STATE DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSAL 23-3701

Digital, Adaptive Supplemental Mathematics Program
Grades 6 through 12

Issue Date
January 10, 2022
# RFP 23-3701
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11 PROPOSAL REVIEW, EVALUATION AND AWARD

11.1 All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M) or (ME). Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

11.2 Technical Proposal

11.2.1 The Technical Proposal will consist of the sections set forth in section 10.10 below. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals which are determined by the State, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this section.

11.2.2 The Technical Proposal will be evaluated and scored utilizing one (1) or more Technical Proposal Evaluation Committee(s).

11.2.3 The scores for Business Information Section will be normalized as follows: The proposal with the highest raw Business Information Section score will receive all available Business Information points: 75 points. Other proposals will be assigned a portion of the maximum available points, using the formula: 75 x raw score of Business Information section being evaluated/highest raw Business Information section score.

11.2.4 The scores for the Organization and Staffing section will be normalized as follows: The proposal with the highest raw Organization and Staffing section score will receive all available Organization and Staffing section points: 75 points. Other proposals will be assigned a portion of the maximum available Organization and Staffing Points, using the formula: 75 x raw score of Organization and Staffing section being evaluated/highest raw Organization and Staffing section score.

11.2.5 The scores for the Scope of Work Section will be normalized as follows: The proposal with the highest raw Scope of Work section score will receive all available Scope of Work section points: 400 points. Other proposals will be assigned a portion of the maximum available Scope of Work section points, using the formula: 400 x raw score of Scope of Work section being evaluated/highest raw Scope of Work section score.

11.2.6 The scores for the Technical Requirements and Solution section will be normalized as follows: The proposal with the highest raw Technical Requirements and Solution section score will receive all available Technical Requirements and Solution section points: 200 points. Other proposals will be assigned a portion of the maximum available Technical Requirements and Solution Points, using the formula: 200 x raw score of Technical Requirements and Solution section being evaluated/highest raw Technical Requirements and Solution section score.

11.2.7 Product Demonstration

11.3 Cost Proposal

11.4.1 If Oral Presentations are conducted, the Cost Proposal will only be opened and evaluated for Offerors who are invited to and provide Oral Presentations. If Oral Presentations are not conducted, the Cost Proposal from every Offeror that is responsive up to this point will be opened and evaluated.

11.4.2 The scores for the Cost Proposal will be normalized as follows: The Proposal with the lowest overall total proposed cost will receive all available Cost Points: 200 points. Other Proposals will be assigned a portion of the maximum score using the formula: 200 x lowest proposed cost/proposed cost being evaluated.

11.5 Total Points

11.6 Evaluation Criteria

11.7 Award and Offeror Discussions

11.8 Notification of Intent to Award Contract / Awarding of Contract / Reconsideration

Within five (5) working days following the evaluation period, SDE will notify all offerors by email of its intent to award a contract and of the evaluation scores. If the selected offeror does not enter into a contract within ninety (90) days of notification, SDE may withdraw the award from that offeror and award the contract to the offeror ranked second in the evaluation process. Within five (5) working days from the date of a notice of award, the responsive, responsible offerors may submit a request for reconsideration in writing to the SDE Chief Procurement Officer. The request shall specifically state the exact basis for reconsideration. The Superintendent will, in her sole discretion, review the request and issue a written response to the request.

11.9 Responsibility

THE RFP LEAD MAY, IN THE SDE’S SOLE DISCRETION, REQUIRE THE APPARENT HIGH POINT OFFEROR
TO PROVIDE DOCUMENTATION TO DEMONSTRATE ITS RESPONSIBILITY. THE RFP LEAD MAY REQUEST DOCUMENTATION INCLUDING, BUT NOT LIMITED TO: CREDIT OR FINANCIAL REPORTS, AND REFERENCES. FAILURE TO PROVIDE REQUESTED DOCUMENTATION MAY RESULT IN THE OFFEROR BEING DEEMED NON-RESPONSIBLE. NOTHING HEREIN SHALL PREVENT SDE FROM USING OTHER MEANS TO DETERMINE OFFEROR’S RESPONSIBILITY.

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6. Rate the accuracy and timeliness of the vendor’s billing and/or invoices: .......................................................... 32
# 1 RFP Administrative Information

| **RFP Title:** Digital, Adaptive Supplemental Mathematics Program |
| **RFP Lead:** Rick Kennedy, Chief Procurement Officer  
650 W. State Street, 2nd Floor  
Boise, ID 83702  
208-332-6857  
procurement@sde.idaho.gov |
| **Submit sealed Proposal:** PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS AND TIME/DATE STAMPED BY THE STATE DEPARTMENT OF EDUCATION PRIOR TO THE CLOSING DATE AND TIME.  
650 W. State Street, 2nd Floor  
Boise, ID 83702 |
| **Pre-Proposal Conference:** January 19, 2022 3 PM MST |
| **Pre-Proposal Conference Location:** Barbara Morgan Conference Room  
650 W. State Street, 2nd Floor  
Boise, ID 83702  
ZoomLink: https://idahosde.zoom.us/s/91715009328 |
| **Deadline To Receive Questions:** January 26, 2022 5PM MST |
| **RFP Closing Time and Date:** Proposals are due at or before 5PM MST on February 4, 2022. Late proposals received at 5:01 PM MST March 4, 2022 or after will be rejected. |
| **SDE RFP response Opening Date:** February 7, 2022 at 10AM MST |
| **Virtual Presentations for the top 3 potential vendors** Tentatively scheduled for week of April 4, 2022 |
| **Initial Term of Contract and Renewals:** One (1) year to start on July 1, 2022 pending funding. Upon mutual, written agreement, the Contract may be renewed, extended or amended. The anticipated total Contract term is five (5) years. |
2 OVERVIEW

2.1 Definitions

"Administrator" means the key person responsible in the district for testing and assessments given to students.

"Diagnostic assessment" means an assessment given to identify a student’s specific learning challenges and needs and, as appropriate, diagnose learning disabilities to determine eligibility for special education services. These assessments are typically administered after a student’s results on a screening assessment have identified the student as in need of support; they provide more detailed information related to the student’s abilities and knowledge and are typically related to a specific content area.

"Screening assessment" means an assessment given to determine whether students may need specialized assistance or services, or whether they are ready to being a course, grade level, or academic program. These simple, time-efficient, and objective measures produce data, including reading levels, to inform judicious real-time instructional decisions, thus enabling true individualization of instruction at the student’s point of learning.

