

# REQUEST FOR PROPOSAL

West Virginia Department of Education RFP EDD353450

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## SECTION ONE: GENERAL INFORMATION

- 1.1 Purpose: The Purchasing Division, hereinafter referred to as the “State,” is soliciting proposals pursuant to **West Virginia Code §5A-310b** for the Department of Education, hereinafter referred to as the “Agency,” to provide prime vendor / systems integration activities for a turnkey offering of instructional and 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 schools. The intent is to secure bids to establish an open-end statewide contract.
- 1.2 By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this RFP.

A Request for Proposal (RFP) is generally used for the procurement of services in situations where price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the bidder offers a solution to the objectives, problem, or need specified in the RFP, and defines how it intends to meet (or exceed) the RFP requirements.

- 1.2.1 Compliance with Laws and Regulations: The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or municipal laws, 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 shall be borne by the Vendor. 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.

- 1.3 Schedule of Events:

Vendor's Written Questions Submission Deadline .....	03/31/11
Pre-bid Conference .....	04/05/11
Addendum Issued .....	04/07/11
Bid Opening Date .....	04/18/11
Oral Presentation ( <i>Agency Option</i> ).....	<i>Beginning Week of 04/29/11</i>

- 1.4 **Pre-bid Conference:** A pre-bid will be conducted on the date listed below:

Date: April 5, 2011

Time: 9:00 A.M.

Location: Summit 129 Summers Street, Charleston, WV 25301

Telephone Number: 304.343.0515

- 1.5 **Inquiries:** Inquiries regarding specifications of this RFP must be submitted in writing to the State Buyer with the exception of questions regarding the proposal submission which may be oral. The deadline for written inquiries is identified in the Schedule of Events, Section 1.3. All inquiries of specification clarification must be addressed to:

Shelly Murray, Buyer Supervisor

Purchasing Division

2019 Washington Street, East

P.O. Box 50130

Charleston, WV 25305-0130

Fax: (304) 558-4115

**No contact between the Vendor and the Agency is permitted without the express written consent of the State Buyer.** 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.

- 1.6 **Verbal Communication:** Any verbal communication between the Vendor and any State personnel is **not** binding, including that made at the pre-bid conference. Only information issued in writing and added to the RFP specifications by an official written addendum by Purchasing is binding.
- 1.7 **Addenda:** If it becomes necessary to revise any part of this RFP, an official written addendum will be issued by the Purchasing Division.

## SECTION TWO: PROJECT SPECIFICATIONS

- 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 to schools on a statewide basis.
- 2.2 **Background and Current Operating Environment:** The West Virginia Legislature passed legislation in 2007, to amend and reenact §18-2E-7 of the Code of West Virginia, as amended, related to establishing a 21<sup>st</sup> Century Tools for 21<sup>st</sup> Century Schools Technology Initiative. The legislation may be read at:  
<http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18&art=2E&section=7#02E>.

### **21st Century Tools for 21st Century Schools (Tools for Schools) – Historical Perspective**

Revolutionary changes in technology, the global marketplace and significant social, political and environmental issues dramatically affect what students today must know. The challenge to educators and parents is to provide instruction that is not only relevant

and engaging but that also includes the world-class rigor necessary to prepare students to get a job in a culturally diverse, technologically complex and economically competitive world.

To ensure every child's success as citizens and workers in the 21st century, the West Virginia Department of Education and the Board of Education developed West Virginia's 21st century learning plan. We call it "Global21: Students deserve it. The world demands it." The program is a systemic approach to help West Virginia not only compete globally but to thrive. From the classroom to the district office to the state Department of Education, the program is a bold acknowledgement that we must change how we operate if we expect to change what and how children learn. At its core is the mission to develop self-directed, motivated learners who demonstrate the skills and knowledge that are fundamental to becoming successful adults in the digital world.

Global21 includes a solid foundation in core subjects combined with 21st century performance skills. West Virginia has made the change by adding world-class rigor to math, science, English and other core subjects. We also aligned state standards with national standards in the National Assessment for Education Progress (NAEP), ACT, and SAT, as well as with international standards in the Program for International Student Assessment (PISA) and the Trends in International Math and Science Study (TIMSS). We also developed a new, more challenging assessment that we call WESTEST 2. The focus is upon ensuring that our children are prepared for tomorrow. Students must not only be able to read and write, but they must also 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.

