

Request For Proposal

Project Title: Technology - Interactive White Boards

Organizational Overview: Saginaw Township Community Schools (STCS) is a K – 12 public school district. The district has an enrollment over 5,000 students.

Contact: Steve Elliott, Director of Community Services
3465 N Center Road, Saginaw, MI 48603
Phone 989-399-8029 E-mail saelliot@stcs.org

Schedule

The RFP for Interactive White Boards will be posted on October 14, 2009. Proposals are due and will be opened on October 28 at 3:30 pm in the Board of Education office, 3465 N Center Rd.

➤ **Request is for up to 35 Interactive White Boards (multiple bids accepted)**

Interactive White Board Requirements – General Overview

Fixed 87” or 78” diagonal measurement interactive white board systems with attached short throw projectors and integrated sound systems

- Wall mounted, according to interactive white board manufacturer’s specification
- Connection options: Serial (RS232), USB 1.1/2, and Bluetooth™
- Cabling secured per code
- Appropriate cabling run in a raceway to teacher work station

Classroom response systems

- Suitable for primary grades
- Suitable for upper elementary and secondary grades with texting capability
- Open license to install software on multiple computers to include teacher’s home computer

Installation: Installers must be certified installers by interactive white board manufacture with preference given to local contractors

Other

- Wireless, fully integrated Slates
- Online network for teachers
- Professional development performed by trainers who are certified teachers (preferred)
- Lesson development software for both primary and upper grades
- Templates, graphic organizers, assessment layouts, scales, and tables
- Free software upgrades for a minimum of 5 years
- 4 pens per interactive whiteboard
- All connections, cables, and power supplies
- Solution needs to have backing of specific and scientific data to support its benefits as it supports student academic achievement
- Dual Pen, both teacher and student able to cross over entire board surface at the same time
- Integrated Speakers

- Attached junction box to plug in sound field, DVD and Document Camera
- Vendor able to deliver training via RIT (remote interactive training)
- All peripherals working off of 1 driver and peripherals manufactured specifically for interactive white board manufacture
- LRS systems with full text capabilities and self-pacing option

Interactive White Board Specifications (preferred specifications listed below)

Internal Resolution	2730 points (lines) per inch
Output Resolution	200 points (lines) per inch
Tracking Rate	200 inches per second providing a fast response to pen commands
Output Rate	120 coordinate pairs per second
User Input	Cordless Battery-free pen incorporating tip switch and side switch for full mouse functionality
Digitizing Technology	Passive Electromagnetic
Power Requirement	USB powered device
Connection to Computer	USB with supplied 5m (16ft) USB cable
Screen Surface	Low Glare Melamine
Certifications	UL, CE, FCC
Dual User Functionality	2 teacher and 2 student pens included
Integrated USB Sound	Two integrated slim line speakers and amplifier (with controls, inputs and outputs)
Upgrade Option	Wireless connection to computer

Fixed frame specifications (preferred specifications listed below)

Power Management	Integrated power management system for board and projector
Projector Mount	Aluminum arm, extends from the board
Cable Kit Contents	Connectivity box with inputs for 2 x PC inputs (VGA & Audio RCA), USB input, S-video and composite video, plus auxiliary audio RCA inputs. Box also has VGA switch for PC inputs and volume control for audio output cable. Box is mounted to the frame and can be placed on either side of the system. 2m (6ft) USB patch cable (to connect computer to face plate). 2m (6ft) 3.5mm Jack to RCA cable for PC audio input (to connect computer to face plate). 2m (6ft) VGA cable provided in the projector box (to connect the computer to the face plate)

Projector specifications (preferred specifications listed below)

Native Resolution	WXGA (1280 x 800)
Compressed Resolution	Maximum UXGA (1600 x 1200)
Typical Colors	16.77 million colors
Brightness (ANSI lumens)	1500 ANSI (normal), 2000 ANSI (high)
Contrast Ratio	500:1
Noise Level	31dBA (normal), 38dBA (high brightness mode)