2.2 Purpose

The State Department of Education (SDE) is seeking proposals to provide a digital, adaptive supplemental mathematics instructional program (the “Solution”) to support students learning mathematics in Idaho public and charter school classrooms. The SDE is requesting proposals for grades Grade 6 through Grade 12 content outlined in the Idaho Content Standards in Mathematics retrieved from https://www.sde.idaho.gov/academic/shared/math/ICS-Mathematics.pdf.

The scoring committee will recommend either two separate products, one for each grade band, or one product for Grades K through Geometry content.

2.3 Background Information

Funding for this project is appropriated in House Bill 623 (Section 9). Although the educational research on this topic is limited, a growing body of research suggests that using computer-assisted instruction (CAI) in mathematics has a positive effect on student math achievement. This same body of research provides guidance on best practices for utilizing a digital, adaptive program to support mathematics instruction. Over the last decade, math achievement data from Idaho schools consistently utilizing CAI in mathematics in tandem with high quality classroom instruction shows promising trends. The State Department of Education would like to continue providing a digital, adaptive program for mathematics at no cost to Idaho school districts. We are seeking a vendor who will partner with the SDE to provide this resource to Idaho schools and support the SDE, districts and schools in implementation and supporting high-quality instructional practices.

Data from a survey of Idaho school districts indicates that schools desire a program that has the following key features:

1. Aligned to research on best practices in mathematics instruction
2. Understandable district level, school level, grade level and student level reports
3. Adaptive to individual student performance
4. Ability for teachers to customize the student experience, or pathway, in the system.
5. Supplements core instruction regardless of curriculum used for both advanced and struggling students
6. Provides useful data to provide targeted interventions for students.
7. Aligned to Idaho Mathematics Content Standards
8. Aligned to Idaho Standards for Achievement Test (ISAT) in difficulty and vocabulary and can be used as a predictor of ISAT proficiency.
9. Seamless integration between grades
10. Resources for teachers for small group and/or whole group instruction outside of digital platform
11. Ease of use for students and teacher
12. Language support
13. Engaging lessons

This survey data was used to create the list of needs and wants identified in Sections 9.1 and 9.2 of this document.

2.4 Resulting Contract
The Contract will be comprised of this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the State; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

The following document(s) are incorporated into this RFP as if set out in their entirety, whether or not they are attached:
- Solicitation Instructions for Vendor
- SDE General Terms and Conditions
- SDE Special Terms and Conditions for Solicitations
- SDE Special Terms and Conditions for Cloud Services

If not attached, the documents may be found on the “Contracting Opportunities” page of SDE’s website, https://www.sde.idaho.gov/contracting-opportunities/index.html. If multiple versions of the above document(s) are available on the website, the version in effect on the day the RFP was issued shall apply.

3 Questions

3.1 Restrictions on Communications
From the issue date of this RFP, until a contract is awarded or the RFP is cancelled, vendors and their representatives are prohibited from communications (written or verbal) regarding this RFP with SDE staff, evaluation committee members, or other state employees other than the RFP Lead, except during formal solicitation events (including the pre-offer conference, demonstrations, and negotiations) or request for reconsideration defined in section 11.8 of this RFP.

3.2 Pre-Proposal Conference
A non-mandatory pre-proposal conference will be held at the location and time as indicated in Section 1, page 1 of this RFP. This will be your opportunity to ask questions, in person, with the SDE staff. All parties interested are invited to participate either by attending the conference or by an established call-in number. **Those choosing to participate must pre-register to receive phone conferencing and meeting details by submitting the completed Pre-Proposal Conference Registration Form (Attachment 3) via email to the RFP Lead. Parties interested are asked to register by January 14, 2022.** Any oral answers given by the State during the pre-proposal conference are unofficial, and will not be binding on the State. Conference attendance is at the participant’s own expense.

3.3 Questions
3.3.1 All correspondence must be in writing. If it becomes necessary to revise any part of this RFP,
addenda will be posted on the SDE website at the SDE Contracting Opportunities website. It is the responsibility of parties interested in this RFP to monitor the SDE Contracting Opportunities website for any updates or amendments. Any oral interpretations or clarifications of this RFP must not be relied upon. All changes to this RFP will be in writing and must be posted to the SDE Contracting Opportunities website to be valid. Alternate Proposals are not allowed.

3.3.2 Questions or other correspondence must be submitted in writing to the RFP Lead listed in Section 1.

QUESTIONS MUST BE RECEIVED BY 5:00 P.M. MOUNTAIN TIME ON THE DATE LISTED IN THE RFP ADMINISTRATIVE INFORMATION.

3.3.3 Written questions must be submitted using Attachment 1, Offeror Questions. Official answers to all written questions will be posted on the SDE Contracting Opportunities website as an amendment to this RFP.

3.3.4 Any questions regarding the SDE General Terms and Conditions or any special terms and conditions must also be submitted in writing, using Attachment 1, Offeror Questions, by the deadline identified in the RFP Administrative Information. Response times for answering questions may vary as some questions require consultation with legal counsel or other third parties. The State will make every effort to answer questions in a timely manner; however, the State will not guarantee a specific response time and does not guarantee that questions will be answered in the order received.

3.3.5 Questions regarding the requirements, terms, or conditions of the RFP must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

2. Recommended verbiage for the State’s consideration that is consistent in content, context, and form with the State’s requirement that is being questioned.

3. Explanation of how the State’s acceptance of the recommended verbiage is fair and equitable to both the State and to the party submitting the question.

3.3.6 Proposals which condition the Proposal based upon the State accepting other terms and conditions not found in the RFP, or which take exception to the State’s requirements, terms, and conditions, will be found non-responsive, and no further consideration of the Proposal will be given.
4 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

4.1 Manually Submitted Proposals Only

Sealed Proposals must be received and time stamped by the State Department of Education at 650 W. State Street, 2nd Floor, Boise, Idaho, 83702 at or before 5PM. Mountain Time on or before February 4, 2022. The State Department of Education is not responsible for lost or undelivered Proposals, or for the failure of the United States Postal Service, FedEx, UPS, or the Idaho State Capitol Mall Central Mail Room to deliver Proposals to the State Department of Education by the Proposal deadline. Late Proposals will not be accepted. Fax Proposals will not be accepted.

