



EMPOWERING COUNTIES THROUGH COOPERATIVE SOLUTIONS

REQUEST FOR PROPOSAL # SESC- VIRTSCH-001

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ISSUED: May 18, 2021

Turnkey Virtual School Platform

Southern Education Services Cooperative (SESC) desires to contract with one vendor operating in the educational market segment, who demonstrates the capability to provide a virtual school platform and virtual school teachers for the SESC and county virtual school services.

1.0 Introduction

- 1.1 The Southern Educational Services Cooperative ("SESC") is an educational cooperative serving the counties in the State of West Virginia and empowers counties through cooperative solutions.
 - 1.2 The SESC desires to contract with one vendor operating in the educational market segment, who demonstrates the capability to provide a virtual school platform and virtual school teachers for the SESC and county virtual school services.
 - 1.3 SCOPE OF SERVICES: It is the intention of SESC to establish a contract with Proposer(s) for complete and comprehensive product and service solutions for a synchronous virtual school platform complete with teachers and recording capabilities for asynchronous students use.
 - 1.4 Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to do so may result in rejection of the submittal.
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2.0 Schedule

2.1 Schedule:

- Issuance of Request for Proposals	May 18, 2021
- Questions from Proposer	May 18-26, 2021
- Issuance of Addendums (as needed)	As needed
- Proposals Due / Proposal Opening	May 28, 2021
- Recommendation(s) / Review(s)	May 28 – 30, 2021
- Board Approval	May 31, 2021
- Anticipated Contract Start Date	June 1, 2021
- Anticipated Contract End Date	June 30, 2024

2.2 SESC reserves the right, in its sole and absolute discretion, to change any or all portions of the above-identified timeline as it determines to be in its best interest.

2.3 SESC will not be under any requirement to complete the evaluation by a specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors. Notification of any changes to the time schedule will be made to Proposers via post on SESC website.

3.0 Instructions to Proposers

- 3.1 **Digital submissions must be received by the addressee below no later than May 27, 2021. (“Proposal Due Date”)**
 - 3.2 **Emails should be clearly labeled in the subject line as: “PROPOSAL: TURNKEY VIRTUAL SCHOOL PROGRAM RFP # SESC-VIRTSCH-001**
 - 3.3 Proposals must be delivered to:
Jason Butcher
jbutcher@wvesc.org
 - 3.4 Each Proposer is responsible for the timely submission of its Proposal. SESC is not liable for any delivery. Proposals received after the Proposal Due Date specified above will not be accepted or considered.
 - 3.5 Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the SESC.
 - 3.6 Any proposal may be withdrawn prior to the proposal Due Date. Any proposal not withdrawn will constitute an irrevocable offer to provide SESC with the services specified in the proposal.
 - 3.7 This RFP in no manner obligates the Owner to the eventual purchase of any or all products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be withdrawn by the Owner without penalty or obligation at any time prior to the signing of the agreement or purchase order.
 - 3.8 Expenses for developing and presenting proposals are the responsibility of the Proposer and shall not be charged to the Owner.
 - 3.9 By submitting a proposal, each Proposer affirms that they have examined the documents presented herein and satisfied itself as to the conditions under which it will be obligated to provide new furniture, fixtures and equipment in accordance with this RFP. No claim for additional compensation will be allowed due to unfamiliarity with the documents.
 - 3.10 The Proposer shall comply with any and all federal, state, or local laws, rules, ordinances, policies and regulations, including any licensing and permitting requirements, applicable to providing the furniture and services anticipated in this RFP and the Contract. The Proposer, including all employees and agents shall perform all services in accordance with all State licensing laws. The Proposer, including its employees and agents, shall be responsible for knowing the policies and procedures concerning appropriate behavior of persons in its facilities and, on its properties, including for example, the prohibitions of sexual harassment and smoking, and shall comply with all such policies and procedures.
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- 3.11 The Contract shall be governed by the laws of the State of West Virginia, without regard to any conflicts of laws.
- 3.12 After contract award, new products and services may be added, or current products and services revised, upon evaluation and mutual agreement between SESC and Awardee.



4.0

SECTION 4: PROJECT SPECIFICATIONS

4.1

Background and Current Operating Environment: Proposers should provide pricing, per class, per grade level based on the following criteria to propose their complete catalog of products and services including, but not limited to, the following categories:

4.2 **Project Goals and Mandatory Requirements:** Virtual School Services. Vendor should describe its approach and methodology to providing the service or solving the problem described by meet the goals/objectives identified below. Vendor's response should include any information about how the proposed approach is superior or inferior to other possible approaches.

