



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
EDD310461

PAGE
1

ADDRESS: CORRESPONDENCE TO ATTENTION OF:
SHELLY MURRAY 304-558-8801

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/14/2009				

BID OPENING DATE: **01/27/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		785-76		
<p>REQUEST FOR INFORMATION</p> <p>THE WV PURCHASING DIVISION, FOR THE AGENCY, THE WV DEPARTMENT OF EDUCATION, IS REQUESTING INFORMATION FOR A GRADEBOOK PROGRAM THAT IS COMPATIBLE WITH THE WVDE WEBTOP AND THE WEST VIRGINIA EDUCATION INFORMATION SYSTEM (WVEIS) PER THE ATTACHED SPECIFICATIONS.</p> <p>THIS RFI IS USED TO SOLICIT INFORMATION TO ASSIST IN PREPARING SPECIFICATIONS FOR A REQUEST FOR QUOTATION (RFQ) OR REQUEST FOR PROPOSAL (RFP). NO AWARD CAN BE MADE FROM AN RFI.</p> <p>GRADEBOOK PROJECT</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>						

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 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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 case 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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<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: SHELLY MURRAY</p> <p>RFQ. NO.: EDD310461</p> <p>BID OPENING DATE: 01/27/2009</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p> <p>***** THIS IS THE END OF RFQ EDD310461 ***** TOTAL: _____</p>						

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Request for Information – Webtop Gradebook Initiative

The West Virginia Purchasing Division recognizes only one formal method for requesting written information from vendors for the purpose of developing either a Request for Quotation (RFQ) or a Request for Proposal (RFP). This method, known as a Request for Information (RFI), is what is being solicited in the attached documents. This request is not an evaluation of vendors, but rather a formal "information gathering" process. No award will be made from this RFI process. Subsequent procurement(s), if any, will be prepared, advertised, and bids evaluated in accordance with State of West Virginia Purchasing policies.

West Virginia has established its position as a national leader in the implementation of educational technology. Committed to giving students a strong educational experience, West Virginia has begun to focus on Project Based Learning as a means to better prepare our students for work and life in the 21st century. As part of this initiative, we are interested in finding a grade book program that will interface with our existing student information systems and the portal being developed to support Project Based Learning.

I am writing to determine if you are interested in responding to this Request for Information by presenting information about a gradebook program that would be compatible with the West Virginia Education Information System (WVEIS) and the WVDE WebTop. The attached documents include relevant questions for you to address. We have reserved March 3, 4, and 5, 2009 for presentations from vendors. Presentations will take place in Building 6 of the Capitol Complex in the 6th floor conference room, room 607. Presentations should be limited to 90 minutes. Representing the state will be a diverse panel, including educators and state administrators.

Please bring 20 convenience copies of written material to the presentation. Thank you for your interest in this exciting project.

West Virginia Gradebook Initiative Project Background

The West Virginia Department of Education oversees 55 school districts with a total of 706 schools. The schools range in size from 1,903 students at Cabell Midland High School to 43 students at Pickens Elementary/High School. The state has close to 280,000 students. Because of the terrain of our state, schools vary from urban to extremely rural. West Virginia has about 20,000 teachers. WVDE is attempting to provide resources and tools which will enable our teachers to ensure that their students are well equipped for life and work in the 21st century.

The West Virginia Department of Education has implemented several projects that are training teachers to design authentic, rigorous, standards-focused project based learning experiences for their students. Many teachers across our state have received training from the Buck Institute for Education, a noted authority in teaching and learning.

Project based learning (PBL) involves students in real world authentic tasks and projects that require students to use their knowledge of content and to develop the types of skills that are needed for the workplace (e.g., collaboration, communication, work ethic, planning). Students are graded using a rubric that they receive at the beginning of the project.

To provide a place where all project based learning information could easily be managed, the WVDE webmaster created a portal called the WVDE WebTop. Teachers register for this site and through it they can access project based learning plans, a portfolio program, and Google sites and documents. All of these would be housed in an environment that would secure for use by West Virginia students.

