

BID #02-2022
SPECIFICATIONS
Essential Technology Functions

FISCAL YEAR
2021-2022

OWNERS

Detroit Innovation Academy
8211 Plymouth Rd
Detroit, MI 48228

Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021

Date: September 2021

BID #02-2022

THE BOARD OF EDUCATION OF Eaton Academy will RECEIVE BIDS UNTIL 3:00pm, Friday, October 15, 2021. NO BIDS WILL BE ACCEPTED AFTER THIS TIME.

**TO PROVIDE THE
Eaton Academy and Detroit Innovation Academy
ESSENTIAL TECHNOLOGY FUNCTIONS**

Bidder's Instructions:

BIDS ARE TO BE SUBMITTED IN ACCORDANCE WITH THE PLANS AND/OR SPECIFICATIONS IN THE ATTACHED REQUEST PROPOSAL (APPENDIX A) TO PROVIDE ESSENTIAL TECHNOLOGY FUNCTIONS FOR THE DISTRICTS. IT IS THE VENDOR'S RESPONSIBILITY TO ASSURE THAT THE INFORMATION NECESSARY TO EVALUATE THE PROPOSAL IS INCLUDED IN A MANNER THAT IT CAN BE READILY DETERMINED BY DISTRICT STAFF THAT THE INFORMATION IS INCLUDED.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY IRREGULARITIES THEREIN AND TO ACCEPT ANY PART OR ALL OF ANY BID DEEMED TO BE FOR THE BEST INTEREST OF THE SCHOOL DISTRICTS. EACH ITEM IN THE BID WILL BE EVALUATED SEPARATELY, AND MAY BE AWARDED SEPARATELY. MISSING OR INCOMPLETE INFORMATION MAY RESULT IN ZERO POINTS AWARDED FOR THE CATEGORY BEING EVALUATED.

EACH ACADEMY'S BOARD OF EDUCATION OR ITS AUTHORIZED AGENT/S SHALL HAVE THE RIGHT TO REJECT ANY BID THAT DOES NOT COMPLY WITH THE AGREED PLANS AND/OR SPECIFICATIONS.

SPECIFICATION DEVIATIONS AND/OR ALTERNATIVES SHOULD BE CLEARLY INDICATED IN THE PROPOSAL, AND INDICATED BY SPECIFICATION LISTING WHAT THE DEVIATION IS, WHY SUGGESTED AND BENEFIT TO THE SCHOOLS. PRICE DIFFERENTIALS FOR THE MODIFICATIONS TO THE BID ARE TO BE INDICATED AS AN ALTERNATE BID AND WILL ONLY BE ACCEPTED IN CONJUNCTION WITH A COMPLETED BID WHICH MEETS THE REQUIREMENTS OF THIS BID PACKAGE.

IF YOU WISH TO RECEIVE INTERPRETATIONS OF THE BID, YOUR REQUEST WILL RECEIVE CONSIDERATION FROM THE BUSINESS OFFICE. IF A CHANGE IN SPECIFICATIONS IS FOUND DESIRABLE, THE SCHOOL DISTRICT WILL NOTIFY ALL BIDDERS BY MAIL AND POSTPONE BIDDING DATE IF NECESSARY.

BIDDERS ARE NOT PERMITTED TO TAKE ADVANTAGE OF ANY ERRORS OR OMISSION IN SPECIFICATIONS SINCE NEW INSTRUCTIONS WILL BE GIVEN SHOULD THEY BE CALLED TO OUR ATTENTION NOT LESS THAN TWO (2) WORKING DAYS BEFORE BIDS ARE DUE.

BID #02-2022

THE COST OF ALL SERVICES, PER ATTACHED BID SHEET, **MUST BE COMPLETED**. THE "BID SHEET" SHALL APPEAR AS THE FIRST PAGE OF YOUR PROPOSAL WITH COMPANY'S NAME, ADDRESS, PHONE, AND CONTACT PERSON LISTED.

THE COMPLETED APPENDIX "A" PROPOSAL SHEETS SHOULD BE THE SECOND PAGE FOLLOWED BY DOCUMENTATION, PICTURES AND OTHER LITERATURE DESCRIBING YOUR PRODUCT.

QUESTIONS SHOULD BE ADDRESSED TO THE ATTENTION of the principal of Eaton Academy Todd Yarch:
todd.yarch@eaton-academy.org or (586)777-1519.

INTERESTED PARTIES SHOULD SUBMIT AN ORIGINAL AND TWO (2) COPIES OF THEIR PROPOSALS.

ALL BIDS SHOULD BE ENCLOSED IN A SEALED ENVELOPE, ENDORSED ON THE OUTSIDE "**ESSENTIAL TECHNOLOGY FUNCTIONS**" AND ADDRESSED TO:

Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021
ATTENTION: Julius McDougal
TECHNOLOGY PROPOSAL

OFFICIAL STATEMENT BY RESPONDENT

Proposal must contain statements to the following effect, signed by an individual authorized to bind the Contractor.