The Proposal must be addressed to the RFP Lead, sealed, and identified as “RFP 23-3701, Digital, Adaptive Supplemental Mathematics Program.” Include your company name on the outside of the package.

The Technical Proposal and separately sealed Cost Proposal must be submitted at the same time (place all Proposal response materials within a larger package).

Each Proposal must be submitted in one (1) original with 11 copies of the Technical Proposal and one (1) original of the Cost Proposal.

Offerors must also submit one (1) electronic copy of the entire Proposal on CD or USB device. Pdf, Word, or Excel format is required (the only exception is for financials, brochures or other information only available in an alternate format). The format and content must be the same as the manually submitted Proposal. The electronic version must NOT be password protected or locked in any way.


4.2 (M) Signature Page

All Proposals must be submitted with a state supplied Signature Page and must contain an ORIGINAL HANDWRITTEN signature executed in INK and be returned with the relevant Solicitation documents. Your ORIGINAL Signature Page should be included at the FRONT of your ORIGINAL Technical Proposal.
5 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

5.1 Evaluation Codes

(M) Mandatory Response - failure to respond to any (M) section, or to comply with any mandatory specification or requirement will render Offeror’s Proposal non-responsive and no further evaluation will occur.

(ME) Mandatory and Evaluated Response - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section will render Offeror’s Proposal non-responsive and no further evaluation will occur. Offeror is required to respond to this specification with a detailed response identifying its understanding and how it will comply. Points will be awarded based on predetermined criteria.

(E) Evaluated Response - a response is desired and will be evaluated and scored. If not available, respond with “Not Available” or other response that identifies Offeror’s ability or inability to supply the item or service or meet the specification. Failure to respond or a “Not Available” response will result in zero (0) points awarded. If available, Offeror is to respond with a detailed response identifying its understanding and how it will comply, and points will be awarded based on predetermined criteria.

Note: The designated State official may waive minor informalities as well as minor deviations. The State official also reserves the right to seek clarification on any M, ME or E requirement.

5.2 Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

5.3 Format

Proposals shall follow the numerical order of this RFP starting at the beginning and continuing through the end of the RFP. Proposal sections and Sections must be identified with the corresponding numbers and headings used in this RFP. In your response, restate the RFP section and/or Section, followed with your response.

Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section or Section from the Offeror’s response.
6 Mandatory Submission Requirements

6.1 (M) Cover Letter
The Technical Proposal must include a cover letter on official letterhead of the Offeror; with the Offeror’s name, mailing address, telephone number, e-mail address, and name of Offeror’s authorized signer. The cover letter must identify the RFP Title and number, and must be signed by an individual authorized to commit the Offeror to the work proposed. In addition, the cover letter must include:

5.1.1 Identification of the Offeror’s corporate or other legal entity status. Offerors must include their tax identification number. The Offeror must be a legal entity with the legal right to contract.

5.1.2 A statement indicating the Offeror’s acceptance of and willingness to comply with the requirements of the RFP and attachments.

5.1.3 A statement of the Offeror’s compliance with equal employment regulations.

5.1.4 A statement that Offeror has not employed any company or person other than a bona fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to solicit or secure the Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor or a company regularly employed by the Contractor as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the Contract. The Offeror must affirm its understanding and agreement that for breach or violation of this term, the State has the right to annul the Contract without liability or, in its discretion, to deduct from the Contract price the amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.

5.1.5 A statement naming the firms and/or staff responsible for writing the Proposal.

5.1.6 A statement that Offeror is not currently suspended, debarred or otherwise excluded from federal or state procurement and non-procurement programs. Vendor information is available on the Internet at: https://sam.gov.

5.1.7 A statement affirming the Proposal will be firm and binding for one year from the Proposal opening date with an understanding that funds still need to be approved and appropriated by the Idaho Legislature for Fiscal Year 23 on July 1, 2022.

5.1.8 A statement that the Offeror warrants that it does not knowingly and willfully employ persons who cannot legally work in this country; it takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of its Contract.

6.2 (M) Acknowledgement of Amendments
If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive.
6.3 Trade Secrets

Paragraph 28 of the Solicitation Instructions to Vendors describes trade secrets to “include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.” In addition to marking each page of the document with a trade secret notation (as applicable; and as provided in Paragraph 28 of the Solicitation Instructions to Vendors), Offerors must also:

6.3.1 Identify with particularity the precise text, illustration, or other information contained within each page marked “trade secret” (it is not sufficient to simply mark the entire page). The specific information you deem “trade secret” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “trade secret.”

6.3.2 Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Proposal; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow the State’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law.

6.3.3 Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the word “redacted” in the file name.

6.4 Executive Summary

Include an executive summary in the Technical Proposal providing a condensed overview of the contents of the Technical Proposal demonstrating an understanding of the services to be performed.
7 Business Information

7.1 (ME) Experience
Describe in detail the Offeror’s knowledge and experience in providing services similar to those required in this RFP. Include Offeror’s business history, description of current service area, and customer base. Additionally, specifically address the following mandatory minimum requirements:

7.1.1 The Offeror must have a minimum of at least five (5) years of experience providing the proposed product prior to be eligible for award.

7.1.2 The Offeror must have a minimum of three (3) successful implementations in a district of more than 100,000 students or a state level contract.

7.2 (E) References
Provide three (3) completed Reference Questionnaires. See Attachment 2.

7.3 (ME) System Failures
Describe any failures of the proposed SaaS in the last two (2) years that resulted in permanent loss of customer data. Failure to fully disclose information in your response to this section may result in your Proposal being found non-responsive or may be grounds for Contract termination if you are awarded a Contract and the omission is discovered after Contract award.

7.4 (ME) Sustainability of Future Service
Describe any circumstances that have a reasonable likelihood of impeding the Offeror from continuing to provide and support the proposed SaaS system for at least five (5) years after Go Live including, but not limited to, pending lawsuits, sales, or acquisitions. Failure to fully disclose information in your response, to the best of your knowledge, may result in your Proposal being found non-responsive or may be grounds for Contract termination if you are awarded a Contract and the omission is discovered after Contract award.
8  Organization and Staffing
Describe your qualifications to successfully complete the requirements of the RFP by providing a detailed response to the following:

8.1  (ME) Key Personnel and Qualifications
Provide a list of key management, customer service and other personnel to be used in the fulfillment of this Contract, to include all pertinent contact information. Provide resumes for employees who will be managing and/or directly providing services under the Contract. Project Management and Technical Lead(s) must be clearly identified and their experience noted. For positions that are not filled, a position description (including requisite qualifications/experience) must be provided.