4.2.1 **Goals and Objectives** – The project goals and objectives are listed below.

4.2.1.1 To create a totally fully functional virtual school offering using the vendor's West certified teachers, platform and curriculum

4.2.1.2 Teachers must use live synchronous instruction that is fully recorded and archived for asynchronous student use

4.2.1.3 Must provide k-12 class offerings

4.2.1.4 Must provide four (4) core classes and two (2) electives to all 6-12 grades

4.2.1.5 Must provide four (4) core classes to all k-5 grade classes

4.2.1.6 Vendor must use West Virginia History eight (8th) grade class provided by Southern Educational Services Cooperative

4.2.1.7 Vendor must provide a full catalog of electives, including those that are covered by Policy 2510

4.2.1.8 Vendor must provide login credentials for parents, as well as students, so parent can monitor student progress

4.2.1.9 Vendor must providing advertising of the program to students in counties that are not using the county's public school

4.2.1.0 Vendor must provide tutoring services with service provided by certified teachers

4.2.2 **Mandatory Project Requirements** – The following mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it will comply with the mandatory requirements and

include any areas where its proposed solution exceeds the mandatory requirement. Failure to comply with mandatory requirements will lead to disqualification, but the approach/methodology that the vendor uses to comply, and areas where the mandatory requirements are exceeded, will be included in technical scores where appropriate. The mandatory project requirements are listed below.

- Optimal class size – 25 students, but allowing up to 30 students
- Vendor must provide West Virginia or National Board Certified Teachers for instruction
- Teachers must be certified in the subject in which they are providing instruction
- Teachers must provide synchronous instruction up to five days a week using a fully functional video capable and user friendly learning management systems with a set schedule as to when instruction will be provided
- Platform must allow for the recording of the synchronous instruction – which will be placed on the vendor's platform where asynchronous students can access the lesson(s)
- Vendor must provide a single point of contact for rostering, scheduling and support.
- Must provide online curriculum that follows West Virginia Standards according to West Virginia Board of Education Policy 2510
- Work will be performed through an online educational platform
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- Must be able to have system fully operational by August 1, 2021, with expectations that additions and subtractions to the class roster will occur until throughout the school year
- Teachers must use live synchronous instruction that is fully recorded and archived for asynchronous student use
- Must provide k-12 class offerings
- Must provide four (4) core classes and two (2) electives to all 6-12 grades
- Must provide four (4) core classes to all k-5 grade classes
- Vendor must use West Virginia History eight (8th) grade class provided by Southern Educational Services Cooperative
- Vendor must provide a full catalog of electives, including those that are covered by Policy 2510
- Vendor must provide login credentials for parents, as well as students, so parent can monitor student progress
- Vendor must providing advertising of the program to students in counties that are not using the county's public school
- Vendor must provide tutoring services with service provided by certified teachers

4.3 Qualifications and Experience: Vendor should provide information and documentation regarding its qualifications and experience in providing services or solving problems similar to those requested in this RFP. Information and documentation should include, but is not limited to, copies of any staff certifications or degrees applicable to this project, proposed staffing plans, descriptions of past projects completed (descriptions should include the location of the project, project manager name and contact information, type of project, and what the project goals and objectives where and how they were met.), references for prior projects, and any other information that vendor deems relevant to the items identified as desirable or mandatory below.

- 4.3.1 **Qualification and Experience Information:** Vendor should describe in its proposal how it meets the desirable qualification and experience requirements listed below.
- 4.3.1.1 Teachers must be West Virginia or National Board Certified teachers
 - 4.3.1.2 Teachers must be certified in the subject which they are teaching
 - 4.3.1.3 Must show history of performance providing synchronous virtual school instruction – include at least one case study
 - 4.3.1.4 Must detail history of successful synchronous virtual school offering in West Virginia or contiguous states
- 4.3.2 **Mandatory Qualification/Experience Requirements** – The following mandatory qualification/experience requirements must be met by the Vendor as a part of its submitted proposal. Vendor should describe how it meets the mandatory requirements and include any areas where it exceeds the mandatory requirements. Failure to comply with mandatory requirements will lead to disqualification, but areas where the mandatory requirements are exceeded will be included in technical scores where appropriate. The mandatory qualifications/experience requirements are listed below.
- 4.3.2.1 Must use West Virginia certified or National Board Certified teachers
 - 4.3.2.2 Teachers should have at least 1 year of synchronous virtual school experience or have received virtual school certification from a vendor or organization
 - 4.3.2.3 Vendor must have at least two (2) years of synchronous virtual school success in West Virginia or contiguous states

