



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2316**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		924-10		
<p>COMPUTERS, SOFTWARE</p> <p>BLANKET CONTRACT</p> <p>PROVIDE SYSTEM INTEGRATION ACTIVITIES, SOFTWARE, PROFESSIONAL DEVELOPMENT, HARDWARE, NETWORK CABLING SERVICES, ETC., AS DESCRIBED THROUGHOUT THIS REQUEST FOR PROPOSAL TO BE USED ON A STATEWIDE BASIS IN WEST VIRGINIA SECONDARY SCHOOLS IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID CONFERENCE SHALL BE HELD ON 03/27/2007 @ 9:00 AM AT THE CHARLESTON CIVIC CENTER, 200 CIVIC CENTER DRIVE, CHARLESTON, WV. FAILURE TO ATTEND THE PRE-BID CONFERENCE WILL RESULT IN BID DISQUALIFICATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2316**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2316**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2316**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2316**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p style="text-align: right;">BIDDER: -----</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
6

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN
304-558-2316

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 43</p> <p>RFQ. NO.: EDDTFSS</p> <p>BID OPENING DATE: 04/12/2007</p> <p>BID OPENING TIME: 1:30 P.M</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EDDTFSS

PAGE
7

ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN
304-558-2316

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/22/2007				

BID OPENING DATE: **04/12/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): ----- ***** THIS IS THE END OF RFQ EDDTFSS ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

WEST VIRGINIA DEPARTMENT OF EDUCATION

REQUEST FOR PROPOSALS

***21st Century Tools for 21st Century Schools
Secondary Initiative***

Table of Contents

PART 1	GENERAL INFORMATION / TERMS AND CONDITIONS.....	6
1.1	Purpose.....	6
1.2	Project:.....	6
1.3	RFP Format	6
1.4	Inquiries:	6
1.5	Vendor Registration:	7
1.6	Oral Statements and Commitments:.....	7
1.7	Economy of Preparation:	7
1.8	Labeling of RFP Sections:	7
1.8.1	Mandatory Requirements	7
1.8.2	Contract Terms and Conditions:	7
1.8.3	Informational Sections:	7
1.9	Proposal Format and Submission:.....	7
1.10	Rejection of Proposals:	9
1.11	Incurring Costs:.....	9
1.12	Addenda:.....	9
1.13	Independent Price Determination:	9
1.14	Price Quotations:	9
1.15	Public Record:.....	9
1.15.1	Submissions are Public Record	9
1.15.2	Written Release of Information.....	10
1.15.3	Risk of Disclosure.....	10
1.16	Schedule of Events:.....	10
1.17	Mandatory Pre-bid Conference:.....	10
1.18	Affidavit:	10
1.19	General Terms and Conditions:.....	10
1.19.1	Conflict of Interest:.....	10
1.19.2	Prohibition Against Gratuities:	11
1.19.3	Certifications Related to Lobbying:.....	11
1.19.4	Vendor Relationship:	11
1.19.5	Indemnification:	12
1.19.6	Contract Provisions:	12

1.19.7	Governing Law:	12
1.19.8	Compliance with Laws and Regulations:	12
1.19.9	Subcontracts/Joint Ventures:	12
1.19.10	Term of Contract & Renewals:	12
1.19.11	Non-Appropriation of Funds:	14
1.19.12	Contract Termination:	14
1.19.13	Changes:	15
1.19.14	Invoices, Progress Payments, & Retainage:	15
1.19.15	Liquidated Damages:	15
1.19.16	Record Retention (Access & Confidentiality):	16
1.19.17	Exclusive Use	17
1.19.18	Patent and Copyright Protection	17
1.19.19	Contract Negotiations (Informational)	17
1.19.20	Economy of Preparation	17
1.19.21	News Releases	17
1.19.22	Proposal Preparation Expenses	17
1.19.23	Open-End Contract:	18
1.19.24	Warranty	18
1.19.25	Delivery and Installation Time Frames	18
1.19.26	Vendor Cooperation	18
1.19.27	Gartner Leader Quadrant Equipment	19
1.19.28	Lemon Law	19
1.19.29	Acceptance of Systems	19
PART 2 OPERATING ENVIRONMENT		21
2.1	Location	21
2.2	Background (Informational)	21
2.2.1	West Virginia's 21 st Century Initiative	21
2.2.2	WV SUCCESS: Historical Perspective	23
2.2.3	Background Information about the WVDE	23
2.2.4	Transition to 21 st Century Tools for 21 st Century Schools Secondary Initiative	24
PART 3 PROCUREMENT SPECIFICATIONS		25
3.1	General Requirements	25
3.2	Scope of Work	25
3.2.A	Prime Vendor/Systems Integrator Component	25
	Act as the Single Point of Contact	27
	Establish a Project Office, Implement a Project Management Plan, and Assign a Project Team	28
	Provide Assistance in Developing County and School Plans	31
	Assign and Maintain a Knowledgeable, Qualified Staff	32
	Procure Products and Services	34
	Provide LAN Design and Installation Services	34
	Coordinate Installation of Hardware and Software	37
	Coordinate Delivery of Professional Development Services	39
	Assume Technical Responsibility for Successful Implementation of Project Components	40
	Ensure a Timely and Successful Implementation	40
	Provide Cost-effective, Quality Technical Support Options	41
	Develop and Recommend Change Control Methodologies	42
	Identify New Technologies and Services	42

	Recommend Cost-Effective and Technology-Efficient Transition Strategies	42
3.2.B	21 st Century Application Software.....	44
3.2.C	21 st Century Classroom Curriculum / Technology Resources.....	46
	21 st Century Standards-Based Curriculum / Technology Integration Resource	46
	21 st Century Classroom Software	50
3.2.D	Professional Development Services	52
	Instructor-Led Professional Development:.....	55
	Online Professional Development:.....	58
	Professional Development for System Administration	59
	Professional Development to Support 21 st Century Teachers	59
3.2.E	Hardware; Network and Workstation Operating System Software.....	61
3.2.F	Infrastructure Network Cabling and Equipment Component	73
	Electronics	73
	Data Cable.....	74
	Wireless	75
	Caching Appliance.....	75
3.3	Special Terms and Conditions:.....	76
3.3.1	Bid Bond:	76
3.3.2	Insurance Requirements:.....	76
3.3.3	License Requirements:.....	76
PART 4 PROPOSAL FORMAT		77
4.1	Vendor's Proposal Format:.....	77
4.1.1	Written Technical Proposal Format:.....	77
4.1.2	Cost Proposal Format:.....	79
4.2	Evaluation Process	80
4.2.1	Evaluation Criteria & Points Possible	80
4.2.2	Evaluation of Written Technical Proposals	80
4.2.3	Evaluation of Demonstration/Oral Presentation	81
4.2.4	Evaluation of Cost Proposals.....	81
Appendix A - Proposal Title Page.....		84
Appendix B - Certificate of Prices and Proposal Certification.....		85
Appendix C - Proposal Checklist		86
Appendix D.1 - Sample System Operational Form.....		94
Appendix D.2 - Sample Report of Commodities Received.....		95
Appendix E - Sample Cabler's Assurances Form.....		97
Appendix F.1 - Professional Development Course Template.....		98
Appendix F.2 - Online Professional Development Course Template		99
Appendix G - Hardware Warranty Template.....		101

Appendix H.1 - Application Software Component Cost Sheet.....	103
Appendix H.2 - 21 st Century Classroom Curriculum / Technology Resources Component Cost Sheet.....	104
Appendix H.3 - Professional Development Component Cost Sheet	105
Appendix H.4 - Hardware, Network and Workstation Operating System Software Component Cost Sheet	106
Appendix H.5 - Network Cabling Services and Components Cost Sheet	107
Appendix H.6 - Other Associated Costs	108
Appendix I.1 - Profile Cost Response Sheet	109
Appendix I.2 - School Profile.....	114
Appendix I.3 - Total School Profile Cost.....	117
Appendix I.4 - School Profile Schematic.....	118
Appendix K - Debt Affidavit	121
Appendix L - Resident Vendor Preference Certificate.....	122
Appendix M - Wage Rates	123

REQUEST FOR PROPOSAL

West Virginia Department of Education

PART 1 GENERAL INFORMATION / TERMS AND CONDITIONS

1.1 Purpose:

The Acquisition and Contract Administration Section of the Purchasing Division, hereinafter referred to as "State", is soliciting proposals for the Department of Education, Office of Instructional Technology, hereinafter referred to as "Agency", to provide equipment, software, professional development, technical services, and systems integration activities as described briefly below.

1.2 Project:

The mission or purpose of this Request for Proposals (RFP) is to seek proposals from vendors interested in providing prime vendor / systems integration activities for a turnkey offering of application software, hardware, professional development, network cabling services, and various technical support services. These items and services, described throughout this RFP, are to be used on a statewide basis in West Virginia secondary schools. The intent is to secure bids to establish an open-end statewide contract that will be entered into by the West Virginia Department of Education (WVDE).

The West Virginia education system promotes a demanding curriculum and expectations for high student achievement which, supported by the effective use of instructional technology, will prepare students for the 21st century. To prepare our students to live, work, and learn in the 21st century, technology must be in the schools and integrated throughout the learning process.

1.3 RFP Format:

This RFP has four parts. "Part 1" contains general information/terms and conditions, "Part 2" describes the background and working environment of the project, "Part 3" is a statement of the specifications for the services requested pursuant to this RFP, contractual requirements, and special terms/conditions and "Part 4" explains the required format of the Bidder's response to the RFP, the evaluation criteria the State will use in evaluating the proposals received, and how the evaluation will be conducted.

1.4 Inquiries:

Additional information inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.16. All inquiries of specification clarification must be addressed to:

Buyer: Michael Austin, Senior Buyer
 Purchasing Division
 2019 Washington Street, East
 P.O. Box 50130
 Charleston, WV 25305-0130

Fax: (304) 558-4115

Absolutely NO contact shall be made by the vendor with any member of the evaluation committee. Violation may result in rejection of the bid. The State Buyer named above is the sole contact for any and all inquiries after this RFP has been released.

1.5 Vendor Registration:

Vendors participating in this process should complete and file a **Vendor Registration and Disclosure Statement** (Form WV-1) and remit the registration fee. Vendor is not required to be a registered vendor in order to submit a proposal, but the **successful bidder must** register and pay the fee prior to the award of an actual purchase order/contract.

1.6 Oral Statements and Commitments:

Vendor must clearly understand that any verbal representations made or assumed to be made during any oral discussions held between Vendor's representatives and any State personnel is **not** binding. Only the information issued in writing and added to the Request for Proposal specifications file by an official written addendum are binding.

1.7 Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

1.8 Labeling of RFP Sections:

The sections within this RFP contain instructions governing how the Vendor's proposal is to be arranged, submitted and to identify the material to be included therein.

1.8.1 Mandatory Requirements.

The mandatory sections included in part 3 and 4 require a response, and they describe the minimum requirements requested in this RFP. Any specification or statement containing the word "must", "shall, or "will" are mandatory. The vendor is required to meet the mandatory specifications in order to be eligible for consideration and to continue in the evaluation process. A simple "yes" or "no" response to these sections is not adequate. Failure to meet mandatory items shall result in disqualification of the vendor's proposal and the evaluation process terminated for that vendor. Decisions regarding compliance with the intent of any mandatory specification shall be at the sole discretion of the State.

1.8.2 Contract Terms and Conditions:

This Request for Proposals contains all the contractual terms and conditions under which the State of West Virginia will enter into a contract.

1.8.3 Informational Sections:

All information specifications do not require a response from the vendor. They are intended to aid the vendor in structuring an effective proposal capable of meeting the needs of the issuing agency.

1.9 Proposal Format and Submission:

1.9.1 Vendors must complete a response to all mandatory specifications in order to be considered. Each proposal should be formatted as per the outline in Part 4 of this RFP. No other arrangement or distribution of the proposal information may be made by the bidder. Failure on the part of the bidder to respond to specific requirements detailed in the RFP may be basis for disqualification of the proposal. The State reserves the right to waive any informality in the proposal format and minor irregularities.

1.9.2 State law requires that the original technical and cost proposal be submitted to the Purchasing Division. All proposals must be submitted to the Purchasing Division **prior** to the

date and time stipulated in the RFP as the opening date. All bids will be date and time stamped to verify official time and date of receipt.

1.9.3 Vendors mailing proposals should allow sufficient time for mail delivery to ensure timely arrival. In accordance with State Code 5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal which is delayed and late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law and the administrative rules and regulations.

Submit:

One original technical and cost
plus twelve (12) convenience copies to:
Purchasing Division
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

The outside of the envelope or package(s) should be clearly marked:

Buyer: Michael Austin
Req#: EDDTFSS
Opening Date: Thursday, April 12, 2007
Opening Time: 1:30 P. M.

1.9.4 Best Value Purchasing Standard Format

All Requests for Proposals should follow the standard format defined by the Purchasing Division. This format addresses required areas and enables the agency to modify the background and scope of work to meet its needs.

1.9.4.1 Evaluation Criteria: All evaluation criteria must be clearly defined in the specifications section and based on a 100 point total score. Based on a 100 point total, cost shall represent a minimum of 30 of the 100 total points in the criteria.

1.9.4.2 Proposal Format and Content: Proposals shall be requested and received in two distinct parts: Technical and Cost. The cost portion shall be sealed in a separate envelope and will not be opened initially.

1.9.4.3 Technical Bid Opening: The Purchasing Division will open only the technical proposals on the date and time specified in the Request for Proposal. The Purchasing Division representative will read aloud the names of those who responded to the solicitation. The Purchasing Division Buyer will confirm that the original packages contain a separately sealed cost proposal prior to providing the courtesy copies to the agency to begin the evaluation process.

1.9.4.4 Technical Evaluation: The pre-selected, approved evaluation committee will review the technical proposals, deduct appropriate points for deficiencies and make a final written consensus recommendation to the Purchasing Division Buyer. If the Buyer approves the committee's recommendation, the technical evaluation will be forwarded to an internal review committee within the Purchasing Division.

1.9.4.5 Cost Bid Opening: Upon approval of the technical evaluation from the internal review committee, the Purchasing Division shall schedule a time and date to publicly open and read aloud the cost proposals. The agency and the vendors shall be notified of this date.

1.9.4.6 Cost Evaluation and Resident Vendor Preference: The evaluation committee will review the cost proposals, assign appropriate points and make a final consensus recommendation to the Purchasing Division. In accordance with West Virginia State Code §5A-3-37, the Purchasing

Division will make the determination of the Resident Vendor Preference, if applicable. Resident Vendor Preference provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia State Code. A certificate of application is used to request this preference. Generally, a West Virginia vendor may be eligible for two 2.5% preferences in the evaluation process.

1.9.4.7 Contract Approval and Award: After the cost proposals have been opened, the evaluation committee completes its review and prepares the final evaluation making its recommendation for contract award based on the highest scoring vendor. The final evaluation is submitted to the Purchasing Division buyer. Once approved by the buyer, the final evaluation must be reviewed and approved by the Purchasing Division internal review committee. The contract is prepared and signed in the Purchasing Division, forwarded to the Attorney General's Office for approval as to form, encumbered and mailed to the appropriate parties.

1.10 Rejection of Proposals:

The State shall select the best value solution according to the evaluation criteria. However, the State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State reserves the right to withdraw this RFP at any time and for any reason. Submission of, or receipt by the State of proposals confers no rights upon the bidder nor obligates the State in any manner.

A contract based on this RFP and the Vendor's proposal, may or may not be awarded. Any contract resulting in an award from this RFP is not valid until properly approved and executed by the Purchasing Division and approved as to form by the Attorney General.

1.11 Incurring Costs:

The State and any of its employees or officers shall not be held liable for any expenses incurred by any bidder responding to this RFP for expenses to prepare, deliver the proposal, or to attend any mandatory pre-bid meeting or oral presentations.

1.12 Addenda:

If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the State to all bidders of record.

1.13 Independent Price Determination:

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor unless the proposal is submitted as a joint venture.

1.14 Price Quotations:

The price(s) quoted in the bidder's proposal will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract.

1.15 Public Record:

1.15.1 Submissions are Public Record.

All documents submitted to the State Purchasing Division related to purchase orders/contracts are considered public records. All bids, proposals, or offers submitted by bidders shall become public information and are available for inspection during normal official business hours in the

Purchasing Division Records and Distribution center after the award is complete and documents have been microfilmed.

1.15.2 Written Release of Information.

All public information may be released with or without a Freedom of Information request, however, only a written request will be acted upon with duplications fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently the fees are \$0.50/page, or a minimum of \$10.00 per request which ever is greater.

1.15.3 Risk of Disclosure.

The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, only trade secrets as submitted by a bidder are the only exemption to public disclosure. The submission of any information to the State by a vendor puts the risk of disclosure on the vendor. The State will make a reasonable effort not to disclose information that is within the guidelines of §29B-1-4 and is properly labeled "proprietary information not for public disclosure". The State does not guarantee non-disclosure of any information to the public.

1.16 Schedule of Events:

Release of the RFP	February 22, 2007
Vendor's Written Questions Submission Deadline	March 14, 2007, 2:30 p.m.
Mandatory Pre-bid Conference	March 27, 2007, 9 a.m.
Response to Questions	March 29, 2007
Addendum Issued	March 29, 2007
Bid Opening Date	April 12, 2007, 1:30 p.m.
Demonstration / Oral Presentation	As scheduled

1.17 Mandatory Pre-bid Conference:

A mandatory pre-bid conference shall be conducted on the date specified above at 9 a.m. Said conference will be held at the Charleston Civic Center in Charleston, WV. **All interested bidders are required to be present at this meeting. Failure to attend the mandatory pre-bid conference shall automatically result in disqualification. No one person can represent more than one vendor.** A list of conference attendees will be provided at the same time as the addendum. Bidders will be required to register their attendance at the pre-bid conference, providing complete and accurate contact information.

1.18 Affidavit:

West Virginia State Code §5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit must be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal.

1.19 General Terms and Conditions:

By signing and submitting their proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

1.19.1 Conflict of Interest:

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder. The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and

employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

1.19.2 Prohibition Against Gratuities:

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the vendor 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 any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.

1.19.3 Certifications Related to Lobbying:

Vendor certifies that no federal appropriated funds have been paid or will be paid, by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any Federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

1.19.4 Vendor Relationship:

The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFP and resulting contract. Neither the Vendor nor any employees or contractors of the vendor shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

1.19.5 Indemnification:

The Vendor agrees to indemnify, defend and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person or firm performing or supplying services, materials or supplies in connection with the performance of the contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use or disposition of any data used under the contract in a manner not authorized by the contract, or by Federal or State statutes or regulations; (3) Any failure of the Vendor, its officers, employees or subcontractors to observe State and Federal laws, including but not limited to labor and wage laws.

1.19.6 Contract Provisions:

After the successful Vendor is selected, a formal contract document will be executed between the State and the Vendor. In addition, the RFP and the Vendor's response will be included as part of the contract by reference. The order of precedence is the contract, the RFP and the Vendor's proposal in response to the RFP.

1.19.7 Governing Law:

This contract shall be governed by the laws of the State of West Virginia. The Vendor further agrees to comply with the Civil Rights Act of 1964 and all other applicable laws (Federal, State or Local Government) regulations.

1.19.8 Compliance with Laws and Regulations:

The vendor shall procure all necessary permits and licenses to comply with all applicable laws, Federal, State or municipal, along with all regulations, and ordinances of any regulating body. The Vendor shall pay any applicable sales, use, or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract, the transaction, or the equipment, or services delivered pursuant here to shall be borne by the contractor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

1.19.9 Subcontracts/Joint Ventures:

The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State will consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the vendor is totally responsible for payment of all subcontractors.

1.19.10 Term of Contract & Renewals:

This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of four (4) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time"

period shall not exceed twelve (12) months. During the "reasonable time" period the vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice. Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract.

Any change in Federal or State law, or court actions which constitute binding precedent in West Virginia, and which significantly alters the Vendor's required activities or any change in the availability of funds, shall be viewed as binding and shall warrant good faith renegotiation of the compensation paid to the Vendor by the Agency and of such other provisions of the contract that are affected. If such renegotiation proves unsuccessful, the contract may be terminated by the State upon written notice to the Vendor at least thirty (30) days prior to termination of this contract.

The State's option to renew will be based on several factors, and the successful bidder should not consider renewal to be automatic. The WVDE will expect the selected bidder to provide information and product demonstrations prior to each renewal term. The WVDE may request a hardware demonstration unit for a limited time for evaluation purposes prior to each renewal term. These presentations will provide information to the WVDE about new products and services offered for the State's consideration as well as proposed pricing. The WVDE will do an analysis of each proposed renewal to ensure that the products and services offered continue to meet the State's needs in a cost-effective manner. The WVDE will also compare these offerings with information about other technology products available in the marketplace to ensure that the proposed renewal is competitive.

The WVDE will determine whether to renew the contract at each renewal term, based upon market research, performance by the vendor, etc. The selected bidder should anticipate a comprehensive review and justification process. The intent is to ensure that the products continue to meet the needs of the West Virginia SUCCESS Initiative and remain competitively priced.

The selected bidder shall guarantee the availability of its products at the contracted price throughout each one-year term. In the event of product upgrades or price decreases, the selected bidder will extend both to the State of West Virginia during the contract term. In no instance will the pricing on this contract increase during that one-year term. The pricing shall not exceed National Education Pricing (NEP) provided by the hardware and software manufacturers to educational entities, nor will the pricing exceed published pricing for the federal government, nor will it exceed published pricing on the manufacturer's web site, whichever is lower. The WVDE will expect the selected bidder to provide pricing information on a monthly basis throughout the contract term to ensure that pricing remains competitive and consistent with discounts as originally bid.

If any product or service on the contract is constrained by severe problems in delivery, the vendor may propose a temporary substitute until the problem is resolved. Any temporary substitute must equal or exceed the equipment on the contract for which the substitution is being made, at the same or lower price as on the contract. Acceptance of this temporary substitute shall be at the discretion of the WVDE.

If the model of machine on the contract is discontinued, the vendor must supply a replacement that is equal to or better than the machine currently shipping under contract; the replacement must be provided at the same or lower price that was established at the beginning of the contract term. It is understood that there is a potential that during the discontinuance of a particular model, the manufacturer may offer a "fire sale" price. If that price is less than the contract price, or if the NEP or other published price is less than the contract price, the vendor will be expected to pass the savings on to the State.

Any replacement machine's cost will be compared to the original pricing at the beginning of the contract term and must be equal or lower. Any proposed replacement machine or product must

meet or exceed the functionality of the item on contract that it will replace. Industry standards may change, and the WVDE will decide whether the proposed specifications provide equal or better functionality. Since the RFP requires Gartner Leader Quadrant equipment, we expect any future modifications would be equal to or better than the standards identified by the Gartner for the Leader Quadrant manufacturers. To ensure that the contract remains flexible while continuing to meet the State's requirements, if the selected bidder modifies its offerings in the future, the State may schedule a conference call with a Gartner analyst to ensure that the change is industry standard and is considered current technology. Acceptance of all proposed replacement products shall be at the discretion of the WVDE.

The bidder shall pass on to the state all price reductions and promotions in effect at the time of vendor's receipt of a state purchase order.

It is understood that technology constantly changes. The intent is to ensure that West Virginia has a vehicle to procure current technology at all times. To meet this intent, the selected vendor and the WVDE must keep current with industry standards while remaining cost-effective.

The WVDE does not anticipate price increases being routine at the time of contract renewal. However, the WVDE understands that price increases for certain products and services may have to be addressed periodically. Any price increases requested by the vendor at the time of contract renewal shall not be arbitrary, and shall be documented by the vendor in a manner acceptable to the WVDE and the Purchasing Division. The WVDE shall review and approve the proposed price list for each contract renewal term.

The WVDE intends to allow stable technologies and services to be added to this contract in the future. The Purchasing Division's approved change order process will permit additions of technologies and services appropriate for 21st century instruction throughout each one-year contract period and the optional renewal terms.

If the selected bidder proposes to make changes to the products and services supplied – either during the one-year contract period or at the optional renewal term – the bidder will prepare documentation describing the proposed changes and pricing. The State will be responsible to determine that such new technologies and services fit within the intent of the RFP in a cost-effective manner and to request approval from the Purchasing Division via the state's change order process.

1.19.11 Non-Appropriation of Funds:

If the Agency is not allotted funds in any succeeding fiscal year for the continued use of the service covered by this contract by the West Virginia Legislature, the Agency may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The Agency shall give the vendor written notice of such non-allocation of funds as soon as possible after the Agency receives notice. No penalty shall accrue to the Agency in the event this provision is exercised.

