigned funds to ensure the long term sustainability of this important initiative.



V. Form of Interest

Based upon the information provided and the Districts required budget our firm is interested in being considered as a bidder. Furthermore, we have included with this Form of Interest a complete and detailed response to Section IV "Statement of Work" which includes costs to provide the requested service.

Company Name: _____

Address: _____

City, State, Zip; _____

Phone: _____

Fax: _____

Email: _____

Contact: _____

Title: _____

Signature: _____

Date: _____ / _____ /2014