Aspect Ratio	16:10 (native), 4:3, 16:9
Device Type	LCD technology
Focus	Manual Focus
Zoom	Digital Zoom
Focal Length	6:60 F=1.80
Projection Distance	0.54m ~ 1.22m (21.3in ~ 48in)
Lamp Life	3000 hrs (normal); 2000 hrs (high)
Keystone Correction	Vertical: max $\pm 20^\circ$
Horizontal Scan Rate	15kHz ~100kHz
Vertical Scan Rate	50Hz ~100Hz
Computer Compatibility	IBM PC and Compatibles; Apple Macintosh, iMac, and VESA Standards WSXGA+ (1,680 x 1,050), WXGA+ (1,440 x 900), WXGA (1,280 x 800, 1,280 x 768), UXGA (1,600 x 1,200), SXGA+ (1,400 x 1,050), SXGA (1,280 x 1,024), XGA (1,024 x 768), SVGA (800 x 600), VGA (640 x 480)
Video Compatibility	NTSC (3.58/4.43), PAL (B/D/G/H/I/M/N), SECAM (B/D/G/K/K1/L), HDTV (720p, 1080i, 1035i), EDTV (480p, 575i), SDTV (480i, 576i)
Inputs	RGB/Component Scart RGB (Dsub15) x 1 RGB in or Monitor out (Dsub 15) x 1 S-Video (Mini DIN 4-pin) x 1 Composite Video (RCA) x 1 Audio (RCA) x 2 (R,L mono) Audio mini jack (stereo) x 1 Networking LAN RJ45 x 1 Serial (mini DIN 8-in) x 1
On-screen Menu	Chinese, Dutch, English, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Polish, Portuguese, Romanian, Russian, Spanish, Swedish
Packed Contents List	Power cord, computer cable, wireless remote, owner's manual (CD-ROM & Quick Start Guide)

Learner response system (preferred specifications listed below)

Range	100m (328ft)
LCD Interface	128 x 128 pixels, 36mm x 38mm (1.4in x 1.5in), 4 level grey scale, Reflective Polarizer
User Input	8 Intelligent 'hot keys', 4 'navigation keys' and 10 alphanumeric keys
Max Number of Devices per System	500
Battery	Replaceable via security screw
Battery Life	Typically 6 months
Communication Languages	Wirelessly with hub 2.4 GHz inserted in computer Dutch, English, French, German, Italian, Portuguese, Spanish
Certifications	CE, FCC, RoHS

Response Types	Multiple Choice, True/False, Y/N, Multiple Response, Put in Order, Gap Fill words, Likert scales, Confidence Checking & Alphanumeric response
Text Response	Words, phrases, numbers, symbols and punctuation (up to 120 characters)
Question Data Import	XML importer
Question Data Export	Questions and results can be exported to Excel™ and .txt (except for Self-Paced Learning)
Working with other Applications	Interface tool can “float” over most computer applications such as web browsers, Word™, Excel™
Question Preparation	Allows for preparing questions with correct answers Questions can be timed Allows for on-the-fly questioning
Response Monitoring	Results can appear instantly or viewed at a later time Users can be allowed to modify their response Results can be captured either by user’s name or anonymously
Self-Paced Learning Questions	Questions are downloaded to and can be viewed on each device
Self-Paced Learning Question Preparation	Includes settings for order, difficulty level and duration of questions
Self-Paced Learning Response Monitoring	Responses are immediately visible via a color-coded timeline

Standard Warranty and Support

Board	Minimum of Five Years (Return-To-Base)
Fixed Stand	Minimum of Five Years
Projector	Minimum of Three Years
Pens	Minimum of One Year

Installation

Installation shall be conducted during after-school, non-instructional time and shall not interfere with the instruction of students. A timeline for installation of all the interactive white boards should be included in the Project Management Response. The timeliness of installation that is acceptable to STCS will be a consideration. Access to the classrooms shall be coordinated with STCS personnel.