8.2  (M) Subcontractors
If you intend to utilize subcontractors, describe the extent to which they will be used to comply with Contract requirements. Include each position providing service, and provide a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements.
## Scope of Work - Project Approach

9.1 **(ME) Description of proposed Solution** - use this Proposal outline as part of your response to the RFP. Keep in mind, the evaluators will be scoring your Proposal based on the methodologies proposed and the completeness of the response to each item listed below. Describe how your Solution provides the following required features. Provide evidence as outlined in table below.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>Eval Code</th>
<th>REQUIRED FEATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1.1</td>
<td>ME</td>
<td>Describe proposed licensing structure for statewide contract providing unlimited licenses for designated grade bands to as many districts as choose to use the product.</td>
</tr>
<tr>
<td>9.1.2</td>
<td>ME</td>
<td>What experience do you have in Idaho school districts?</td>
</tr>
<tr>
<td>9.1.3</td>
<td>ME</td>
<td>What current or recent statewide implementations have you completed? Provide a list of states. Describe the structure for providing support to Project Director with examples from other projects or states evidencing a single point of contact who will manage the implementation with the SDE Project Director with a team of experts from the vendor.</td>
</tr>
<tr>
<td>9.1.4</td>
<td>ME</td>
<td>Describe typical professional development program for one school year, including workshop descriptions. Describe how product allows for regional, virtual and face-to-face professional development to be planned collaboratively each school year with the SDE Project Director to support successful implementation and customized to adapt to changing SDE initiatives.</td>
</tr>
<tr>
<td>9.1.5</td>
<td>ME</td>
<td>Provide examples of customized communications and reports from other states. Describe how product will prepare state level usage and student progress report and communications.</td>
</tr>
<tr>
<td>9.1.6</td>
<td>ME</td>
<td>Describe how system is aligned to Idaho Content Standards in Mathematics and the Idaho Standards for Achievement Test and the ability to adapt the system to new standards as required.</td>
</tr>
<tr>
<td>9.1.7</td>
<td>ME</td>
<td>Describe the system’s ability to span multiple grade levels and detailed information on the grade levels that the system is currently designed for.</td>
</tr>
<tr>
<td>9.1.8</td>
<td>ME</td>
<td>Describe how system supports learning approaches appropriate for students at various grades and stages of development.</td>
</tr>
<tr>
<td>9.1.9</td>
<td>E</td>
<td>Describe how the system supports English Language Learners and/or Students with Disabilities.</td>
</tr>
<tr>
<td>9.1.9</td>
<td>ME</td>
<td>Describe system’s ability to provide digital lesson sequences assigned automatically based on student assessment scores and adaptive to performance on lessons. Provide a detailed description of at least three (3) different lessons from two (2) different grade levels. Provide a video walk through of at least three (3) lessons via links in proposal.</td>
</tr>
</tbody>
</table>
| 9.1.9 | ME        | Provide detailed descriptions of the different types of assessments that provide teachers resources aligned to the SDE Framework for Multi-tiered Systems of Support such as:  

- Classroom formative assessment  
- Screener assessments by grade level and by units of instruction |
Digital, Adaptive Supplemental Mathematics Program

- Diagnostic assessment that includes comparison ranking across a national sample of peers
- Progress monitoring assessment
- Interim assessments
- Summative assessment

*All assessment should be aligned to the Idaho Standards for Achievement Test

9.1.10 ME  Provide samples of reports that include, but are not limited to, the following:
- Student, school and district usage
- Student mastery of Idaho mathematics content standards – class level view and student level view
- Student performance on assessments aligned to Idaho Standards for Achievement Tests
- Student progress report that shows student performance over time.

9.1.11 ME  Provide examples of innovative projects with Idaho districts or state or with other states that demonstrates responsiveness to client feedback.

9.1.12 E  Explain support available for parents when students are working on the Solution at home.

9.2  Other Features - describe how your Solution will or will not provide the following other features.

a.  As applicable, provide evidence as outlined in the table below.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>Eval Code</th>
<th>REQUIRED FEATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2.1</td>
<td>E</td>
<td>Provide a detailed description of teacher options to customize lessons and lesson pathways</td>
</tr>
<tr>
<td>9.2.2</td>
<td>E</td>
<td>Provide a detailed description of teacher options to customize assessments.</td>
</tr>
<tr>
<td>9.2.3</td>
<td>E</td>
<td>Provide a detailed description of system’s ability to assess retention and mastery of isolated skills over time; provide a sample assessment. Describe how this feature works within the system.</td>
</tr>
<tr>
<td>9.2.4</td>
<td>E</td>
<td>Provide a detailed description how teacher created assessments work within in the system; provide a sample assessment</td>
</tr>
<tr>
<td>9.2.5</td>
<td>E</td>
<td>Provide examples of teaching resources for small group and whole group instruction that complement the digital lessons for a topic. How does this feature work in the system? Provide sample lessons.</td>
</tr>
<tr>
<td>9.2.6</td>
<td>E</td>
<td>Provide a detailed description of how the system supports academic language development</td>
</tr>
<tr>
<td>9.2.7</td>
<td>E</td>
<td>Provide samples and descriptions of resources for secondary schools using the system for credit recovery</td>
</tr>
</tbody>
</table>
9.3 Research (ME) - Summarize your relevant research demonstrating the data validity, reliability and/or functional effectiveness of the assessment or assessment package and instruction. Provide full research in the Appendices.