5.0 Inquiries & Addendums

- 5.1 All clarifications, corrections, or changes to the RFP documents will be made by Addendum only. Proposers shall not rely upon interpretations, corrections, or changes made in any other manner. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All addenda issued shall become part of the proposal documents.
- 5.2 In order to maintain a fair and impartial competitive process, SESC staff will not communicate with any Proposer regarding this RFP once distributed. All questions and inquiries must be submitted via email no later than May 25, 2021 at 9am. Questions must be submitted via email addressed to: **Jason Butcher** – jbutcher@k12.wv.us
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- 5.3 If necessary, addenda will be issued to clarify questions received.
- 5.4 All questions will be answered via addendum no later than two (2) days prior to the Proposal Due Date.
- 5.5 No response will be made to any oral questions.
- 5.6 Copies of addendums will be made available on SESC's website, where proposal documents will be kept on file. It is each Proposer's responsibility to check the website prior to the RFP Due Date to ensure that it has received all of the information, including, but not limited to, all Clarifications and Addenda to this RFP.
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6.0 Proposal Format & Content

- 6.1 In order to maintain comparability and enhance the review process, it is requested that the proposals be organized and tabbed in the manner specified below.
 - 6.2 COVER LETTER - Include your firm's name, address, phone number, website, and a cover letter of interest.
 - 6.3 FIRM PROFILE - Include a brief company overview or company brochure.
 - 6.4 EXPERIENCE & REFERENCES – Vendors are to furnish a minimum of three (3) qualified references to support their proposals. References are to be from organizations that are not part of the vendor's organization and that closely parallel the needs stated in this RFP. References shall be from organizations that have successfully utilized the products and services which the Vendor has offered in its proposal(s). The references supplied should include the name and address of the organization, the name(s), titles, and the telephone numbers of the persons to be contacted and a general scope of the product or services provided.
 - 6.5 TEAM – Provide details on the key members of the proposed in-house team that will work on this contract.
 - 6.6 SERVICES –
 - 6.6.1 Project Management and Logistics - Describe the project flow from award to installation. Include the step-by-step process that your firm uses to manage projects of this nature and the oversight tools available to SESC.
 - 6.6.2 Installation Processes - Provide a summary of the firm's standard delivery and installation process, including the methods used to place the correct item in the correct place.
 - 6.6.3 Design Capabilities – Describe your design capabilities. Include if you have designers in-house or if you subcontract. Identify what deliverables are available to SESC.
 - 6.6.4 Professional Educational Services - Describe your capacity to provide professional educational services that assist teachers in meeting specific instructional outcomes to maximize use of the new environments.
 - 6.6.5 Online Project Management – Describe any online project management capabilities.
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- 6.6.6 Pricing – Provide pricing information including product, service, freight, install and any other applicable costs and fees. Format of pricing and fees may vary (ex: discount off list, net price, etc.) but must be clearly defined. Tier pricing based on volume may be offered. All pricing is guaranteed maximum pricing and additional discounting may be offered at time of quote. Calculations based off price lists will be taken from current manufacturer price list for the length of the contract, but discount should remain the same for the length of the contract.
- 6.6.7 Additional Services and Considerations - Provide a summary of additional products, services or resources your firm offers clients to help enhance the educational environment or experiences.
- 6.7 INSURANCE REQUIREMENTS – Include requirements delineated in Section 7.0 of this RFP.
- 6.8 PROPOSAL CERTIFICATION – Proposer is to certify its proposal as to its compliance with the proposal specifications using the form included in Section 11.0 of this RFP.
- 6.9 NON-COLLUSION AFFIDIVIT – Include the completed and signed affidavit, included in Section 12.0 of this RFP.

7.0 Insurance Requirements

- 7.1 It is mandatory that the firm submitting the proposal have minimum Liability limits of \$1,000,000.00 for both Comprehensive General Liability and Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). If the Proposer's current certificate of insurance does not meet the amount required, a statement must be included with the proposal document from their insurance carrier indicating that if a Proposal award was made to the firm, that the carrier would write the necessary insurance coverage. The successful Proposer must then have the required insurance placed in force prior to issuance of a purchase order which authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible proposer.
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8.0 Evaluation Process

- 8.1 Proposals will be received and publicly opened.
- 8.2 The SESC's Evaluation Committee will convene, review and discuss all proposals received.
- 8.3 The Evaluation Committee will assign points to each proposal received in accordance with the Evaluation Criteria identified in Section 8.0 of this RFP.
- 8.4 If there are portions of any proposal SESC finds unacceptable or otherwise in need of clarification or revision, the Owner reserves the right to request additional information from Proposers.