1.19.12 Contract Termination:

The State may terminate any contract resulting from this RFP immediately at any time the Vendor fails to carry out its responsibilities or to make substantial progress under the terms of this RFP and resulting contract. The State shall provide the Vendor with advance notice of performance conditions which are endangering the contract's continuation. If after such notice the Vendor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the State shall issue the Vendor an order to cease and desist any and all work immediately. The State shall be obligated only for services rendered and accepted prior to the date of the notice of termination.

The contract may also be terminated upon mutual agreement of the parties with thirty (30) days prior notice.

1.19.13 Changes:

If changes to the original contract become necessary, a formal contract change order will be negotiated by the State, the Agency and the Vendor, to address changes to the terms and conditions, costs of work included under the contract. An approved contract change order is defined as one approved by the Purchasing Division and approved as to form by the West Virginia Attorney General's Office, encumbered and placed in the U.S. Mail prior to the effective date of such amendment. An approved contract change order is required whenever the change affects the payment provision and/or the scope of the work. Such changes may be necessitated by new and amended Federal and State regulations and requirements.

As soon as possible after receipt of a written change request from the Agency, but in no event more than thirty (30) days thereafter, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written statement to identifying any price impact on the contract or to state that there is no impact. In the event that price will be impacted by the change, the Vendor shall, provide a description of the price increase or decrease involved in implementing the requested change.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.

1.19.14 Invoices, Progress Payments, & Retainage:

The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To" pursuant to the terms of the contract. Progress payments may be made at the option of the Agency on the basis of percentage of work completed if so defined in the final contract. Any provision for progress payments must also include language for a minimum 10% retainage until the final deliverable is accepted.

If progress payments are permitted, Vendor is required to identify points in the work plan at which compensation would be appropriate. Progress reports must be submitted to Agency with the invoice detailing progress completed or any deliverables identified. Payment will be made only upon approval of acceptable progress or deliverables as documented in the Vendor's report. Invoices may not be submitted more than once monthly and State law forbids payment of invoices prior to receipt of services.

1.19.15 Liquidated Damages:

According to West Virginia State Code §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed as described below. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages against the Vendor.

The requirement for complete installation within 60 calendar days set forth in the agreement have been fixed so that the utilization of the system is consistent with the timing schedules of the State's program. If any of the units of the system are not installed by the date specified or within 60 calendar days of the bidder's receipt of order, whichever is later, the delay will interfere with the proper implementation of the State's programs utilizing the system obtained pursuant to the contract, to the loss and damage of the State. From the nature of the case, it would be impracticable and extremely difficult to fix the actual damage sustained in the event of any such delay. The State and the bidder, therefore, presume that, in the event of any such delay, liquidated damages will be the amount set forth in the following paragraphs, and they agree that in the event of any such delay, the bidder shall pay such amount as liquidated damages.

The State, at its option, for amounts due the State as liquidated damages, may deduct from any money payable to the bidder pursuant to the contract or may bill the bidder as a separate item. The State shall notify the bidder in writing of any claim for liquidated damages pursuant to this paragraph on or before the date the State deducts such sums from money payable to the bidder.

System

1. If the bidder does not install the total system bid (including equipment and/or associated features and/or software), on or before the installation date, the bidder shall pay to the State as fixed and agreed liquidated damages for each calendar day of delay in installation, but not for more than 90 calendar days, an amount of \$100.00 per day or \$2.00 per day for each \$1,000.00 of the purchase price of the system (including equipment, features, and software) due for installation, whichever is greater, in lieu of all other damages.

2. If some, but not all of the machines on an order are installed, ready for use, by the installation date, and the State uses any such installed machines, liquidated damages shall not accrue for the equipment so used.

3. If the delay is more than 30 calendar days, then by written notice to the bidder, the State may terminate the right of the bidder to install, and may obtain a substitute system. In this event, the bidder shall be liable for liquidated damages, in the amounts specified above until substitute equipment is installed, ready for use, or for 90 days from installation, whichever occurs first.

Exception

Except with respect to the defaults of subcontractors, neither the bidder nor the State shall pay amounts specified in this paragraph when delays arise out of causes beyond the control and without the fault or negligence of the bidder or the State. Such causes may include, but are not restricted to, acts of God, or of the public enemy, acts of the State in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the delay must be beyond the control and without the fault or negligence of the bidder or the State. If the delays are caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the bidder and the subcontractor the state and its subcontractor, and without the fault and negligence of any of them, neither the bidder nor the State shall be liable to make payments under this paragraph for delays, unless the supplies or services to be furnished by their subcontractors were obtainable from other sources in sufficient time to permit the bidder or the state to meet the required performance schedule.

1.19.16 Record Retention (Access & Confidentiality):

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon written request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors, or individuals permitted access by Vendor.

1.19.17 Exclusive Use

The State shall have full and free use of all materials, products, systems, or any deliverables that are custom developed for the WVDE to meet the requirements of the specifications. As a condition of this contract, the bidder agrees that it shall not utilize any of the custom-developed deliverables in any other project for any other client without the expressed written consent of the West Virginia Department of Education.

1.19.18 Patent and Copyright Protection

The vendor shall defend, at its own expense, the State and its agencies against any claim that any products or services provided under this contract infringes any patent or copyright, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of such claim. To qualify for such defense and/or payment, the State shall: (1) give the vendor prompt written notice of any claim; (2) allow the vendor to control the defense or settlement of the claim; and (3) cooperate with the vendor in a reasonable way to facilitate the defense or settlement of the claim. If any product or service becomes or in the vendor's opinion is likely to become the subject of infringement, the vendor shall at its option and expense: (1) provide the State the right to continue using the product or service; (2) replace or modify the product or service so that it becomes non-infringing; or (3) accept the return of the product or service and refund an amount equal to the depreciated value of the returned product or service, less any other amounts which are due to the vendor. The vendor's obligation will be void as to any product or service modified by the State to the extent such modification is the cause of the claim unless such modification was authorized by the vendor.

1.19.19 Contract Negotiations (Informational)

The contract award is subject to the successful negotiation of terms and conditions. In the event that mutually agreeable terms cannot be reached within ten working days, the State reserves the right to undertake negotiations with the next most advantageous bidder without undertaking a new procurement process.

If it is the intent of the apparent successful bidder to require the State to execute the bidder's contract, such contracts **must** be attached for consideration with the proposal. If the bidder wants to propose alternative language for consideration, the bidder **must** include the alternative language in the written proposal response. Alternative language must meet the intent of the specification. It will be the determination of the State whether to accept the alternative language.

It will also be a requirement of the successful bidder to execute the WV-96, attached in Appendix J.

1.19.20 Economy of Preparation

Proposals shall be prepared simply and economically, providing a very straight forward, concise description of the vendor's capability to satisfy the requirements of the RFP. Special bindings, color displays, promotional materials, etc. are not desired. Emphasis shall be on completeness and clarity of content.

1.19.21 News Releases

All bidders involved in the competitive bid process for the award of this contract shall not make any news releases or public announcement concerning the final award without the expressed written consent of the State.

1.19.22 Proposal Preparation Expenses

The State of West Virginia, the Purchasing Division, and the West Virginia Department of Education absolutely will not assume any expense incurred by the vendor for or related to the

preparation, delivery, or any oral presentation which may be required as part of the Request for Proposals.

1.19.23 Open-End Contract:

As an open-end contract, the WVDE shall not be obligated to procure any minimum orders throughout the term of the contract. In addition, the Purchasing Division provides that this contract may be used by political subdivisions of the state. This means that the WVDE, RESAs, County Boards of Education, individual schools, colleges, universities, and the West Virginia Network for Educational Telecomputing (WVNET) may use the contract(s) for purchases made with resources other than this initiative.

1.19.24 Warranty

The vendor expressly warrants that the goods and/or services covered under this contract will: (a) conform to the specifications, drawings, samples or other descriptions furnished by or specified by the West Virginia Department of Education and agreed to by the vendor; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

All items proposed by the vendor shall be new equipment warranted against defects in materials and workmanship for the greater of ninety (90) days or the manufacturer's standard U.S. warranty period from date of system acceptance by the West Virginia Department of Education. If the vendor is the manufacturer of any item proposed or offers that item under its own brand label, the warranty offered to the State of West Virginia under this procurement shall be as favorable as any warranties provided to other governmental or retail customers. The vendor shall provide manufacturer's warranty terms and registration materials for all items supplied as a result of this procurement.

1.19.25 Delivery and Installation Time Frames

The delivery time frame must not exceed 30 calendar days from the date that the bidder receives a purchase order. Delivery of systems outside the 30-calendar day mandatory delivery time frame may result in the assessment of liquidated damages, payable by the vendor. The total time frame for both delivery and installation must not exceed 60 calendar days from the date that the bidder receives a purchase order. Installation of systems outside the 60-calendar day mandatory installation time frame may result in the assessment of liquidated damages, payable by the vendor.

1.19.26 Vendor Cooperation

The bidder must agree to cooperate fully with other vendors, the WVDE, RESA, county, and schools to determine and isolate problems, regardless of which party is responsible. The bidder must agree to coordinate problem resolution activities with the WVDE, RESA, county, school, other vendors, as appropriate and as requested by the WVDE.

The WVDE proposes the following: If a dispute arises between the bidder and other entities (the RESA, county, school, other vendors, etc.), the bidder will present his case to the WVDE in writing. The WVDE will then contact the opposing entity to present a response to the complaint. The parties shall promptly meet face to face at the WVDE offices, or other location identified by the WVDE, to negotiate in good faith and use every reasonable effort to resolve such difficulty in a mutually satisfactory manner. If a mutually agreeable resolution is not forthcoming, the WVDE shall be solely responsible for determining the course of action in resolving such dispute. Nothing herein prevents either the bidder or other entity from asserting its legal rights if it is not satisfied with the resolution of the WVDE.

1.19.27 Gartner Leader Quadrant Equipment

If the PC manufacturer used in the system integrator's response is removed from the Gartner Leader Quadrant listing, the integrator shall have thirty (30) days to provide a substitute Gartner Leader Quadrant manufacturer that meets all mandatory requirements of the bid at the same or lower cost. If documented proof is provided that the integrator is negotiating in good faith with an alternative manufacturer whose equipment is classified as Enterprise Tier, the State may at its option extend this 30-day time frame in 30-day increments up to a maximum of 90 days.

1.19.28 Lemon Law

If more than five legitimate service calls are required for any individual workstation, server, or notebook computer provided by the bidder during the first year of warranty, the workstation, server, or notebook computer shall be considered a "lemon" and replaced by the bidder at no additional charge. If the WVDE and selected bidder determine that the problem is a known software problem, i.e., a reported problem with Novell, Microsoft, the service call will not count as one of the five required under this "lemon" provision. Initial installation and set-up also does not count as one of the five service calls. The "lemon" provision will also apply to printers and other components, but the time frame for printers and other components shall be the first year or the manufacturer's warranty, whichever is less. The bidder must notify the WVDE if the manufacturer's warranty is less than one year. The school should maintain a service log documenting all service calls by serial number, vendor technician working on the problem, and date. The WVDE may employ other problem resolution procedures in addition to the provision.

1.19.29 Acceptance of Systems

Upon inside delivery of the equipment, the school will confirm that the number of boxes received matches the information from the shipping company. The school should also confirm that the order is not visibly damaged. The bidder upon notification from the school shall resolve any deviations.

During installation by the bidder, the bidder will inventory the shipment against the purchase order and correct any deviations.

The school will have thirty (30) calendar days after vendor installation of the complete system to perform the system acceptance testing procedures. The selected bidder shall notify the school and the WVDE when installation of the complete system (all items ordered on a purchase order) is installed and operational. This date shall become known as the "System Operational Date" and shall mean that the total system is in place and is capable of running the programs procured from this contract on that specific purchase order. This date should not be construed as the date of initial installation, but rather should be after the vendor has completed the set-up and testing and has verified that the system is operational.

The system acceptance period, a period of 30 calendar days, shall commence on the System Operational Date, at which time operational control shall become the responsibility of the school.

If problems are encountered during the performance period, it shall not be required that the performance period expire in order for a new performance period to begin, once all problems have been resolved. If the equipment and software operate at the manufacturer's published specifications for a period of 30 calendar days and meet all the features specified in the RFP response, they shall be deemed to have met the State's standard of performance.

If successful completion of the performance period is not attained within 90 days from the System Operational Date, the WVDE shall have the option of invoking the liquidated damaged clause or terminating that purchase order upon written notice without penalty, or continuing the performance testing. The State's option to terminate shall remain in effect until such time as a

successful completion of the performance period is attained. The vendor shall be liable for all outbound preparation and shipping costs for contracted items returned under this clause.

The vendor understands that the State must always pay in arrears (after the hardware, software, and/or services have been provided to and accepted by the State).

PART 2 OPERATING ENVIRONMENT

2.1 Location

The West Virginia Department of Education is located in the State Capitol Complex, Building 6, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0330. The products and services will be provided on a statewide basis to schools housing any of the grades 7-12.

2.2 Background (Informational)

2.2.1 West Virginia's 21st Century Initiative

In November, 2005, West Virginia became the second state in the nation to sign an agreement and announce a joint effort with the Partnership for 21st Century Skills. West Virginia's 21st Century initiative provides a powerful statewide vision to ensure that every child in West Virginia succeeds as a citizen, worker and leader in the 21st Century.

"We have focused a great deal on equity in education as part of No Child Left Behind," said State Superintendent of Schools Steve Paine. "Along with that, we must focus on ensuring that our children are prepared for tomorrow. We are responsible for producing students that can read and write but these students also must be able to analyze data, solve problems and communicate effectively."

Part of ensuring that West Virginia students receive a 21st century education is to provide the necessary resources (e.g., hardware, software, professional development, infrastructure and technical support) to meet the needs of 21st century learners. To acquire 21st century skills, students and teachers must have access to appropriate technology tools and resources so that they can access information, solve problems, communicate clearly, make informed decisions, acquire new knowledge, and construct products, reports and systems.

Students must learn to collaborate in constructing technology-enhanced models and to use telecommunications to publish and interact with peers, experts, and other audiences and to use a variety of media and formats to communicate effectively to multiple audiences. Students must learn to use technology tools to enhance their learning and to promote creatively. Finally, students must use technology in the development of strategies for solving problems in the real world.

As part of West Virginia's pledge to become a 21st century educational system, the West Virginia Board of Education (WVBE) committed to a systematic and systemic directional change of the state's education system to ensure a 21st century learning environment for WV students. This evolutionary and revolutionary process involves all functions of the department, including curriculum and instruction, professional development, assessment, the provision of technology resources, administration and federal/state programs.

The WVBE approved Policy 2520 to implement a rigorous and relevant curriculum that incorporates 21st century content as well as 21st century standards and objectives for learning skills and technology tools. The curriculum not only has improved focus and clarity, it also aligns more closely to NAEP, SAT, and ACT. This broadened scope of curriculum is built on the firm belief that quality engaging instruction must be built on a curriculum that triangulates rigorous 21st century content, 21st century learning skills, and the use of 21st century technology tools. See http://wvde.state.wv.us/policies/p2520.14_ne.pdf. The policies clearly define that the utilization of technology tools is to be predicated and driven by the demands of the curriculum and 21st century learning components. West Virginia is the first state to develop and adopt a learning skills curriculum that incorporates information and communication skills, thinking and reasoning skills, and personal and work place skills.

The WVBE also recently approved Policy 2510 with a number of revisions that directly support 21st century instruction. All students will be required to complete an on-line learning experience prior to graduation. High schools will offer a minimum of four AP courses, which may be supported through virtual learning. The policy recommends that all middle school students complete a technology course. A more rigorous high school core program includes the elimination of the "entry" pathway for students, the requirement for four units of mathematics and a transition college English and math course for all students not meeting college benchmark assessment standards.

The WVDE is developing instructional guides to support teachers in the implementation of the 21st century curriculum. Online instructional units for English/Language Arts at the Middle School level have been completed, and the development of units for Algebra I and Geometry I is underway.

The WVDE has developed a 21st Century Online Course for all educators and has implemented a NASTA project for middle school science and special education teachers to improve content knowledge through complete of online modules.

The WVDE is developing a revised summative and classroom assessment program that will align to the more rigorous content standards and objectives, provide summative assessments for grades K-12, and establish predictive and college admission tests for all students.

The West Virginia Virtual School was created by the West Virginia Legislature and became effective on July 1, 2000. The WVVS is administered by the WVDE. The WVVS provides high quality educational courses to students of West Virginia through Internet technology, regardless of school location or size. See <http://access.k12.wv.us/vschool>.

As another component of the state's 21st century initiative, the West Virginia Board of Education directed the WV Department of Education (WVDE) to develop a process and structure for defining areas of need related to necessary technology resources (e.g., hardware, software, professional development, infrastructure and technical support) to meet the needs of 21st century learners in West Virginia schools.

Information about technology currently installed in schools can be accessed at: <http://wvde.state.wv.us/data/digitaldivide/>.

The WVDE partners with the Verizon Foundation's *Thinkfinity* and provides professional development to teachers across the state to use Internet resources in the classroom with their students. *Thinkfinity* is a partnership among leading educational organizations that provide over 47,000 quality, standards-based, commercial-free Internet resources for the K-12 classroom, accessible through six discipline-specific educational websites. See <http://www.thinkfinity.net> for additional information.

On August 4, 2004, F. Selby Wellman announced a generous gift to educators in his native West Virginia. K-12 WV schools have access to SAS InSchool's *Curriculum Pathways@2006*, which includes mathematics, science, English, social studies, and Spanish resources that enhance teacher effectiveness and improve student achievement. See <http://www.sasinschool.com>.

West Virginia has launched a Technology Integration Specialist (TIS) initiative to provide schools with individuals highly trained in instructional technology and the various state technology initiatives, providing local expertise and support to teachers. The program strives to improve student academic achievement through the use of technology in schools; to assist every student in crossing the digital divide by ensuring that every student is technologically literate by the end of the eighth grade; and to encourage the effective integration of technology with teacher training and curriculum development aligned with successful, research-based methods.

The West Virginia Education Information System (WVEIS) was created in 1990 by the State of West Virginia to ensure standardized data collection and reporting to the WVDE. Student applications on the WVEIS network include student scheduling, student attendance, student grading, assessment reports, and several custom programs. Financial and employee applications include payroll processing, human resources, fixed asset inventory, warehousing, and purchasing.

2.2.2 WV SUCCESS: Historical Perspective

A forward-thinking 1996 West Virginia Legislature passed legislation providing for the "utilization of technology in middle, junior high, and high schools" to ensure that West Virginia's high school graduates would have the technology skills necessary to fully prepare them for post-secondary education or employment and to equip them with the skills and attributes necessary to succeed, to continue learning throughout their lifetimes, and to attain economic self-sufficiency. The legislation required that the technology infrastructure facilitate student development in the attainment of basic computer and office productivity applications and the use of technology systems to promote critical thinking and decision making. Technology was also seen as a vehicle for helping students learn about the modern workplace and make informed decisions about careers and post-secondary education.

As a result of this legislation, the WV SUCCESS Initiative was born. SUCCESS, *Student Utilization of Computers in Curriculum for the Enhancement of Scholastic Skills*, provided the technology tools necessary to meet this mandate. In 1997 the West Virginia Department of Education issued an RFP and awarded a contract with Pomeroy Computer Resources as the systems integrator. A subsequent contract was signed with Pomeroy IT Solutions in 2002 to provide technology tools, software, and professional development.

Recent SUCCESS implementations have centered on hardware from *HP* and *Dell*, along with software from *Microsoft*, *SchoolKIT*, and *Bridges Transitions*.

2.2.3 Background Information about the WVDE

There are four levels in the West Virginia public education system: the individual school, the County Board of Education (District or Local Education Agency or LEA), the Regional Education Service Agency (RESA), and the West Virginia Department of Education (WVDE) serving the State Board of Education. Each of these levels will work closely together to ensure a successful implementation.

The Office of Instructional Technology implements instructional technology legislation and statewide instructional technology initiatives and related policies including *21st Century Tools for 21st Century Schools* (formerly BSCE and SUCCESS), the West Virginia Virtual School, Policy 2460 *Acceptable Use Policy*, K-12 email accounts, Technology Tools CSOs, and K-12 listservs for instructional technology. The Office administers competitive grants and other partnerships such as E-rate, the federal EdTech Program, *SAS inSchool*, and *MarcoPolo*. Finally, the Office coordinates instructional technology resources, such as technology strategic planning, Internet resources and lesson plan sites, Internet filtering, and other infrastructure guidelines.

Eight multi-county RESAs provide educational programs and administrative services to the respective county school systems. All RESAs employ computer technicians who provide direct assistance to schools in the operation and maintenance of computer systems, including the maintenance of computer equipment after warranty. The WVDE and RESAs also assist the 55 county school districts with technology planning and implementation and professional development.

2.2.4 Transition to 21st Century Tools for 21st Century Schools Secondary Initiative

The *21st Century Tools for 21st Century Schools – Secondary Initiative* will support the WVDE 21st Century program by providing high quality technology tools, application software, engaging classroom curriculum / technology resources, relevant and job-embedded professional development, and infrastructure to support the initiative.

This RFP delineates specifications for the *21st Century Tools for 21st Century Schools – Secondary Initiative (Tools for Schools Secondary)*. This contract will provide high quality tools; application and integration of technology throughout the curriculum will be emphasized.

Emphasis will be placed on allowing counties and schools flexibility within an established framework in terms of technology implementation choices and equity of access for students and teachers. Current practice is to provide each county with a per pupil allocation based on county net enrollment. There are 55 counties. See <http://wveis.k12.wv.us> for information about West Virginia school districts, schools, and enrollment figures.

Because this program is assumed to be a long-term effort, and with the various technologies available to and/or already installed in schools, a solid planning effort is vital to program success. County and school plans will take into consideration the technology already in place at the schools and the curriculum needs of the schools. Existing technology will be integrated where it is compatible and cost-effective to do so. Configurations will vary based upon the needs of the counties and schools. Purchases will be reviewed and processed through the WVDE Office of Instructional Technology, adhering to statewide purchasing procedures.

The selected bidder is expected to provide stable systems that are field-proven and reliable, with an established distribution and performance history.

PART 3 PROCUREMENT SPECIFICATIONS

3.1 General Requirements

The **Mandatory** Project Components are as follows:

- A. Prime Vendor / Systems Integrator
- B. Application Software
- C. 21st Century Classroom Curriculum / Technology Resources
- D. Professional Development Services
- E. Hardware; Network and Workstation Operating System Software
- F. Network Infrastructure Services and Hardware

The bidder **must** bid solutions to all mandatory components. The WVDE intends to award a total solution. The WVDE reserves the right to accept or reject any or all proposals, in whole or in part.

The terms "**must**," "**will**," "**shall**," denote a **MANDATORY** item that **must** be provided by the bidder as part of the proposal. The terms "**should**," and "**may**" denote a **DESIRABLE** item that the bidder **should** provide as part of the proposal. Bidders are encouraged to reply in writing to all specifications. Simply responding 'MET' may not be considered an adequate response (see Section 1.8.1).

A checklist of **mandatory** and **desirable** items has been included in Appendix C, Proposal Checklist, for the bidder's use in ensuring that all items have been addressed.

If there are costs associated with any specification, the bidder **must** identify them on the component cost sheets in the **cost proposal only** and **NOT** in the written technical proposal. Inclusion of cost information in the written technical proposal may result in disqualification of the bidder's proposal from further consideration.

3.2 Scope of Work

3.2.A Prime Vendor/Systems Integrator Component

Informational: The WVDE requires a Prime Vendor/Systems Integrator in response to this RFP. Bidders responding as the Systems Integrator will be required to provide responses to all mandatory project components through a turnkey offering. The bidder proposing to be the Prime Vendor **must** bid all project components, either through the bidder's own resources and/or using subcontractors. If the Prime Vendor uses subcontractors, the WVDE will sign a contract only with the Prime Vendor who will act as the single point of contact for the WVDE and who will retain responsibility for the performance of its subcontractors.

The terms 'Systems Integrator,' 'Prime Vendor,' and 'Prime Bidder' are used synonymously in this RFP.

The WVDE expects a Prime Vendor/Systems Integrator to perform the types of activities detailed below in response to this RFP. Specifications associated with these activities will be outlined in the next section for vendor response.

Act as the single point of contact for the WVDE for activities related to any contract resulting from this RFP.

Establish a project office, develop and **implement a project management plan**, and **assign a project team**, of appropriate size and qualifications, who will have responsibility for performance under this contract and for communicating with the WVDE on a regular basis to ensure a thorough and effective flow of information for successful project management.

Provide assistance to counties and schools **in developing plans** for implementation of the software, hardware, professional development services, and networking services procured from any contract resulting from this RFP.

Assign and maintain a knowledgeable, qualified staff to implement all project components procured from any contract resulting from this RFP.

Procure all products and services listed in the contract resulting from this RFP.

Provide LAN design and installation services as specified in EIA/TIA and BICSI standards.