A forward-thinking 1989 West Virginia Legislature passed legislation providing for "high quality basic skills development and remediation in all public schools." This legislation resulted in the creation of the Basic Skills/Computer Education Program for West Virginia Schools.

The legislation was amended in 1996 to provide 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. 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.

West Virginia Code 18-2E-7 was amended in 2007 to provide for “21st Century instruction and learning in all public schools.” The ***21st Century Tools for 21st Century Schools Initiatives*** support this legislation 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

Currently, elementary and middle schools use instructional content software published by *CompassLearning* and *RiverDeep*. SchoolKiT's *techSteps* is used as the tool to develop student technology literacy proficiency and report to the federal government.

2.3 **Qualifications and Experience:** Vendors will provide in **Attachment A: Vendor Response Sheet** information regarding their firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives where and how they were met.

2.4 **Project and Goals:** The project goals and objectives are as follows:

2.4.1 Goal 1: Systems Integrator / Prime Vendor

2.4.2 Goal 2: Project-Based Technology Literacy Curriculum and Application Software

2.4.3 Goal 3: Professional Development Services

2.4.4 Goal 4: Hardware, Software and Network Infrastructure

2.4.5 Goal 5: Transition Strategy

#### **2.4.1 Goal 1: Systems Integrator / Prime Vendor:**

The first goal is to have a prime vendor / systems integrator (terms used synonymously in this RFP) responsible for providing ALL project components through a turnkey offering, either through the bidder's own resources and/or through subcontractors. The WVDE plans to sign a contract only with the Prime Vendor who acts as the single point of contact for the WVDE and who retains responsibility for the performance of its subcontractors.

The WVDE wants the prime vendor to help ensure that technology is implemented effectively and efficiently and to help maximize the available funding resources. Systems integration should facilitate problem resolution and help to eliminate “finger-pointing” among vendors. Having a systems integrator should provide administrative benefits in terms of contract administration, procurement, payment, and communications, with the end result of better service to counties (districts) and schools.

The goal for the successful Systems Integrator/ Prime Vendor is to have a vendor who acts as the single point of contact for a cost-effective contract, effectively manages the work of qualified employees and subcontractors out of a Charleston-based office, provides various support options for technology planning and implementation, assumes responsibility for successful implementation of the contract, and works with the WVDE to identify emerging technologies suitable for addition to the contract via State-approved procedures.

**The mandatory deliverables for this goal are as follows:**

- 2.4.1.A. The successful bidder to this RFP must be the systems integrator / prime vendor for products and services bid.
- 2.4.1.B. The successful bidder to this RFP must, upon contract award, establish a project office in the vicinity of Charleston, WV.
- 2.4.1.C. The successful bidder to this RFP must provide services for the installation of computer workstations in West Virginia schools.
- 2.4.1.D. The successful bidder to this RFP must provide services for the installation of network servers in West Virginia schools.
- 2.4.1.E. The successful bidder to this RFP must provide services for the installation of local area network electronics in West Virginia schools.
- 2.4.1.F. The successful bidder to this RFP must provide services for the development of stable workstation images that meet WVDE approval prior to release.
- 2.4.1.G. The successful bidder to this RFP must provide services to walk-through and /or survey schools for the purpose of developing standards-based designs that meet WVDE approval for network cabling infrastructure, both wired and wireless, for West Virginia schools.
- 2.4.1.H. The successful bidder to this RFP must provide services to install network cabling in West Virginia schools.

***The project objectives associated with Goal 1 are listed below:***

- 2.4.1.1. To have a systems integrator / prime vendor who acts as the single point of contact for the WVDE for products and services on any contract resulting from this RFP.

As part of the bidder response to this objective, the bidder should include a detailed description of the bidder's understanding of the prime vendor responsibilities, an overview of the bidder's plans for implementing the prime vendor / systems integration responsibilities, and the plan for acting as the single point of contact for the WVDE for all products and services.

- 2.4.1.2. For the systems integrator to have a fully staffed project office, project manager, and project team in place with the capacity to support this project within two weeks of contract award. The bidder should outline the steps to ensure that this can happen.