9.4 Pertinent Questions (E) - Respond to the following questions:

<table>
<thead>
<tr>
<th>9.4.1</th>
<th>Describe the theoretical framework that supports the product.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.4.2</td>
<td>Discuss supporting a statewide implementation. What lessons have you learned from experience from past implementations that Idaho will benefit from?</td>
</tr>
<tr>
<td>9.4.3</td>
<td>Discuss challenges in using digital, adaptive mathematics instruction and assessments with learners of different ages and how has your company addressed those challenges.</td>
</tr>
<tr>
<td>9.4.4</td>
<td>Provide evidence of supporting schools using the product as a part of a multi-tiered system of support for mathematics.</td>
</tr>
<tr>
<td>9.4.5</td>
<td>Provide information on the technological infrastructure necessary for this assessment to be administered effectively on a large scale (internet bandwidth, whether a local caching server is necessary, etc.)? How does this system address the needs of the state or districts if there are issues?</td>
</tr>
<tr>
<td>9.4.6</td>
<td>Describe how data associated with assessments is stored. If it is cloud-based, how is data security addressed?</td>
</tr>
<tr>
<td>9.4.7</td>
<td>Describe any adjustments that are planned for the Solution within the next 5 years and how might that affect the cost of a future contract for the state.</td>
</tr>
<tr>
<td>9.4.8</td>
<td>Describe current system of support in place for school districts that may be using a different adaptive math product and provide a sample transition plan to a new product.</td>
</tr>
</tbody>
</table>
9.5 \textbf{Minimal Technical Specifications and Solution}

This is a mandatory part of your Proposal, and must be completed and submitted with your Technical Proposal.

Offerors must provide a detailed response to each requirement as to how the proposed Solution complies with the requirement.

For any requirement carrying an evaluation code of "M" or "ME," any "No" or "N" may result in the Offeror's proposal being deemed non-responsive, in which case no further consideration will be given to the proposal. Should the Offeror become the contracted provider, any "Yes" or "Y" response found to be incorrect, regardless of the reason, will deem the Contractor in breach of the Contract, and the Contract may be terminated or the Contractor given an opportunity to cure the breach at its own expense by modifying the proposed Solution to meet the requirement.

If the State terminates the Contract, the State will have no liability to the Contractor, financially or otherwise, for false information given by the Offeror in its proposal, and retains the right to recover damages according to the SDE General Terms and Conditions and any special terms and conditions.

Offerors are cautioned and encouraged to seek clarifying information to any requirement by using the time set aside prior to the closing of the solicitation for receiving Offeror questions.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Eval Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5.1</td>
<td>M</td>
<td>The Solution must be a hosted system.</td>
</tr>
<tr>
<td>9.5.2</td>
<td>M</td>
<td>The technical platform of the Solution must have been used in at least two (2) other successful implementations.</td>
</tr>
<tr>
<td>9.5.3</td>
<td>ME</td>
<td>Describe how the Solution will maintain compatibility with other Idaho state assessments and avoid causing system conflicts or compatibility issues with other required assessment solutions.</td>
</tr>
<tr>
<td>9.5.4</td>
<td>M</td>
<td>The Solution must allow all necessary Administrative Users to use the system concurrently.</td>
</tr>
<tr>
<td>9.5.5</td>
<td>M</td>
<td>The Solution must allow all necessary students to test concurrently.</td>
</tr>
<tr>
<td>9.5.6</td>
<td>ME</td>
<td>The Solution should allow for access by diverse client devices. At a minimum, the Solution must support the following: Microsoft Internet Explorer 9 or higher, Chrome, Firefox, and Safari internet browsers; accessibility by mobile device (e.g. Chromebooks, tablets, etc.). Describe how the Solution will offer access for administrative users as well as students testing from various platforms (devices, browsers, apps, etc.).</td>
</tr>
<tr>
<td>9.5.7</td>
<td>ME</td>
<td>The Solution must comply with the accessibility requirements of the Americans with Disabilities Act (ADA) and section 508 of the Rehabilitation Act of 1973. Describe how the Solution supports the ADA and section 508 compliance found at: <a href="http://www.dol.gov/dol/topic/disability/ada.htm">http://www.dol.gov/dol/topic/disability/ada.htm</a>.</td>
</tr>
<tr>
<td>9.5.8</td>
<td>M</td>
<td>The Solution must be available to users 24 hours a day, 7 days a week, 365 days a year, except for planned and authorized maintenance.</td>
</tr>
<tr>
<td>9.5.9</td>
<td>M</td>
<td>The local school district shall have the ability to create, edit, modify, extend, open, and close testing windows in a simple and efficient manner.</td>
</tr>
<tr>
<td>9.5.10</td>
<td>M</td>
<td>The Contractor must provide a reliable method of protecting and retrieving data in the event of a system failure.</td>
</tr>
<tr>
<td>9.5.11</td>
<td>M</td>
<td>Contractor must provide reliable backup and restoration services; backup files must be encrypted.</td>
</tr>
<tr>
<td>9.5.12</td>
<td>M</td>
<td>All data must be encrypted during transmission, use and storage.</td>
</tr>
<tr>
<td>9.5.13</td>
<td>ME</td>
<td>The system must maintain multiple levels of security/control (e.g. State, District, School, Classroom). Describe these levels of security/control available in the Solution.</td>
</tr>
<tr>
<td>9.5.14</td>
<td>M</td>
<td>The system must provide a reliable authentication mechanism which controls access to the system by validating each user (e.g. user-ID/password) at the start of each session.</td>
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<tr>
<td>9.5.15</td>
<td>M</td>
<td>Users must have individual and unique logins and passwords.</td>
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<tr>
<td>8.5.16</td>
<td>M</td>
<td>The system must store authentication credentials in encrypted format.</td>
</tr>
<tr>
<td>9.5.17</td>
<td>ME</td>
<td>Describe how the system would log unauthorized access attempts by date, time, user id, device and location, etc.</td>
</tr>
<tr>
<td>9.5.18</td>
<td>ME</td>
<td>Describe how the system would automatically log authorized user (admin, proctor, teacher, and student) activity [such as testing activity; system changes; setting changes; etc...].</td>
</tr>
<tr>
<td>9.5.19</td>
<td>M</td>
<td>Sessions must timeout (i.e. require logging in again) after a specified length of inactive time in the system.</td>
</tr>
<tr>
<td>9.5.20</td>
<td>ME</td>
<td>Contractor must respond to requests for technical support, with a Solution or action plan in a timely manner. Describe how your Solution will provide timely support and response to issues including any tiers of support, response times, etc.</td>
</tr>
<tr>
<td>9.5.21</td>
<td>M</td>
<td>System support must only be provided by the contractor or an SDE approved subcontractor.</td>
</tr>
<tr>
<td>9.5.22</td>
<td>ME</td>
<td>Technical support must be available to SDE and district and school administrative users by phone and email during regular SDE business hours (M-F, 8-6 Mountain Time). Identify any additional support avenues that may be available such as online chat.</td>
</tr>
<tr>
<td>9.5.23</td>
<td>M</td>
<td>Contractor must provide a digital/printable user manual that may be accessed through the system interface.</td>
</tr>
<tr>
<td>9.5.24</td>
<td>M</td>
<td>The system must include searchable online help/troubleshooting (in addition to the full user manual), preferably launching specific to the User's current activity in the system.</td>
</tr>
<tr>
<td>9.5.25</td>
<td>M</td>
<td>Technical support, licensing fees, upgrades and patches must be included in the annual Solution fee.</td>
</tr>
<tr>
<td>9.5.26</td>
<td>M</td>
<td>All error messages produced by the system must be user-friendly and meaningful so that users can determine how to correct the error or cancel the process.</td>
</tr>
<tr>
<td>9.5.27</td>
<td>ME</td>
<td>The system must allow for batch creation of administrator and student users using SDE specified format, as well as allow manual addition and management of users and accounts. Describe how the Solution will facilitate user account administration.</td>
</tr>
<tr>
<td>9.5.28</td>
<td>M</td>
<td>The system must support management of user profiles (i.e. name changes, roles, etc.) for all types of users.</td>
</tr>
<tr>
<td>9.5.29</td>
<td>M</td>
<td>Administrative Users must be able to create, modify, disable, and reactivate user access and security rights for other users.</td>
</tr>
<tr>
<td>9.5.30</td>
<td>M</td>
<td>The system must enable creating, editing and assigning groups. Students should be able to belong to multiple groups based on student contact to permit authorized access to given student data.</td>
</tr>
<tr>
<td>9.5.31</td>
<td>M</td>
<td>Authorized SDE System Managers must be able to make changes to the system (e.g. cut scores) at no additional cost (whether or not technical support is required.)</td>
</tr>
<tr>
<td>9.5.32</td>
<td>M</td>
<td>The system must allow Authorized SDE System Managers to manually enter/edit District administrative users.</td>
</tr>
<tr>
<td>9.5.33</td>
<td>M</td>
<td>The Solution must have the ability to reactivate users who have been locked out or inactivated (students and admin users).</td>
</tr>
<tr>
<td>9.5.34</td>
<td>M</td>
<td>The system must provide multiple levels of secure access to reports specified elsewhere in the RFP (users, status, testing results, etc.).</td>
</tr>
<tr>
<td>--------</td>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9.5.35</td>
<td>ME</td>
<td>The system must have a test prep that allows users the ability to offer student training on system use. Describe how students will be able to access a sample test (either a complete test or a few questions) in order to learn how the system functions before taking the assessment.</td>
</tr>
<tr>
<td>9.5.36</td>
<td>ME</td>
<td>The system must maintain student data records for a minimum of five (5) years.</td>
</tr>
<tr>
<td>9.5.37</td>
<td>ME</td>
<td>The system must allow for the use of State Student EDUID (Student Educational Unique Identification number) when entering student information.</td>
</tr>
</tbody>
</table>
10 COST PROPOSAL AND BILLING PROCEDURE

