



**Request for Proposal
(RFP):**

**Information and
Communication Technology
Services**

COMMODORE PERRY SCHOOL DISTRICT

Introduction

The Commodore Perry School District (herein after referred to as “School District”) is seeking written proposals from qualified consulting firms/organizations experienced in providing Information and Communication Technology services beginning in the 2022-2023 academic school year. The entity selected to provide these services will provide technological support for security and infrastructure functions within the School District.

Proposal Procedures

A. ANTICIPATED SCHEDULE OF PROPOSAL

RFP Issue Date: May 4, 2022

Proposals Due: June 1, 2022 by 2 pm Eastern Time

Candidates Notified of Selection/Shortlist: June 3, 2022

Interviews (if held): June 8, 2022

Selection Made (if interviews are held): June 10, 2022

School Board Approval: June 20, 2022

Start Date: July 1, 2022

B. PREPARATION OF PROPOSAL

Each proposal shall be prepared clearly, concisely and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.

C. INQUIRIES AND SUBMISSION OF PROPOSALS

Proposals and questions may be submitted by email to:

Michelle Goehring, Business Manager
Commodore Perry School District
3002 Perry Highway
Hadley, PA 16130
mgoehring@cpanthers.org
724-253-3255 Ext. 1227
RE: Information & Communication Technology Services

All proposals must be delivered by mail to the mail address above on or before June 1, 2022, by 2:00 p.m. (EST). The outside label should clearly state Information & Communication Technology Services. Proposals received after the above date and time will not be considered. The Commodore Perry School District is under no obligation to return proposals. Only hard copy proposals will be accepted.

D. TIME AND LOCATION OF RESPONDENT'S PRESENTATION

Those who qualify from our expectations may be requested to provide oral presentations. The School District is not obligated to hold any presentations. If the School District has several qualified applicants, we will request an oral presentation and will schedule appointments.

E. RIGHT OF REJECTION BY THE SCHOOL DISTRICT

The School District reserves the right to award this contract to the firm that best meets the requirements of the RFP and not necessarily to the lowest bidder. Further, the School District reserves the right to reject any or all proposals for any and all reasons without penalty to the School District.

F. AWARD OF CONTRACT

Neither the selection of a firm nor the issuance of a Notice of Award shall constitute the District's acceptance of the proposal or a binding commitment on behalf of the School District to enter into a services contract with the firm/organizations, as any binding arrangement must be set forth in definitive documentation signed by both parties and subject to School Board approval.

Scope of Services

The Commodore Perry School District is seeking written proposals from qualified firms/organizations and organizations experienced in providing Information and Communication Technology services for the 2022-2023 school year. The entity selected to provide these services will provide technological support for all instructional, curricular, and management functions within the District.

The Commodore Perry School District enrolls approximately 400 students and employs approximately 75 staff. The District has one school building in operation including the Administrative Office. The District currently uses multiple software and hardware solutions. The District is located in a rural community approximately 45 minutes from Erie, Pennsylvania.

Consultants who respond to this RFP will have extensive experience, a knowledgeable background, and possess qualifications across the field of technology. Some expected services are listed below, but we are asking candidates to be innovative in proposing solutions. The list below is limited. The awarded scope will also be based on innovations suggested by candidates.

- A. Qualified to provide information technology leadership services for a public school district.
- B. Analysis and subsequent recommendations for enhancing/supplanting operating hardware and software systems.
- C. Guiding long and short-term acquisition planning for all software and hardware

systems.

D. Creating and facilitating a cutting-edge District technology plan.

E. Advising the IT Manager regarding resources required to institute a world-class information and communication technology system.

F. Ability to provide timely and effective end-user and building technical support, assistance, hardware and software troubleshooting, system maintenance and training.

G. A Districtwide technology audit to be performed in 2022-2023.

Information Requested

A. ALL RESPONDENTS MUST PROVIDE THE FOLLOWING INFORMATION -

- 1 Firm/organization name and contact information
- 2 Describe how your firm/organizations would assess and meet the unique needs of the Commodore Perry School District.

Evaluation and Award Process

A. EVALUATION AND AWARD CRITERIA

During the evaluation process, the School District reserves the right, where it may serve in the School District's best interest, to request additional information or clarifications from respondents, or to allow for the correction of errors or omissions. At the discretion of the School District, firms/organizations submitting proposals may be requested to make oral presentations as part of the evaluation process.

Selection will be made from a short list of respondents deemed to be fully qualified and best suited among those submitting proposals. Evaluation of proposals will be

based on the following criteria, listed not necessarily in order of importance:

- 1 Capability to provide the required services on a timely basis
- 2 Capability to meet the unique technology needs of Commodore Perry School District
- 3 Experience as it pertains to school districts, particularly of similar size and geographic location
- 4 Budget:
 - a. A detailed description of services and budget providing a monthly and annual budget should be provided.
- 5 Experience and background of the firm/organizations
- 6 References

B. RIGHT TO RETAIN ALL PROPOSALS; PUBLIC INSPECTION

All materials submitted in response to this solicitation become the property of the School District and will not be returned. Please be advised that all proposals will be subject to public inspection.

Exhibit "A"
COMMODORE PERRY SCHOOL DISTRICT
Equipment List

180	Desktops/Laptops
3	Physical Servers
3	Virtual Servers
551	Chromebooks
1	Network