- 2.4.1.3. For the systems integrator to have a comprehensive project management plan that helps to ensure successful project implementation for this statewide initiative.

As part of the bidder response to this objective, the bidder should include a detailed description of the proposed comprehensive 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
9. Risk management
10. Communication

It should be clear from the description that the bidder has the capacity to implement and manage a project of the size and scope of the West Virginia Tools for Schools Initiative.

2.4.1.4. For the WVDE, counties, schools, and other eligible entities to be able to purchase any item on this contract individually or in various configurations.

2.4.1.5. For the successful vendor to participate, at no additional cost, in conferences and other demonstrations to showcase the project.

2.4.1.6. For the successful vendor to provide tracking, reporting, and meeting functions as part of the cost of doing business and at no additional cost to the State.

2.4.1.7. For the successful vendor to upload information necessary to create purchase orders into the WVDE online database, using the format and record/field elements and structure as defined by the WVDE. The database was written in .NET.

2.4.1.8. For the successful vendor to have a comprehensive, web-based project information system / portal, available within 90 calendar days of contract award, and designed to meet any applicable requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.

The bidder should provide a thorough description of the proposed web-based project information system and the proposed timelines for making it available to state and county personnel. The proposal should include a description of the functionality for real-time access to acquisition and purchase order information, shipping dates, proposed installation dates, and related service information. The description should include how the website's design should help counties and schools in their planning and implementation processes, as well as the document types to be posted on the website such as the contract price lists, configuration tools, specification sheets, technical documents and project team contact information. The bidder should also define other documentation that could be made available to the WVDE, through the web-based project information system. This information should include, but not necessarily be limited to, the following:

1. Status Reports detailing project milestones on a county-by-county basis (meeting dates, configuration tracking, balances, purchase order tracking, ship dates, installation tracking, etc.)
2. Serial Number Reports for computers, servers, and electronics ordered
3. Reports related to infrastructure planning, installation, and certification

The bidder should describe the bidder's plan for designing the web-based project information system to meet appropriate requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.

2.4.1.9. For the successful vendor to have effective processes and mechanisms for ensuring on-going and timely communications with WVDE, counties, and schools.

2.4.1.10. For the successful vendor to have an effective and timely process for problem identification, escalation, resolution, and communication.

The bidder's description of the escalation plan should include associated timeframes and responsible personnel. The bidder should agree to inform the WVDE about all problems that could affect successful project implementation.

2.4.1.11. For the successful vendor to have effective personnel and processes in place to complete all planning activities with schools and counties between July and October 30<sup>th</sup> of each year, so that county purchase orders can be completed as early in the school year as possible, and no later than October 30<sup>th</sup>, so that students and teachers can benefit from the technology throughout the school year. As part of the bidder's response, the bidder should describe the steps the bidder will take to meet these planning and purchase order timelines.

2.4.1.12. For the successful vendor to participate in implementation planning activities with county and school personnel, at no additional cost

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. The bidder should confirm that this service is provided at no additional cost as part of the vendor's sales effort.

2.4.1.13. For the successful vendor to have a plan to coordinate planning activities and to ensure sales resource allocation during peak planning periods.

As part of the bidder response to the objective above, the bidder should respond to the following WVDE-suggested timelines. By responding 'yes', the bidder agrees to all of the stipulations listed below. If the bidder is unable to comply with any of these stipulations, please provide a detailed description of the exceptions and the reasons why these cannot be met.

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, including cabling and electronics scope of work 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.

2.4.1.14. For the successful vendor to ensure that configurations that form the basis of proposed purchase orders include all technology components necessary for a successful installation. The vendor's signature on the proposed configuration, prepared by the vendor, 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 based on an error or oversight by the vendor, the WVDE expects the bidder to be responsible for bearing the expense of correcting the configuration.

By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

2.4.1.15. For the successful vendor to have a SPIN and experience in dealing with E-rate so that the vendor can assist the state and counties to plan for and optimize E-rate discounts for internal connections.

