



R-20/21-21 Addendum 1

Tool for Intervention, Progress Monitoring and Screening

Issue Date: 3/15/2021

Questions Deadline: 3/26/2021 03:00 PM (CT)

Response Deadline: 4/6/2021 03:00 PM (CT)

Contact Information

Contact: Christa Battaglia
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702 SE 291 Highway
Lees Summit, MO 64081
Phone: (816) 986-2196
Email: christa.battaglia@lsr7.net

Event Information

Number: R-20/21-21 Addendum 1
Title: Tool for Intervention, Progress Monitoring and Screening
Type: Request for Proposal
Issue Date: 3/15/2021
Question Deadline: 3/26/2021 03:00 PM (CT)
Response Deadline: 4/6/2021 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for a Software Tool for Intervention, Progress Monitoring and Screening. The District desires this tool to work for grades K - 12. See Specifications for more details.

Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submissions help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via mail, special delivery, email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Christa Battaglia at 816-986-2196 or email christa.battaglia@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Ship To Information

Contact: Staci Mathes
Address: Special Services
301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Billing Information

Address: Accounts Payable
301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

4 - MO Tax Exemption Certificate.pdf

Missouri Tax Exemption Certificate

[View Online](#)

3 - E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

1 - Sample Insurance Certificate.pdf

Certificate of Insurance

[View Online](#)

General Terms and Conditions

Governance Addendum for Student Data Privacy

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for Software for a Tool for Intervention, Progress Monitoring and Screening. This contract will include but is not limited to: A software tool that is applicable for K-12 students. FERPA compliant, organized by subject, Compatible with Panorama and is organized by subject, grade level and skill. See specifications Section in the RFP document for further details.

The Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.
(Required: Check if applicable)

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. Technology
- b. Components
- c. Professional Development/ Training/ Ongoing Support
- d. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

Step Two: Interviews / Demos (If applicable)

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

After the first year, the vendor may submit price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 90 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Purchasing and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

1 0 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

1 1 Proposal Requirement

PROPOSAL REQUIREMENTS

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Scope

SCOPE: The Lee's Summit R7 School District is soliciting proposals for a software Tool for Intervention, Progress Monitoring and Screening. This contract will include but is not limited to the Specifications listed below.

Specifications:

Technology

Ease of use/navigation for students and staff
FERPA compliant/student information not shared (Data Governance addendum)
Required compatibility with iPads, chromebooks; preferred device agnostic
Low bandwidth requirements and resilience
No 3rd party subscription required for interventions to align
Compatible with Panorama
Integrates with existing district student information system (Powerschool)
Single sign on with Google authentication

Components

Screening process to identify students in need
Diagnostic and ability to match intervention with need
Comprehensive Intervention Bank (aligned with grade level and specific skills in reading and math)
Progress Monitoring available for regular use and aligned with intervention(s)
Organized by subject and grade levels and skill
Spans grade levels K-12
Customizable reports
Accessible and usable data
Provides longitudinal data (year over year comparison)
Includes instructional support resources that provide skill-based practice (matching intervention w/ need)
Supports differentiated instruction (ability grouping for instructional purposes)
Availability of other languages

PD/Training/Ongoing Support

Multiple and ongoing professional development and training for use of the tool available
Readily available technical support on demand
Prior communication regarding updates and pending changes

Cost

Reasonable site or district license
Feasible PD fee that aligns with our needs

Descriptive Literature and Manuals

Respondent shall include descriptive literature, and configuration information for the software tool bid.
User instructions (manual) and technical specifications are to be provided for the total software system being bid.

I have read and understand.

(Required: Check if applicable)

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SPECIFIC REQUIREMENTS OF RFP:

1. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.
2. The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.
3. After a year, the vendor may submit a price adjustment to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the respondent and/or to terminate the contract with the respondent based on such price adjustments.
4. The successful respondent(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the order. These purchases are tax exempt.
5. The Lee's Summit R7 School District will review all proposal submissions with regards to pricing, product performance, and equipment features. The District plans to award the RFP within 30 days after the RFP opening.