Coordinate installation of hardware and software with county, school, and WVDE personnel.

Coordinate the delivery of professional development services with county, school, and WVDE personnel.

Assume technical responsibility for the successful implementation of all project components procured from any contract resulting from this RFP.

Ensure a timely and successful implementation of all project components procured from any contract resulting from this RFP.

Provide cost-effective, quality technology support options.

Develop and recommend acceptable change control methodologies for network and workstation operating system software, application software, hardware, and infrastructure components.

Identify new technologies and services that might be appropriate for the WV SUCCESS Initiative.

Recommend cost-effective and technology-efficient transition strategies for implementing the bidder's solution in schools where other technologies have already been installed and are in use.

Act as the Single Point of Contact

Informational: The WVDE anticipates that while some bidders may be able to bid a total solution response using resources within their own company, other bidders responding to this RFP may build a complete response by putting together components from different vendors. The WVDE will look to the systems integrator to be the prime vendor responsible for handling routine communication, attending meetings, resolving problems and issues, and managing the project and performance of its subcontractors.

While meetings and communication among the WVDE, the successful bidder, and any subcontractors will occur routinely, the WVDE expects the prime vendor/systems integrator to sign the contract and be responsible for contract performance. This arrangement provides the WVDE with "one throat to choke".

The bidder's response to this RFP **must** include proposal responses to all of the project components identified in specification 3.2.A.1.

Bidder proposals for partial solutions (e.g., for hardware only, for application software and professional development services only, etc.) will be considered as non-responsive and will be disqualified for failure to meet mandatory requirement 3.2.A.1.

3.2.A.1. Bidders responding to this RFP **must** propose to fulfill the prime vendor/systems integrator responsibilities as outlined in this RFP and to provide the following **mandatory** project components:

- A. Prime Vendor/Systems Integrator Responsibilities
- B. Application Software
- C. 21st Century Classroom Curriculum / Technology Resources
- D. Professional Development Offerings
- E. Hardware; Network and Workstation Operating System Software
- F. Network Infrastructure Services and Hardware

3.2.A.2. The bidder **must** act as the point of contact for the WVDE for products and services on any contract resulting from this RFP.

3.2.A.3 The bidder **should** describe the bidder's plans for implementing the prime vendor/systems integrator responsibilities and the single point-of-contact requirement outlined in specifications 3.2.A.1 and 3.2.A.2.

3.2.A.4. While it is mandatory in 3.2.A.1 that the bidder's proposal response include all components outlined in 3.2.A.1, county and/or school orders may or may not include all components on every order. For example, a school may decide to do order computers only as part of a hardware refresh cycle or to order cabling and electronics only. The bidder **should** describe its ability to provide the components for the technology implementation individually, as well as in total configurations, to best meet school needs. (e.g., hardware only, software only, professional development only, infrastructure services only, and/or any combination of individual components, etc.). The bidder **should** detail any constraints that would prohibit the bidder from delivering these components in isolation or in any combination.

3.2.A.5. Throughout the life of this contract, the WVDE **may** ask the successful bidder to participate in conferences and other demonstrations to showcase the project. These sessions would generally be held in Charleston or some other central WV location. Such conferences should provide the successful bidder with a highly visible marketing venue and an opportunity to meet with WVDE, county, and/or school personnel. Participation in such events **should** be considered part of the cost of doing business and **should** be provided at no additional cost. The bidder **should** describe the bidder's ability to meet this specification and any restrictions.

3.2.A.6. Since this project is highly visible and is appropriated by the West Virginia Legislature, the WVDE **may** make requests for ad hoc reports or meetings in preparation for legislative and State Board meetings. Such tracking, reporting, and meeting functions **should** be considered a part of the cost of doing business and **should** be provided at no additional cost to the State, as such reporting may impact the continuation of legislative funding for the project. The bidder **should** describe the bidder's ability to meet this specification and any restrictions.

Establish a Project Office, Implement a Project Management Plan, and Assign a Project Team

Informational: The *Tools for Schools Secondary Initiative* is a complex project that demands constant and rigorous management. The successful bidder needs to have the capacity to respond quickly to various requirements. The cyclical workload can vary from heavy to light for each component. For example, during the heavy installation timeframes, the bidder could be installing computers in schools statewide. At other times during the year, hardware installation schedules may be light, but the bidder may be busy providing professional development sessions. Email and telephone communication with the WVDE occur on a daily basis. Regular meetings are scheduled, and ad hoc meetings may be necessary on short notice.

3.2.A.7. The bidder's organization **must** be large enough and have appropriate qualifications to successfully implement the project.

3.2.A.8. The bidder **should** describe the structure of its organization, the hierarchy, and the capacity of the organization to implement this project. It **should** be clear from the bidder's response that the bidder's organizational structure has sufficient capacity to implement the project as proposed.

3.2.A.9. The bidder **should** provide the following information. The description **should** cover both the corporate profile AND the specific local branch responsible for implementing this project. It **should** be clear from the bidder's description that the bidder has the capacity and experience at the local level to implement the project and has sufficient capacity at the corporate level to supply additional resources to the project during peak periods.

1. Description of company (corporate and office responsible for implementation)
2. Company's experience in providing the types of products and services requested in this RFP for projects of similar size and scope (corporate and office responsible for implementation)
3. Company's experience in marketing to the education community (corporate and office responsible for implementation)
4. Length of time in business (corporate and office responsible for implementation)
5. Number of employees (corporate and office responsible for implementation)
6. Number and location of offices (corporate and office responsible for implementation)
7. Company's most recent annual report
8. Applicable ISO 9000 certifications (corporate and office responsible for implementation)
9. Experience in ensuring quality throughout the design, production, installation, and servicing aspects of the delivery of technology products (corporate and office responsible for implementation)

3.2.A.10. The bidder **should** provide information that demonstrates that the bidder's company has the capacity to carry the accounts receivables associated with a project of this size and for time frames consistent with project timelines, including the installation and system acceptance time periods, in addition to the time the State requires to process invoices.

Informational note: *During the heavy purchase order/installation cycle, the vendor could be carrying millions of dollars in accounts receivables for the period of time sufficient to cover installation, system acceptance, and invoicing.*

3.2.A.11. The bidder **should** describe the proposed project management plan and the bidder's internal procedures for project implementation. It **should** be clear that the bidder's project management plan is designed to be effective and efficient, to cover risks associated with a project of this nature, to provide clear and constant communication, and to ensure quality throughout all cycles of implementation. The description **should** include the following information:

1. Plan for organization and management of resources to deliver the work required within defined scope, time, and cost constraints.
2. Plan to estimate, allocate, and optimize resources (time, money, people, communication)
3. Plan for acquiring additional human and material resources, when needed
4. Assigning tasks and controlling project execution
5. Tracking progress
6. Forecasting future trends
7. Quality management
8. Issues management

3.2.A.12. The successful bidder **should** implement a web-based project information system. The bidder **should** describe the proposed web-based project information system the bidder proposes to implement. The website should include the following desirable items, along with any other features the bidder is proposing:

1. Contact information
2. Downloads
3. Links
4. Technical articles
5. FAQs
6. Contract price list
7. Configuration tool for use by school and county personnel
8. Help text
9. Other features proposed

3.2.A.13. The bidder **should** describe how web-based project information system is designed to meet appropriate requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.

3.2.A.14. The bidder **should** describe how the bidder proposes to ensure regular and effective communications with the WVDE.

3.2.A.15. The selected bidder **should** prepare regular and ad hoc reports that can be shared with WVDE staff either on a password-protected page of the project management website and/or via shared electronic files using *Microsoft Office*. The reports should include, but not necessarily be limited to, information about the following project items:

1. Status Reports detailing county meeting dates, dates of preparation and monetary amounts of configurations and purchase orders, current balances, E-rate information, purchase order tracking,
2. Serial Number Reports for computers, servers, and electronics ordered
3. Reports for tracking implementation, such as installation checklist, system operational forms, system acceptance forms, and report of commodities received (see Appendix D)
4. Professional Development Calendar
5. Professional Development Roster
6. Professional Development Evaluation Form
7. School Visitation information and tracking of hourly services provided to schools and counties
8. Site Survey/Statement of Work for Network Infrastructure Services
9. Cabling Test Results
10. "As Built" Cable Drawings
11. Cablers' Assurances Form (see Appendix E)

12. Other

3.2.A.16. The selected bidder **should** provide prompt notification to WVDE of problems associated with initiative. The WVDE expects to be thoroughly informed of all problems that could affect successful project implementation and of the bidder's plan for resolving these problems.

3.2.A.17. During the term of the contract, the selected bidder **should provide** all proposed project-related reports and forms to the WVDE for approval, prior to implementation.

3.2.A.18. The bidder **must** have a project team of adequate size and with appropriate qualifications to successfully implement the project.

3.2.A.19. The bidder **should** describe the number of people to be assigned to the project, their qualifications (e.g., education degrees or certificates, technology degrees or certificates, etc.), and the percentage of their time that will be dedicated to this project.

3.2.A.20. It **should** be clear that the bidder has the staffing capacity to successfully implement the project. The bidder **should** describe the staffing rationale and the capacity of the proposed staff.

3.2.A.21. The bidder **must** have a project manager with appropriate qualifications for managing a project of this scope, size, and complexity.

3.2.A.22. The project manager **should** maintain progress of the project and ensure interaction of the various parties required for successful implementation. The project manager **should** become knowledgeable about the WVDE and the vision of the entire project from start to finish. The proposal description **should** explain how the project manager will meet these goals.

3.2.A.23. The bidder **should** include a vita for the proposed project manager and **should** describe the project manager's qualifications and related experience in managing projects similar in scope, size, and complexity. It **should** be clear that the project manager has the skill, knowledge, and experience to function effectively in this role.

3.2.A.24. The selected bidder **should** locate an office in the Charleston WV vicinity. If not, the bidder **should** describe how effective communications and project management will be ensured.

3.2.A.25. The project manager **should** report to an office in the Charleston vicinity.

3.2.A.26. If the project manager changes during the contract term, the new project manager **should** have commensurate or higher qualifications, and the bidder **should** describe the process for ensuring the qualifications of a new project manager.

3.2.A.27. The selected bidder **should**, within two business days of the change, inform the WVDE about personnel changes associated with the project (sales representatives, service representatives, management and administrative personnel, etc.)

3.2.A.28. The bidder **should** describe the process for engaging subcontractors and for monitoring and ensuring acceptable performance.

3.2.A.29. The bidder **should**:

1. Identify the subcontractors and their areas of responsibility
2. Describe how the bidder will ensure acceptable performance from subcontractors
3. Agree to notify the WVDE in writing of changes to subcontractors during the contract term, including documentation of the qualifications of new subcontractors
4. Receive approval from the WVDE prior to engaging new subcontractors

3.2.A.30. The bidder **should** provide a minimum of three client references for the prime vendor:
Informational Note: The WVDE reserves the right to limit the amount of effort to contact the references and to ask for additional references if contact cannot be made in a reasonable amount of time. The WVDE reserves the right to contact anyone mentioned in the bidder's response and expects the bidder to release them from any liability in responding to the WVDE's questions.

1. Reference information **should** include the following:
2. Reference name
3. Name and address of organization
4. Reference contact's telephone number and e-mail address
5. Description of project in which the prime vendor worked with the reference
6. Similarity of project to WV project

3.2.A.31. The bidder **should** provide a minimum of two client references for all proposed subcontractors. Reference information **should** include the following:

1. Reference name
2. Name and address of organization
3. Reference contact's telephone number and email address
4. Description of project in which the subcontractor worked with the reference

Informational Note: The WVDE reserves the right to limit the amount of effort to contact the references and to ask for additional references if contact cannot be made in a reasonable amount of time. The WVDE reserves the right to contact anyone mentioned in the bidder's response and expects the bidder to release them from any liability in responding to the WVDE's questions.

Provide Assistance in Developing County and School Plans

Informational: The WVDE typically provides budget allocations to counties at the beginning of the fiscal year. Shortly thereafter, the WVDE and bidder staff schedule planning meetings with county personnel to assist counties in determining the items to be purchased. The intent is to complete the purchase orders as early in the school year as possible, so that teachers and students benefit from these allocations / purchases throughout the school year. Meetings are typically held at county locations; some meetings may be held via conference call, at the discretion of the WVDE/county. Additional meetings may be required to clarify the orders and/or to resolve problems. Meetings may occur throughout the year.

3.2.A.32. The selected bidder **must** participate in implementation planning activities with county and school personnel. This service is to be provided at no additional cost as part of the vendor's sales effort.

3.2.A.33. The bidder **should** describe the assistance to be offered to counties/schools in examining technology, software, infrastructure, and professional development needs consistent with this RFP and in determining the recommended contract components.

3.2.A.34. The bidder **should** describe the bidder's process and personnel for coordinating planning activities within project timelines.

3.2.A.35. The bidder's response **should** address the following, including sales resource allocation during peak planning periods.

1. The selected bidder **should** respond to county requests for planning assistance, and/or **should** initiate contact with county personnel to offer assistance. If the county representative requests a planning meeting, the selected bidder **should** respond within one business day to schedule a planning meeting and network cabling walk-through, if required.
2. Unless the county contact designates a later date, the planning meeting and the network cabling walk-through **should** be scheduled to occur as soon as possible within 15 calendar days from the initial call by county contact or

3. As part of the planning assistance, the selected bidder **should** have preliminary telephone conversations to help determine the schools for which a cabling walk-through is appropriate.
4. The cabling walk-through **should** generally be scheduled prior to the planning meeting.
5. Planning meetings **should** preferably be held at a county location.
6. The meetings **should** be scheduled and conducted collaboratively among the county, the WVDE, and the selected bidder.
7. The selected bidder **should** develop proposed school and county configurations for all items to be procured from the contract. The bidder **should** describe the proposed process for sending proposed configurations in electronic format (such as PDF) within 15 calendar days after the planning meeting.
8. Any proposed plan recommended by the successful bidder to a county/school **should** integrate existing technology where it is technologically feasible and cost-effective to do so.
9. The selected bidder **should** confirm and/or change configurations after they are sent to the county contacts. If changes to the proposed configuration are required after the configuration has been sent to the county contact, the selected bidder **should** respond to WVDE/county questions within 48 hours of the call and **should**, within seven working days, make any required changes to the proposed configuration and return them to the county or WVDE, as appropriate.
10. The selected bidder **should** copy the selected bidder on all correspondence between the bidder and the county relative to the planning process and configurations.

3.2.A.36. The bidder **should** describe the bidder's process for ensuring that configurations include all technology pieces necessary for a successful installation. The selected bidder's signature on the proposed configuration **should** confirm that compatibility issues have been addressed and that all pieces necessary for the installation are included in the order. If the WVDE issues a purchase order based upon a configuration designed and signed by the bidder – and there are subsequent issues in which the configuration does not technically work together, the WVDE expects the bidder to be responsible for bearing the expense of correcting the configuration.

3.2.A.37. The bidder **should** describe the bidder's proposed process for working cooperatively with the vendor for the *West Virginia Tools for Schools Elementary Initiative* (<http://access.k12.wv.us/bsce/>) to plan for implementations in middle schools where both the TFS elementary and secondary initiatives may co-exist. These plans **should** include the ability to share infrastructure design and installation, networks, workstations, etc. The bidder **should** describe the bidder's proposed process for working cooperatively with other vendors on state projects to achieve economy and efficiency in design and installation of technology systems.

3.2.A.38. The bidder **should** describe the bidder's plan to assist the state and counties to plan for and optimize E-rate discounts. The bidder **should** describe the bidder's experience in dealing with the E-rate program and the plan to apply approved discounts directly to purchase orders, adhering to SLD guidelines and clearly showing amounts funded by sources other than WVDE, such as E-rate.

3.2.A.39. The bidder **should** describe the bidder's personnel and process for producing configurations and invoices that are accurate, according to WVDE and State procedures, and within guidelines and format required by the WV Purchasing Division and the State Auditor's Office.

Assign and Maintain a Knowledgeable, Qualified Staff

3.2.A.40. The selected bidder **must** assign and maintain a knowledgeable, qualified staff to ensure a successful implementation of all components on any contract awarded as a result of this RFP.

3.2.A.41. The bidder **should** describe the training, certification, and experience of the technical personnel to be assigned to the project and their qualifications for implementing this project. This description **should** include any school-related experience. The description **should** include, but not necessarily be limited to, qualifications in the following areas:

1. Installing and supporting *Windows* server software
2. Installing and supporting *Novell IntraNetwork*
3. Installing and supporting *Windows 9x, XP and Vista* workstation operating system software
4. Installing and supporting the application software bid
5. Working with IP addressing, switch programming, and routers
6. Other related areas

3.2.A.42. The bidder **should** describe how the bidder plans to:

Ensure quality control and consistency in the delivery of technical services

Ensure that throughout the contract term, technical personnel are well-trained, knowledgeable, and that their certifications remain current

3.2.A.43. The bidder **should** describe the qualifications, training, certification, and experience of the professional development personnel to be assigned to the project. This description **should** include any school-related experience. The description **should** include, but not necessarily be limited to, qualifications in the following areas:

1. Integration of educational technology into curriculum and classroom instruction
2. National staff development standards (see <http://www.nsd.org>)
3. Adult learning styles
4. Online learning pedagogy
5. *Microsoft Office* software
6. Internet browsers and online educational resources
7. The online resource for student career and college exploration/decision-making
8. Desktop operating systems (*Windows 9x* and above) and network operating systems from *Microsoft* and *Novell*
9. Other related areas

3.2.A.44. The personnel delivering professional development **should** have West Virginia teaching certificates.

3.2.A.45. The bidder **should** describe the personnel, process, and pedagogy associated with the design and development of professional development courses for the *Tools for Schools Secondary Initiative*.

3.2.A.46. The bidder **should** describe how the bidder plans to:

1. Ensure quality control and consistency in professional development
2. Ensure that throughout the contract term, professional development personnel are well-trained, knowledgeable of national staff development standards, knowledgeable about the WV project, and qualified to help students use the software in the classroom
3. Conduct regular field audits of professional development personnel to ensure that delivery of professional development is consistent with standards

3.2.A.47. The bidder **should** describe the qualifications, training, certification, and experience of the personnel to be assigned to design and install local area networks (electronics and cabling). This description **should** include any school-related experience.

3.2.A.48. The bidder **should** describe how the bidder plans to:

1. Ensure quality control and consistency in network infrastructure design and installation

2. Ensure that throughout the contract term, the staff involved in network design and installation remains well trained and knowledgeable, and their certifications remain current.

3.2.A.49. The bidder **should** describe how the bidder plans to ensure that all personnel are knowledgeable about applicable school safety policies and regulations and identification of personnel when in schools. The bidder **should** describe how the bidder plans to ensure that all services are performed in a professional manner that includes conduct upon school grounds in accordance with county and state policies.

Procure Products and Services

3.2.A.50. The selected bidder **must** procure products to meet contract requirements for any contract awarded as a result of this RFP.

3.2.A.51. The bidder **should** be able to market products from various manufacturers to provide the best solution for West Virginia. The bidder **should** describe:

1. Manufacturers for which the bidder can market products
2. Partnerships with manufacturers and service providers
3. Any limitations to marketing products from various manufacturers
4. Gartner Leader Quadrant manufacturers for which the bidder is authorized to sell equipment
5. Agreements with *Microsoft Corporation* to market *Microsoft* products to WV schools, including Microsoft Academic Select Agreement and other Microsoft educational licensing agreements,

3.2.A.52. The bidder **should** describe the bidder's process for procuring products (e.g., workstations, servers, printers, network electronics, cabling supplies, application software, curriculum software, electronic whiteboards, data projectors, peripheral equipment, professional development courses,) to meet contract requirements. The bidder **should** describe the bidder's procurement options for products and services on the contract. The bidder **should** have multiple procurement options and ready access to product.

3.2.A.53. The bidder **should** describe how the bidder proposes to work with manufacturers, aggregators, and other distribution and/or configuration centers to supply product to meet contract timelines.

3.2.A.54. The bidder **should** provide documentation from the manufacturers represented in the proposal demonstrating that the bidder is authorized to sell and service the manufacturer's products in response to this RFP.

3.2.A.55. Throughout the contract term, the selected bidder **should** keep the WVDE informed of hardware and software upgrade plans.

3.2.A.56. Throughout the contract term, the selected bidder **should** provide to the WVDE a license and CD (if appropriate) for each piece of software on the contract, at no additional cost. The selected bidder **should** provide access to all software and curriculum/technology resources bid for WVDE personnel throughout the contract term, at no additional cost. The selected bidder **should** provide access to any online professional development resource bid for WVDE personnel throughout the contract term, at no additional cost.

Provide LAN Design and Installation Services

3.2.A.57. The selected bidder **must** coordinate network design and installation activities with county, school, and WVDE personnel.

3.2.A.58. The selected bidder **must** conduct, for each site that requires network-cabling services, a site survey to develop cabling infrastructure and network designs. The selected bidder **must**

conduct site surveys using personnel experienced in the design of structured, standards-based networks.

3.2.A.59. The bidder **should** describe the process for surveying site needs for network infrastructure, the information to be considered, and the information to be included in a proposed scope of work for cabling/electronics.

3.2.A.60. The bidder **should** describe the process for surveying site needs for wireless network infrastructure, the information to be considered, and the information to be included in a proposed scope of work for wireless cabling/electronics.

3.2.A.61. The bidder **should** describe the proposed method for planning of school infrastructure designs, including a wireless implementation:

1. Walk-throughs/site surveys at schools
2. Completion of infrastructure designs within established timelines
3. Coordination of walk-through and installation with other planning and installation activities, including configuration development, equipment installation
4. Communication with WVDE, county, RESA, and school personnel of scheduled walk-throughs

3.2.A.62. The bidder **should** describe the proposed method for evaluating the following as part of the bidder's design process:

1. Building conditions such as power availability, location of drop and open ceilings, distance limitations based on building corridors, hallways, and potential asbestos conditions
2. Existing electronics, infrastructure, distribution frames, and technology plans to be utilized in the network development
3. Recommendations for utilizing existing certified infrastructure as technologically feasible and economically efficient

3.2.A.63. Subsequent to the site survey, the bidder **should** prepare documentation for the proposed scope of work for the cabling infrastructure:

1. Recommendations for cabling configuration
2. Materials and labor needed from contract
3. Network and cabling components, including cabling, electronics, conduit, and patch cables
4. Site cabling schematic
5. Cost analysis with reasoning behind design and recommendations
6. Known electrical requirements for the county personnel
7. Required core drilling
8. Locations that require coordination with county asbestos contact
9. Recommendations regarding a phased-in approach to infrastructure implementation; short-term vs. long-term plan
10. Information considered
11. Provide approval for the site survey and design by a Registered Communications Distribution Designer (RCDD) or other qualified personnel

3.2.A.64. The selected bidder **must** design and install the local area network cabling systems in accordance with the items noted in the Cabler's Assurances Form (Appendix E.).

3.2.A.65. The bidder **should** describe the bidder's process for completing the documentation associated with the installation of network infrastructure components. The description **should** include, but not necessarily be limited to, the following types of documentation:

1. An accurate schematic of connections, cable lengths, equipment locations, equipment installed, and printout of certification results from a certified test device, provided to the county and WVDE, within 30 calendar days of network installation,
2. Cabler's Assurances Form (sample in Appendix E), submitted to the county and WVDE upon completion of installation
3. Rack Information Form that identifies the rack locations of electronics installed by the selected bidder, along with identifying information (serial number, date of installation, software level) and left hanging on the rack
4. Drawings, in hard and soft copy format, detailing the installed cabling drops and provided to WVDE and county personnel
5. Test results of installed cabling, provided to WVDE and county personnel

3.2.A.66. The designs **must** include a UPS device for each wiring closet designed and installed by the selected bidder.

3.2.A.67. Network Cabling Design Profile -- The bidder **must** provide a complete network design for the School Profile for the West Virginia High School and provide as part of the written technical proposal. The school will require a complete network design and installation that meets the RFP specifications. A school floor plan follows in the appendix for the bidder's use in designing a cabling plan. The network design should identify all components. The bidder **must** provide a network design for electronics and cabling that will upgrade all cabling drops in the West Virginia High School to CAT6 and migrate all electronics to Layer 3. All science, social studies, math, and English classrooms not currently cabled will have five drops installed. All other instructional classrooms not currently cabled will have 1 drop installed. This design **must** follow a three-year implementation schedule, which the bidder will outline in the technical proposal and provide the rationale for how the electronics and cabling will be phased-in over three years. The evaluation committee will evaluate the design considerations, so bidders should thoroughly explain the rationale for the design. Do not include cost information in the written technical proposal.

