



POUDRE SCHOOL DISTRICT R-1
REQUEST FOR PROPOSALS
DISTRICT BILINGUAL EMPLOYEE ASSESSMENT
RFP #24-690-001

RFP SCHEDULE

RFP Issued	July 25, 2023
Questions Due	August 3, 2023 @ 2:00 PM MT
RFP Due Date	August 15, 2023 @ 2:00 PM MT

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**REQUEST FOR PROPOSALS
District Bilingual Employee Assessment**

RFP# 24-690-001

Poudre School District R-

1.0 **BACKGROUND AND CONTEXT**

- 2.3 Payment processing abilities should include District-level billing (a centrally processed purchase order (PO)) and/or the ability for individual employees to directly pay the Vendor for assessments/certifications.
- 2.4 Vendor should provide volume levels that they are able to process at any one moment for testing services.
- 2.5 Vendor should provide which countries and dialects the tests are built on and which dialects the tests are given in.
- 2.6 Assessments should not be content-specific (e.g. court systems, hospitals, etc.), and if they are, they should center on education.
- 2.7 Vendor should provide language learning and studying tips that can be either given directly to participants prior to taking the test or referenced regarding where and how to obtain those resources.
- 2.8 The District needs the ability to access testing reports that are in one or more internationally recognized scale.
- 2.9 Vendor should provide any information around third-party system integrations and capabilities.
- 2.10 Assessments should be provided by the Vendor that report on all four domains (reading, writing, listening, and speaking), and include the following:
 - 2.10.1 Detailed report of what participants should study/practice/work on in order to retake the test at a later time to increase their score.
 - 2.10.2 Reports broken down to each domain level with specific and actionable feedback within each domain (participants should know how to improve each aspect of their language domains).
 - 2.10.3 Reports broken down into other useful categories, such as, vocabulary usage, grammar, pronunciation, comprehension, and spelling.
 - 2.10.4 A clear key of what each language level means and what the employer should be able to expect that employee to be able to do in that particular language.
 - 2.10.5 The ability to test only the oral domains (speaking and listening), with cheaper pricing than testing all four domains.
 - 2.10.6 The ability to access a District-level average of scores and abilities for data tracking and analysis at a larger level.

- 2.10.7 Certified reports from assessments sent directly to the District with security measures in place to ensure documents/certificates cannot be altered. (Inability to meet this requirement will not disqualify a vendor from consideration).
- 2.11 The District reserves the right to expand and add additional languages, resources, and services.
- 2.12 Contingent upon complete execution of a successfully negotiated agreement

3.5.1 Contexts should be as culturally neutral as possible. It is expected that participants should have an equal probability of having comparable

- 3.7.6.3 Coordinate the distribution of reports to the District designated Project Manager and any other identified District representatives.
- 3.7.6.4 Research and resolve any questions and issues regarding invoicing and billing.

4.0 **SUBMITTAL REQUIREMENTS**

As set forth in more detail below, the District is requiring the following information from all potential Vendors

the vendor believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which the vendor believes they are confidential. The District, not vendor, shall determine whether information and materials so identified will

respect to the solicitation procedures and deadlines, and to select the bidder whose response it deems in its sole discretion to be in the best interest of the District.

- 5.9 Vendor must provide all requested information. Failure to do so may result in rejection of the response at the option of the District.
- 5.10 Bid responses must meet or exceed specifications contained in the solicitation document.
- 5.11 Vendor agrees to furnish the products or services covered as a result of this solicitation in strict accordance with the District's specifications.
- 5.12 All information and supplemental documentation required in conjunction with this solicitation shall be furnished by the Vendor with their bid responses. If the Vendor fails to supply any required information or documents, their bid response may be considered non-responsive and ineligible for award.
- 5.13 The accuracy of the bid responses is the sole responsibility of the Vendor. No changes in the bid response shall be allowed after the submission deadline, except when the Vendor can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.
- 5.14 The apparent silence or omissions within this solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.
- 5.15 The award of this solicitation to a selected bidder is contingent upon the execution of a mutually acceptable agreement. If a mutually acceptable agreement is not executed, the District reserves the right, at its sole discretion, to negotiate with a subsequent bidder(s) who submitted a responsive and responsible response to this solicitation per the specified terms herein.
- 5.16 The District may, at its sole and absolute discretion:
 - 5.16.1 Reject any and all or parts of any or all bid responses submitted by prospective Vendors;
 - 5.16.2 Re-advertise this solicitation;
 - 5.16.3 Postpone or cancel the solicitation process for this solicitation;
 - 5.16.4 Waive any irregularities or technicalities that are not qualified as a requirement for responsiveness in this solicitation or in bid responses received in conjunction with this solicitation; and/or

- 5.16.5 Determine the criteria and process whereby bid responses are evaluated and awarded.
- 5.17 The District shall be the sole judge in determining equals in regard to quality, price and performance.
- 5.18 Vendor shall provide the services under this RFP as an independent contractor of the District. As such, Vendor shall have the right to determine how and by whom the Services will be provided and the right to provide the Services free from the direction and control of the District, subject to and consistent with the terms and conditions of a District issued purchase order or agreement.
- 5.18.1 Vendor shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees (if any) in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees (if any) in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this RFP.
- 5.18.2 Nothing in this Solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-

5.22.6

network, or similar computer related property and the data, software, and programs thereon.

Crime Coverage (for Agreements allowing privileged access to network systems, valuable property, or sensitive data)

Minimum Limits

Per Loss \$1,000,000

The policy shall include:

Coverage for all directors, officers, agents, and employees of the Supplier.
Employee dishonesty, forgery and alteration, monies and securities, and

7.0 **EVALUATIONS AND AWARD OF CONTRACT**

7.1 Vendor responses to this RFP shall be evaluated on ability to meet the scope and specification, minimum qualifications, and submittal requirements as set forth in this RFP.

7.2 The evaluation committee will score submissions using the criteria that follows:

Evaluation Criteria	Max Score
1. Description of How the Vendor Will Address Each of the Points in Section 2.0	25
2. Company Background and Experience	15
3. Approach and Methodology	25
4. Proposed Staff Qualifications	20
5. Cost	15
Total Score	100

7.3 During the evaluation process, the District resupR1034 404.47 0.48001 27.6 ref*69.34 403.99 0.4

- 7.8 For the purposes of solicitation evaluation, bidders must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the bidder's response, it shall be construed that the proposal fully complies with the specifications and terms and conditions. Notwithstanding the

8.3

10.0

11.0 BID CERTIFICATION FORM

**DISTRICT BILINGUAL EMPLOYEE ASSESSMENT
RFP #24-690-001**

The District will only accept and consider electronically submitted proposals from Vendors, which must be submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before August 15, 2023, 2:00 p.m. MT.

The undersigned hereby affirms that:

Vendor is a duly authorized agent of the company issuing this Bid and that all information provided in the Bid is true and accurate.

Vendor has read the conditions and technical specifications, which were made available to the company in conjunction with this RFP, and fully understands and accepts these terms unless specific variations have been expressly listed in the Bid.

Vendor will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFP and/or the company's Bid responding to the RFP.

Vendor meets or exceeds all of the required criteria as specified by this RFP, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.

Vendor's Bid is being offered independently of any other Vendor and in full compliance with the terms specified in the RFP.

Vendor will accept any awards made to it, as a result of this RFP for a minimum of ninety (90) calendar days following the date and time of the RFP closing.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Mailing address: _____

Phone Number: _____

Contact Person: _____

(If different from Agent – include e-mail address and phone number)

NOTE: Bids submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.