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DALE COUNTY BOARD OF EDUCATION

OFFICE OF SUPERINTENDENT
DALE COUNTY GOVERNMENT BUILDING
202 S HWY 123, SUITE E.
OZARK, ALABAMA 36360

PHONE (334)774-2355 WEB SITE: www.dalecountyboe.org FAX (334)774-3503

Request for Bid

The Dale County Board of Education (DCBOE) is soliciting Bids for Special Education Diagnostic Assessment Digital Materials and Licensing.

Sealed Proposals are due on or before August 8th 2022 at 10:00 a.m, and will be opened at that time on that date at the Dale County Board of Education, 202 S. Hwy. 123 Suite E. Ozark, Alabama, 36360.

Objective

The Dale County Board of Education intends to acquire approximately:

1. Multi-Year subscription (Up to 4 years) , materials, and licensing for Special Education IEP assessments and testing, 250+ IEP's:
(Note: Brand names and or specific language is for example purposes only) All similar and like materials and offers will be entertained).

The Vendor's responsibility is to propose any additional items they deem needed if not covered in the enclosed specifications. The Vendor may submit one or more proposals provided one proposal is identified as the primary proposal and other proposals are identified as alternative proposals.

Dale County Board of Education reserves the right to reject any and all proposals, or any portion of a proposal, and accept a primary or alternative proposal that they deem to be in the best interest of the school system. Dale County Board of Education may waive any technicality and award a contract to The Vendor who meets the proposed requirements and the proposal is deemed to be in the best interest of the Dale County Board of Education.

Contingency

The acceptance and implementation of the proposal is contingent on funding.

Schedule of Events

The following is the schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful vendor.

Event

Date

- | | | |
|----|---|-----------------|
| 1. | Release of Proposals | August 01, 2022 |
| 2. | Deadline for submission of proposals/Proposal Opening | August 08, 2022 |
| 3. | Establish contract | August 10, 2022 |

No bidder's conference will be held. The Vendor may direct questions to Patrick Reed, at 334-774-2355, or preed@dalecountyboe.org. All clarifications or changes to the proposal specifications will be provided in writing to all prospective bidders.

Vendor Qualifications

A Vendor responding to this proposal must meet the following qualifications for their response to be accepted.

1. Must accept Synovus Visa Purchasing Card. No additional fees may be charged for the acceptance of this card. If vendor does not accept purchase cards, an additional 1.5% price increase will be added to the bid price for selection process.

For Example:

Bid Price \$10.00, company takes card, proposal price for tabulation of winner will be \$10.00

Bid Price \$10.00, company does not take card, proposal price for tabulation of winner will be \$10.15

Each proposal will be evaluated based on criteria and priorities defined by the Dale County Board of Education. Proposals will be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. The Vendor's overall qualifications based on past performance and company qualifications and certification.
2. The Vendor's ability to meet all the requirements detailed in the proposal.
3. Best overall value and in the best interest of the Dale County Board of Education.

Response Submission

Responses to this bid must be submitted and delivered to the Dale County Board of Education no later than 10 a.m. on the date specified in the Schedule of Events. Bids will be opened at that time. The proposal must be submitted to:

Dale County Board of Education
Special Education Assessment Bid
202 S Hwy123 Suite E
Ozark, AL 36360.

It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Dale County Board of Education reserves the right to reject all late arrivals. The Vendor must submit one copy of their response along with any required supporting documentation. Proposal must be valid for 30 days after the established contract. If there are any discounts included in pricing that are time sensitive, the change in price and the deadline of the discount must be explicitly disclaimed on the bid sheet. Oral, telephone or electronic bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed bid shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by a person duly authorized by The Vendor to enter into a contract.

Evaluation of Responses

Dale County Board of Education may at its discretion, and at no fee to school system, invite any vendor to appear and or conference call for questioning during response evaluation for the purpose of explaining statements in their response.

Right to Reject

Dale County Board of Education reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Dale County Board of Education. Dale County Board of Education reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor can propose. The Vendor must include in this response any limitations to their acceptance of a partial award.

Contracts will be awarded to the highest ranked vendor as determined to be in the best interest of the Dale County Board of Education. Vendors will be ranked according to the following Criteria:

Criteria	Weight
Price of Eligible Products	40%
Completeness of Proposal	20%
Interoperability with existing Systems	20%
Prior Experience with Vendor	10%
In State Vendor	5%
Warranty (If Applicable)	5%

Evidence of Vendor Qualifications

The Vendor is asked to furnish evidence that they maintain permanent places of business of a type and nature compatible with their proposal and are in all respects a competent and an eligible vendor to fulfill the terms of this request. Dale County Board of Education reserves the right to reject any vendor's proposal if evidence fails to indicate the Vendor is qualified to provide the items on this request.

General Specifications

(Note: Brand names and or specific language is for example purposes only) All similar and like materials and offers will be entertained).

- Digital assessments to include administrative and reporting capabilities for 250 plus IEP's.
- Examples include Pearson's Ability Library, Achievement Library, Speech & Language/Motor Sensory Library, Behavior, Mental Health, and Executive function Library, and Screeners.

Include in your proposal the number of days required for delivery.

AWARD:

- A. The Dale County Board of Education reserves the right to accept or reject any or all bids or proposals.
- B. The award will be made in accordance with Code of Alabama 1975 Section 16-13B.
- C. The decision of the Dale County Board of Education will be final.
- D. The Dale County Board of Education may not award on the basis of low bid only.
- E. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive. After refusal by the first bidder, the bid may be awarded to the next lowest bidder.
- F. Specifications are written as if in full detail. Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size, and quality of materials, products, service or equipment consideration best adapted to the Board's intended use.

PRICING:

- A. Prices are to be quoted by the 'unit' indicated on the face of the bid sheet.
- B. Prices are not to exceed two (2) decimal places.
- C. The bidder offers and agrees to furnish all items upon which prices are quoted.
- D. Dale County Board of Education reserves the privilege to rebid or renegotiate any item(s) if price(s) are beyond amount anticipated or if negotiations are unsatisfactory.
- E. Firm prices shall be bid and include all packing, handling, shipping charges and delivery to the destination shown.
- F. In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of addition error(s), the bidder's total will be corrected accordingly. Bidders must check their proposal for any such errors and state the discount(s) in the proposal where applicable. Failure to do so will be at the bidder's risk.
- G. The Dale County Board of Education is tax exempt from all tax as found in the Code of Alabama 1975, section 40-23-4(a)(11), as amended. This statement is in no way to be construed as relieving the seller or contractor from their tax obligation.

SPECIAL INSTRUCTIONS

Request that each bidder submit proposals as per the following instructions:

Proposal to contain the complete package as per the enclosed specifications.

Bid Submission

All proposals should be submitted to:

Dale County Board of Education
Attn: Jesse James
202 S. Hwy 123 Suite E.
Ozark, Alabama. 36360

Labeled in the bottom right corner:
Special Education Assessment Bid
Not to be opened until 8/08/22 at 10:00 a.m.

Proposal Sheet: Next Page

Bids must be submitted in SEALED ENVELOPE, CLEARLY MARKED

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DUE: August 8th 2022 by 10:00 a.m.

Please sign the form below and submit a copy with your bid to show that you have read and understand the requirements of the proposal.

Company Name _____

Phone Number _____

Contact Person _____

Price: _____ (Per year for up to 4 years for 250+)

Days Required for Delivery: _____

Signature _____