1. The Contractor has read, understands, and agrees to the term and conditions set forth in the RFP.
2. The terms and conditions set forth in the proposal will remain open for at least 90 days from the deadline for submission of proposals.
3. The Contractor is not aware of any conflict of interest regarding the performance of work for the LEA.

SELECTION PROCESS

The Districts will base award on several evaluation factors including, but not limited to bid specifications, pricing, availability, documentation requirements, and delivery terms.

Proposals will be evaluated based on the following criteria:

- Technical Expertise (30%): The bidder's capacity and resources to perform and provide the services described in the RFP.
- Methodology, Approach and Strategy (20%): The bidder's approach for the implementation and operation of the services outlined in the RFP and the portfolio of services offered.
- Experience and qualifications of specific personnel to be assigned to perform the services (20%):
 - Please provide technical biographies, including lists of certifications for team members that will be involved.
- Proposed Pricing, Rates, Fees and Expenses (20%): Provide cost proposal as a yearly rate based on a 11-month contract.

BID SHEET

**BID #02-2022
Board of Directors**

**Detroit Innovation Academy
18211 Plymouth Rd
Detroit, MI 48228**

**Eaton Academy
21450 Universal Drive
Eastpointe, MI 48021**

Due Date: OCTOBER 15, 2021

Having read the entire bid package issued by the Board of Directors at Detroit Innovation Academy and Eaton Academy for services related to Essential Technology Functions and having attached to this Bid Form all of the required documents, the undersigned proposes to provide services. If in the best interest of both schools, the vendor has the option to provide additional services throughout the school year ending June 30, 2022.

Any additional charges above the quoted costs are subject to negotiation with Detroit Innovation Academy and Eaton Academy and are only for items not specified in this bid package.

BASE BID: (Separate Sheet for Each Proposal) – Proposal Option # _____

- Provide cost proposal as a yearly rate based on a 11-month contract.

Please circle one:

The Vendor (agrees, does not agree) to provide identical services throughout the school year ending June 30, 2022, at the same price.

PROPOSED SUBMITTED BY:

FIRM _____ **TELEPHONE #** _____

E-MAIL ADDRESS _____

ADDRESS _____

WEBSITE _____

SIGNATURE

TITLE

DATE

(THIS SHOULD BE THE FIRST PAGE OF THE RETURNED PROPOSAL)

APPENDIX – A.

(Essential Technology Functions – Bid #02-2022)

The overall scope of services requested under this RFP includes all aspects of the Essential Technology Functions, including assessment, analysis, recommendations, and technical support tasks for Detroit Innovation Academy (18211 Plymouth Rd, Detroit, MI 48228) and Eaton Academy (21450 Universal Ave, Eastpointe, MI 48021)

The overall objectives are to assist with maintaining current technology infrastructure and information systems, the update and implementation of the school-wide technology plan, as well as the management of all IT projects. This includes the need to provide helpdesk, technical advice, support, and consulting services as needed.

We have identified a number of tasks for which it anticipates the possible need for professional services.

These include but are not limited to the following:

- Technology strategic planning and implementation
- Long term updated planning document (5 years) within six months of contract award and updated annually. The document would include such things as:
- Suggested technology upgrades/improvements based on direction of IT industry as well as state and district requirements.
- Project cost estimates (budget planning)
- Project design expansion and management
- Assist with third-party software installation and setup.
- Install, configure and troubleshoot computer equipment and peripheral hardware.
- Install, configure and troubleshoot enterprise-class network equipment and peripheral hardware.
- Troubleshooting and configuring educational software.
- Vendor must install applications, patches, changes, etc after-hours as required.
- Emergency Change Control procedures must be developed, documented and communicated.
- Assist with development and communication of workflows for IT
- Furnish technical support services after business hours to resolve emergency system issues.
- Support must be available during normal school hours, during after school activities as required, and at monthly board meetings
- Coordinate with software and hardware vendors to resolve system issues.
- Manage other IT vendors.
- Prepare baseline assessment of system deficiencies and recommendations for improvement.
- Assist in evaluation of specific software and hardware products
- Provide and present monthly status reports to the School Principals and the Executive director for the potential purpose of reporting this information to the board of directors.

Items would include, but would not be limited to, the following:

- Status of ongoing and upcoming projects.
- Technology improvement recommendations for budgeting purposes and planning.
- Noteworthy network device downtime. o Server issues – limited disk space, downtime, etc..
- Reports must be available online and on paper as required.

The selected contractor shall provide end-to-end services, answer calls, record service requests, track and monitor requests for information technology services, and provide the resolution of help desk issues.

Any of the bidder's employees will require clearance of the employee by fingerprinting and background checks.