The bidder should provide the following information in response in this specification:

1. Vendor SPIN
2. Experience in dealing with E-rate
3. Process for assisting the state and county to plan for and optimize E-rate discounts for internal connections

2.4.1.16. For the successful vendor to apply approved E-rate discounts directly to purchase orders, adhering to SLD guidelines and clearly showing amounts funded by sources other than WVDE. The bidder should also describe the process for applying approved discounts directly to the purchase order.

2.4.1.17 For the successful vendor to produce accurate documentation, including purchase orders, invoices, and supporting materials, in a format that complies with procedures and guidelines of the WVDE, the WV Purchasing Division, the WV Auditor's Office, and other



applicable offices. As part of the response, the bidder should describe the bidder's understanding of the state procedures and paperwork required.

2.4.1.18. For the successful vendor to have a comprehensive and effective plan to ensure quality control and consistency in network infrastructure design and installation.

As part of the response, the bidder should provide a thorough description of the quality control plan for network infrastructure design and installation.

The bidder should describe the bidder's plan to ensure that the staff involved in network design and installation remains well trained and knowledgeable, and their certifications remain current.

2.4.1.19. For the successful vendor and subcontractors to perform all services in a professional and safe manner and in accordance with county and state policies.

The bidder should describe how the bidder plans to ensure compliance with applicable policies related to fire code, safety, asbestos and State Board Policy 6200. Describe how employees will be required to dress and identify themselves when working in school environments.

2.4.1.20. For the successful vendor to have multiple procurement options and ready access to product.

As part of the bidder response to the objective above, include also a detailed description of the following:

1. Manufacturers for which the bidder can market products, including 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
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
6. 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
7. Procurement options for products and services on the contract
8. Process for working with manufacturers, aggregators, and other distribution and/or configuration centers to supply product to meet contract timelines

2.4.1.21. For the successful vendor to consult with the WVDE about emerging technologies and services that may be appropriate for the *Tools for Schools Initiative*. The WVDE maintains responsibility for strategic direction and for proposing the addition of any new products or services, which are subject to the Purchasing Division's change order procedures and approval at time of contract renewal.

The bidder should also describe the process for monitoring the market for new and appropriate technologies and services for the Tools for Schools Initiative.

2.4.1.22. For the successful vendor to have an effective plan for communicating and coordinating shipment, delivery, and installation activities for hardware and infrastructure with county, school, and WVDE personnel.

The bidder's response should also describe how the bidder plans to accomplish the following steps:

1. Notify county and school contacts of equipment shipment
2. Coordinate equipment delivery with county and school personnel
3. Deliver equipment no more than two weeks prior to installation
4. Deliver boxes to one location inside the school
5. Take steps for immediate corrective action for discrepancies in shipment (missing or damaged boxes)
6. Coordinate installation schedules
7. Notify county and school contacts of schedules and any necessary schedule changes
8. Move delivered equipment from storage location to assigned rooms
9. Un-box and install equipment, as per purchase order requirements
10. Remove and dispose boxes and debris
11. Perform installation during hours that accommodate the school schedules, which may necessitate installation after school hours

2.4.1.23. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for complete hardware installation for workstations, monitors, workstation peripherals, notebook computers, notebook computer peripherals, and all other network access devices sold by the vendor as part of the contract. Complete installation means that the machine ships with the WV-approved image, and after inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting equipment to the school network, running the anti-virus and Windows updates (as directed by the county/school) to ensure they are current, testing the hardware, removing boxes and debris, connecting to printers in the same room and to network printers in labs, joining to school domain, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

2.4.1.24. Counties may choose, on an order-by-order basis, to use their own technicians to install workstations, notebook computers, netbooks, and other network access devices. This is considered "local installation." To support local installation, the successful vendor should ship the computer with the WV-approved image, deliver the equipment to one secure location inside the school, and assist the county/school with any DOA or other issues by providing help desk support throughout the warranty process to ensure that a replacement machine arrives as per accepted processes. The bidder should thoroughly describe his service offering.

2.4.1.25. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, to provide server installation services. Server installation means that after inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, installing and configuring the operating system, data migration if replacing existing server, installing applicable anti-virus software, testing the hardware, removing boxes and debris, connecting to printers as

appropriate, joining to school domain, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

2.4.1.26. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installing local area networks and network electronics. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, updating operating system on switches as needed, testing the hardware, removing boxes and debris, completing the rack information form (Sample Rack Information Form Appendix 7) with e-rate designations, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

2.4.1.27. For the successful vendor to provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of printers. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting computers in the same room, testing, removing boxes and debris, and confirming network connectivity. The bidder should thoroughly describe his service offering.