3.2.A.68. The bidder **should** describe the bidder's personnel and process for coordinating network design and installation activities. The bidder **should** describe the bidder's personnel and process for managing the installation of network infrastructure. The description **should** include, but not necessarily be limited to, the following areas of coordination:

1. Coordination and management of the activities of project personnel
2. Coordination of network design and installation with associated project timelines (e.g., coordination of cabling installation with network electronics installation; coordination of infrastructure installation with hardware installation, etc)
3. How the bidder proposes to manage and retain certified personnel for the physical installation of the cabling
4. Coordination of installation and testing schedules and coordination with WVDE, county, and school
5. Coordination with WVDE, county, and school for core drilling (note if there are limitations to providing this service)
6. Coordination of installation with county asbestos contact and in concert with county/school asbestos plan
7. Contact with the county and school contacts prior to installation to confirm arrival and work
8. Notification to county and school contacts immediately of any necessary schedule changes
9. Signing in at school offices
10. Ensuring that all personnel wear identification badges showing company's name and individual's name
11. Providing inspection and approval for the structured cabling system during and at completion of installation by a Registered Communications Distribution Designer (RCDD) or other qualified personnel
12. Overseeing the installation of network electronics, MDF and IDF equipment

13. Removing and disposing of excess materials brought to the work site.
14. Performing on-site installation should normally on Monday through Friday during normal business hours, exclusive of holidays. The selected bidder **should** accommodate school requests for on-site installation during off-hours 5:00PM-11:00PM at no additional cost to the State.
15. Installation of cabling above existing dropped ceilings and enclosed in conduit or wall track below dropped ceilings or in open ceiling environments. There should be no exposed network cabling except in telecommunications closets feeding the MDF and IDFs, unless otherwise approved by the WVDE
16. Coordination and prior authorization for any core drilling. This should include scheduling appropriate time of day and day of week that offers the least disturbance to students or faculty.

3.2.A.69. Firewall penetrations for cable passage **must** adhere to all applicable state and local codes and be installed in a professional manner by persons skilled in the trades represented by the work and in accordance with applicable state and local codes.

3.2.A.70. The bidder **should** thoroughly describe the trouble-shooting activities and response time offerings for correcting cabling problems. If there are multiple response time options and varying costs, vendors are to describe the options in the written technical proposals and provide costs in the component cost sheets.

3.2.A.71. The bidder **should** provide support options for the testing and certification of cabling installed locally or by other vendors, for purposes of incorporation into the bidder's infrastructure design and/or system installation.

Coordinate Installation of Hardware and Software

3.2.A.72. The selected bidder **must** coordinate shipment, delivery, and installation activities with county, school, and WVDE personnel.

3.2.A.73. The bidder **should** describe the bidder's personnel and process for coordinating installation activities to meet project timelines and to keep appropriate personnel informed

3.2.A.74.. The bidder **must** provide an option for complete hardware installation for workstations, monitors, workstation peripherals, notebook computers, notebook computer peripherals, servers, server peripherals, switches, and printers. Complete installation means that after inside delivery, vendor assumes responsibility for un-boxing equipment, moving equipment to the appropriate approved locations, completing the physical installation, connecting equipment to the school network, testing the hardware, removing boxes and debris, and confirming network connectivity and Internet connectivity (where applicable). The bidder **must** describe detailed installation activities/procedures for this specification (workstations, notebook computers, servers, switches, printers, peripherals).

3.2.A.74.a. The bidder **should** describe any additional installation options.

3.2.A.75.. The bidder **must** provide inside delivery of all hardware items ordered

3.2.A.76. The bidder **should** describe the bidder's proposed shipment and delivery process. The description **should** include, but not necessarily be limited to, the following steps:

1. Notification to county and school contacts of equipment shipment prior to shipment's arrival at school site
2. Coordination of equipment delivery with county and school contacts
3. Delivery of equipment no more than two weeks prior to installation
4. Delivery of boxes to one location inside each school

5. Steps for taking immediate corrective action for discrepancies in shipment (missing or damaged boxes) noted by the school

3.2.A.77. The bidder **should** describe the bidder's personnel and process for managing the installation of hardware and software. The description **should** include, but not necessarily be limited to, the following areas of coordination:

1. Coordination and management of the activities of project personnel
2. Coordination of installation schedules with WVDE, county, and school
3. Coordination of installation schedules with associated schedules, such as schedule for installation network cabling and infrastructure, professional development
4. Notification to county contact and school designee prior to installation to confirm the installation schedule
5. Notification to county and school contacts immediately of any necessary schedule changes
6. Signing in at school offices
7. Ensuring that all personnel wear identification badges showing company's name and individual's name
8. Moving of delivered equipment from the storage location to assigned rooms
9. Un-boxing and installing equipment consistent with school plans approved by the WVDE
10. Removing and disposing of boxes and debris at the work site
11. Verification that all items ordered are on site; if not, take corrective action
12. Providing quality assurance for installation of hardware and software
13. Overseeing the installation of network electronics, MDF and IDF equipment
14. Performing on-site installation should normally on Monday through Friday during normal business hours, exclusive of holidays. The selected bidder **should** accommodate school requests for on-site installation during off-hours 5:00PM-11:00PM at no additional cost to the State.

3.2.A.78. The bidder **should** describe the bidder's proposed process for developing, testing, and producing a stable image for workstations that includes appropriate drivers, current fixes for application software, and current virus definition files.

3.2.A.79. The bidder **should** describe the bidder's proposed process for installing custom images for workstations ordered by counties. The bidder **should** describe the considerations. Cost considerations are to be included in the COST proposal and NOT in the written technical proposal.

3.2.A.80. The bidder **should** describe the bidder's proposed process for developing, testing, and recommending a configuration for servers and network operating systems that includes current patches and current virus definition files.

3.2.A.81. The bidder **should** describe the bidder's personnel and process to complete the following hardware installation activities:

1. Install, configure, and test workstations
2. Install, configure, and test servers,
3. Install, configure, and test printers,
4. Install all software purchased
5. Load the operating, application, and other software and applicable current patches
6. Verify that utility software is operating
7. Load the TCP/IP protocol
8. Install IP addresses provided by county/school
9. Verify that all network and application software associated with the purchase are stable and appropriately configured
10. Demonstrate ability to use an Internet browser to load the website <http://wvde.state.wv.us>
11. Install, configure, and test network electronics, including appropriate software versions

3.2.A.82. The bidder **should** describe the bidder's process for documenting that installation of the system is completed. The description **should** include, but not necessarily be limited to, the following areas of documentation:

1. Notification to county contact and school contact if potential deficiencies in the electrical accommodations for the system are identified
2. Documentation of packing slips with serial numbers to the county. Provision of copies with serial numbers, preferably in electronic format, to the WVDE
3. Completion of a System Operational Form (sample in Appendix D.1), reporting any exceptions, and provide to the county and the WVDE
4. Completion of a Report of Commodities Received (sample in Appendix D.2)

3.2.A.83. The bidder **should** describe the bidder's process for installing on school servers a copy of the image for every model type of workstation installed in that school by the bidder. If the county/school server does not have adequate space for the workstation image, the bidder **should** describe the proposed method for providing a copy of the workstation image to the school and county.

Coordinate Delivery of Professional Development Services

3.2.A.84. The selected bidder **must** coordinate professional development activities with county, school, and WVDE personnel.

3.2.A.85. The bidder **should** describe the bidder's personnel and process for managing and scheduling professional development.

3.2.A.86. The bidder **should** describe the plan for responding to varying levels of demand for professional development (e.g., August, county staff development days), outside school environment days, Saturdays, after school, across (shared with) other counties, etc.

3.2.A.87. The selected bidder **should** finalize the professional development schedule immediately upon receipt of a purchase order for that training.

3.2.A.88. The bidder **should** describe the process for ensuring that appropriate training materials in adequate quantities are prepared for and available at all professional development sessions.

3.2.A.89. The bidder **should** describe the equipment that professional development personnel will have available for training session. The selected bidder **should** equip professional development personnel with data projectors, laptop computers, and other appropriate equipment.

3.2.A.90. The selected bidder **should** provide licenses for the WVDE for all online professional development resources bid. This license **should** be available throughout the contract term. As new professional development offerings are added to the contract via the approved change order process, the bidder **should** provide licenses for the WVDE.

3.2.A.91. The bidder **should** describe plans to produce a website, accessible by WVDE, county, and school personnel, with information about professional development. The bidder **should** describe the information that will be available electronically.

3.2.A.92. The bidder **should** describe the ways in which the bidder proposes to use the Internet to deliver information to teachers and access to projects that can be used in the classroom.

3.2.A.93. The selected bidder **should** assist teachers in entering registration data into the WVDE online database at the end of each professional development session.

3.2.A.94. The selected bidder **should** provide information to the WVDE at the conclusion of each professional development session, about the session provided, attendees, location, number of days, etc.

Assume Technical Responsibility for Successful Implementation of Project Components

3.2.A.95. The bidder **must** assume technical responsibility for successful implementation of project components and the various individual products purchased from any contract resulting from this RFP.

3.2.A.96. The bidder **should** describe the bidder's personnel and process for assuming technical responsibility for successful implementation of project components and the various individual products purchased from any contract resulting from this RFP.

3.2.A.97. The selected bidder **must** design and deliver stable enterprise-wide solutions.

3.2.A.98. The bidder **should** work with the WVDE to establish enterprise standards for a statewide implementation.

3.2.A.99. The bidder **should** describe the bidder's process and personnel for designing stable enterprise-wide solutions.

3.2.A.100. The bidder **should** describe the proposed plan for identifying, escalating, and resolving problems associated with the bidder's implementation of project components. This plan **should** include a method for reporting problems to the WVDE and ensuring WVDE concurrence with bidder's approach to resolving the problem(s).

3.2.A.101. The bidder **should** describe the plan to ensure consistent statewide implementations of network operating and application software, based upon appropriate enterprise standards, and **should** develop plans for change control methodologies for network and workstation operating system software, hardware, infrastructure, and application software.

3.2.A.102. The bidder **should** bid technology systems that adhere to industry standards, are stable, and have an established distribution and performance history. The bidder **should** describe the distribution and performance history for the workstations, servers, notebooks, printers, handhelds, and data projectors proposed.

3.2.A.103. The bidder **should** describe the process for managing licensing of application software, providing information to sites about the number of licenses purchased and the key codes for software installation, maintaining records, and assisting schools if they lose this information.

Ensure a Timely and Successful Implementation

Informational: The implementation activities will generally be cyclical. Historically, the installation activities have been at an apex during the months of October – February. The goal is to have all procured technology systems installed and operational as early as possible in the school year, but no later than the end of the first semester. The installation of all components needs to be effectively coordinated; e.g., if the school orders network cabling, electronics, servers, workstations, and application software, the successful bidder will need to effectively coordinate implementation of all these components.

3.2.A.104. The bidder **should** detail the time frames (beginning with contract signing as week one) for the bidder's organization to be fully staffed and functional to support this project.

3.2.A.105. The bidder **should** have a plan for ensuring that the project stays on schedule. The description **should** cover the following aspects of implementation, including the bidder's plan to handle peak demands for each. The bidder **should** have access to additional qualified resources, as necessary, during peak times. It **should** be clear that the bidder understands the impact that implementing a project of this size and scope could have upon vendor resources.

1. Planning
2. Network design
3. Product ordering
4. Shipping and delivery
5. Installation of infrastructure
6. Installation of hardware and software
7. Professional development
8. On-going technical support

3.2.A.106. The bidder **should** describe the plan for ensuring a timely, successful, and coordinated implementation of all components on the county purchase order, to include the following:

1. Shipment, delivery, and installation of all hardware components, including workstations, printers, servers, network, electronics, electronic whiteboards, data projectors, and all other peripheral equipment
2. Installation of the local area and/or wireless networks
3. Preparation of systems to be coordinated with professional development schedules

Provide Cost-effective, Quality Technical Support Options

3.2.A.107. The bidder **must** propose options for technical support for the hardware, software, and networking components procured from any contract resulting from this RFP. Identify all associated costs on the component cost sheets in the cost proposal.

3.2.A.108. The bidder **must** propose support options that are available at no additional charge:

1. Toll-free access to a voicemail system for the project team
2. Email access to the project team
3. Toll-free access to a WV office number

3.2.A.109. The bidder **should** thoroughly describe the support options proposed in 3.2.A.107 and 3.2.A.108.

3.2.A.110. The bidder **should** describe the bidder's proposals regarding a help desk function. The bidder **should** propose a WV-specific help desk with 800# for use by county and school personnel. Personnel on the help desk **should** be prepared to answer questions about hardware, network operating system software, application and utility software, and the online resource for career and college exploration/decision-making. The description **should** include information about the help desk, including but not necessarily limited to the following:

1. Number of and qualifications of personnel staffing the help desk
2. Plan for ensuring that help desk personnel are familiar with West Virginia project and any unique installations or configurations
3. Plan to provide information about the help desk to county and school personnel
4. Response times
5. Problem resolution and escalation process
6. Hours of operation
7. How service is dispatched
8. Relationship to hardware warranty service
9. Process and timelines for implementing the help desk
10. Plans to provide assistance for legacy hardware and software

11. Assistance via the Internet

3.2.A.111. The bidder **should** propose additional technical support options that include technical services available to the county/school on an hourly basis. For such services, the bidder **should** define the process for determining, in advance of delivery of service, the number of hours necessary.

3.2.A.112. The bidder **should** describe any remote management options for technical support proposed by the bidder.

3.2.A.113. The technical support options **should** include:

1. Access for West Virginia educators to send email to personnel assigned to the project. Telephone or email assistance **should** provide the first line of support for problem determination. Response **should** be within a reasonable amount of time, based upon severity of problem identified, but no later than end of next business day
2. Access to a project-specific web site that provides technical and support information for users, links to manufacturers of products used in the project, and technical downloads
3. Searchable database of problems
4. Other (describe)

3.2.A.114. The WVDE expects the same level of service at the same price for all counties and schools, regardless of their geographic location. For any item or service procured from the contract that has an associated cost, the selected bidder may bill **only** for the time spent at the school location and **must not** bill for travel time.

3.2.A.115. The bidder **should** describe any hardware self-maintenance programs available to RESA and/or county technicians.

Develop and Recommend Change Control Methodologies

3.2.A.116. The bidder **should** describe the bidder's plans for developing and recommending acceptable change control methodologies for network and workstation operating system software, application software, and hardware and infrastructure electronics.

3.2.A.117. Throughout the contract term, the selected bidder **should** provide to the WVDE for demonstration purposes a minimum of a single user license for each piece of software on the contract, along with fixes and upgrades as they become available. This demonstration software **should** be provided at no additional cost to the WVDE.

Identify New Technologies and Services

3.2.A.118. Throughout the contract term, the selected bidder **should** assist the WVDE in identifying, selecting, and testing new technologies and services that are within the scope of this RFP, and for consulting with the WVDE about trends in the educational technology industry that might impact the project. The bidder **should** describe the bidder's process for meeting this specification. The WVDE maintains responsibility for strategic direction and for approving any proposed new products or services.

Recommend Cost-Effective and Technology-Efficient Transition Strategies

3.2.A.119. The bidder **should** propose a strategy for transition from the current SUCCESS technologies and software applications to the bidder's proposed technologies and software applications.

3.2.A.120. The bidder **should** describe how the bidder proposes to work with technologies (including software and online resources) already in the schools.

3.2.A.121. The bidder **should** describe the bidder's plan for building on the professional development that teachers have already received.

3.2.A.122. The bidder **should** describe any limitations to working with installed technology, including hardware, operating system software, application software, and network cabling.

3.2.A.123. The bidder **should** describe the bidder's proposal for the following:

1. installing new workstations onto existing servers
2. installing new workstations onto existing networks
3. installing new servers into an environment with old workstations and desktop operating systems
4. Installing new servers into an environment with older servers and network operating systems
5. installing new printers so that they are accessible by currently-installed workstations
6. Installing new workstations so that they can print to currently-installed printers

3.2.A.124. The bidder **should** describe how the bidder will address legacy products, including *Windows 98, Windows XP, Windows Server 2000, Microsoft Office 2000* and *Microsoft Office 2003*.

3.2.A.125. The bidder **should** describe whether the bidder can provide upgrades and/or support for existing technology products installed as part of the SUCCESS Initiative. (*HP and Dell workstations and servers, Nortel, Cisco, and 3Com electronics*).

3.2.A.126. The bidder **should** describe any offerings for trade-in and/or disposal of computer and networking equipment.

3.2.B 21st Century Application Software

Informational: Refer to Section 3.2.A. for any related prime vendor/systems integrator responsibilities associated with 21st Century application software.

3.2.B.1. The bidder **must** bid *Microsoft Office Professional 2007* under an *Open License* Program:

1. Single License
2. Media
3. Documentation

3.2.B.2. The bidder **must** bid *Microsoft Office Professional 2007* under a *Microsoft Academic License Agreement* pricing structure. The WVDE intends to finalize a *Microsoft Academic License Agreement* and to incorporate into this contract any appropriate documentation necessary to receive academic pricing under any contract resulting from this RFP. The bidder **must** provide evidence as part of the bidder's written response that the bidder can participate in the academic licensing program.

3.2.B.3. In the cost proposal, the bidder **should** bid academic pricing for all *Microsoft* products proposed under all available *Microsoft* licensing options.

3.2.B.4. The bidder **must** bid anti-virus software with spyware support for workstations and servers:

1. Single license
2. Statewide licensing – 100,000 workstations
3. Annual updates/renewals

3.2.B.5. The bidder **should** bid *Symantec Corporate Edition* anti-virus software for workstations and servers:

1. Single license
2. Statewide license – 100,000 workstations
3. Annual updates/renewals

3.2.B.6. The bidder **should** bid *McAfee Virus Scan +* anti-virus software for workstations and servers:

1. Single license
2. Annual updates/renewals
3. Statewide licensing – 100,000 workstations

3.2.B.7. As part of the *McAfee Virus Scan* and/or other AV software proposal, the bidder **should** describe the proposed process for migrating to the proposed software. Cost considerations for migrating to different AV software are to be included in the COST proposal only (not in the written technical proposal). *Informational note: The WVDE currently has a statewide license for Symantec AV used on all instructional and administrative workstations.*

3.2.B.8. The bidder **should** describe licensing options for anti-virus software for workstations: Describe additional licensing options:

1. Site license
2. Statewide license for software
3. Annual updates and renewals

Statewide license for updates & renewals
Other

3.2.B.9. The bidder **must** bid imaging software for workstations

3.2.B.10. The bidder **must** bid desktop security software

3.2.B.11. The bidder **should** bid *DeepFreeze Professional*.

3.2.B.12. The bidder **should** bid *CornerStone & CompuGuard Control Center* software.

3.2.B.13. The bidder **should** describe software licensing and updates for desktop security software. Describe licensing options:

1. Site license
2. Statewide license for software
3. Statewide license for updates and renewals
4. Other

3.2.B.14. In the cost proposal, the bidder **should** bid academic pricing for all applicable software products.

3.2.C 21st Century Classroom Curriculum / Technology Resources

Informational: Refer to Section 3.2.A. for any related prime vendor/systems integrator responsibilities associated with the 21st Century Classroom Curriculum / Technology Resources

In a 21st century classroom, teachers must be able to integrate academic content, learning skills, and 21st century tools to create a learning environment where students make meaningful connections between their classroom activities and life outside the classroom. Technology makes it possible for students and teachers to explore topics in depth and participate in collaborative settings. Students need to be able to use digital technologies and communication tools to find, manage, and evaluate information. Because students learn more when the learning is engaging and meaningful to their lives, students need to develop proficiency in the use of the productivity software that they will use in post-secondary experiences and in the workplace.

21st Century Standards-Based Curriculum / Technology Integration Resource

3.2.C.1. The bidder **must** propose a resource that provides standards based curriculum / technology integration resources that incorporate *Microsoft Office* products.

3.2.C.2. The resource **should** provide activities for students in grades 6 – 12 in the content areas of reading/language arts, mathematics, science, and social studies. The bidder **should** identify the grade levels covered by the resource, the number of activities/lessons at each grade level and in each curricular area.

3.2.C.3. The bidder **should** identify other curricular areas and/or grade levels for which integration activities are available as part of the resource.

3.2.C.4. The resource **should** provide activities for various versions of *Microsoft Office*, including *Office 2000*, *Office 2003*, and *Office 2007*. The bidder **should** describe the process and timeline for updating activities as new versions of *Microsoft Office* are released. The bidder **should** describe the number of activities in each of these versions. The bidder **should** describe the ease with which teachers and students can access the activities to match the version of *Microsoft Office* used in the school.

3.2.C.5. The activities **should** be based upon national standards in the content areas (e.g., NCTM, NCTE, NCSS, NSES, NSDC). The bidder **should** describe.

3.2.C.6. The activities **should** be correlated to the ISTE NET-S standards (www.iste.org/nets).

3.2.C.7. The activities **should** be correlated to the WV Content Standards and Objectives <http://wvde.state.wv.us/policies/> as adopted by the WV Board of Education for implementation in fall 2008. The bidder **should** identify the date by which these correlations will be available.

3.2.C.8. If the State Board approves new Content Standards and Objectives during the term of this contract, the bidder **should** provide realignment to the new CSOs. The bidder **should** describe the process and timelines for completion.

3.2.C.9. Teachers **should** be able to access these correlations online (web site) from home or from school. Teachers **should** be able to search for appropriate activities based upon standards.

3.2.C.10. The bidder **should** describe how the resource engages students to use higher level thinking and problem solving skills. The resource **should** assist students in developing critical-thinking and decision-making skills

3.2.C.11. The bidder **should** describe how the activities can be used in a constructivist classroom setting to support student-centered instruction; active, inquiry-based learning; collaborative work; and cognitive flexibility.

3.2.C.12. The bidder **should** describe how use of the activities promotes ICT literacy and emerging 21st century technology literacies (media literacy, visual literacy, blogs, etc.).

3.2.C.13. The bidder **should** describe how the activities align with the work of the *Partnership for 21st Century Skills* (<http://www.21stcenturyskills.org>). The bidder **should** describe how the activities align with *The Framework for High Performing Classrooms*.
<http://wvachieves.k12.wv.us/docs/2004/Description%20of%20Curriculum%20Practices%20of%20High%20Performing%20School%20Systems.doc>.

3.2.C.14. The bidder **should** describe how the activities can be used within the context of the *Understanding by Design* (UbD) framework, developed by Grant Wiggins and Jay McTighe and published by the Association for Supervision and Curriculum Development (ASCD).

3.2.C.15. The bidder **should** identify how the resource engages students to use technology tools to solve problems and make decisions related to classroom, community and world issues.

3.2.C.16. The bidder **should** describe how the resource incorporates rigorous, relevant and challenging learning skills and technology tools that prepare students for the 21st century.

3.2.C.17. The bidder **should** describe how the resource includes the integration of advanced technology application skills in the use of the word processor, database, spreadsheet and presentation software.

3.2.C.18. The bidder **should** describe how the technology integration activities are designed to accomplish the following:

1. Teach the use of the application within the context of integration into curriculum and classroom instruction in the areas of English language arts, science, mathematics, and social studies
2. Teach computer skills in the context of real-world applications
3. Provide teachers with ideas about how to use these technology tools in various subject areas and grade levels, particularly for inquiry-based and project-based learning
4. Demonstrate to students how they can use these technology applications to help develop higher order cognitive skills, develop problem-solving skills, understand and apply concepts, and think logically in speech and written expression
5. Be consistent with the WV Technology Content Standards and Objectives in Policy 2520 (<http://wvde.state.wv.us/policies/>) so that students know the skills required in the content standards and objectives

3.2.C.19. The bidder **should** describe how the technology integration activities are designed to enhance the learning of students and improve student achievement

3.2.C.20. The bidder **should** describe how the technology integration activities are designed to:

1. Meet needs of students who are at the basic, intermediate, and advanced levels in use of technology
2. Accommodate diverse learning styles
3. Include an emphasis upon hands-on activities

3.2.C.21. The bidder **should** describe how the resource is delivered into the classroom; (e.g., online, server-based, workstation-based).

3.2.C.22. If the resource is server or workstation-based (as opposed to web-based), the bidder **should** describe how the resource is installed, set-up, and implemented on the server and/or workstations. The bidder **should** describe hardware and software requirements and pre-requisites at the server and/or workstations.

3.2.C.23. Teachers **should** be able to search activities by grade level, subject area, WV CSO correlation. The bidder **should** describe the search capabilities.

3.2.C.24. Teachers **should** be able to preview the activities and/or read a synopsis of the activities, to help focus and minimize teacher search/review time.

3.2.C.25. The bidder **should** describe how the appearance and format is designed to assist students in the learning process. The software **should**:

1. Effectively use color, animation, audio, and special effects to support instruction
2. Be visually appealing
3. Place primary emphasis upon educational content rather than entertainment value
4. Engage and motivate students in the learning process

3.2.C.26. The resource **should** be accurate and contain correct use of grammar, spelling, and sentence structure. The bidder **should** describe the steps taken to ensure accuracy.