As teachers begin to use the PBL plans in the classroom, they will need a gradebook program that is compatible with the WVDE WebTop and the West Virginia Education Information System (WVEIS). We are looking for a program that will allow teachers to calculate scores based on rubrics and would like for the rubrics to be interactive so that the teacher does not have to transfer the grades. We would also like to have a separate area for the content grades and for the Life and Career skills scores. The Life and Career skills scores would come from several teachers, while the content grade will be given by one teacher.

Because we are emphasizing more student accountability for learning, the grade book program should offer a way for students to check their scores and monitor their progress on the Life and Career skills. Parents should also be able to view their child's grades.

WVDE is moving full speed ahead with the development of PBL plans and will be adding more to the Teach 21 website in the spring. We are hoping to find a grade book program that will fit our needs.

West Virginia Gradebook Initiative Request for Information (RFI)

Instructions for Vendors

Please return the RFI Presentation Request Form no later than the response date established in the Purchasing Division's RFI instructions. Submit written answers to the Guiding Questions to the Purchasing Division by the RFI opening date. Vendors will be contacted regarding the scheduling of their presentation. Sessions will be scheduled for 90-minute periods.

Because this process is an "information gathering" process rather than an evaluation of vendors, the WVDE reserves the right to choose the vendors for whom presentations will be scheduled, based upon the topics offered and the breadth of coverage. Our goal is to ensure an informative and productive RFI session that provides information on the entire range of topics shown below. To qualify your company for a presentation, please provide sufficient detail on the request form as to the topics you will cover.

Please customize your presentation to the needs of our organization. The topics for presentation should include the following:

Features of the Gradebook Program:

- Ease of use for the teacher
- Compatibility with Project Based Learning as described in the Project Background section
- Parent access features
- Student access features
- Interface with other platforms (WVDE WebTop, WVEIS, etc.) with single sign on
- Rubrics that interact with the grading system

Software and/or Internet Applications:

- Instructional management platforms
- Other software and/or Internet applications that support project based learning

Curriculum/Technology Integration Support:

- Online support
- Other integration technologies that support project based learning

The committee's goal is to obtain information from 'primary' sources, such as manufacturers, publishers and/or authorized representatives. Presentations should include demonstration, answers to RFI questions, and an opportunity for additional questions and answers from committee members.

Presentations will be held in the 6th floor conference room, Room 607, of Building 6 in the Capitol Complex on March 3, 4, and 5, 2009. Presentations are not open to other vendors, the public, or the press. Vendors will bring their own data projectors and computer equipment, power strips, and extension cords.

Please contact Shelly Murray at 304.558.8801 or shelly.l.murray@wv.gov, with questions.

RFI Presentation Request Form West Virginia Gradebook Initiative

Vendor Company Name	
Company Address	
Company Contact Name for RFI	
Contact Telephone Number	
Email Address	
Fax Number	
Names and Titles of Representatives who will attend RFI presentation	
Demonstrations	<ul style="list-style-type: none"> • Gradebook Program • Software and/or Internet Applications • Support <p><i>Describe:</i></p>
Do you need an Internet connection?	<ul style="list-style-type: none"> • Yes • No
Are you the 'primary' vendor (manufacturer or software publisher)?	<ul style="list-style-type: none"> • Yes • No <p><i>If no, whom do you represent? Will they attend with you?</i></p>

West Virginia Gradebook Initiative Request for Information Guiding Questions

Please submit written answers to these questions by the due date established in the RFI.

1. What current, emerging, and/or innovative gradebook technologies do you recommend for teachers?

2. Describe and/or demonstrate how your gradebook program addresses the following:
 - Compatibility with student management systems
 - Ease of use by teachers
 - Functions and features of the grading program
 - Reports that can be generated
 - Access and ease of use by parents
 - Access by students
 - Ability to use interactive rubrics
 - Ability of multiple teachers to post a grade to one class
 - Interaction with WV Content Standards and Objectives
 - Ability to modify, adapt, or override system

3. What is your definition of Project Based Learning? What features of your gradebook program would support project based learning classrooms?

4. What technical support is available? Please address the following:
 - Where the technical support is located
 - The process of acquiring technical support
 - Hours that technical support is available
 - Record keeping (incident numbers)

5. List other products you offer. What distinguishes your gradebook product from others on the market?