2.4.1.28. To provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of electronic whiteboards. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting and installing whiteboard to one computer, testing the hardware, removing boxes and debris, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

2.4.1.29. To provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of ceiling-mounted data projectors. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, coordinating with county to ensure that mounting surface does not contain hazardous material such as asbestos, completing the physical installation, testing the hardware, removing boxes and debris. The bidder should thoroughly describe his service offering.

2.4.1.30. For the successful vendor to have a process for developing, testing, and producing a stable image for workstations that includes appropriate drivers, current fixes and updates for application software, and current virus definition files. Software images should be updated upon release of an operating system service pack or at the discretion of the WVDE. The WVDE should approve the images prior to implementation and may include WVDE required software and plug-ins. The bidder should thoroughly describe his service offering.

2.4.1.31. For the successful vendor to have a process for developing and installing custom images for workstations ordered by counties. The bidder should thoroughly describe his service offering.

2.4.1.32. For the successful vendor to provide documentation of satisfactory installation completion.

The vendor should agree to provide the following documentation:

1. Provision of serial numbers in electronic format to the county
2. Completion of a System Operational Form (sample in Appendix 1)
3. Completion of Delivery Confirmation Form (sample in Appendix 2)
4. Completion of a Report of Commodities Received (sample in Appendix 3)

By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

2.4.1.33. To provide the WVDE with a copy of every image for every model of workstation installed by the bidder.

2.4.1.34. To provide an option for the counties to purchase and/or a download copy of the image for every model of workstation installed by the bidder. The bidder should thoroughly describe his service offering.

2.4.1.35. For the successful vendor to have personnel experienced in the design of structured, standards-based, school networks who conduct site surveys for each site requiring network-cabling services. As part of the response, the bidder should describe the experience and expertise of the personnel who are proposed to conduct site surveys.

As part of the site survey, the vendor should develop a proposed cabling infrastructure and network design. The designs should be capable of being phased in. The successful vendor should prepare documentation for the proposed scope of work, following standards and formats approved by the WVDE.

The bidder should also describe the process for surveying site needs for network infrastructure. The bidder's description should include the following:

1. Information to be considered, 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
4. Qualifications of network design personnel

The bidder should describe the documentation to be provided for the proposed scope of work.

1. Design recommendations and considerations
2. Materials and labor required
3. Description of network and cabling components
4. Schematic
5. Cost
6. Considerations for the county personnel, such as electrical requirements and core drilling
7. Locations that require coordination with county asbestos contact
8. Recommendations regarding a phased-in approach, if requested
9. Approval for the site survey and design by a Registered Communications Distribution Designer (RCDD) or other qualified personnel

2.4.1.36. For the successful vendor to have personnel experienced in the design of structured, standards-based, school-based, wireless networks who conduct site surveys for each school site that wants to implement a wireless network. As part of the response, the bidder should describe the experience and expertise of the personnel who are proposed to conduct site surveys.

As part of the site survey, the vendor should develop a proposed wireless network design. The designs should be capable of being phased in. The successful vendor should prepared documentation for the proposed scope of work, following standards and format approved by the WVDE.

The bidder should describe the process for surveying site needs for wireless infrastructure implementations, the information to be considered, and the information to be included in a proposed scope of work for cabling/electronics. The bidder should identify the qualifications of the personnel plans to use to provide network designs for wireless infrastructure.

1. Number of access points to provide satisfactory access
2. Facility issues
3. The requirement for Power over Ethernet switches
4. Size of controller needed based upon number of access points
5. Location for mounting access points
6. Adequate rack space in MDF and IDF to accommodate switches and the wireless controller
7. Security and encryption considerations

The bidder should describe the documentation to be provided for the proposed scope of work.