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Schedule of RFP Process

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

- RFP Notification March 16, 20121
- Receive Proposals April 6, 2021
- Meet to review week of April 6th - 15th
- Final 3 Demo Day April 28, 2021
- School Board May 20, 2021
- Notice to Proceed May 21, 2021

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No Deviations or Exceptions

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.
(Required: Check if applicable)

2
0

Lead Consultant Address

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street
city, state zip

(Required: Maximum 4000 characters allowed)

2
1

Lead Consultant Provider

Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

2
2

Year Provider Firm Established

Please enter the year the provider's firm was established.

(Required: Numbers only)

2
3

Years of Experience

Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
4

Licensed in Missouri

Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

2
5

Principal Contact

Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

26 **Address of Office to Perform Work**
Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

27 **Number of Persons Committed to District's Project**
Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

28 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

29 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

30 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

31 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
2 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
3 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

3
4 **Worked with Lead Firm Before?**
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

3
5 **Year Firm Established**
Year Firm Established

(Optional: Numbers only)

3
6 **Years of Experience**
Please provide number of years experience providing this service.

(Optional: Numbers only)

3
7 **Subcontractor #2 Name**
Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

3
8 **Subcontractor #2 Address**
Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

3
9 **Specialty/Role with this Project**
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

40 **Worked with Lead Firm Before?**
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

41 **Year Firm Established**
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

42 **Years of Experience**
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

43 **Resume of Key Personnel**
Resume of Key Personnel

(Optional: Maximum 1000 characters allowed)

44 **Name of Key Personnel**
Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.

(Optional: Maximum 1000 characters allowed)

45 **Title of Key Personnel**
Provide job title of key personnel assigned to District's project.

(Optional: Maximum 1000 characters allowed)

46 **Assignment**
Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.

(Optional: Maximum 4000 characters allowed)

47 **Name of Firm with which Associated**
Experience of Key Personnel: Provide name of firm which assignment was/is associated with.

(Optional: Maximum 4000 characters allowed)

48 **Years of Experience with this Firm**
Please provide assigned key personnel's experience with this firm.

(Optional: Numbers only)

49 **Years of Experience with Other Firms**
Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

50 **Education**
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

51 **Current Registration(s)**
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

52 **Other Experience & Qualifications**
Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

5
3 **Project Narrative**

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District’s needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview (if applicable)
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

(Required: Maximum 4000 characters allowed)

5
4 **PROPOSAL SCORING CRITERIA**

PROPOSAL SCORING CRITERIA

5
5 **Evidence of Ease and Use of Technology**

Evaluation Criteria

Technology

- *Ease of use/navigation for students and staff
- *FERPA compliant/student information not shared (Data Governance addendum)
- *Required compatibility with iPads, chromebooks; preferred device agnostic
- *Low bandwidth requirements and resilience
- *No 3rd party subscription required for interventions to align
- *Compatible with Panorama
- *Integrates with existing district student information system (Powerschool)
- *Single sign on with Google authentication

**5
6 Evidence of Needed Components
Evaluation Criteria**

Components

- *Screening process to identify students in need
- *Diagnostic and ability to match intervention with need
- *Comprehensive Intervention Bank (aligned with grade level and specific skills in reading and math)
- *Progress Monitoring available for regular use and aligned with intervention(s)
- *Organized by subject and grade levels and skill
- *Spans grade levels K-12
- *Customizable reports
- *Accessible and usable data
- *Provides longitudinal data (year over year comparison)
- *Includes instructional support resources that provide skill-based practice (matching intervention w/ need)
- *Supports differentiated instruction (ability grouping for instructional purposes)
- *Availability of other languages

**5
7 Approach of Professional Development/ Training/ Ongoing Support
Evaluation Criteria**

PD/Training/Ongoing Support

- *Multiple and ongoing professional development and training for use of the tool available
- *Readily available technical support on demand
- *Prior communication regarding updates and pending changes

**5
8 Cost
Evaluation Criteria**

Cost

- *Consider the amount of time estimated for supplying staff and the fees associated with it.
- *Consider whether all elements of pricing conform to the requirements of the RFP.
- *Reasonable site or district license
- *Feasible PD fee that aligns with our needs

Bid Lines

1

Software Cost: Site License

Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2

Software Cost: District License

Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

3

Professional Development/Ongoing Training

Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