3.2.C.27. The bidder **should** describe how the resource presents balanced representations for gender, age, and cultural, ethnic, and racial groups; bias-free viewpoints and images; and steps taken to ensure that the resources does not discriminate on the basis of gender, race, color, religion, disability, age, and national origin.

3.2.C.28. The student user interface **should** be simple and easy to use. The bidder **should** describe ease-of-use functions for the students.

3.2.C.29. The bidder **should** describe how teachers can use the resource to foster collaborative work among students, cross-disciplinary learning, and a focus on 21st century tools and learning skills

3.2.C.30. Any primary out-link sites **should** be relevant, authentic, and appropriate. The bidder **should** ensure that product advertising on the primary out-link is either not included or is unobtrusive to the learner.

3.2.C.31. The bidder **should** describe the documentation and/or materials that support teachers in their use of the resources, including but not necessarily limited to, the following items:

1. Lesson plans
2. User documentation
3. Correlated web sites
4. Suggestions for curriculum integration activities
5. Materials for students & teachers
6. Suggestions for increased communications with home and community

3.2.C.32. Upon request, the bidder **should** provide, for evaluation purposes, temporary access to the resource for the WVDE evaluation committee members during RFP evaluation.

- 3.2.C.33.** The bidder **should** provide, as part of written technical proposal, samples of any documentation, publication, and support materials for evaluation purposes.
- 3.2.C.34.** The resource **should not** include product advertising on the web site.
- 3.2.C.35.** The bidder **should** describe how any online portion of the resource is designed to meet appropriate requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.
- 3.2.C.36.** Any online component of the resource **should** be accessed via passwords with varying levels of security.
- 3.2.C.37.** Students and teachers **should** be able to access the online resource from home or other sites outside of school.
- 3.2.C.38.** The bidder **should** describe how the resource has been designed to be bandwidth-efficient.
- 3.2.C.39.** The bidder **should** describe the technology standards upon which the resource is based.
- 3.2.C.40.** Any online component of the resource **should** be browser-independent and should be able to be accessed via Microsoft Internet Explorer and via Netscape Navigator. The bidder **should** identify the minimum browser level requirements.
- 3.2.C.41.** The bidder's proposed Internet component **must** be compatible with the K-12 public school environment. Currently a unified K-12 intranet exists behind two Cisco PIX firewalls located at two POPs (Points of Presence). The Northern POP is in Morgantown, and the Southern POP is in Charleston. The infrastructure allows all K-12 public schools access to the Internet. The state has added filtering services at the POPs. The schools have Cisco routers and have been assigned private IP addresses (10.xxx.xxx.xxx) for use behind the firewalls. Each school is assigned only one static public IP address (or a minimal number already being utilized) that provides a conduit through the firewalls for externally initiated TCP/IP communications. The public IP address is typically assigned to an Internet server providing HTTP and FTP services and in some cases may also provide proxy services and VPN (virtual private networking) capabilities. Due to the network configuration, additional public static IP addresses will not be issued to schools. Every school has a minimum 56Kb frame relay; the majority of secondary schools have T-1 lines; a few schools have multiple T-1 lines. All access is shared with WVEIS traffic for WAN communications using TCP/IP protocol. Schools utilize *Microsoft Internet Explorer* or *Netscape Navigator* for Internet browsers. Many school districts use desktop security and other software solutions on school and student computers. See <http://access.k12.wv.us/intranet> for additional information. The bidder **must** describe how the proposed technology solution will work in this environment.
- 3.2.C.42.** The bidder **should** describe the recommended system requirements at the workstation.
- 3.2.C.43.** The bidder **should** identify any prerequisite software and/or hardware for successful operation of the proposed solution.
- 3.2.C.44.** The bidder **should** describe all available licensing options. The State is looking for the most cost-effective licensing agreements.
1. Statewide licenses for all secondary schools
 2. Site licenses
 3. Site licenses based upon site criteria (e.g., size of school, number of grade levels, number of students, number of teachers, etc.)

4. Workstation licenses
5. Concurrent licenses
6. Other (describe)

3.2.C.45. The resource **should** provide a reporting mechanism that enables teachers and administrators to review use of the resource.

3.2.C.46. The bidder **should** describe how and where student work products are stored. Can they be shared with other students and/or with teachers?

3.2.C.47. The bidder **should** describe how the resource can assist teachers in performing formative assessments of student learning.

3.2.C.48. The resource **should** include rubrics and/or suggestions for assessment / evaluation of student products.

3.2.C.49. The resource **should** be easy for teachers to learn to use. Bidders **should** describe how teachers can learn to use the resource.

3.2.C.50. The resource **should** provide scaffolding for teachers and students in learning new technology skills.

3.2.C.51. The resource **should** include administrative tools that can be used to report teacher and/or student access. The bidder **should** describe all available administrative and management tools.

21st Century Classroom Software

3.2.C.52. The bidder **should** propose browser-based productivity / collaborative software suite for use in the classroom.

1. Interoperable with *Microsoft Office* software
2. Provides capability for document production, collaboration and sharing
3. Provides capability for spreadsheet production, collaboration and sharing
4. Provides capability for presentation production, collaboration and sharing
5. Provides capability for publishing of documents, spreadsheets, and presentations to wikis or weblogs
6. Sharing and/or social networking components, e.g., pushing documents to a weblog, send documents via email, share documents with other users by assigning read-on or co-author privileges
7. Bulletin board feature for interaction with other group members and file sharing
8. Online storage for files / data
9. Capability to search for images on photo-sharing sites
10. Capability to send invitation for other users to view and make edits to a document
11. Capable of having multiple documents open at the same time
11. Capable of being installed on local file server
12. Administration features for LAN-based version

3.2.C.53. The bidder **should** bid *Inspiration* software or software with comparable specifications and describe options for licensing, media, and documentation.

3.2.C.54. The bidder **should** bid *AB Tutor* or comparable software and describe options for licensing, media, and documentation.

3.2.C.55. The bidder **should** bid *Lotus Connections*, *Microsoft SharePoint*, or comparable software and describe options for licensing, media, and documentation.

3.2.C.56. In the cost proposal, the bidder **should** bid academic pricing for all applicable software products.

3.2.D Professional Development Services

Informational: The WVDE considers effective professional development a cornerstone of an effective implementation. Instructor-led, train-the-trainer, and technology-mediated professional development should enable teachers to be comfortable with the hardware and software provided, along with other available Internet resources, to create an effective 21st Century classroom.

Over the past ten years, West Virginia teachers have implemented technology in stationary labs, mobile labs and classrooms. WV teachers now teach in a technology-enhanced environment. A considerable amount of professional development has been provided on how to use Microsoft Office applications and the Internet and how to integrate technology tools into the curriculum. Teachers will always need additional professional development in how to integrate technology and on how to use new technologies as they become available.

This professional development should align with national and state standards and policies for professional development. The WVDE expects professional development to be designed to meet national NSDC standards (<http://nsdc.org/standards/index.cfm>) and WVDE standards and to prepare teachers to be 21st Century teachers capable of preparing 21st Century learners. Research shows that in order for professional development to be effective and facilitate substantive change it should be job embedded, sustained, results-driven and standards-based.

High-quality resources, available via the WVDE and via vendor-provided resources, should be integrated into professional development sessions. The goal of all professional development is higher achievement for students, and all professional development sessions should be designed in this context. Constraints for release time are always a consideration in developing professional development plans; therefore, flexibility in scheduling options and design are important.

The WVDE intends that professional development associated with this project be designed to transform classrooms from traditional classrooms into 21st century classrooms as described by the *International Society for Technology in Education (ISTE)* in the chart below.

Traditional Learning Environments	New Learning Environments
Teacher-centered instruction	Student-centered learning
Single sense stimulation	Multisensory stimulation
Single path progression	Multipath progression
Single media	Multimedia
Isolated work	Collaborative work
Information delivery	Information exchange
Passive learning	Active/exploratory/inquiry-based learning
Factual, knowledge-based learning	Critical thinking and informed decision-making
Reactive response	Proactive/planned action
Isolated, artificial context	Authentic, real-world context

(www.iste.org)

The Partnership for 21st Century Skills defines 21st century skills professional development as follows:

21st century skills professional development prepares teachers and principals to integrate 21st century skills into their classrooms and schools. Professional development for the

21st century should be a part of a comprehensive emphasis on 21st century skills that includes updates to standards and assessments.

Successful 21st century professional development programs:

- Ensure educators understand the importance of 21st century skills and how to integrate them into daily instruction
- Enable collaboration among all participants
- Allow teachers and principals to construct their own learning communities
- Tap the expertise within a school or school district through coaching, mentoring, and team teaching
- Support educators in their role of facilitators of learning
- Use 21st century tools

(Partnership for 21st Century Skills, *Professional Development for the 21st Century*, www.21stcenturyskills.org/documents/ProfDev.pdf.)

The goal of professional development is increased student learning and achievement, along with student development of 21st century skills. To reach this goal, classrooms must be transformed into collaborative, student-centered classrooms where students learn through authentic learning experiences and projects. Technology is the tool for transformation, and teachers must be empowered to use technology tools powerfully and effectively to create 21st century learning environments. Professional development associated with this project should be a primary vehicle for helping teachers learn how to use technology to transform their instruction as described above.

The Partnership for 21st Century Skills (P21) emphasizes six components of 21st century learning, to include the following:

1. Focus on core subjects
2. Emphasis on 21st century content
3. 21st century context
4. Using 21st century technology tools to gain information and communication/technology (ICT) literacy
5. 21st century learning skills
6. 21st century assessments

Will Richardson in his book *Blogs, Wikis, Podcasts, and Other Powerful Web Tools for the Classroom*, (Corwin Press, 2006) states, "New easy to use, low-cost Web publishing and information gathering tools are spawning a veritable revolution in our relationship to the Internet. Now, with blogs and podcasting, millions of people are creating content for the Internet as well as consuming it. . . . For educators, the potential changes in the ways our teachers teach and students learn are momentous. The tools of the new Internet give us opportunities for collaboration and constructivist learning, and allow students to become meaningful contributors to the vast body of knowledge that is the Internet."

Richardson (pp. 8-9) predicts that the "Read/Write Web" promises transformational changes for teachers and students. The "Toolbox" for this transformation contains the following technologies:

1. Weblogs
2. Wikis
3. RSS (Really Simple Syndication)
4. Aggregators
5. Social bookmarking
6. Online photo galleries
7. Audio/video-casting

Richardson describes shifts that will occur in education as a result of the introduction of the Read/Write Web. The classroom will become collaborative, with active participation by students in a continuous process of creating and sharing content. With increasingly large amounts of "open content," teachers will no longer rely on the textbook as the primary curriculum resource. Teaching will become "conversation, not lecture," where students learn that knowing where to find information is as essential a skill as knowing the answer. Students will become contributors and must learn to be responsible editors. (*Ibid*, pp.127-133.)

For example, according to Richardson, a weblog can be used for a variety of educational purposes, including as a class portal, a digital filing cabinet, an E-portfolio, collaborative space for student work, etc. Wikis provide an easy authoring tool and a space for collaboration. The other new technologies of social networking provide countless educational resources.

Professional development should help educators effectively bring these technologies to their students to enhance learning and to prepare them for their post-education experiences. For example, teachers will need to know how to create and use blogs, where to store them, the pedagogy behind using them in the classroom, and examples of good educator blogs. Teachers will need the same information about the other tools of the Internet.

Along with learning these new technologies and how to use them during instruction, teachers must know how to keep their students safe while working on the Web and must teach students what should and should not be published online, along with the rules for Web publication.

Teachers must learn to triangulate academic content, technology tools, and learning skills in their instruction. Teachers and students must become comfortable with using technology tools such as computer workstations, electronic whiteboards, digital cameras, productivity software, and Internet resources throughout the curriculum in support of the Content Standards and Objectives (Policy 2520). Students must develop visual and medial literacy and should learn to use moviemaker programs, electronic documents, and other files to collaborate and communicate. Students should be able to implement various Internet search techniques. Students should be proficient in using productivity tool software, such as *Microsoft Office* to help them think critically, solve problems, communicate effectively, and collaborate.

The standards in Policy 2520.14 are as follows:

Standard 1: The student will access, analyze, manage, integrate, evaluate, and create information in a variety of forms using appropriate technology skills and communicate that information in an appropriate oral, written, or multimedia format.

Standard 2: The student will demonstrate the ability to explore and develop new ideas, to intentionally apply sound reasoning processes and to frame, analyze and solve complex problems using appropriate technology tools.

Standard 3: The student will exhibit leadership, ethical behavior, respect for others; accept responsibility for personal actions considering the impact on others; take the initiative to plan and execute tasks; and interact productively as a member of a group.

Professional development should help prepare teachers to address these standards and the discrete objectives at the appropriate grade levels.

In summary, professional development must focus on the pedagogies and literacies that surround successful implementation of 21st century tools in the classroom.

Refer to Section 3.2.A. for any related prime vendor/systems integrator responsibilities associated with professional development services.

Instructor-Led Professional Development:

3.2.D.1. The bidder **must** bid to provide professional development services to prepare teachers to integrate the *21st Century Tools for 21st Century Schools* products into the curriculum.

3.2.D.2. The professional development **should** be provided within the context of using the technology in schools with various implementation models and **should** provide recommendations of instructional strategies for creating a 21st Century classroom. The bidder **should** describe the bidder's proposal for providing professional development that addresses the goals as described in the "Informational" paragraphs that introduce Section 3.2.D. The discussion **should** address the various technology tools and software identified in this RFP, as well as various Internet resources. Counties and schools will want to implement professional development based upon their specific requirements and within the timeframes they propose. Examples of professional development scenarios are as follows:

1. The use of weblogs and wikis in any classroom or content area, provided in a ½ day workshop at a school
2. The use of digital cameras in combination with Flickr, provided individually to teachers during 1 hour planning periods
3. The use of screencasts to publish class projects, provided during a 1-day session
3. Using RSS feeds with student weblogs, provided in a 2-hour after-school session
4. How to use a wiki to develop and use collaborative skills, publish content, and take ownership of the editorial process, provided during a 1-day session that includes discussion of various social networking tools.
5. The use of *Open Office* software, along with an electronic whiteboard, provided throughout the day during team planning periods
6. The use of the Fourier Nova 5000 for writing instruction and using graphical organizer software, provided in a ½ day session

Note: These are only examples. The bidder's response **should** be comprehensive and **should** address how the bidder proposes to meet individual school/county needs, while providing the flexibility to address various technology tools in any combination, during sessions of varying lengths – with the goal of developing 21st century classrooms.

3.2.D.3. The bidder **should** describe how the professional development sessions referenced in 3.2.D.1 and 3.2.D.2 are designed to do the following:

1. Teach the use of the application within the context of integration into curriculum and classroom instruction in the areas of English language arts, science, mathematics, and social studies
2. Teach 21st century skills in the context of real-world applications
3. Provide teachers with ideas about how to use these technology tools in various subject areas and grade levels, particularly for inquiry-based and project-based learning
4. Provide discussion and recommendations regarding how to manage the flow of instruction with technology in both distributed and lab settings one-to-one computing
5. Demonstrate to teachers how they can use these technology applications to help students develop higher order cognitive skills, develop problem-solving skills, understand and apply concepts, and think logically in speech and written expression
6. Be consistent with the WV Technology Content Standards and Objectives in Policy 2520 (<http://wvde.state.wv.us/policies/>) so that teachers know the skills required in the content standards and objectives

3.2.D.4. The bidder **should** describe how the proposed professional development was designed to be consistent with the following:

1. National staff development standards, revised 2001 (<http://www.nsd.org>)
2. ISTE Standards for Teachers (<http://www.iste.org>)
3. West Virginia Board of Education policies (<http://wvde.state.wv.us/policies/>)
4. Partnership for 21st Century Skills (<http://www.21stcenturyskills.org>)
5. WV Framework for High Performing Classrooms
(<http://wvachievers.k12.wv.us/docs/2004/Description%20of%20Curriculum%20Practices%20of%20High%20Performing%20School%20Systems.doc>)

3.2.D.5 The bidder **should** describe how the professional development is designed to meet the following criteria:

1. The professional development aligns with the goals, objectives, and strategies established in the school/district strategic plan.
2. The professional development reflects the six elements of 21st century learning as defined by the 21st Century Partnership.
3. The professional development demonstrates a foundation of research-based practice.
4. The professional development focuses on a content area for which West Virginia has established curriculum.
5. The professional development is based upon specific elements identified in the West Virginia Content Standards and Objectives.
6. The professional development provides a follow-up component that monitors the impact of the professional development on classroom practice.
7. The professional development includes use of assessment for instructional planning of student learning
8. The professional development allows for and encourages the development of communities or learners

3.2.D.6. The bidder **should** describe how the professional development is designed to improve the learning of students.

3.2.D.7. At a minimum, the bidder **must** propose on-site staff development for educators in a train-the-educator (instructor-led) model.

3.2.D.8. The bidder **should** agree to facilitate the collection of data (teacher name, location, subject/grade level, type of professional development, duration) for WVDE via an existing online database or for counties either electronically or on paper. If the bidder has an alternative method for collecting such data it **should** be described in detail.

3.2.D.9. The bidder **should** propose professional development offerings for instruction in the technology-enhanced classroom environments using *Inspiration*, *Lotus Connections*, *Microsoft SharePoint*, *Open Office*, browser-based productivity / collaborative software suite, *AB Tutor*, or comparable software bid in response to these software specifications.

3.2.D.10. The bidder **should** provide a thorough description of all professional development offerings (instructor led, train-the-trainer, and online) proposed, completing the template in Appendix F-1 for each professional development course.

3.2.D.11. The WVDE provides access to a number of different Internet resources to assist teachers in integrating technology and meeting content standards and objectives. The bidder **should** describe how the bidder proposes to incorporate these resources into the bidder's professional development courses. The bidder may review many of these resources through links from the WVDE access web site (<http://access.k12.wv.us>) for:

- *ThinkFinity* (<http://www.thinkfinity.net>)
- *SASinSchool* (<http://wvde.state.wv.us/sas/>)
- Reinventing Education (<http://reinvent.k12.wv.us>)

- The Solution Site (<http://www.thesolutionsite.com>)
- Resources on the WVDE website (<http://wvde.state.wv.us>)
- Other free resources
- WV Middle Level Education Standards-Based Units (<http://wvde.state.wv.us/lessons/mle>)
- Resources on the Office of Instructional Technology website (<http://access.k12.wv.us>)

3.2.D.12. The WVDE and several counties employ Technology Integration Specialists at the county and/or school level. The bidder **must** propose train-the-trainer sessions to prepare these individuals to become trainers for their county or schools. The courses should provide for the integration of software and hardware into various curricular areas so that counties choosing this model can develop a cadre of instructors.

3.2.D.13. The train-the-trainer sessions **should** include rights to WV educators to duplicate training materials.

3.2.D.14. The bidder **should** describe how the professional development offerings are designed to:

1. Meet needs of teachers who are at the basic, intermediate, and advanced levels in use of technology
2. Accommodate adult learning styles
3. Include an emphasis upon hands-on activities
4. Foster collegial work among attendees

3.2.D.15. The bidder **should** describe how the professional development offerings can be designed to meet the following needs:

1. Be able to be accomplished effectively in as short a time period as possible so as to preserve teacher instructional time with students while ensuring effective professional development
2. Be able to be split into non-contiguous days
3. Include options for evenings (and associated costs on the component cost sheets)
4. Include options for Saturdays (and associated costs on the component cost sheets)
5. Include options for summer training (and associated costs on the component cost sheets)
6. Include options for ½ days (3 hours), including after-school sessions (and associated costs on the component cost sheets)

3.2.D.16. The bidder **should** describe how the bidder proposes to survey teachers in advance of training sessions to determine appropriate training levels.

3.2.D.17. The bidder **should** propose methods of follow-up training for on-going, sustained professional development. The bidder **should** describe how follow-up could be accomplished one-on-one, in small groups, in large groups, and/or using online collaborative tools.

3.2.D.18. The bidder **should** describe the bidder's willingness to adapt professional development offerings based upon feedback from educators and the WVDE.

3.2.D.19. The on-site professional development for 'train-the-educator' options **should** be designed to accomplish the following:

1. Accommodate a group of generally 20 or fewer educators
2. Use the equipment and software installed in the schools. The bidder **should** describe the set-up and facility requirements and who is responsible for ensuring that the systems are ready for the professional development. On-site refers to a local location designated by the district or school (such as a school, county office, RESA location).

3.2.D.20. The bidder **should** be willing to provide professional development at other sites, such as RESA training labs, county labs, higher education centers, etc. The bidder **should** describe:

- Facility and equipment set-up requirements and responsibilities
- Identify associated costs on the component cost sheets

3.2.D.21. Agenda, content, and materials used by the selected bidder in professional development **must** be subject to approval by the WVDE prior to being used with WV educators.

3.2.D.22. The bidder **should** propose an option for individual teacher and/or classroom consultation in which the bidder's representative would meet with teachers during the day, either during their planning periods or during classroom instruction, to provide individual assistance, mentoring, and modeling. The bidder **should** describe this option in detail and **should** include a description of the bidder's skill and experience in providing this type of job-embedded consultation.

Online Professional Development:

3.2.D.23. The bidder **should** propose online professional development opportunities for West Virginia educators for the following:

1. How to use *Microsoft Office 2007*
2. How to use the Internet and search engines
3. How to integrate *Microsoft Office*, the Internet, and other technology resources (such as digital cameras, weblogs, wikis) into the secondary school curriculum
4. How to prepare 21st century learners

3.2.D.24. The bidder **should** complete the template in Appendix F.2 for a representative sample of the courses proposed in response to the online professional development component.

3.2.D.25. The bidder **should** describe how the online professional development offerings are aligned to national and state standards.

3.2.D.26. The bidder **should** address design considerations for development of online professional development. The bidder **should** also describe if courses could be accessed via a WVDE portal and/or WVLeads platform.

3.2.D.27. The bidder **should** describe the credentials of the specialists, practitioners, and/or content matter experts developing the content for the online professional development courses proposed.

3.2.D.28. Teachers **should** be able to access short, topic-specific items for training purposes.

3.2.D.29. The online professional development resource **should** be XML specification-based.

3.2.D.30. The online professional development resource **should** be accessed via passwords with varying levels of security for management and other purposes.

3.2.D.31. Teachers **should** be able to access the online professional development resource from home or other sites outside of school.

3.2.D.32. The E-Learning site **should** be browser-independent and should be able to be accessed via Microsoft Internet Explorer and via Netscape Navigator. The bidder **should** identify the minimum browser level requirements.

3.2.D.33. The bidder's proposed Internet component **must** be compatible with the K-12 public school environment. Currently a unified K-12 intranet exists behind two Cisco PIX firewalls

located at two POPs (Points of Presence). The Northern POP is in Morgantown, and the Southern POP is in Charleston. The infrastructure allows all K-12 public schools access to the internet. The state has added filtering services at the POPs. The schools have *Cisco* routers and have been assigned private IP addresses (10.xxx.xxx.xxx) for use behind the firewalls. Each school is assigned only one static public IP address (or a minimal number already being utilized) that provides a conduit through the firewalls for externally initiated TCP/IP communications. The public IP address is typically assigned to an Internet server providing HTTP and FTP services and in some cases may also provide proxy services and VPN (virtual private networking) capabilities. Due to the network configuration, additional public static IP addresses will not be issued to schools. Every school has a minimum 56Kb frame relay; the majority of secondary schools have T-1 lines; a few schools have multiple T-1 lines. All access is shared with WVEIS traffic for WAN communications using TCP/IP protocol. Schools utilize *Microsoft Internet Explorer* or *Netscape Navigator* for Internet browsers. Many school districts use desktop security and other software solutions on school and student computers. See <http://access.k12.wv.us/intranet> for additional information. The bidder **must** describe how the proposed technology solution will work in this environment.

3.2.D.34. The bidder **should** describe all available licensing options. The State is looking for the most cost-effective licensing agreements.

1. Statewide licenses for all secondary schools
2. Site licenses
3. Workstation licenses
4. Concurrent licenses
5. Other (describe)

3.2.D.35. The bidder **should** describe any administrative tools that can be used for accountability purposes.

3.2.D.36. The bidder **should** describe the bidder's willingness to adapt online professional development offerings based upon feedback from educators and the WVDE.

3.2.D.37. The bidder **should** describe the process for providing customized online professional development offerings that are within the scope of this RFP.

Professional Development for System Administration

3.2.D.38. The bidder **must** propose professional development offerings for the administration of local area networks in the school setting.

3.2.D.39. The bidder **should** provide Microsoft certified and Novell certified courses for administration of local area networks.