1. Design recommendations and considerations
2. Materials and labor required
3. Description of network and cabling components
4. Schematic
5. Cost
6. Considerations for the county personnel, such as electrical requirements and core drilling
7. Locations that require coordination with county asbestos contact
8. Recommendations regarding a phased-in approach, if requested
9. Approval for the site survey and design by a Registered Communications Distribution Designer (RCDD) or other qualified personnel

2.4.1.37. For the successful vendor to design and install the local area network cabling systems in accordance with the items noted in the Cabling Assurances Form (Appendix 4). To provide documentation to the WVDE, county contact, and school, subsequent to installation of cabling and electronics using schematics format approved by the WVDE. As part of the response, the bidder should describe the bidder's understanding of the items listed on the Cabling Assurances Form.

The bidder should describe the documentation to be provided to the WVDE and county after installation of network cabling and electronics.

1. An accurate schematic of connections, cable lengths, equipment locations, equipment installed, and printout of certification results from a certified test device, provided within 30 calendar days of network installation
2. Cabling Assurances Form (sample in Appendix 4)

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
5. Test results of installed cabling, provided in electronic format

2.4.1.38. For the successful vendor to have a plan for identifying and correcting problems with pre-existing network cabling and electronics and for testing and certifying cabling installed locally or by other vendors, if it impacts work to be completed by the bidder. The bidder should thoroughly describe this service offering.

2.4.1.39. To have a process for managing licensing of application software.

The bidder should describe the proposed process for managing licensing of application software. The description should include the following:

1. Tracking number of licenses purchased
2. Providing key codes for software installation
3. Maintaining records

2.4.1.40. For the successful vendor to have a detailed plan for the bidder's organization to be fully staffed and functional to effectively support this contract and services as quickly as possible. The plan should include time frames associated with each step, beginning with contract signing as week one. The plan should include a thorough description of the steps the vendor proposes to take to meet the proposed timeline, the steps the vendor proposes to take if the timeline begins to slip, and associated escalation steps. The plan should identify possible challenges and risks and measures the vendor proposes to take to mitigate these risks.

2.4.1.41. For the successful vendor to provide options for technical support and/or consultation for the hardware, software, and networking components procured, on an hourly, half day, or daily basis. The bidder should provide a thorough description of the services proposed.

2.4.1.42. For the successful vendor to provide options for a help desk for hardware and software support for items on this contract.

The bidder should describe the proposed help desk. The description should include information about the following:

1. WV-specific help desk
2. 800#
3. Qualifications of personnel to answer help desk questions
4. Process for facilitation of repair for warranty issues for all contract products
5. Licensing options (statewide, county-based, school-based, incident-based, etc.)

2.4.1.43. For all counties and schools to have equitable access to services, regardless of geographic location. For any item or service procured from the contract that has an associated cost, the selected bidder should bill only for the time spent at the school location and not for travel time.

By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

2.4.1.44. For the bidder to provide, as part of the technical proposal, a detailed scope of work for the example school profile below. The design should be for a complete network design and installation that meets RFP specifications a school floor plan follows in Appendix 6. The design should identify all network components and the bidder should thoroughly explain the rationale for the design. Do not include cost information in the written technical proposal.

**Sample School Profile:**

**Existing Network Cabling Summary:**

*The school has implemented CAT5e Cabling and Cisco electronics from the previous TFSE Contract.*

<u>Location</u>	<u>QTY</u>	<u>Description</u>
1 <sup>st</sup> -8 <sup>th</sup> Grade Classrooms	110	5 CAT 5e Certified Cable Drops in each of the 22 classrooms
Room 213 TFSE Lab	27	CAT5e Certified Cable Drops
Room 221 Art	5	CAT5e Certified Cable Drops
Room 220 Music	5	CAT5e Certified Cable Drops
Room 214 Mini Lab	20	CAT5e Certified Cable Drops
Room 233 Science Lab	5	CAT5e Certified Cable Drops
Room 230 Gifted	5	CAT5e Certified Cable Drops
Room 120 Media Center	15	CAT5e Certified Cable Drops
Room 104 Title 1	5	CAT5e Certified Cable Drops
Room 101 Special Ed	5	CAT5e Certified Cable Drops
Room 110 Special Ed	5	CAT5e Certified Cable Drops
Room 115 Kindergarten	5	CAT5e Certified Cable Drops
Room 114 Kindergarten	5	CAT5e Certified Cable Drops
Room 113 Kindergarten	5	CAT5e Certified Cable Drops
Room 150 Main Office	5	CAT5e Certified Cable Drops
Room 151 V Principal	2	CAT5e Certified Cable Drops
Room 151 Principal	2	CAT5e Certified Cable Drops
Room 154 Conference RM 5		CAT5e Certified Cable Drops
Room 155 Teachers Lge.	5	CAT5e Certified Cable Drops
Room 158 Nurses Station	2	CAT5e Certified Cable Drops