Locations

Heritage High School 3465 N Center Road Saginaw, MI 48603	White Pine Middle School 505 N Center Road Saginaw, MI 48638	Arrowwood Elementary 5410 Seidel Saginaw, MI 48638
Hemmeter Elementary 1890 Hemmeter Saginaw, MI 48638	Plainfield Elementary 2775 Shattuck Saginaw, MI 48603	Sherwood Elementary/ Mackinaw Academy 3870 Shattuck Saginaw, MI 48603
Weiss Elementary 4645 Weiss Saginaw, MI 48603	Westdale Elementary 705 S Center Saginaw, MI 48638	

Project Management

- Project Plan - Bidders are required to supply a description of the key activities required for the installation of the proposed interactive white board systems.
- Project Organization Chart - The bidder will include a project organization chart with the reporting relationships of project team members and other key personnel.
- Responsibility and Project Schedule - A master project schedule and timeline must be included, along with a work responsibility matrix, identifying the tasks the vendor will perform and the tasks STCS is expected to perform for successful implementation.

Facility Requirements

- Bidders must furnish all space, power, and environmental requirements for the proposed project.
- Power - All power requirements, including any special conditioning or grounding requirements.
- Network – Provide requirements for needed network ports/resources

Training

The Vendor shall provide for and explain all aspects of:

- System installation.
- In-house/hands-on live end user training with training materials that can be reproduced and used by STCS staff members to deliver additional training sessions..
- On-site support during project implementation.
- All documentation will be available for each user at the time of training.

Testing and Acceptance

The equipment will be installed and tested in a professional manner by manufacturer trained and qualified personnel.

- The vendor will be responsible to provide all required installation material.
- The vendor shall furnish, install and configure all equipment at the locations identified by STCS.
- The vendor shall present and work with the school appointed technical lead person to develop the best possible configuration scheme to allow seamless integration into the existing network(s).
- The vendor shall be responsible to acquire all test equipment(s) and miscellaneous installation material to bring the interactive white boards "in service".
- The vendor shall install and test all components in accordance with the manufacturer's written policy and guidelines.
- The vendor shall keep the work place clean and tidy. All disposable material, debris, etc shall be disposed, in accordance with manufacturers, school and state guidelines.
- All system hardware and software features and configuration shall be tested in cooperation and under the supervision of the STCS's project manager or designee.

Final acceptance of the systems shall be in writing by STCS after 30 days of error free operation. Error free implies no outstanding issues, or downtime and full contract functionality.

STCS reserves the right to reject solutions that do not satisfy the requirements of this document. Any requirements that cannot be met must be clearly noted as exceptions in the bidder's response to this RFP.

Submitting Bids

Bidders must submit three (3) copies of their sealed bids to STCS on or before 3:30 p.m. on Wednesday, October 28, 2009, at which time all bids will be opened and read aloud. Late bids will not be accepted or considered by STCS. Bidders are welcome to attend the bid opening.

All bids must be inclusive of any shipping or other costs and expenses. The cost to prepare the bid and any costs not expressly included in the bid are the responsibility of the bidder. STCS is a tax-exempt public school and will provide a copy of its tax-exempt certification if requested.

All bids must be delivered to STCS as follows:

Attn: Steve Elliott – Director of Community Services
Saginaw Township Community Schools
Board of Education Office
3465 N Center Road
Saginaw, MI 48603

Pre-bid meeting(s)

No pre-bid meeting is planned. However, vendors may contact and meet with:

Steve Elliott, Director of Community Services [989-399-8029 or saelliot@stcs.org]

and/or Jim Mitchell, Information Technology Director [989-399-8050 or jamitche@stcs.org]

Addendums

Any and all subsequent addendums to the RFP will be posted on STCS's web site at www.stcs.org under the RFP and Bids link. The addendums posted on the website will be considered part of the bid documents; bidders agree to comply with new information that may be provided on the website by the date and time specified. All bidders are responsible for ensuring that their final bid conforms to any posted addendum. Any exceptions to requirements in this document or any addendum posted on the web site must be clearly noted in vendors bid response and can be considered by STCS in their review and selection of the successful bidder.