3.2.D.40. The bidder **should** propose offerings to train school personnel in the following:

1. Utility software
2. Anti-virus software and updates
3. Imaging software
4. Desktop security software
5. Basic trouble-shooting techniques
6. *Microsoft Vista*

Professional Development to Support 21st Century Teachers

3.2.D.41. **All** professional development (instructor-led, online, system administration) **should** be designed with the following components and priorities:

1. Support implementation of *Critical Elements* of the Partnership for 21st Century Skills
2. Provide for sustained professional development and support

3. Provide a variety of examples of implementation
4. Provide for online support to enhance understanding once face-to-face professional development is concluded.
5. Provide teachers the skills they need to prepare students with the skills necessary for success in the 21st century.
6. Develop teachers' understanding of the content standards and objectives and how instruction can integrate content, learning skills, and technology.
7. Support teaching that is rigorous
8. Provide differentiated instructional strategies to engage students in relevant, active learning
9. Support teaching in which teaching and assessment are indivisible.
10. Develop understanding of assessment and how to effectively utilize assessment data to increase student performance
11. Assist teachers in understanding how to develop a variety of classroom assessments, including how to provide students with opportunities for self-assessment

3.2.E Hardware; Network and Workstation Operating System Software

Informational: The WVDE is requiring state-of-the-art multimedia workstations to support 21st Century Instruction in the secondary program. The schools will be networked, with the school's choice as to whether they opt for a lab or distributed systems or a combination. Workstations will be used for multiple instructional uses. Server and network operating systems should be robust with an open architecture capable of being used for multiple applications. The bidder should anticipate future trends of the industry to position schools to leverage the most from the technology allocation.

Refer to Section 3.2.A. for any related prime vendor/systems integrator responsibilities associated with hardware, network and workstation operating system software.

3.2.E.1. The bidder **should** include, as part of the proposal response, specification sheets with detailed descriptions for all hardware items bid.

3.2.E.2. 21st Century Skills Mini-tower Workstation – Minimum Specifications – Mandatory. The following specifications for a computer workstation are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, IBM/Lenovo*)
2. Mini-tower Form Factor
3. *Intel* Pentium D Processor – 2.8 GHz
4. 1 GB RAM
5. 80GB Hard Disk Drive
6. DVD/CDRW Optical Drive
7. USB 2-Button Optical Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Audio Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. Parallel Port
13. Serial Port
14. Four USB Ports
15. *Microsoft Windows Vista* Operating System and recovery/restore provision.
16. Four year on-site warranty, parts and labor, with 2nd business day response
17. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.3. The bidder **should** describe the workstation recovery/restore provision in 3.2.E.2. #15

3.2.E.4. 21st Century Skills Desktop Workstation – Minimum Specifications – Mandatory. The following specifications for a computer workstation are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, IBM/Lenovo*)
2. Desktop Form Factor
3. *Intel* Pentium D Processor – 2.8 GHz

4. 1 GB RAM
5. 80GB Hard Disk Drive
6. DVD/CDRW Optical Drive
7. USB 2-Button Optical Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Audio Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. Parallel Port
13. Serial Port
14. Four USB Ports
15. Microsoft Windows Vista Operating System and recovery/restore provision.
16. Four year on-site warranty, parts and labor, with 2nd business day response
17. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.5. Small Form Factor Workstation – Minimum Specifications – Desirable. The following specifications for a computer workstation are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, IBM/Lenovo*)
2. Small Form Factor
3. *Intel* Pentium D Processor – 2.8 GHz
4. 1 GB RAM
5. 80GB Hard Disk Drive
6. DVD/CDRW Optical Drive
7. USB 2-Button Optical Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Audio Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. Parallel Port
13. Serial Port
14. Four USB Ports
15. *Microsoft Windows Vista* Operating System and recovery/restore provision.
16. Four year on-site warranty, parts and labor, with 2nd business day response
17. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.6. The bidder **should** describe the workstation recovery/restore provision in 3.2.E.2. #15

3.2.E.7. Power Workstation – Minimum Specifications – Desirable. The following specifications for a computer workstation are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, IBM/Lenovo*)
2. Form Factor (Desktop or Mini-tower)
3. *Intel Core 2 Duo* Processor – 2.4 GHz

4. 2 GB RAM
5. 160GB Hard Disk Drive
6. DVD+/-RW Optical Drive
7. USB 5-Button Optical Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Audio Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. Parallel Port
13. Serial Port
14. Four USB Ports
15. *Microsoft Windows Vista* Operating System and recovery/restore provision.
16. Four year on-site warranty, parts and labor, with 2nd business day response
17. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.8. The bidder **should** describe the workstation recovery/restore provision in 3.2.E.2. #15

3.2.E.9. Workstation Monitors – Mandatory

1. 15" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation)
2. 17" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation)

3.2.E.10 Workstation Monitors – Desirable

1. 15" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation) with USB 2.0 high speed ports
2. 17" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation) with USB 2.0 high speed ports
3. 17" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation) with DVI (Digital Video Interface) input, USB 2.0 high speed ports
4. 19" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation) with USB 2.0 high speed ports
5. 19" Flat Panel Monitor, Resolution 1280x1024 (max) (Same brand as workstation) with DVI (Digital Video Interface) input, USB 2.0 high speed ports

3.2.E.11. Workstation Accessories and Upgrades – Mandatory

1. Upgrades to workstation RAM (1G, 2GB, 4GB)
2. Speakers with AC Power Adapter (specify brand)
3. Headphones (specify brand)
4. Microphone (specify brand)

3.2.E.12. Workstation Accessories and Upgrades – Desirable

1. Optional Floppy Drive – Internal and/or External
2. Upgrades to workstation Hard Disk Drive (160GB, 250GB)
3. USB 5-Button Optical Mouse
4. Intel Core 2 Duo Processor Upgrade Options
5. Sound Bar for Monitor
6. 16X DVD+/-RW Optical Drive
7. 1394 Controller
8. Workstation management software client (should allow remote management and reporting of predictive failures and system status)

9. The bidder **should** describe any additional hardware items that come with the computer and any additional software that comes as a package.
10. The bidder **should** describe any specifications on the workstation that exceed the minimum specifications required.

3.2.E.13. USB Flash Drives – Desirable

1. 1GB
2. 2GB
3. 4GB

3.2.E.14. 21st Century Skills Notebook Computer – Mandatory - Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leader Quadrant vendor (*Dell, IBM/Lenovo, HP*) and model notebook computer
2. *Intel Core Duo* Processor – 1.8 GHz
3. 1 GB RAM
4. 80GB Hard Disk Drive
5. DVD/CDRW Optical Drive
6. Integrated Video Graphics Adapter
7. Integrated Audio Adapter
8. Integrated Gigabit Ethernet Network Interface Card
9. Integrated Wireless LAN (802.11b/g)
10. 14.1 TFT Display
11. 56K V. 92 Modem – Integrated
12. Battery and charger
13. External monitor interface
14. PCMCIA card slot
15. Parallel Port
16. Two USB Ports
17. *Microsoft Windows Vista* Operating System and recovery/restore provision.
18. Four year on-site warranty, parts and labor, with 2nd business day response
19. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.15. Power Notebook Computer – Desirable - Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leader Quadrant vendor (*Dell, IBM/Lenovo, Toshiba*) and model notebook computer
2. *Intel Core 2 Duo* Processor – 2.1 GHz
3. 2GB RAM
4. 120GB Hard Disk Drive
5. DVD +/-RW Optical Drive
6. Integrated Video Graphics Adapter
7. Integrated Audio Adapter
8. Integrated Gigabit Ethernet Network Interface Card
9. Integrated Wireless LAN (802.11b/g)
10. 14.1 TFT Display
11. 56K V. 92 Modem – Integrated
12. Battery and charger
13. External monitor interface
14. PCMCIA card slot
15. Parallel Port

16. Two USB Ports
17. *Microsoft Windows Vista* Operating System and recovery/restore provision.
18. Four year on-site warranty, parts and labor, with 2nd business day response
19. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.16. Tablet PC Computer – Desirable - Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leaders Quadrant vendor (*Dell, IBM/Lenovo, HP*) and model notebook computer
2. *Intel* Pentium M Low Voltage – 1.8 GHz
3. 1 GB RAM
4. 60GB Hard Disk Drive
5. DVD/CDRW Optical Drive (May be USB external)
6. Integrated Video Graphics Adapter
7. Integrated Audio Adapter
8. Integrated Gigabit Ethernet Network Interface Card
9. Integrated Wireless LAN (802.11b/g)
10. 180 degree rotating screen
11. 12.1 TFT Display
12. 56K V. 92 Modem – Integrated
13. Battery and charger
14. External monitor interface
15. PCMCIA card slot
16. Parallel Port
17. Two USB Ports
18. *Microsoft Windows XP Tablet Edition* Operating System and recovery/restore provision.
19. Four year on-site warranty, parts and labor, with 2nd business day response
20. Pre-Shipment Configuration: e.g., the bidder completes pre-shipment configuration activities, including preparation, testing, and installation of the WVDE-approved workstation image to include the operating system, *Microsoft Office* (if purchased or if county provides proof of license), *Open Office* software, anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

3.2.E.17. Notebook/Tablet Computer Accessories and Upgrades – Desirable

1. Upgrades to notebook RAM (1G, 2GB, 4GB)
2. Upgrades to notebook Hard Disk Drive (120GB, 160GB)
3. DVD+/-RW
4. Mobile Mouse
5. External battery charger
6. Spare battery
7. 1394 Controller
8. Serial Port
9. Bluetooth Wireless Adapter
10. Floppy Drive (Internal or External)
11. Docking Station/Port Replicator Options
12. External Keyboard
13. USB 2-button mouse
14. Carrying Case

3.2.E.18. Mobile Notebook Computer Storage Cart –15 unit - Desirable

1. Compatible with Notebook Computer bid.
2. Internal power
3. Lockable
4. Built-in capacity to recharge computers

3.2.E.19. Mobile Notebook Computer Storage Cart –30 unit - Desirable

1. Compatible with Notebook Computer bid.
2. Internal power
3. Lockable
4. Built-in capacity to recharge computers

3.2.E.20. 21st Century Skills Server – Minimum Specifications—Mandatory. The following specifications for a server are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leader Quadrant vendor (*Dell, Hewlett Packard, IBM*) and model file server
2. Tower Form Factor
3. *Intel Duo Core XEON* Processor – 2.4 GHz
4. 2GB RAM
5. (2) 80GB Hard Drives capable of RAID 1
6. DVD/CDRW Optical Drive
7. USB 2-Button Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Audio Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. Parallel Port
13. Serial Port
14. 4 USB Ports
15. Four year on-site warranty, parts and labor, with 2nd business day on-site response

3.2.E.21 Power Server – Minimum Specifications—Mandatory. The following specifications for a server are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leader Quadrant vendor (*Dell, Hewlett Packard, IBM*) and model file server
2. Tower Form Factor
3. *Intel Duo Core XEON* Processor – 3 GHz
4. 4GB RAM
5. (3) 73GB Hot Swappable Hard Drives capable of RAID 5
6. RAID 5 Controller
7. DVD/CDRW Optical Drive
8. USB 2-Button Mouse
9. USB 101 Key Enhanced Keyboard
10. Integrated Video Graphics Adapter
11. Integrated Audio Adapter
12. Integrated Gigabit Ethernet Network Interface Card
13. Parallel Port
14. Serial Port
15. 4 USB Ports
16. Four year on-site warranty, parts and labor, with 2nd business day on-site response

3.2.E.22. Rack Mount Server – Minimum Specifications—Desirable. The following specifications for a server are minimum specifications. Bidders may submit specifications that exceed the minimum requirements.

1. Gartner Leader Quadrant vendor (*Dell, Hewlett Packard, IBM*) and model file server
2. Rack Mounted
3. *Intel Duo Core XEON* Processor – 3 GHz
4. 4GB RAM
5. (3) 73GB Hot Swappable Hard Drives capable of RAID 5
6. RAID 5 Controller
7. DVD/CDRW Optical Drive
8. USB 2-Button Mouse
9. USB 101 Key Enhanced Keyboard
10. Integrated Video Graphics Adapter
11. Integrated Audio Adapter
12. Integrated Gigabit Ethernet Network Interface Card
13. Parallel Port
14. Serial Port
15. 4 USB Ports
16. Four year on-site warranty, parts and labor, with 2nd business day on-site response

3.2.E.23. Server Accessories and Upgrades – Mandatory

1. 1500VA Uninterruptible Power Supply with Software
2. Upgrades to Server RAM (4GB)
3. Upgrades to Server Hard Disk Drives (160GB)

3.2.E.24. Server Accessories and Upgrades – Desirable

1. Upgrades to Server RAM (4GB, 8GB, 16GB)
2. Upgrades to Server Hard Disk Drives (160GB, 250GB, 500GB)
3. Drive Controller with RAID 5 Support
4. 1.44MB Floppy Drive
5. 20/40GB Tape Drive
6. 200/400GB Tape Drive
7. Tape Backup Software to match Tape Drives
8. 3000VA Uninterruptible Power Supply with Software
9. Gigabit Ethernet Fiber Network Interface Card
10. Rack Mount Options
11. Rack Mounted Monitor
12. Rack Mounted Keyboard
13. Server management software (should allow the following; remote management, reporting of predictive failures, and system status)
14. The bidder should describe any additional hardware items that come with the computer and any additional software that comes as a package.
15. The bidder should describe any specifications on the server that exceeds the minimum specifications required.

3.2.E.25. Desktop Laser Printer – Minimum Specifications – Mandatory

1. *Lexmark or Hewlett Packard*
2. PCL 6 compatible
3. 30 PPM
4. True 600x600 dpi
5. 32 MB of RAM
6. Ethernet 10/100 Network Port/Adapter
7. Manufacturer's Warranty - Describe

3.2.E.26. Network Laser Printer – Minimum Specifications - Mandatory

1. *Lexmark or Hewlett Packard*
2. PCL 6 compatible
3. 50 PPM
4. True 1200x1200 dpi
5. 128 MB of RAM
6. Duty Cycle – 200,000 pages per month or greater
7. Ethernet 10/100 Network Port/Adapter
8. Manufacturer's Warranty - Describe

3.2.E.27. Network Color Laser Printer - Desirable

1. *Lexmark or Hewlett Packard*
2. PCL 6 compatible
3. 31 PPM Mono
4. 31 PPM Color
5. True 600x600dpi
6. 128 Mb of RAM
7. Duty Cycle – 10,000 pages per month or greater
8. Ethernet 10/100 Adapter (Print Server)
9. Manufacturer's Warranty - Describe

3.2.E.28. Printer Cables – Mandatory

1. IEEE-1284 compliant parallel printer cable – 6 ft
2. IEEE-1284 compliant parallel printer cable – 10 ft
3. USB – 6 ft.

3.2.E.29. Data Projector #1 – Mandatory

1. Brightness – 1600 Lumens
2. Native Resolution – SVGA 800x600
3. Keystone Correction
4. Manufacturer's Warranty – Describe
5. Carrying Case

3.2.E.30. Data Projector #2 – Desirable

1. Brightness – 2100 Lumens
2. True Resolution – XGA 1024x768
3. Keystone Correction
4. Manufacturer's Warranty – Describe
5. Carrying Case

3.2.E.31. Data Projector #3 – Desirable

1. Brightness – 3100 Lumens
2. True Resolution – XGA 1024x768
3. Keystone Correction
4. Manufacturer's Warranty – Describe
5. Carrying Case

3.2.E.32. Data Projector Accessories – Desirable

1. SVGA Video Y-Splitter Cable (for using projectors with desktop)
2. 25' SVGA Video (monitor extension) Cable

3. Mounting Kits

3.2.E.33. Interactive White Boards– Mandatory

1. 77" Diagonal Writing Surface
2. Manufacturer's Warranty – Describe
3. Interactive pen
4. Software - Describe

3.2.E.34. The bidder **should** describe the functionality of the electronic whiteboard. The functionality **should** include, but not necessarily be limited to, the following:

1. Programmable soft keys
2. Virtual white board capability
3. Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer
4. Durable surface
5. No external power supply required when using USB port
6. Pen holder for left or right side mounting
7. Hand writing recognition software
8. Encyclopedia
9. Clip art library
10. Extension wand
11. Capability to be used as a white board with dry erase markers
12. Web-based, instructor-led training
13. Site-license software
14. Electronics compatible w/ latest RoHS standards
15. Removable electronics module for ease of maintenance
16. Other

3.2.E.35. Interactive White Boards – Desirable

1. 60" – 65" Diagonal Writing Surface
2. Manufacturer's Warranty – Describe
3. Interactive Pen
4. Software and functionality – describe
5. Should be same manufacturer as board bid in response to 3.2.E.n.

3.2.E.36. Interactive White Boards Accessories and Upgrades – Desirable

1. Additional Interactive Pens
2. Wireless options (connectivity between board and computer)
3. Mobile Stand
4. Wall Mount options
5. Mobile Presentation Tablet
6. Personal responders and software
7. Audio system
8. Projector that can be attached / positioned close to the board to prevent shadowing
9. All applicable cables and accessories to complement white board

3.2.E.37. Handheld Computing Device and Software Applications– Desirable

The bidder should bid a PDA/handheld computing device that is designed to supplement and complement student computer use in the classroom. The bidder **should** describe the application of handhelds as instructional tools in the classroom, including but not necessarily limited to the following specifications:

1. Operating system; *Windows Mobile* and/or *Palm* – bidder **should** bid both or **should** justify choice based upon educational applicability

2. Student applications – type and number
3. Software written for the operating system (proposal **should** include appropriate student software applications for use in English, Social Studies, Science, and Mathematics classrooms)
4. Long battery life and rechargeable battery
5. Portable keyboard and other peripherals
6. Capacity to be synchronized with *Microsoft Office* products
7. Compatibility w/ PCs
8. Expansion slots
9. Plug & play
10. Memory specifications
11. Screen –bidder **should** bid models that have color displays and models with displays that are shades of gray; bidder **should** describe if the screen is backlit and active matrix
12. Wireless modems
13. Wireless network interface cards
14. Science probes
15. Internet access
16. Rugged case
17. Modules and ease of installation
18. Calculator function
19. USB port
20. The bidder **should** present a clear vision for how these devices can be used by students in the secondary classroom to support the curriculum (rather than personal calendaring features)
21. The bidder **should** discuss implications for classroom use for file storage, file sharing, shared/multiple users for handhelds
22. The bidder **should** describe the professional development offerings for these devices
23. The selected bidder **should** plan to present 'awareness' sessions to county personnel for planning purposes

3.2.E.38. Document Camera – Desirable

1. Camera
2. LED light module
3. Display resolution – 1024 x 768 minimum
4. Base lighting
5. Ability to capture images in .jpeg format; can capture images onto PC
6. USB port(s)
7. 12X zoom capability
8. Warranty – describe

3.2.E.39. Digital Camera – Desirable

1. Digital camera
2. 6.0 megapixel
3. Built-in flash
4. Display size – 2.5"
5. 4X optical zoom
6. SD card compatible
7. 1 GB SD card
8. Optional accessories / upgrades – Bidder **should** describe.

3.2.E.40. Fourier Nova 5000 Student Learning Appliance or comparable computing device – Desirable

1. Fourier Nova 5000 or comparable
2. Keyboard

3. Mouse
4. 7" TFT LCD screen
5. Touch screen
6. 64 MB RAM minimum
7. 128 MB flash memory
8. Intel PXA 270 processor, 524 MHz
9. 10/100 Ethernet port
10. Built-in WiFi, 802.11g
11. 3 USB ports
12. Windows CE 5.0 operating system
13. Word processor
14. Spreadsheet
15. Presentation
16. Ports for probes
17. Email client

3.2.E.41. Surge Suppressor – Desirable. The bidder **should** propose an option for a 4-outlet (or greater) surge suppressor with built-in circuit breaker.

3.2.E.42. The bidder **should** complete Appendix G, Hardware Warranty Template, for all hardware items identified on the appendix.

3.2.E.43. Network Operating Systems – Novell Netware 6.5 -- Mandatory.

1. Netware Version 6.5 Full Version Pricing
 - a. 5-User License
 - b. 10-User License
 - c. 25-User License
 - d. 50-User License
 - e. 100-User License
2. Netware Version 6.5 Upgrade Pricing
 - a. 5-User License
 - b. 10-User License
 - c. 25-User License
 - d. 50-User License
 - e. 100-User License

3.2.E.44. Network Operating Systems – Windows 2003 Server - Mandatory.

1. Microsoft Windows 2003 R2 Server Media
2. Microsoft Windows 2003 R2 Server License
3. Microsoft Windows 2003 R2 Enterprise Server Media
4. Microsoft Windows 2003 R2 Enterprise Server License
5. Microsoft Windows 2003 R2 Server client license

3.2.E.45. Caching/Proxy Server Software – Novell BorderManager Enterprise Edition Version 3.8 - Bidder should describe licensing options. - Desirable

3.2.E.46. Caching/Proxy Server Software - Microsoft Internet Security and Acceleration (ISA) Server 2006- Bidder should describe licensing options. - Desirable

1. Microsoft Internet Security and Acceleration (ISA) Server Standard Edition
2. Microsoft Internet Security and Acceleration (ISA) Server Enterprise Edition

3.2.E.47. Workstation and Server Management – Novell ZENworks – bidder should describe licensing options. – Desirable

3.2.E.48. Microsoft Windows XP Professional Full Version with original CD - Desirable

3.2.E.49. Microsoft Windows XP Professional Upgrade Version with original CD – Desirable

3.2.E.50. Microsoft Windows Vista Professional Full Version with original CD - Desirable

3.2.E.51. Microsoft Windows Vista Professional Upgrade Version with original CD – Desirable

3.2.E.52. If the bidder's proposed solution uses hardware or operating system software that it is not specified in this section, the bidder **should** identify such equipment or software, provide specification sheets, explain its use, and provide costs on the component cost sheets.

3.2.E.53. The bidder **should** describe the anticipated path and timelines for the *Intel Pentium 4* processor as it relates to the hardware bid.

3.2.E.54. The bidder **should** propose a process to discuss and present possible "futures" technology to the WVDE.

3.2.F Infrastructure Network Cabling and Equipment Component

Informational: The WVDE is interested in building networks in public schools that will support 21st Century Instruction. These networks should be robust and comply with industry standards. Further, the networks should be scalable to allow expansion as the demands of technology implementation increase. Since cost is a constant consideration, the WVDE seeks a solution that will build upon installed certified infrastructure and permit the use of federal e-rate funding, and provide the best use of state technology dollars.

Refer to Section 3.2.A. for any related prime vendor/systems integrator responsibilities associated with infrastructure network cabling and equipment component.

Electronics

3.2.F.1. The bidder **must** bid to provide state-of-the-art structured network cabling and electronics. The schools will be networked with the following configurations:

- Lab
- Distributed to classroom
- Combination of Lab and Distributed
- Wireless

3.2.F.2. The bidder **must** bid a full line of network electronics (Layer II and Layer III switching) up to and including the following product lines, or equivalent.

- *Nortel: Baystack 5500 series*
- *Cisco: Catalyst 3700 series*
- *3Com: SuperStack 4 5500 series*

3.2.F.3. The bidder **must** bid to provide a full line of network electronics (including Layer II and Layer III Switching) and accessories from *Nortel Networks*.

3.2.F.4. The bidder **must** bid to provide a full line of network electronics (including Layer II and Layer III Switching) and accessories from *Cisco Systems*.

3.2.F.5. The bidder **must** bid to provide a full line of network electronics (including Layer II and Layer III Switching) and accessories from *3Com*.

3.2.F.6. Specification sheets with detailed descriptions for all network items bid **should** be included in the proposal.

3.2.F.7. The bidder **must** provide a minimum of a one-year on-site warranty for all electronics bid.

3.2.F.8. Uninterruptible Power Supply (UPS) for Electronics- Mandatory

1. Rack Mountable

3.2.F.9. Uninterruptible Power Supply (UPS) for Electronics- Desirable. Bidder should bid various levels of UPS's.

1. 750 VA minimum
2. 1000 VA minimum
3. 1500 VA minimum
4. 2200 VA minimum
5. 3000 VA minimum

Data Cable

3.2.F.10. The bidder **must** bid to provide all necessary cabling, drops, and accessories needed to provide 1000Mbps Switched Ethernet to the desktop.

3.2.F.11. The bidder **must** bid to provide all necessary fiber optic cabling and accessories for backbone and wiring between all Distribution Frames.

3.2.F.12. The WVDE expects that the bidder **should** provide discounts based on factors such as multiple drops to the same room, a large number of drops to a single site, several schools in the same geographic area, etc. This information is to be included in the bidder's cost proposal and NOT in the written technical proposal.