10.1 (ME) Cost Proposal
Use the format established in Appendix A to respond to the Cost Proposal of this RFP, and identify it as “Cost Proposal – 23-3701 Digital, Adaptive Supplemental Mathematics Program.” Altering the format may result in a finding that your Proposal is non-responsive.

The Offeror must provide a fully-burdened rate, which must include, but not be limited to, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, and supplies.

10.2 Billing Procedure
The Contractor must provide a signed invoice upon the SDE acceptance of each line item. The invoice must be submitted no later than thirty (30) calendar days after acceptance. No invoice will be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

1. SDE contract number
2. Identification of the billing period.
3. Total dollar amount billed for the billing period.
4. Detailed description of services/products provided and associated # of hours/$ amounts, as appropriate.
5. Name of authorized individual/contact information for Contractor.
11 PROPOSAL REVIEW, EVALUATION AND AWARD

The objective of the State in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

11.1 All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M) or (ME). Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

11.2 Technical Proposal

11.2.1 The Technical Proposal will consist of the sections set forth in section 10.10 below. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals which are determined by the State, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

11.2.2 The Technical Proposal will be evaluated and scored utilizing one (1) or more Technical Proposal Evaluation Committee(s).

11.2.3 The scores for Business Information section will be normalized as follows: The proposal with the highest raw Business Information section score will receive all available Business Information points: 75 points. Other proposals will be assigned a portion of the maximum available points, using the formula: 75 X raw score of Business Information section being evaluated/highest raw Business Information section score.

11.2.4 The scores for the Organization and Staffing section will be normalized as follows: The proposal with the highest raw Organization and Staffing section score will receive all available Organization and Staffing section points: 75 points. Other proposals will be assigned a portion of the maximum available Organization and Staffing Points, using the formula: 75 X raw score of Organization and Staffing section being evaluated/highest raw Business Information section score.

11.2.5 The scores for the Scope of Work section will be normalized as follows: The proposal with the highest raw Scope of Work section score will receive all available Scope of Work section points: 400 points. Other proposals will be assigned a portion of the maximum available Scope of Work section points, using the formula: 400 X raw score of Scope of Work section being evaluated/highest raw Scope of Work section score.

11.2.6 The scores for the Technical Requirements and Solution section will be normalized as follows: The proposal with the highest raw Technical Requirements and Solution section score will receive all available Technical Requirements and Solution section points: 200 points. Other proposals will be assigned a portion of the maximum available Technical Requirements and Solution Points, using the formula: 200 X raw score of Technical Requirements and Solution section being evaluated/highest raw Technical Requirements and Solution section score.

11.2.7 Product Demonstration
Demonstrations and Software verification - The State may require demonstrations from up to six (6) Offerors with the highest combined scores from the following sections: Business Information, Organizations and Staffing, Scope of Work, and Technical Requirements and Solutions. The scores for the Product Demonstration section will be normalized as follows: The proposal with the highest raw Product Demonstration section will receive all available Product Demonstration section points: 50 points. Other proposals will be assigned a portion of the maximum available, using the formula: 50 X raw score of Product Demonstration section being evaluated/highest raw Product Demonstration section score. The State may provide demonstration scenarios in accordance with the specifications of this Solicitation.

