

Request for Proposal (RFP) Microsoft Forms and Flow Programming and Training

Released by:
Southern Educational Services Cooperative (SESC)

Due Date:
Friday, March 29, 2019
By 4:00pm Eastern Standard Time

Submit to:

Jason Butcher – Chief Administrator
214 N. Kanawha Street Beckley, WV 25801
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681-207-7110

Request for Proposal (RFP)

I. Purpose:

The purpose of this RFP is to solicit proposals from vendors to contract for Microsoft Forms and Flow training and programming to be purchased by members and/or customers of the SESC. This service will allow for counties to become paperless or make for a more seamless procedure flow for particular operations. for use during the 2019-2020 school year. The vendor must be able to: **1)** Provide consulting services and training for Microsoft Office 365 forms flows and other ways to become paperless including data storage and approvals; and **2)** Provide forms and flows for counties to become paperless.

II. Background:

In order to create savings, efficiencies and a totally paperless document flow for our member counties and other customers, the SESC seeks a vendor to provide Microsoft Forms and Flow training and programming.

III. Special Conditions:

Timelines

RFP release date: March 20, 2019
RFP due date: April 1, 2019
Review dates: April 1, 2019 – April 4, 2019
Date for announcing approval: April 5, 2019

- SESC reserves the right to reject any or all bids if they do not serve the needs of the students.
- Proposals will be received at (include RFP contact name, title, street address, email address and phone number).
- Proposals may be mailed via U.S. Postal Service, delivered via courier, hand-delivered, or emailed. Fax proposals will not be accepted.
- It shall be the bidder’s responsibility to ensure that bids will arrive in the SESC office prior to the scheduled bid opener. Late submissions will not be accepted and will remain unopened.

Quality Assurance

A signed Memorandum of Understanding/ Agreement (MOU / MOA) between the SESC and successful bidder will be required. This agreement will establish roles and responsibilities and ensure adherence to project guidelines. The successful bidder must be prepared to comply with and assist the counties in which they provide services in complying with West Virginia State Board of Education Policies including providing any instructional materials that may be necessary to obtain course approval.

Equipment

All equipment, including portable devices and electronic data entry devices, is the sole property of the counties in which they provide services and will be returned upon termination of the agreement by either party or at the end of the partnership.

Technical Assistance

Technical Assistance will be provided as needed throughout the application process. For questions regarding eligibility, establishing program guidelines, etc. should contact: Jason Butcher – Chief Administrator 214 N. Kanawha Street Beckley, WV 25801 or via email at: jbutcher@k12.wv.us