3.2.F.13. Data Cable – Copper – Minimum Specifications - Mandatory

1. Unshielded Twisted Pair
2. Category 5e
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Plenum Rated

3.2.F.14. Data Cable – Copper – Minimum Specifications - Mandatory

1. Shielded Twisted Pair
2. Category 6
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Plenum Rated

3.2.F.15. Data Cable – Fiber - Minimum Specifications – Mandatory

1. 6 Strand Multi-Mode
2. 12 Strand Multi-Mode
3. Plenum Rated

3.2.F.16. Patch Cables – Copper – Minimum Specifications - Mandatory

1. Unshielded Twisted Pair
2. Category 5e
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth

3.2.F.17. Patch Cables – Copper – Minimum Specifications - Mandatory

1. Unshielded Twisted Pair
2. Category 6
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth

3.2.F.18. Patch Cable Lengths – Copper – Minimum Specifications - Desirable

1. 3'
2. 5'
3. 7'
4. 10'
5. 15'
6. 25'

3.2.F.19. Data Cable Accessories - Desirable

1. Cable trays
2. Wire guides
3. Bridle rings
4. Racks (wall-mounted, enclosed, and floor-mounted models)
5. Shelves (wall-mounted)
6. Patch panels and supports
7. Conduit/Panduit

3.2.F.20. The bidder **must** provide a minimum of a five-year on-site warranty for all cabling materials, workmanship, and performance

3.2.F.21. The bidder **should** provide a 15-year on-site warranty for all cabling materials, workmanship, and performance.

Wireless

3.2.F.22. The bidder **must** bid to provide a full line of wireless electronics and accessories.

3.2.F.23. The bidder **should** bid to provide a full line of wireless (802.11b/g) network electronics and accessories from Nortel Networks.

3.2.F.24. The bidder **should** bid to provide a full line of wireless (802.11b/g) network electronics and accessories from Cisco Systems.

3.2.F.25. The bidder **should** bid to provide a full line of wireless (802.11b/g) network electronics and accessories from 3COM.

Caching Appliance

3.2.F.26. The bidder **must** bid to provide a full line of Content/Caching Engines and accessories from Cisco Systems.

3.2.F.27. The bidder **should** complete Appendix G, Warranty Information, for all electronics identified in the appendix.

3.3 Special Terms and Conditions:

3.3.1 Bid Bond:

Vendors are required to post a bid bond in the amount of \$25,000 to guarantee until award the availability of the equipment or services. If there are multiple proposals, a single \$25,000 bid bond shall be submitted. The bid bond shall be submitted with the technical proposal to the Purchasing Division. A bid bond shall be in the form of a policy or certificate issued by a reputable surety company. A certified check, or cashier's check made payable to the State of West Virginia, will also serve as the bid bond.

THE BID BOND **MUST** BE INCLUDED IN THE PURCHASING DIVISION'S ORIGINAL **TECHNICAL PROPOSAL** RESPONSE TO THE RFP. (Do NOT include with the technical proposal convenience copies.)

3.3.2 Insurance Requirements:

The successful bidder will have and maintain \$2 million liability insurance. Insurance certificates are required prior to award but are not required at the time of the bid.

3.3.3 License Requirements:

The successful bidder **MUST** have a **West Virginia Contractor's License**. If partnering with subcontractors, only the vendor actually performing the installation of network cabling **must** hold the contractor's license. **THE LICENSE NUMBER MUST BE INCLUDED WITH THE BID, BUT THE CERTIFICATE WILL BE REQUIRED ONLY FROM THE SUCCESSFUL BIDDER.** If the prime vendor replaces the networking installation vendor any time during the term of the contract, prior written approval from the WVDE and a properly executed change order to the contract **must** be processed. The replacement **must** have a contractor's license and provide a copy before the change will be approved.

Failure to submit an appropriate bond or alternate bond with the proposal at the time of bid opening will result in automatic disqualification of the vendor's proposal and the proposal will be considered non-responsive.

PART 4 PROPOSAL FORMAT

4.1 Vendor's Proposal Format:

The information below outlines the format the bidder **should** follow in arranging the proposal. The proposal **should** be formatted in the same order and providing the information listed below. This part of the RFP specifies the information that **should** be included and describes the criteria that the evaluation committee will use in comparing bidder proposals and awarding points.

For your convenience, the WVDE will post a copy of the RFP sections to the <http://access.k12.wv.us> web page for bidders to use in preparing their responses. In any discrepancies between the hard copy and the copy posted to the website, the hard copy shall prevail. The RFP is in *Microsoft Office* format.

After the pre-bid conference, any addenda will be mailed to all bidders who attend the mandatory pre-bid conference and register their attendance at the conference.

Bidders are required to submit two separate proposals, described below, in response to this RFP:

1. Written technical proposal
2. Cost proposal

4.1.1 Written Technical Proposal Format:

The information below outlines the format the bidder **should** follow in arranging the written technical proposal. The proposal **should** be formatted in the same order and provide the information listed below.

Title Page – Appendix A

The bidder's technical proposal **must** have a title page with the following information:

- RFP Subject and number
- Vendor name
- Vendor's business address
- Vendor's telephone number
- Name of authorized contact person to speak on behalf of the Vendor
- Contact name for proposal clarification
- Date
- Signature

Bid Bond (Section 3.3.1)

Must be included in the Purchasing Division's original technical proposal

West Virginia Contractor's Licenses (Section 3.3.3)

License number(s) **must** be included in the written technical proposal.

Agreement Addendum Form WV-96: (Appendix J) - The signed WV-96 should be included in the bidder's proposal response. It will be a requirement of the successful bidder to execute the Form WV-96. See <http://www.state.wv.us/admin/purchase/vrc/wv96.pdf>.

Debt Affidavit (Appendix K) – See <http://www.state.wv.us/admin/purchase/vrc/nodebt.pdf>.

Table of Contents – The proposal **should** have a table of contents that clearly identifies the material by section and page number.

Responses to Sections 3.2 -

The written technical proposal **should** be provided in a 3-ring binder with tabs and **should** be organized with the component information provided under appropriate tabs. The bidder's proposal should be formatted to include the responses to the proposal components under separate and clearly labeled sections in the written technical proposal. The pages of the proposal **should** be numbered consecutively throughout the response (rather than within each section). However, bidders are encouraged to include page footers or headers indicating the section to which the responses on the page refer.

The bidder's proposal **shall** be submitted in hard copy.

Bidders are discouraged from submitting advertising literature, unless they contain information directly related to the proposal response and there is a specific reference in the response to the page number(s) where relevant sections are to be found. Proposals **should** be prepared simply and economically, providing a straightforward, concise description of the bidder's capability to satisfy the RFP requirements. Special bindings, color displays, promotional materials, etc., are not desired. Emphasis **should** be on completeness and clarity of content.

In preparing a response, the bidder **should** first restate the specification, and then include the bidder's response.

In the written technical proposal, the bidder **should** respond to RFP specifications with relevant discussion, thoroughly describing the means proposed to satisfy the needs identified under each component.

Proposal Checklist (Appendix C) -

The mandatory sections included in part 3 and 4 require a response, and they describe the minimum requirements requested in this RFP. Any specification or statement containing the word "must", "shall," or "will" are mandatory. The vendor is required to meet the intent of the mandatory specifications in order to be eligible for consideration and to continue in the evaluation process. A simple "yes" or "no" response to these sections is not adequate. Failure to meet mandatory items shall result in disqualification of the vendor's proposal and the evaluation process terminated for that vendor. Decisions regarding compliance with the intent of any mandatory specification shall be at the sole discretion of the State.

A checklist of mandatory and desirable items is included in Appendix C for the bidder's use in ensuring that all items have been addressed. The bidder **should** complete the Proposal Checklist (Appendix C) by indicating whether the bidder has met each mandatory item and each desirable item. The bidder **should** indicate the page number and paragraph reference in the proposal that contains the information demonstrating that the bidder has met the intent of the specification. Simply responding 'met' may not be considered an adequate response. Bidders are encouraged to reply in writing to mandatory specifications to ensure that they understand the intent of the specification.

It is important for all references to be clear and accurate. While the evaluation committee wants to review all appropriate vendor information, it is not the committee's responsibility to find information that is not referenced, or to search through all bidder materials to find answers that the bidder has not directly answered.

If information is included in your response that applies to more than one question, you may either provide the information multiple times OR you may include the information in an appendix with CLEAR and ACCURATE references in the proposal to the location of the information in the appendix.

4.1.2 Cost Proposal Format:

The information below outlines the format the bidder **should** follow in arranging the written technical proposal. The proposal **should** be formatted in the same order and provide the information listed below.

Remember that all cost information **must** be included in the Bidder's COST proposal and is NOT to be included in the written technical proposal. Inclusion of cost information in the written technical proposal may result in disqualification of the bidder's proposal from further consideration.

Certificate of Prices and Proposal Certification (Appendix B)

The Certificate of Prices and Proposal Certification **must** be included in the bidder's cost proposal.

Component Cost Sheets (Appendix H)

ALL costs associated with this procurement **must** be listed on the Component Cost Sheets supplied in Appendix H of this RFP. The bidder shall propose costs for each unit bid by individual unit and showing any quantity discounts proposed by the bidder. The cost tables are to show the straight purchase costs stated in firm dollar amounts. Indicating additional costs by the use of phrases such as "plus expenses" or "costs to be determined" is not acceptable and may be deemed as non-responsive.

All items and costs are to adhere to the RFP specifications and to the items proposed in the bidder's proposal response. All costs **must** be identified. The bidder will provide, at no additional charge, any item or service proposed by the bidder for which a cost is not identified in the cost proposal. If the Component Cost Sheets do not include all item and cost categories necessary for the bidder's response, it is the bidder's responsibility to itemize these costs under "Other Associated Costs". For clarity, it is appropriate for the bidder to show a line item without a cost if the bidder offers it as such.

Profile Cost Response Sheets (Appendix I)

The cost proposal **must** include the bidder response to the cost profile.

Resident Vendor Preference Certificate (Appendix L):

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the cost proposal. See <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

4.2 Evaluation Process

A committee of three (3) or more individuals will evaluate the proposals in accordance with the criteria stated. The Vendor who meets all the mandatory specifications, attains the final highest point score of all vendors (possible one hundred 100 points maximum) shall be awarded the contract.

The selection of the successful vendor will be made by a consensus of the evaluation committee. The criteria and the assigned weight factors follow.

4.2.1 Evaluation Criteria & Points Possible

The State will select the successful vendor's proposal based on best value purchasing, which is not necessarily the low bidder. Cost is considered but is not the sole determining factor for award. The State does reserve the right to accept or reject any or all of the proposals, in whole or in part, without prejudice if to do so is felt to be in the best interests of the State.

The State may award any or all parts of the bid in the manner determined to be in the best interest of the State. The award may be made to a single or multiple prime vendors.

The State reserves the right to waive any informality in the proposal format.

The chart below shows the points possible for each component during the three evaluation phases (written technical proposals, demonstrations, cost proposals).

Component	Total Points Possible
A. Prime Vendor/Systems Integration	20
B. Application Software	3
C. Resources for Classroom Curriculum / Technology Integration Activities	6
D. Professional Development	12
E. Hardware, Network and Workstation Operating System Software	12
F. Network Infrastructure Services and Hardware	2
Subtotals	55
Cost	45
Total	100

4.2.2 Evaluation of Written Technical Proposals

The committee will review each proposal to ensure that all mandatory requirements have been met. Any bidder response in which the bidder fails to meet any mandatory requirement will be disqualified and removed from further consideration in the evaluation.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right to ask vendors for additional information to clarify their proposals. All requests for clarification shall be through the Purchasing Division Buyer. Nothing may be added to alter the written solution or method contained in the original proposal after the bid opening.

Minimum Acceptable Score:

The evaluation committee will use a process called "Minimum Acceptable Score" (MAS) in the evaluation process. The MAS process requires that a bidder score a minimum percentage of the total points possible on the written technical portion of the proposal in order to qualify to continue to the next level of the evaluation process.

Vendors must score a minimum of 70% of the total technical points possible for the written proposal. The minimum qualifying score would be 70% of 55 points or 39 points, to be eligible for further consideration and to continue in the evaluation process. All vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

4.2.3 Evaluation of Demonstration/Oral Presentation

A bidder must meet all mandatory requirements on the written technical evaluation to qualify for a demonstration/oral presentation. Any bidder response failing to meet the mandatory requirements will be disqualified and removed from further consideration in the evaluation process.

The Evaluation Committee shall then require remaining qualified bidders to demonstrate their proposed solution(s) and/or to provide an oral presentation. This may include any function, product, or system capability included in the bidder's proposal. Bidders asked to provide a demonstration/oral presentation shall prepare a demonstration of all components of the proposed solution to a substantial level of its functionality and compliance with the specifications of this proposal.

The demonstration shall take place in the vicinity of Charleston, West Virginia. The qualifying bidder will be responsible for set-up for the demonstration and for expenses incurred in preparing for and providing the demonstration. Purchasing will provide qualifying bidders a minimum one-week notice to prepare for the demonstration. Bidders may not have a choice as to demonstration date or time.

4.2.4 Evaluation of Cost Proposals

Cost proposals shall be evaluated only in that instance where the bidder's response has met all mandatory requirements and has received a minimum qualifying score of at least 70% in the written technical evaluation.

For each cost proposal that is evaluated, the evaluation committee will determine its compliance with the instructions to bidders set forth in this RFP. The cost proposals shall be examined to determine if they are consistent with the requirements for the cost proposals and that the calculations are accurate. If any variance in prices between the summary schedule and other schedules is found, the detailed pricing schedules shall prevail.

Any cost proposal that is incomplete, in which there are significant inconsistencies or inaccuracies, or that does not comply with the requirements for the cost proposal submission contained in this RFP, may be rejected.

The costs to be used in the evaluation will be from the bidder response to the School Profile found in Appendix I.

The profile will be used to measure the cost of the bidder's solutions to meet the stated needs. It is included as a mechanism to evaluate cost of the bidder's configurations designed to meet typical school needs and to review the bidder's methodology for configuring the system. All costs associated with the profile are to be listed on the Profile Cost Response Sheets found in Appendix I and on the Component Cost Sheets in Appendix H.

The school profile is intended for evaluation purposes only. The bidder should not assume that the profile is a projection of all future school procurements. It is intended as a representative profile to evaluate the total cost of the bidder's solution, including both mandatory and desirable items. To adequately reflect the amount of money to be spent per component in ratio to the total system costs, the evaluation committee will use the profile technique to provide the weighted costs. The bidder will be asked to identify all costs. If the profile requires an item or service that the bidder does not provide, the bidder **should** identify the items or services not provided. So as not to penalize the bidder proposing complete profile responses, the WVDE reserves the right to add to the profile response the highest cost bid by any other bidder for such missing item(s) and/or service(s). This is done for the purposes of cost evaluation.

If any variance between the Profile Response Sheets and the detailed Component Cost Sheets is found, the detailed component cost sheet pricing will prevail. The WVDE may, at its option, ask bidders to clarify information in their cost proposals and to correct the bidder's profile cost sheets to address any discrepancies. Quick turnaround time will be required.

For each cost proposal that is opened, the cost proposal shall be evaluated to determine its compliance with the instructions to bidders set forth in this RFP. The cost proposals shall be examined to determine if they are consistent with the requirements for the cost proposals and that the calculations are accurate. If any variance in prices between the summary schedule and other schedules is found, the detailed pricing schedules shall prevail. The State will request correction of that bidder's summary schedule to address any discrepancies.

Any cost proposal that is incomplete, in which there are significant inconsistencies or inaccuracies, or that does not comply with the requirements for the cost proposal submission contained in this RFP, may be rejected by the WVDE. The State reserves the right to reject any or all proposals, in whole or in part.

Vendor's failure to provide complete and accurate information may be considered grounds for disqualification. The State reserves the right if necessary to ask vendors for additional information to clarify their proposals. Nothing may be added to alter the written solution or method contained in the original proposal after the bid opening.

For evaluation purposes, the cost points will be calculated as shown in the following formula:
Each profile in the cost proposal cost will be evaluated by use of the following formula:

$$\frac{\text{Lowest price of all proposals}}{\text{Price of Proposal being evaluated}} \times 30 = \text{Price Score}$$

Examples:*

$$\text{Vendor A: } \frac{\$99,000}{\$120,000} = .825 \quad (.825 \times 30) = 24.75 \text{ points}$$

$$\text{Vendor B: } \frac{\$99,000}{\$99,000} = 1.00 \quad (1.00 \times 30) = 30 \text{ points}$$

$$\text{Vendor C: } \frac{\$99,000}{\$110,000} = .90 \quad (.90 \times 30) = 27 \text{ points}$$

**These amounts are shown for example only.*

The total technical score will then be added to the total cost score, and the apparent successful bidder will be the bidder with the highest total score.

Appendix A - Proposal Title Page (Written Technical Proposal)

<i>RFP Subject and Number:</i>
<i>Vendor Business Address and Telephone Number:</i>
<i>Name and Title of Person Authorized to Speak on Behalf of the Vendor:</i>
<i>Names, email addresses, telephone numbers, fax numbers for bidder personnel to be contacted for proposal clarification purposes:</i>
<i>Signature of Person Authorized to Obligate the Organization to this Proposal:</i>
<i>Date:</i>

*Note: A completed Proposal Title Page **must** be included with the bidder's written technical proposal.*

Appendix B - Certificate of Prices and Proposal Certification (Cost Proposal)

The box provided below requires the bidder to certify, by authorized signature, that the products being bid are deliverable, demonstrable, and that prices for these same products are correct as of the date of this proposal. Any disparity between the prices quoted in this proposal and those prices reflected in the subsequent contract resulting from this RFP may be grounds for termination of the contract.

<h3 style="margin: 0;">Certificate of Prices And Proposal Certification</h3>
<p>This is to certify that the total system (hardware, software, and services) proposed for delivery as detailed in this proposal to the State of West Virginia is both deliverable and demonstrable. All prices relative to all components of this proposal (hardware, software, and services) are correct as of the date of this proposal and shall be included in any final contract or arrangement.</p>
<p>Company Name:</p>
<p>Authorized Signature:</p>
<p>Title:</p>
<p>Phone Number:</p>
<p>Email Address:</p>
<p>Date:</p>

*Note: A completed Certificate of Prices and Proposal Certification **must** be included with the bidder's cost proposal.*

Appendix C - Proposal Checklist (Written Technical Proposal)

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.A Prime Vendor / Systems Integrator Specifications					
Act as the Single Point of Contact					
3.2.A.1	X				
3.2.A.2	X				
3.2.A.3		X			
3.2.A.4		X			
3.2.A.5		X			
3.2.A.6		X			
Establish a Project Office, Implement a Project Management Plan, and Assign a Project Team					
3.2.A.7	X				
3.2.A.8		X			
3.2.A.9		X			
3.2.A.10		X			
3.2.A.11		X			
3.2.A.12		X			
3.2.A.13		X			
3.2.A.14		X			
3.2.A.15		X			
3.2.A.16		X			
3.2.A.17		X			
3.2.A.18	X				
3.2.A.19		X			
3.2.A.20		X			
3.2.A.21	X				
3.2.A.22		X			
3.2.A.23		X			
3.2.A.24		X			
3.2.A.25		X			
3.2.A.26		X			
3.2.A.27		X			
3.2.A.28		X			
3.2.A.29		X			
3.2.A.30		X			
3.2.A.31		X			
Provide Assistance in Developing County and School Plans					
3.2.A.32	X				
3.2.A.33		X			
3.2.A.34		X			
3.2.A.35		X			
3.2.A.36		X			
3.2.A.37		X			
3.2.A.38		X			
3.2.A.39		X			
Assign and Maintain a Knowledgeable, Qualified Staff					

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.A.40	X				
3.2.A.41		X			
3.2.A.42		X			
3.2.A.43		X			
3.2.A.44		X			
3.2.A.45		X			
3.2.A.46		X			
3.2.A.47		X			
3.2.A.48		X			
3.2.A.49		X			
Procure Products and Services					
3.2.A.50	X				
3.2.A.51		X			
3.2.A.52		X			
3.2.A.53		X			
3.2.A.54		X			
3.2.A.55		X			
3.2.A.56		X			
Provide LAN Design and Installation Services					
3.2.A.57	X				
3.2.A.58	X				
3.2.A.59		X			
3.2.A.60		X			
3.2.A.61		X			
3.2.A.62		X			
3.2.A.63		X			
3.2.A.64	X				
3.2.A.65		X			
3.2.A.66	X				
3.2.A.67	X				
3.2.A.68		X			
3.2.A.69	X				
3.2.A.70		X			
3.2.A.71		X			
Coordinate Installation of Hardware and Software					
3.2.A.72	X				
3.2.A.73		X			
3.2.A.74	X				
3.2.A.74.a		X			
3.2.A.75	X				
3.2.A.76		X			
3.2.A.77		X			
3.2.A.78		X			
3.2.A.79		X			
3.2.A.80		X			
3.2.A.81		X			
3.2.A.82		X			
3.2.A.83		X			
Coordinate Delivery of Professional Development Services					

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.A.84	X				
3.2.A.85		X			
3.2.A.86		X			
3.2.A.87		X			
3.2.A.88		X			
3.2.A.89		X			
3.2.A.90		X			
3.2.A.91		X			
3.2.A.92		X			
3.2.A.93		X			
3.2.A.94		X			
Assume Technical Responsibility for Successful Implementation of Project Components					
3.2.A.95	X				
3.2.A.96		X			
3.2.A.97	X				
3.2.A.98		X			
3.2.A.99		X			
3.2.A.100		X			
3.2.A.101		X			
3.2.A.102		X			
3.2.A.103		X			
Ensure a Timely and Successful Implementation					
3.2.A.104		X			
3.2.A.105		X			
3.2.A.106		X			
Provide Cost-Effective, Quality Technical Support Options					
3.2.A.107	X				
3.2.A.108	X				
3.2.A.109		X			
3.2.A.110		X			
3.2.A.111		X			
3.2.A.112		X			
3.2.A.113		X			
3.2.A.114	X				
3.2.A.115		X			
Develop and Recommend Change Control Methodologies					
3.2.A.116		X			
3.2.A.117		X			
Identify New Technologies and Services					
3.2.A.118		X			
Recommend Cost-Effective and Technology-Efficient Transition Strategies					
3.2.A.119		X			
3.2.A.120		X			
3.2.A.121		X			
3.2.A.122		X			
3.2.A.123		X			
3.2.A.124		X			
3.2.A.125		X			
3.2.A.126		X			

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.B 21st Century Application Software					
3.2.B.1	X				
3.2.B.2	X				
3.2.B.3		X			
3.2.B.4	X				
3.2.B.5		X			
3.2.B.6		X			
3.2.B.7		X			
3.2.B.8		X			
3.2.B.9	X				
3.2.B.10	X				
3.2.B.11		X			
3.2.B.12		X			
3.2.B.13		X			
3.2.B.14		X			
3.2.C 21st Century Classroom Curriculum / Technology Resources					
21st Century Standards-Based Curriculum / Technology Integration Activities					
3.2.C.1	X				
3.2.C.2		X			
3.2.C.3		X			
3.2.C.4		X			
3.2.C.5		X			
3.2.C.6		X			
3.2.C.7		X			
3.2.C.8		X			
3.2.C.9		X			
3.2.C.10		X			
3.2.C.11		X			
3.2.C.12		X			
3.2.C.13		X			
3.2.C.14		X			
3.2.C.15		X			
3.2.C.16		X			
3.2.C.17		X			
3.2.C.18		X			
3.2.C.19		X			
3.2.C.20		X			
3.2.C.21		X			
3.2.C.22		X			
3.2.C.23		X			
3.2.C.24		X			
3.2.C.25		X			
3.2.C.26		X			
3.2.C.27		X			
3.2.C.28		X			

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.C.29		X			
3.2.C.30		X			
3.2.C.31		X			
3.2.C.32		X			
3.2.C.33		X			
3.2.C.34		X			
3.2.C.35		X			
3.2.C.36		X			
3.2.C.37		X			
3.2.C.38		X			
3.2.C.39		X			
3.2.C.40		X			
3.2.C.41	X				
3.2.C.42		X			
3.2.C.43		X			
3.2.C.44		X			
3.2.C.45		X			
3.2.C.46		X			
3.2.C.47		X			
3.2.C.48		X			
3.2.C.49		X			
3.2.C.50		X			
3.2.C.51		X			
3.2.C.52		X			
3.2.C.53		X			
3.2.C.54		X			
3.2.C.55		X			
3.2.C.56		X			
3.2.D Professional Development Services					
Instructor-Led Professional Development					
3.2.D.1	X				
3.2.D.2		X			
3.2.D.3		X			
3.2.D.4		X			
3.2.D.5		X			
3.2.D.6		X			
3.2.D.7	X				
3.2.D.8		X			
3.2.D.9		X			
3.2.D.10		X			
3.2.D.11		X			
3.2.D.12	X				
3.2.D.13		X			
3.2.D.14		X			
3.2.D.15		X			
3.2.D.16		X			
3.2.D.17		X			

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.D.18		X			
3.2.D.19		X			
3.2.D.20		X			
3.2.D.21	X				
3.2.D.22		X			
Online Professional Development					
3.2.D.23		X			
3.2.D.24		X			
3.2.D.25		X			
3.2.D.26		X			
3.2.D.27		X			
3.2.D.28		X			
3.2.D.29		X			
3.2.D.30		X			
3.2.D.31		X			
3.2.D.32		X			
3.2.D.33	X				
3.2.D.34		X			
3.2.D.35		X			
3.2.D.36		X			
3.2.D.37		X			
System Administration					
3.2.D.38	X				
3.2.D.39		X			
3.2.D.40		X			
Professional Development to Support 21st Century Teachers					
3.2.D.41		X			
3.2.E Hardware; Network and Operating System Software					
3.2.E.1		X			
3.2.E.2	X				
3.2.E.3		X			
3.2.E.4	X				
3.2.E.5		X			
3.2.E.6		X			
3.2.E.7		X			
3.2.E.8		X			
3.2.E.9	X				
3.2.E.10		X			
3.2.E.11	X				
3.2.E.12		X			
3.2.E.13		X			
3.2.E.14	X				
3.2.E.15		X			
3.2.E.16		X			
3.2.E.17		X			
3.2.E.18		X			

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
3.2.E.19		X			
3.2.E.20	X				
3.2.E.21	X				
3.2.E.22		X			
3.2.E.23	X				
3.2.E.24		X			
3.2.E.25	X				
3.2.E.26	X				
3.2.E.27		X			
3.2.E.28	X				
3.2.E.29	X				
3.2.E.30		X			
3.2.E.31		X			
3.2.E.32		X			
3.2.E.33	X				
3.2.E.34		X			
3.2.E.35		X			
3.2.E.36		X			
3.2.E.37		X			
3.2.E.38		X			
3.2.E.39		X			
3.2.E.40		X			
3.2.E.41		X			
3.2.E.42		X			
3.2.E.43	X				
3.2.E.44	X				
3.2.E.45		X			
3.2.E.46		X			
3.2.E.47		X			
3.2.E.48		X			
3.2.E.49		X			
3.2.E.50		X			
3.2.E.51		X			
3.2.E.52		X			
3.2.E.53		X			
3.2.E.54		X			

3.2.F Infrastructure Network Cabling and Equipment Component

Electronics

3.2.F.1	X				
3.2.F.2	X				
3.2.F.3	X				
3.2.F.4	X				
3.2.F.5	X				
3.2.F.6		X			
3.2.F.7	X				
3.2.F.8	X				
3.2.F.9		X			

Proposal Specification	Mandatory	Desirable	Met	Not Met	Proposal Page and Paragraph Reference
Data Cable					
3.2.F.10	X				
3.2.F.11	X				
3.2.F.12		X			
3.2.F.13	X				
3.2.F.14	X				
3.2.F.15	X				
3.2.F.16	X				
3.2.F.17	X				
3.2.F.18		X			
3.2.F.19		X			
3.2.F.20	X				
3.2.F.21		X			
Wireless					
3.2.F.22	X				
3.2.F.23		X			
3.2.F.24		X			
3.2.F.25		X			
Caching Appliance					
3.2.F.26	X				
3.2.F.27		X			

Appendix D.1 - Sample System Operational Form

System Operational Date:

School:

County:

Purchase Order:

In accordance with the terms of Contract with the West Virginia Department of Education, _____ (vendor) has successfully installed all hardware, software, and network cabling procured for this school from the purchase order referenced above. The system is in place as ordered and is capable of running the programs procured from _____ (vendor).