11.3 Oral Presentations
After an initial scoring of Technical Proposals, SDE may require, at its discretion, the highest technically scored proposals to provide an in-depth review with oral presentations and may modify technical scoring based on these reviews. It is the intent of SDE to evaluate competencies and understanding needed to perform the services in this RFP based on the interactions with individuals assigned by the Offeror to Idaho and not strictly on the written RFP response. This in-depth review must be completed in person or virtually, as required by SDE.

11.4 Cost Proposal

11.4.1 If Oral Presentations are conducted, the Cost Proposal will only be opened and evaluated for Offerors who are invited to and provide Oral Presentations. If Oral Presentations are not conducted, the Cost Proposal from every Offeror that is responsive up to this point will be opened and evaluated.

11.4.2 The scores for the Cost Proposal will be normalized as follows: The Proposal with the lowest overall total proposed cost will receive all available Cost Points: 200 points. Other Proposals will be assigned a portion of the maximum score using the formula: 200 X lowest proposed cost/ proposed cost being evaluated.

11.5 Total Points
The number of total points for each Proposal will be determined by adding the normalized score for the Business Information section score to the normalized score for the Organization and Staffing section to the normalized score for the Scope of Work section to the normalized score for the Technical Requirements and Solutions section to the normalized score for the Product Demonstration section to the normalized score for the Cost Proposal.

11.6 Evaluation Criteria

Technical Proposal:

<table>
<thead>
<tr>
<th>Mandatory Submission Requirements</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Information (Section 6)</td>
<td>50 points</td>
</tr>
<tr>
<td>Organization and Staffing (Section 7)</td>
<td>100 points</td>
</tr>
<tr>
<td>Scope of Work - Project Approach (Section 8)</td>
<td>200 points</td>
</tr>
<tr>
<td>Technical Requirements and Solution</td>
<td>100 Points</td>
</tr>
<tr>
<td>Product Demonstrations</td>
<td>150 points</td>
</tr>
<tr>
<td><strong>Cost Proposal (Appendix A)</strong></td>
<td>400 points</td>
</tr>
<tr>
<td>Total Points</td>
<td>1,000 points</td>
</tr>
</tbody>
</table>

11.7 Award and Offeror Discussions

The SDE may, at its sole option, either accept an offeror’s initial proposal by award of contract or enter
into discussions with offerors whose proposals are deemed to be reasonably susceptible of being considered for award. Discussions with individual offerors (including the utilization of one or more rounds of “Best and Final Offer” and/or Negotiations) may be conducted. NOTE: Offerors should submit their best proposals initially, as there is no guarantee that SDE will conduct any discussions. The SDE may, in its best interest, elect to award the contract to or enter into discussions with the apparent responsive, responsible offeror whose Proposal receives the highest number of total normalized points.

11.8 Notification of Intent to Award Contract / Awarding of Contract / Reconsideration

Within five (5) working days following the evaluation period, SDE will notify all offerors by email of its intent to award a contract and of the evaluation scores. If the selected offeror does not enter into a contract within ninety (90) days of notification, SDE may withdraw the award from that offeror and award the contract to the offeror ranked second in the evaluation process. Within five (5) working days from the date of a notice of award, the responsive, responsible offerors may submit a request for reconsideration in writing to the SDE Chief Procurement Officer. The request shall specifically state the exact basis for reconsideration. The Superintendent will, in her sole discretion, review the request and issue a written response to the request.

11.9 Responsibility

The RFP Lead may, in the SDE’s sole discretion, require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to: credit or financial reports, and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent SDE from using other means to determine Offeror’s responsibility.
APPENDIX A – COST PROPOSAL

23-3701 Digital, Adaptive Supplemental Mathematics RFP

The offeror shall submit this Cost Proposal in a sealed envelope marked "Cost Proposal – 23-3701 Adaptive Math," which shall be separate from the Technical Proposal. Along with this Cost Proposal, please provide an itemized breakdown to support your cost.

<table>
<thead>
<tr>
<th>ESTIMATED QUANTITY</th>
<th>UNIT</th>
<th>Deliverables</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total</td>
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<tr>
<td></td>
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<td></td>
<td>Total Proposal Cost $____________</td>
</tr>
</tbody>
</table>

Contractor’s Legal Business Name

Tax ID#

Phone:                 Email:

Contractor’s Authorized Representative’s Printed Name

Title

Signature

Date
APPENDIX B - SDE GENERAL TERMS AND CONDITIONS

Appendix B is attached as a separate pdf document. Please see the attached document with the document file name “SDE General Terms and Conditions.pdf.”
APPENDIX C - SDE SPECIAL TERMS AND CONDITIONS FOR SOLICITATIONS

Appendix C is attached as a separate pdf document. Please see the attached document with the document file name “SDE Special Terms and Conditions for Solicitations.pdf.”
APPENDIX D - SDE SPECIAL TERMS AND CONDITIONS FOR CLOUD SERVICES

Appendix D is attached as a separate pdf document. Please see the attached document with the document file name “SDE Special Terms and Conditions for Cloud Services.pdf.”
ATTACHMENT 1 - OFFEROR QUESTIONS

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFP section number that the question is for in the “RFP Section” field (column 2). If the question is a general question not related to a specific RFP section, enter “General” in column 2. If the question is in regard to a provision of the SDE General Terms and Conditions or any special terms and conditions, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment A”) in the “RFP Section” (column 2), and the attachment page number in the “RFP page” field (column 3).
3. Do not enter text into the “Response” field (column 5). This is for the State’s use only.
4. Once completed, this form is to be e-mailed per the instructions in the RFP. The e-mail subject line is to state the RFP number followed by “Questions.”
<table>
<thead>
<tr>
<th>Question</th>
<th>RFP Section</th>
<th>RFP Page</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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17- Digital, Adaptive Supplemental Mathematics Program
ATTACHMENT 2 - REFERENCES

INSTRUCTIONS TO THE OFFEROR:

Offerors will be scored on three (3) completed reference questionnaires (if fewer than three (3) are received prior to the RFP closing date and time, the Offeror will receive a zero (0) for all questions not scored and questionnaires not received). Scores from reference questionnaires will be averaged. The reference questionnaires must be from individuals, companies, or agencies for which the Offeror provided products or services that are similar in nature and scope to those requested by this RFP, and within the last 5 years from the date this RFP was posted. The SDE may not be utilized as a reference. Only one (1) reference will be received/qualify per reference company/agency. If multiple references are received from the same company/agency, only the first received will be accepted.