9.0 Evaluation Criteria

- 9.1 CRITERIA: Proposals will be evaluated and award will be based on the Proposer's ability to offer the best value and on anticipated quality of service for principal elements including but not limited to:
 - Responsiveness to all requirements included in this RFP
 - Qualifications and expertise of the firm, team members, and other consultants proposed
 - Breadth of the scope of services the firm offers in completing a successful project
 - Proposer's references, relevant experience and reliability with similar projects
 - Delivery and installation capabilities
 - Direct manpower/supervisory support
 - Demonstration of a thorough understanding of requirements and specifications
 - Demonstration of Professional Educational Services high quality educational consultants to support teachers in using the new environments per SESC's intended instructional program.
 - Additional offerings

NOTE: Evaluation Criteria are not listed in order of preference.

9.2 RANKING: SESC will rank all proposals received which meet the submittal requirements. The following factors will be considered in the scoring and subsequent ranking of the proposals received.

Similar Projects-References	15 points
Project Team	5 points
Goals and Objectives	15 points
Professional Educational Services	15 points
Scope of Services	35 points
<u>Pricing</u>	<u>15 points</u>

Maximum Points 100 points

10.0 Award

- 10.1 Award shall be made to the responsive and responsible vendor whose proposal is determined to be the most advantageous "Best Value" to the SESC taking into consideration the evaluation factors set forth in this Request for Proposal.
 - 10.2 SESC reserves the following rights:
 - 10.2.1 to accept or reject any and all proposals in whole or in part; to reject all proposals;
 - 10.2.2 to waive any formalities or irregularities contained in a proposal that does not comply with the terms and conditions of this RFP,
 - 10.2.3 to make modifications to this RFP, or specification through addenda;
 - 10.2.4 to conduct interviews with any of the proposers and to require a formal presentation by any of the proposers;
 - 10.2.5 to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all proposals;
 - 10.2.6 to modify or waive the conditions and requirements of this RFP where it determines that such modification is in its best interest;
 - 10.2.7 to require proposer(s) to submit evidence of qualifications or any other information SESC may deem necessary.
 - 10.2.8 to at their sole discretion, purchase select items directly from a manufacturer; and
 - 10.2.9 to select the proposal and/or specific items that in the sole discretion of SESC are in their best interest whether or not the proposal selected is the lowest monetary proposal.
 - 10.3 The award of a contract shall be the sole discretion of the SESC.
 - 10.4 SESC reserves the right to make the final selection based upon its own ranking. Further, nothing herein will prevent SESC, from making multiple awards and to deem all proposals responsive, and to assign work to any firm(s) deemed responsive.
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11.0 Proposal Certification

Proposer is to certify its proposal as to its compliance with the proposal specifications using the language as stated hereon.

RESPONSE TO SOUTHERN EDUCATIONAL SERVICES COOPERATIVE REQUEST FOR PROPOSALS for TURNKEY VIRTUAL SCHOOL PROGRAM RFP# SESC-VIRTSCH-001 DATED MAY 18, 2021, AND TO ANY AMENDMENTS THERETO

The undersigned duly authorized to represent the persons, firms and corporations joining and participating in the submission of this Proposal states that the Proposal contained herein is complete and is in strict compliance with the requirements contained in the RFP. If there are no modifications, deviations or exceptions, state same as part of the Proposal Certification Statement:

_____ **NONE** _____ **YES** (If there are, state YES and describe in a separate attachment)

This proposal will remain in effect for a period of 90 days.

Any notice required under the RFP/Proposal shall be personally delivered or mailed by first class or certified mail, with proper postage, prepaid, to the subject vendor at the following address:

Company Name: _____

Tax ID: _____

Address: _____

Attn: _____

Submitted by: _____

Signature: _____

Date: _____

12.0 Non-Collusion Affidavit

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "Vendor"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other Proposer, or with any official of the Owner or any employee thereof, or any person, firm or corporation under contract with the Owner whereby the Vendor, in order to induce acceptance of the foregoing Proposal by said Owner, has paid or is to pay to any other Vendor or to any of the aforementioned persons anything of value whatever, and that the Vendor has not, directly or indirectly entered into any arrangement or agreement with any other Vendor or Vendors which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

Signature: _____

Company Name: _____

Date: _____

STATE OF _____)

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COUNTY OF _____)

On this _____ day of _____, 20____. Before me a Notary Public in and for said county, personally appeared _____, agent of the said firm _____ and who acknowledged the same to be his free act and deed as such agent.