Vendor

Date

County System Acceptance Responsibilities:

- The County/School is satisfied with the installation at this point and agrees that the system is operational and ready for system acceptance testing.
- The System Acceptance Period, a period of 30 calendar days, shall begin on the System Operational Date established above. If problems are encountered during this period, the County Contact agrees to report the problem to _____ (vendor) immediately at _____ (vendor's telephone number).
- If the equipment and software operate at the manufacturer's published specifications for a period of 30 calendar days and meet all the features specified in the RFP response, the system shall be deemed to have met the State's standard of performance. At that time, _____ (vendor) will send a System Acceptance Form to the County Contact, who will promptly sign the form.

County Contact or Designee

Date

Appendix D.2 - Sample Report of Commodities Received

<http://wvde.state.wv.us/internaloperations/forms/p-order.xls>

Appendix E - Sample Cabler's Assurances Form

WVDE Office of Technology 2007-2008 Cabler's Assurances Form http://access.k12.wv.us/forms (For Installations Occurring after 7/01/2007)	
County:	School:

This is to certify that the cabling installed by _____ at the above-mentioned school meets the following criteria:

1. The network infrastructure for data adheres to all applicable EIA/TIA standards.
2. The network infrastructure for data adheres to all applicable IEEE standards.
3. The network infrastructure for data adheres to all applicable state and local codes.
4. Terminations are made in accordance with EIA/TIA Standard T568B.
5. A distribution frame for data infrastructure is established on every floor, unless
6. Adequate facility space is provided to house LAN and wide area network (WAN) communications devices and includes appropriate electrical access, climate conditions and security.
7. The data infrastructure provides a minimum of 100MB Ethernet Layer II Switching to the desktop, unless an appropriate secured wireless solution is approved by the WVDE.
8. A minimum of CAT5e Plenum rated cabling (CAT6 recommended) rated at 350Mhz, is utilized for all data infrastructure, unless an appropriate secured wireless solution is approved by the WVDE.
9. Fiber optic cabling is utilized for all backbone cabling between distribution frames and for any connections between buildings, unless an appropriate secured wireless solution is approved by the WVDE.
10. All cabling below the ceiling, except for patch cables, is enclosed within the wall or protected within conduit and/or panduit unless otherwise approved by the WVDE.
11. All cabling is uniform and accurately labeled, including wiring closets, network electronics and workstations.
12. All cabling has been tested and certified by the TFS contracted vendor, an RCDD, or other personnel approved by the WVDE Office of Technology with printed results provided to the County and attached to this form.
13. A detailed schematic design of the cabling infrastructure was provided to the County and is attached to this form.

Installer's Name:	Installer's Address:
Installer's Representative:	Title:
Installer's Phone:	Installer's Fax:

Appendix F.1 - Professional Development Course Template (Written Technical Proposal)

The bidder **should** complete the template provided below for each course proposed and describe its content.

Name of course	
Description of course	
Recommended number of days	
Minimum/maximum class size	
Describe the hands-on activities included in this class	
Attach recommended agenda	

Appendix F.2 - Online Professional Development Course Template (Written Technical Proposal)

The bidder **should** complete the template provided below for a representative sample of online professional development courses proposed.

Name of course	
Course content	
Does the course include an online mentor?	
Discuss the length of time necessary to complete this course	
Is the course synchronous or asynchronous?	
Discuss the technology requirements	
Licensing specifications and options (e.g. statewide, site or workstation license)	
Discuss how the security of an individual's records is addressed	
Discuss ease of home access for participants	
Discuss recommended system requirements at the workstation	
Discuss any prerequisite software and/or hardware and browsers supported	

Discuss the administrative and reporting tools available	
Discuss multiple entry and reentry points	
Attach agenda	

Appendix G - Hardware Warranty Template (Written Technical Proposal)

The bidder **should** complete the template for hardware bid in response to specifications below.

Specification # and Item Description	Type (on-site, mail in, cross-ship, etc.)	Warranty Length (1, 2, 3, 4, 5 years)	Response Time (8 hrs, 1 day, 2 day, etc.)	Warranty provider (vendor, manufacturer, etc.)	Optional warranty upgrades
3.2.E.2. 21st Century Skills Mini-tower Workstation					
3.2.E.4. 21 st Century Skills Desktop Workstation					
3.2.E.5. Small Form Factor Workstation					
3.2.E.7. Power Workstation					
3.2.E.9. Workstation Monitors					
3.2.E.10 Workstation Monitors					
3.2.E.14. 21st Century Skills Notebook Computer					
3.2.E.15. Power Notebook Computer					
3.2.E.16. Tablet PC Computer					
3.2.E.20. 21st Century Skills Server					
3.2.E.21 Power Server					
3.2.E.22. Rack Mount Server					
3.2.E.25. Desktop Laser Printer					
3.2.E.26.					

Network Laser Printer					
3.2.E.27. Network Color Laser Printer					
3.2.E.29. Data Projector #1					
3.2.E.30. Data Projector #2					
3.2.E.31. Data Projector #3					
3.2.E.33. Interactive White Boards					
3.2.E.35. Interactive White Boards					
3.2.E.37. Handheld Computing Device					
3.2.E.38. Document Camera					
3.2.F.2. Network Electronics					
Nortel: Baystack 5500 series					
Cisco: Catalyst 3700 series					
3Com: SuperStack 4 5500 series					
3.2.F.8. Uninterruptible Power Supply (UPS) for Electronics					
3.2.F.22 Wireless Networking Components 802.11 B/G					
3.2.F.26. Content/Caching Engine					

Appendix H.3 - Professional Development Component Cost Sheet
(Cost Proposal)

Item	Item descriptions for instructor-led and E-learning courses, including all applicable units and pricing categories, such as options for Saturday sessions, full-day, half-day, etc.	Length of class	Maximum class size	Cost

Any cost associated with the bidder's proposal not listed by the bidder will be the bidder's responsibility.

Appendix I.1 - Profile Cost Response Sheet (Cost Proposal)

West Virginia High School Profile

3.2.A. Prime Vendor/Systems Integration:

West Virginia High School (WVHS) houses grades 9-12. There are 550 students.

The profile requires implementation of the bidder's proposed solution to this RFP, including prime vendor/system integration responsibilities proposed for 3.2.A. The bidder will participate in an implementation-planning meeting with county and school personnel at a county location. The bidder will provide assistance in determining the technology needs for items to be procured from the contract. The bidder will complete a site survey in order to design a network infrastructure (electronics and cabling). The bidder will develop a proposed configuration, including e-rate funding if available, and will send the proposed configuration electronically to the county within 15 days of the planning meeting. The bidder will procure, ship, deliver, and install all products purchased as part of the profile. The bidder will coordinate delivery of professional development and will assume technical responsibility for successful implementation of the project components. The systems will be installed within contract timelines.

3.2.B. Application Software:

- Individual, perpetual licenses for *Microsoft Office 2007 Professional* under the Academic License pricing
- Anti-virus software for the workstations and server (prorated against the statewide license price for the number of workstations in the profile - .001% of the total statewide license cost per workstation)
- Imaging software
- Desktop security software to be installed on all new computers purchased as part of this profile

3.2.C. 21st Century Classroom Curriculum / Technology Resources:

21st Century Standards-Based Curriculum/Technology Integration Resource: The resource will be licensed school-wide for 550 students. Students and teachers will access the resource from home as well as at school. (3.2.C.1)

- *AB Tutor* for three labs (3.2.C.54)
- *Inspiration* or comparable software for 25 workstations in one lab (3.2.C.53)
- Browser-based productivity / collaborative software suite (3.2.C.52), licensed for 30 students in an English / Language Arts class. Server edition installed on school server.
- Two sets of media for each application

3.2.D. Professional Development:

- 40 teachers – 1 day session – curriculum/technology integration using various technology tools and resources as defined by the school prior to the session (3.2.D.2)
- Job-embedded consultation/mentoring on various technology tools – 4 days/3-4 teachers per day (3.2.D.22)
- Train-the-Educator – there are 5 counties in the RESA requesting a "Train the Educator" session for their TISs on the curriculum/technology integration activities, advanced MS Office & Internet application, and whiteboards – 3 days (3.2.D.19)

- Technology tool professional development on blogs, wikis, social networking – ½ day after school (3:30- 6:30 p.m.) for 20 teachers; 1 sessions (3.2.D.2)
- System administration – on-site consultation of one day with 1:1 time with the school sysop (3.2.D.38)
- 5 teachers each taking 3 courses online; 1 of these is a facilitated course; the other 2 are self-directed courses All are focused on curriculum / technology integration with emphasis on the teachers' curricular areas (3.2.D.33)

3.2.E. Hardware, Network, and Workstation Operating System Software

The school has implemented Dell hardware on the previous SUCCESS contract. This equipment will continue to function as a part of the school's network.

Summary of Existing Workstations & Server

Room 115	TFS Lab 1	25	Compaq Deskpro EN workstations*
Room 115	TFS Lab 1	1	Compaq Proliant ML 530 Server with MS NOS*
Room 115	TFS Lab 1	1	Lexmark Optra T612 Laser Printer
Room 215	TFS Lab 2	1	Notebook computer / data projector / whiteboard
Room 215	TFS lab 2	25	Compaq Deskpro EN workstations*
Room 120	Media Center	4	Dell OptiPlex GL 620
Room 120	Media Center	10	Compaq Deskpro EN workstations*
Room 230	Journalism	10	Apple iMac workstations*
Room 230	Journalism	1	Notebook computer / data projector
Room 114	Foreign Lang.	10	Gateway workstations*

* These workstations and server will be replaced by new purchases.

Summary of Existing Cabling and Electronics

Room 115	TFS Lab 1	27	CAT5e Certified Cable Drops (cabled from MDF)
Room 114	Foreign Lang.	10	CAT5e Certified Cable Drops (cabled from MDF)
Room 213	Science Lab	2	CAT5e Certified Cable Drops (cabled from IDF Rm. 231)
Room 215	TFS Lab 2	27	CAT5e Certified Cable Drops (cabled from IDF Rm. 231)
Room 120	Media Center	15	CAT5e Certified Cable Drops (cabled from MDF)
Room 230	Journalism	11	CAT5e Certified Cable Drops (cabled from IDF Rm. 231)
Room 153	MDF	3	Cisco 2950 24-port switches, cascaded via SX fiber patch cable
Room 153	MDF	1	Wall Mounted Rack with two 48-port patch panels
Room 231	IDF	2	Cisco 2950 24-port switches, cascaded via SX fiber patch cable
Room 231	IDF	1	Wall Mounted Rack with one 48-port patch panel

New Purchases

The school will purchase the following hardware items, to be installed by bidder per specifications in 3.2.A.:

- 63 desktop workstations 3.2.E.4
- 10 mini-tower workstations 3.2.E.2
- 10 small form factor workstations 3.2.E.5
- 25 power workstations 3.2.E.7
- 83 17" flat panel monitors 3.2.E.9
- 15 notebook computers 3.2.E.14
- 10 data projectors 3.2.E.29
- 3 document cameras 3.2.E.38
- 3 interactive whiteboards 3.2.E.33
- 1 wireless access point 3.2.F.22
- Network cable drops 3.2.F.14
- 1 power server 3.2.E.21

- Server network operating system 3.2.E.42 with sufficient client access licenses for old and new workstations
- UPS for server 3.2.E.23
- 4 network printers 3.2.E.26
- 1 tablet PC 3.2.E.16
- 5 desktop printers 3.2.E.25
- 1 Cart for laptops 3.2.E.18
- 108 Surge suppressors 3.2.E.39
- 20 Flash drives, 1Gb, 3.2.E.13
- 2 digital cameras 3.2.E.39
- 12 Fourier Nova 5000 or comparable student learning devices, configured with keyboards and word processing, spreadsheet, and presentation software 3.2.E.40

A completed School Installation Detail Form follows.

3.2.F. Network Cabling:

The school will require a network design and installation that meets the RFP specifications in 3.2.A. and 3.2.F. For purposes of the cost profile, use CAT6 cable. The bidder shall determine the number of network cable drops required based upon the above information and the School Installation Detail Form. The bidder should provide a cabling scope of work detailing the design and layout of the proposed cabling solution. The network design should identify all components and associated costs.

In addition to the network cabling and electronics required for the cost profile, the bidder is asked in specification 3.2.A.67 to provide a network design for electronics and cabling that will upgrade all cabling drops to CAT6 and to migrate all electronics to Layer 3. This design should follow a three-year implementation schedule. The three-year, total design is to be explained in the written technical proposal.

For purposes of the profile only, the bidder assumes that the ceiling is suspended tile. All cabling above the ceiling is to be in cable trays, which are in place. All cabling below the ceiling, except for patch cables, is to be in conduit and/or panduit. No asbestos related products exist in the building. The router is present.

3.2.F. Electronics:

For purposes of the cost profile, use Cisco Layer 2 electronics. The bidder shall determine all required electronic components to match the Cabling's Assurances Form for the above configuration. The bidder shall determine all required electronic components to provide wireless access to the network for the 15 notebook computers. The electronics design should identify all components and associated costs.

A school floor plan follows in Appendix I.4 for the bidder's use in designing a cabling/electronics plan for the school.

In addition to the network cabling and electronics required for the cost profile, the bidder is asked in specification 3.2.A.68 to provide a network design for electronics and cabling that will upgrade all cabling drops to CAT6 and to migrate all electronics to Layer 3. This design should follow a three-year implementation schedule. The three-year, total design is to be explained in the written technical proposal.

3.2.A. Technical Support:

The school will have access to a toll-free voicemail system for the project team and to email access to the project team. The school will have toll-free access to the WV specific help desk. If there is a statewide cost for the help desk, the bidder will assume for purposes of this profile that

the help desk is prorated on a 250-school basis. During the evaluation, the state may elect to incorporate the total statewide cost.

The school will purchase three hours of technical support for re-imaging workstations and three hours of technical support for network administration on two separate trips to the school. The school will purchase 10 hours of technical support to migrate the data from the existing server to the new server being purchased.

21st Century TOOLS FOR 21st Century SCHOOLS

2006-2007 School Installation Details

<http://access.k12.wv.us/forms>

COUNTY	SCHOOL	SCHOOL TECHNOLOGY CONTACT INFORMATION										Totals
		Name					Email					
WVDE	West Virginia High School	Mr. Smith										(304) 555-1234
ITEM	PROJECT	115 Lab	113 Lab	215 Lab	213 Lab	120 MC	230	221	220	205	114	
	Room Number	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	
Workstation - Desktop	Secondary (7-12)	25		25		10		1	1	1		63
Workstation - Minitower	Secondary (7-12)					10						10
Workstation - Small Form Factor	Tech Infrastructure (TI)											10
Workstation - Power Workstation	Secondary (7-12)		25									25
17" Flat Panel Monitor	Tech Infrastructure (TI)	25	25			10	10	1	1	1	10	83
Laptop Computer	Secondary (7-12)				15							15
Data Projector	Secondary (7-12)	1	1	1	1	1	1	1	1	1	1	10
Document Camera	Secondary (7-12)	1	1	1								3
Interactive White Board	Secondary (7-12)	1	1	1								3
Wireless Access Point	Secondary (7-12)				1							1
Cable Drops	Secondary (7-12)		27					1	1	1		30
Server - Power Server	Secondary (7-12)	1										1
Printers - Network	Secondary (7-12)		1	1	1	1						4
Tablet PC	Secondary (7-12)						1					1
Printers - Desktop	Secondary (7-12)						1	1	1	1	1	5

Appendix I.2 - School Profile (Cost Proposal)

This form is a template and is intended for use by the bidder to organize profile cost responses into components. However, the bidder should itemize all costs within a component.

Component/Item	Description	Quantity	Unit Cost	Extended Cost
Application Software Offerings				
Subtotal Cost				

Component/Item	Description	Quantity	Unit Cost	Extended Cost
21st Century Classroom Curriculum / Technology Resources				
Subtotal Cost				

Component/Item	Description	Quantity	Unit Cost	Extended Cost
Professional Development Offerings				
Subtotal Cost				

Hardware, Network and Workstation Operating System Software	Description	Quantity	Unit Cost	Extended Cost
Subtotal Cost				

Network Cabling/ Electronics	Description	Quantity	Unit Cost	Extended Cost
Subtotal Cost				

Technical Support	Description	Quantity	Unit Cost	Extended Cost
Subtotal Cost				

Other Associated Costs	Description	Quantity	Unit Cost	Extended Cost
Subtotal Cost				
Total Profile Cost				

Methodology

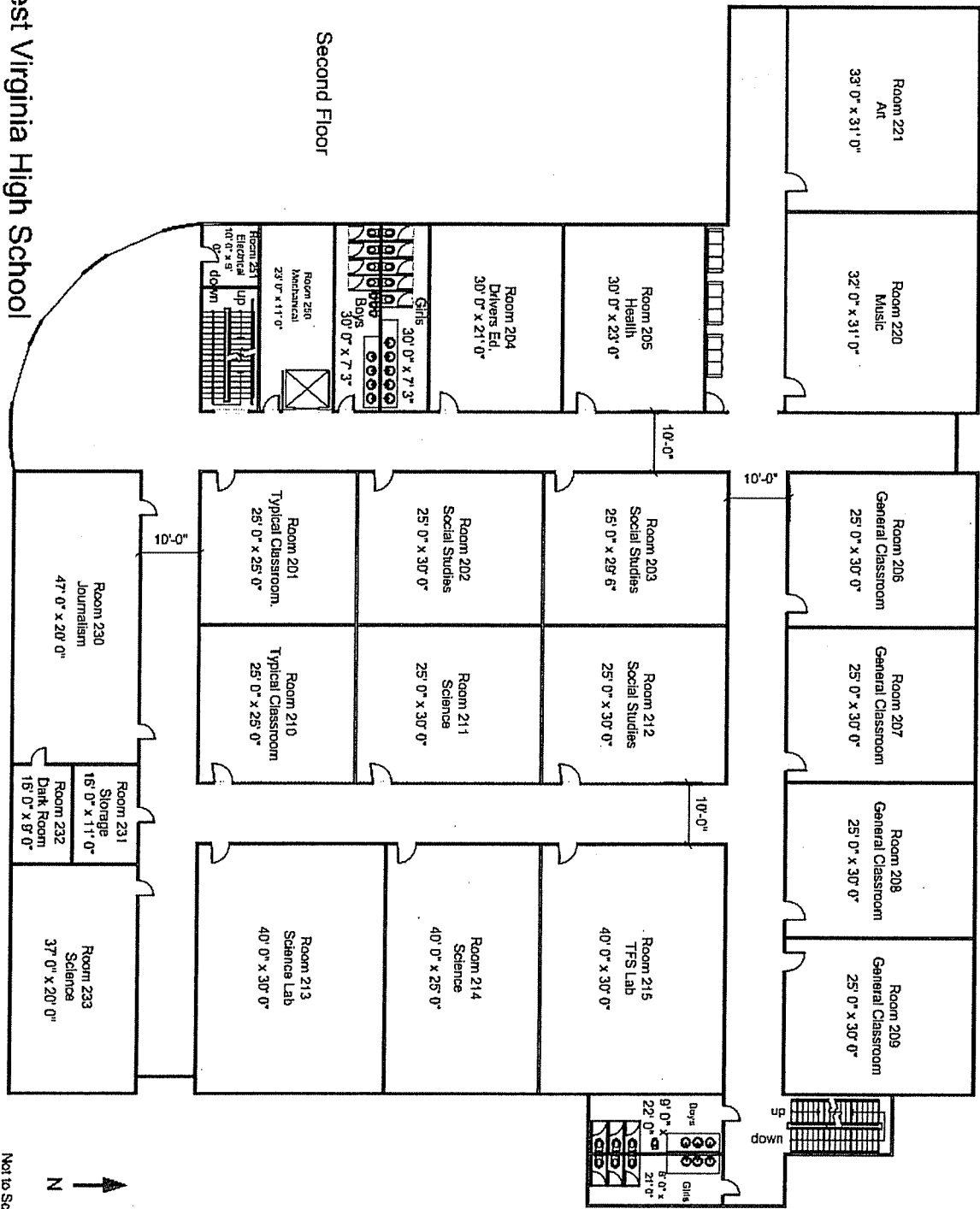
Bidders are to include a comprehensive description of the methodology they have used for configuring a solution to this profile, along with a thorough description of the installation, professional development, and support options included with the profile.

***Note: Tables and textboxes may be expanded as necessary to accommodate bidder's response.**

Appendix I.3 - Total School Profile Cost
(Cost Proposal)

School Profile	Total Profile Cost
Profile	

West Virginia High School



Not to Scale
(Downloadable Visio Available)

Appendix J - Agreement Addendum Form WV-96
(Written Technical Proposal)

<http://www.state.wv.us/admin/purchase/vrc/wv96.pdf>

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOUPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

ACCEPTED BY:
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: _____

Company Name: _____

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Appendix K - Debt Affidavit
(Written Technical Proposal)

<http://www.state.wv.us/admin/purchase/vrc/nodebt.pdf>

A F F I D A V I T

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: _____

Authorized Signature: _____ Date: _____

Appendix L - Resident Vendor Preference Certificate
(Cost Proposal)

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>

Appendix M - Wage Rates

The West Virginia Division of Labor Building and Construction Wage Rates are made part of the RFP by reference. The wage rates are available online at the Secretary of State's website: <http://www.wvsos.com/adlaw/wagerates/building02.htm>