**New Cabling Purchases**

*The school wants a network design and installation that meets the RFP specifications in 2.4.1, 2.4.4 and State Board Policy 6200 (<http://wvde.state.wv.us/policies/>).*

*New drops should be planned for the following locations:*

<u>Location</u>	<u>QTY</u>	<u>Description</u>
Room 215 (TFSE Lab)	27	CAT6 Certified Cable Drops
First Floor Classrooms	16	CAT6 Certified Cable Drops for WAP's
Second Floor Classrooms	16	CAT6 Certified Cable Drops for WAP's
Fiber run from MDF to IDF	50	50 feet of Fiber to replace existing damaged fiber
	120	7' CAT6 Patch Cables
	1	Site Survey (2.4.1.35)

*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.*

**Existing Electronics Summary:**

*For purposes of the cost profile, use Cisco Layer 3 electronics.*

A school floor plan follows in **APPENDIX 6** for the bidder's use in designing a cabling/electronics plan for the school.

<u>Location</u>		<u>QTY</u>	<u>Description</u>
Room 153	MDF	3	Cisco 2950 48-port switches, cascaded via SX fiber patch cable
Room 153	MDF	3	Wall Mounted Rack with two 48-port patch panels
Room 231	IDF	2	Cisco 2950 48-port switches, cascaded via SX fiber patch cable
Room 231	IDF	2	Wall Mounted Rack with one 48-port patch panel

**New Electronics Purchases**

<u>Location</u>		<u>QTY</u>	<u>Description</u>
First Floor Classrooms		16	Cisco Wireless Access Points
Second Floor Classrooms		16	Cisco Wireless Access Points
MDF		1	Cisco Wireless LAN Controller
MDF		1	48 port Cisco 10/100/1000 POE switches to support WAP's
IDF		1	48 port Cisco 10/100/1000 POE switches to support WAP's
IDF		1	48 port Cisco 10/100/1000 switches to support Room 215 Lab
		1	Wireless Site Survey to determine proper location of WAP's

**2.4.2 Goal 2: Project-Based Technology Literacy Curriculum and Application Software:**

The second goal is to support the *Global21* initiative by providing engaging digital content for teachers and students in grade K-12 that help promote 21<sup>st</sup> century learning among West Virginia's students. The resources should help students in grades prekindergarten through eight master rigorous core academic subjects by providing resources aligned to WV CSOs in reading, mathematics, writing, science, social studies, twenty-first century learning skills and twenty-first century learning tools. The resources should also support mastery of rigorous core academic subjects in grades nine through twelve by providing appropriate twenty-first century technology tools aligned with state standards for learning skills and technology tools. In addition, the resources should promote attainment of twenty-first century skills outcomes for all students in the use of technology tools and learning skills, as well as participation in relevant, contextual instruction that uses dynamic, real-world contexts that are engaging and meaningful for students, making learning relevant to life outside of school.

Digital resources can be used to engage students in learning rigorous content and to help students develop critical learning skills, such as communication, collaboration, critical thinking, and creativity. Digital resources can be used to personalize learning and to help transform instruction so that it becomes student-centered and student-driven. High-quality digital resources should support project-based learning and assessment for and as learning, while also providing resources that teachers can align to curriculum and classroom instruction.

**The mandatory deliverable for this goal is as follows:**

2.4.2.A. The bidder responding to this RFP must provide a standards-based, classroom-ready, project-based technology literacy curriculum.

***The project objectives associated with Goal 2 are listed below:***

**Project-Based Technology Literacy Curriculum**



2.4.2.1. To provide standards-based, classroom-ready, project-based learning activities that provide rigorous and relevant technology integration activities to enrich the core instruction and teach 21<sup>st</sup> Century skills.