References outside the requisite number of years (See paragraph above), and references determined by the State, in its sole discretion, to be not of a similar nature and scope to the products or services requested in this RFP will receive a score of zero (0). **Determination of similar will be made by using the information provided by the reference in Section II of the Reference Questionnaire, General Information, and any additional information provided by the reference, or otherwise obtained by the State.** It is in the State’s sole discretion as to whether or not any references will be contacted for clarification or for additional information.

**REFERENCES MUST BE RECEIVED BY THE RFP LEAD, DIRECTLY FROM THE REFERENCE, IN ORDER TO BE CONSIDERED.**

1. Offerors must complete the following information on page 2 of the “Reference’s Response To” document before sending it to the Reference for response.
   a. Print the name of your reference (company/organization) on the “REFERENCE NAME” line.
   b. Print the name of your company/organization on the “OFFEROR NAME” line.
   c. Be certain that the RFP closing date and time in Instruction 5, on the following page, is correct.

2. Send the “Reference’s Response To” document to your references to complete.

**NOTES:** It is the Offeror’s responsibility to follow up with its references to ensure timely receipt of all questionnaires. Offerors may e-mail the RFP Lead prior to the RFP closing date to verify receipt of references.

References are not scored by a Technical Proposal evaluation committee. References will provide scores via the reference questionnaires and the RFP Lead will enter the scores for qualifying references into a spreadsheet that will calculate averaged scores.
REFERENCE QUESTIONNAIRE
REFERENCE’S RESPONSE TO:
23-3701

REFERENCE NAME (Company/Organization): ____________________________________________

OFFEROR (Vendor) NAME (Company/Organization): ____________________________ has submitted a
Proposal to the State of Idaho, State Department of Education, to provide the following services: Idaho Reading
Indicator. We’ve chosen you as one of our references.

INSTRUCTIONS

1. Complete Section I. RATING using the Rating Scale provided.

2. Complete Section II. GENERAL INFORMATION (This section is for information only and will not be scored.)

3. Complete Section III. ACKNOWLEDGEMENT by manually signing and dating the document. (Reference
documents must include an actual signature.)

4. E-mail or fax THIS PAGE and your completed reference document, SECTIONS I through III to:

   RFP Lead: Rick Kennedy
   Chief Procurement Officer

   E-mail: procurement@sde.idaho.gov

5. This completed document MUST be received no later than February 4, 2022 at 5PM Mountain Time. Reference
documents received after this time will not be considered. References received without an actual signature
will not be accepted.

6. DO NOT return this document to the Offeror (Vendor).

7. In addition to this document, the State may contact references by phone or e-mail for further clarification, if
necessary.
Section I. RATING

Using the Rating Scale provided below, rate the following numbered items by circling the appropriate number for each item:

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<thead>
<tr>
<th>Category</th>
<th>Score</th>
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<tbody>
<tr>
<td>Poor or Inadequate Performance</td>
<td>0</td>
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<tr>
<td>Below Average</td>
<td>1 – 3</td>
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<tr>
<td>Average</td>
<td>4 – 6</td>
</tr>
<tr>
<td>Above Average</td>
<td>7 - 9</td>
</tr>
<tr>
<td>Excellent</td>
<td>10</td>
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</tbody>
</table>

*Circle ONE number for each of the following numbered items:*

1. Rate the overall quality of the vendor’s services:

   10 9 8 7 6 5 4 3 2 1 0

2. Rate the response time of this vendor:

   10 9 8 7 6 5 4 3 2 1 0

3. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time.
   *(This pertains to delays under the control of the vendor):*

   10 9 8 7 6 5 4 3 2 1 0

4. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions:

   10 9 8 7 6 5 4 3 2 1 0

5. Rate the knowledge of the vendor’s assigned staff and their ability to accomplish duties as contracted:

   10 9 8 7 6 5 4 3 2 1 0

6. Rate the accuracy and timeliness of the vendor’s billing and/or invoices:

   10 9 8 7 6 5 4 3 2 1 0

7. Rate the vendor’s ability to quickly and thoroughly resolve a problem related to the services provided:
8. Rate the vendor’s flexibility in meeting business requirements:

10 9 8 7 6 5 4 3 2 1 0

9. Rate the likelihood of your company/organization recommending this vendor to others in the future:

10 9 8 7 6 5 4 3 2 1 0

Section II. GENERAL INFORMATION

1. Please include a brief description of the services provided by this vendor:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

2. During what time period did the vendor provide these services for your business?

Month:_________ Year:_________ to Month:_________ Year:_________

Section III. ACKNOWLEDGEMENT

I affirm to the best of my knowledge that the information I have provided is true, correct, and factual:

_________________________________________  _____________________________
Signature of Reference                     Date

_________________________________________  _____________________________
Print Name                                  Title

_________________________________________
Phone Number

_________________________________________
E-mail address
**ATTACHMENT 3 - PRE-PROPOSAL CONFERENCE REGISTRATION FORM**

<table>
<thead>
<tr>
<th>PRE-PROPOSAL CONFERENCE</th>
<th>Date:</th>
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<tbody>
<tr>
<td>State Department of Education</td>
<td>RFP #: 23-3701</td>
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<td>Title:</td>
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**Verbal Information:** Questions concerning an RFP must be directed in writing to the RFP Lead in the period of time prescribed in the RFP document. Bids, Proposals, or Quotations deviating from the specifications by any means other than an authorized written addendum will be subject to rejection. The State will not be responsible for any verbal or oral information given to Vendors by anyone other than an authorized purchasing official. Reliance on any verbal representation is at the Vendor’s sole risk.

Potential Offerors choosing to participate in the Pre-Proposal Conference **must pre-register** by submitting this completed form, via e-mail, to the RFP Lead at procurement@sde.idaho.gov. After the RFP Lead receives your form, you will be provided with phone conferencing and meeting details. Please indicate in the appropriate column if your attendance will be by phone. Attendees are asked to register for the Pre-Proposal Conference no later than 5 PM MST, **January 10, 2022**.

**PLEASE PRINT:**

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<thead>
<tr>
<th>Name</th>
<th>Company</th>
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**Signatures.** Unless otherwise stated above, this Agreement is effective on the date of last signature:

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<th>Contractor’s Legal Business Name</th>
<th>Tax ID#</th>
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