

Request for Competitive Sealed Proposals 19CSP030 Interactive Video Software Tool

| Date | Event |
|----------------------|--|
| October 23, 2018 | Advertise/Issue Date |
| October 31, 2018 | Due date for questions |
| November 2, 2018 | Questions and Answers posted on our website |
| November 8, 2018 | CSP opening / due date at 2:00 pm CST |
| November 9-14 | Evaluation of Proposals |
| November 26-30, 2018 | Vendor demo/presentation, if needed |
| December 2018 | Contract negotiation |
| February 25, 2018 | Board Meeting for review/approval |

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| <p>Deliver Sealed Proposals to: Austin ISD Contract & Procurement Services 1111 West 6th Street Building A, Suite 330 Austin, TX 78703</p> | <p>Contact: Brenda Dalton Contract & Procurement Services Phone: 512-414-2113 brenda.dalton@austinisd.org</p> |
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- Questions must be submitted via e-mail to the contact person listed above.
In the e-mail subject line, type: *Questions 19CSP030 Interactive Video Software Tool*
- Q & A and Addenda will be posted on our website: www.austinisd.org/cp/bids
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
 - Required**
 - One (1) hard copy marked “original” – include signed “required” forms
 - Requested**
 - One (1) digital copy on a flash drive – include signed “required” forms
 - One (1) hard copy marked “copy”
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the CSP number and Title above.**

I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from firms qualified and experienced in providing an interactive video tool software solution.

The District is utilizing the LMS, Canvas, PK-12 to design, deliver, and engage with elementary, secondary and professional learning experiences. Additionally, the District has recently launched an “Everyone:1” initiative by which all students in grades 9-12 have access to their own Chromebook for home and school use. With the expansion of digital access and blended learning pedagogy, we have the need for a teacher and student friendly video manipulation tool that provides formative assessment data, curriculum development, professional development, and lesson creation, and seamlessly integrates into the LMS environment.

Submit inquiries via email to the contact person listed on the cover page by the deadline specified in the schedule below. In the subject line of the email, type **Questions** and the solicitation number as shown here: **Questions 19CSP030 – Interactive Video Tool Software**.

Questions received by this deadline and corresponding answers will be included in an Addendum and posted to our website at:
<https://www.austinisd.org/cp/bids>

II. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may renew the agreement for up to four (4) additional one (1) year periods. In addition, the District reserves the right to extend the contract for an additional sixty (60) days beyond the final expiration date if necessary, to ensure no lapse in service.

III. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS

- IMS Global Certified as a 2.0 LTI tool in Canvas LMS
- Commits to partner with Canvas in an effort respond to integration changes and LMS updates.
- Generates real time personalized data including usage and content item analysis on student participation and completion of video assignments in the native site and in the Canvas LMS.
- Includes the ability to import video, sound files and captions from a variety of sources.
- Includes, at any point during the selected video, the ability to embed formative assessment questions in a variety of formats including at a minimum but not limited to multiple choice, free response, reflective pause, fill-in-the-blank, multiple select, poll, branching, web-link, discussion
- Advanced video cropping at beginning, middle and end, and ability to merge multiple videos
- Provides math friendly equation editor
- Provides the ability for students to engage in open-response format.
- Provides the student user the ability to pause the video at any time.
- Provides the ability for original video creation by instructors and students.
- Allows for a personalized student experience navigating videos.
- Includes District-wide staff usage, including teachers, administrators, and professional learning providers.
- Submission of observation and self-reflection videos with time stamped feedback from peer groups to support PLCs
- Ability to create high quality professional learning, training materials and experiences that can be organized and shared across District
- Provide customized and coordinated face to face workshops, curriculum development sessions and virtual support services for specialists and coaches
- Daily technology and curriculum support

Note: We are not seeking a Learning Management System (LMS) alternative.

IV. HUB PROGRAM REQUIREMENTS

No Goals are appropriate for this project. While no goals have been established for this project, the Bidder/Proposer is required to comply with AISD HUB Program Regulations if areas of sub-consulting are identified. Please complete the HUB Utilization Report - HUR form (HUBATT 1). When the HUR Form and Good Faith Effort - GFE documentation, if required, are NOT submitted at time of deadline specified in the solicitation, it will not be accepted later for compliance review. The bid may be deemed NON-RESPONSIVE.

V. PROPOSAL FORMAT

A. Preface

The Proposer shall provide an Executive Summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

B. Proposal

The vendor's proposal itself shall be organized in the following format and informational sequence:

Section I – Summary of Experience

This section shall contain the full name and address of the Proposer submitting the proposal and a brief summary of the Proposer's corporate experience and individual experience for personnel who will provide this product or service.

Section II - Scope of Service

A description of services and capabilities as outlined in the Scope of Service and Performance Requirements sections of this RFP, in the order shown. Clearly state any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the Proposer's fees to satisfy the requirements of this RFP. It is the vendor's responsibility to specify all costs (i.e. administrative fees,

processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Proposer shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- Offer Certification
- Notification of Criminal History of Contractor
- Debarment, Suspension and Ineligibility Certification
- CTPA Adoption Clause
- Interlocal Cooperative Agreement Clause
- W-9 (available at www.irs.gov)
- Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at <https://www.austinisd.org/cp/ciq-online>

OPTIONAL FORM FOR SOFTWARE PRODUCTS:

- Software Vendor Certification Form (when applicable)

Note: Please do **not** include this solicitation document or any addenda as a part of your proposal.

VI. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD’s requirements, price and other factors considered.

- B. AISD will evaluate each Contractor’s proposal in the areas of the proposed plan, experience/service capabilities, and best value on the following predetermined criteria:

PHASE 1 (Evaluation of proposals)

| Points | Item | Detailed Description |
|------------------|---------------------------|---|
| 20 Points | Proposed Plan | The adequacy and completeness of the plan offered addressing the Scope of Service. |
| 15 Points | Contractor's Capabilities | The demonstrated ability of the Contractor to provide services, including references. |
| 25 Points | Proposed Products | Quality of items as well as their ability to meet specifications and sustainability requirements and preferences. |
| 40 Points | Financial Proposal | Start-up costs, fixed product costs as well as rebate incentives to determine best value. |

PHASE 2 Vendor Presentation / Product Demo (if needed)

| Points | Item | Detailed Description |
|------------------|---------------------------|---|
| 35 Points | Proposed Plan | The adequacy and completeness of the plan offered addressing the Scope of Service. |
| 35 Points | Contractor's Capabilities | The demonstrated ability of the Contractor to provide services, including references. |
| 30 Points | Financial Proposal | Start-up costs, fixed product costs, ongoing maintenance fees, etc. |



The committee evaluating the proposals submitted in response to this RFP may require any or all contractors to give an oral presentation in order to clarify or elaborate on their proposal as well as to provide a demonstration. Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.