Bid Award

The bid will be awarded to one or more bidders at the discretion of STCS. STCS reserves the right to accept or reject any and all bids, in whole or in part, to waive any irregularities in the bid process and to negotiate contract terms, in its sole discretion. The decisions of the STCS are final and bidders have no right to appeal any such decisions.

There will be four (4) general principles that will govern the RFP review, evaluation, and selection process:

- Clear and complete responses to the RFP requirements
- Satisfactory responses to STCS issues and system performance requirements
- Best value cost solution
- Demonstrated and documented performance

The proposed system must be based on the manufacturer's most current hardware and software releases and may not include any used and/or refurbished equipment.

Prevailing Wages

Prevailing wages are required for this project, where applicable. The information for prevailing wages will be posted as addendum #1 on the district web site www.stcs.org/bids.

Payment Terms

Payment Terms – Equipment: 50% due 10 days after delivery; 50% due 30 days after installation.

Payment Terms – Services: To be billed on a monthly progress schedule with Net 30 Terms. (Final Labor invoice may be held until Project Signoff is complete).

Non-Discrimination and Assistance

The Board of Education of Saginaw Township Community Schools complies with all federal and state laws and regulations prohibiting discrimination, including the requirements of the United State Department of Education and the Michigan State Department of Education.

It is the policy of the Board that no person on the basis of race, color, religion, sex, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap or legally protected classification shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives federal or state financial assistance.

If you would like to attend and require assistance or accommodations to participate in the bid opening or award meeting, please contact Steve Elliott at (989) 399-8029 at least 72 hours before the meeting.

Saginaw Township Community School District Standard Instructions to Bidders

1. Read, Review and Comply: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.

2. Receipt and Opening of Bids: Sealed bids will be accepted upon receipt in the Board of Education Office, Saginaw Township Community School District, 3465 North Center Road, P.O.

Box 6278, Saginaw, MI 48608, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.

3. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.

4. Submission of Bids:

- A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the project, and the date and time of the scheduled bid opening.
- B) Any bid received after the scheduled opening time will not be accepted.
- C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
- D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
- E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
- F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the School District for the premature opening of a bid not properly addressed or identified.
- H) If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.

5. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a pre-qualified list or the term "only", "no exceptions", or similar phrase is included.

6. Taxes: The Saginaw Township Community School District is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the School District is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

7. Acceptance of Bids: The Saginaw Township Community School District will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

8. Saginaw Township Community School District's Rights: The Saginaw Township Community School District reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the School District best interests. The School District reserves the right to increase or decrease

quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified, and subsequent thereto.

9. Delivery: Bids shall include all delivery charges with terms of Freight Prepay – FOB Saginaw, MI. Title shall not transfer to the School District until receipt.

10. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.

11. Disclosure: All of the information included in your bid response is subject to the “Freedom of Information Act” and may be disclosed in its entirety after the formal, public bid opening has been completed.

12. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

13. References: References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

14. Samples: Samples may be requested as a part of this solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at the bidders expense. Bidders request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidders name and item number.

15. Payment Discounts: Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, whichever is later.

16. Indemnification: The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

17. Certificate of Insurance: Saginaw Township Community Schools requires all contractors to procure and maintain for the duration of any work performed, commercial general liability with Saginaw Township Community Schools listed as additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers’ compensation insurance with Saginaw Township Community Schools listed as certificate holder. Saginaw Township Community Schools prior to the beginning of work for the district must receive your certificate of insurance.

The following section must be completed and returned with your bid (but not notarized).

Section A.

_____ has received, reviewed and is thoroughly
Bidder (please print)

familiar with the Standard Instructions to Bidders. _____
Bidder (please print)

understands and agrees to abide by each and all of the stipulations and requirements contained
therein.

Authorized Signature

Date

Printed Name

18. Familial Disclosure: All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the bidder and the District personnel or Board members. Any bid that does not include the sworn and notarized Affidavit of Bidder will not be accepted (pursuant to MCL 380.1267(3)(d)). **PLEASE NOTE THAT THE INCLUDED AFFIDAVIT OF BIDDER FORM MUST BE COMPLETED, NOTORIZED, AND RETURNED WITH YOUR BID.**