As part of the response, the bidder should describe the various licensing options and models being proposed.

As part of the response, the bidder should also describe the number of activities available at each grade level, the standards upon which the activities are based, a description of how the use of technology supports the instruction of core content and 21<sup>st</sup> century skills, and a description of how the bidder ensures that the technology activities are relevant to the core instruction and are rigorous.

2.4.2.2. To support instruction in the following subject areas:

- K-8 English Language Arts, Mathematics, Science, Social Studies
- English 9-12
- Mathematics 9-12, including Algebra 1, Algebra 2, Geometry, Pre-Calculus, Probability and Statistics, Transition Math, Trigonometry
- Sciences 9-12, including Biology, Chemistry, Conceptual Biology, Conceptual Chemistry, Conceptual Physics, Earth Science, Physical Science, Physics
- Social Studies 9-12
- Career and Technical clusters
- Additional activities in a library for grades 9-12

As part of the response, the bidder should describe the number of activities that support these subject areas and the specific learning objectives covered in these activities. The bidder should describe how these activities support instruction in the subject areas.

2.4.2.3. To align to the WV CSOs for these content areas (Policy 2520)

As part of the response, the bidder should describe the process the bidder used to determine the extent of alignment, not only for content objectives, but also for depth of knowledge.

To demonstrate the alignment, the bidder's response should specifically address alignment to the following CSOs, along with additional information the bidder chooses to provide to demonstrate alignment to WV CSOs in Policy 2520.

M.O.K.1.2: read, write, order, and compare numbers to 20 using multiple strategies (e.g. manipulatives, number line).

RLA.O.1.2.5: identify and apply conventions of spelling in written composition (e.g. letter/sound relationships, high frequency words, transition from phonetic spelling to conventional spelling).

SS.O.3.4.8: construct and interpret data from various types of maps, globes, charts, graphs and timelines (e.g., population, products, climate).

SC.O.6.1.11: construct and use charts, graphs and tables to organize, display, interpret, analyze and explain data.

M.O.7.5.1: determine theoretical probability of an event, make and test predictions through experimentation.

SS.S.8.2 Civics Students will:

- examine and analyze the purposes and basic principles of the United States government (Purposes of Government).
- outline and evaluate and analyze the origins and meaning of the principles, ideals and core democratic values expressed in the foundational documents of the United States (Ideals of United States Democracy).

M.S.A2.2 Algebra

M.O.A2.2.6: develop and use the appropriate field properties of matrices by adding, subtracting, and multiplying; solve a system of linear equations using matrices; and apply skills toward solving practical problems.

SC.S.PS.2 Content of Science

SC.O.PS.2.2: predict chemical and physical properties of an element using its position in the periodic table.

SS.S.10.5 History

SS.O.10.5.8: analyze and evaluate the United States Constitution and the Bill of Rights; describe and measure the challenges faced by the new United States government.  
Agriculture and Natural Resources I

Standard 2: Content of Studies in Agriculture and Natural Resources

ASN.O.AG1.2.16: predict environmental issues related to agricultural practices.

Standard 3: Application of Knowledge and Skills Acquired Through Studies of Agriculture and Natural Resources

ASN.O.AG1.3.6: perform basic soil and water tests (pH, temperature, etc.).

The bidder should include the information provided in the table in Attachment A that delineates the software location (lesson/activity and a link to the lesson or documentation such as screen captures, descriptions, etc.) and analysis of alignment (. **MF**-Meets Full-Aligns to all learning targets within CSOs and DOK; **MP** - Meets Partial-Aligns to at least 50% of learning targets and meets DOK; **MM**- Meets Minimal –Aligns to fewer than 50% of learning targets and/or does not meet DOK; **NE**- Non-existent – Does not align to WVCSO learning targets/does not meet DOK)

2.4.2.4. If the State Board of Education revises Policy 2520, the bidder should complete realignment to the content standards within sixty calendar days. As part of the response, the bidder should describe the process and projected timelines for providing realignment, if required.

2.4.2.5. To align to the WV CSOs for Technology Tools and Learning Skills (Policy 2520.14) and to systematically introduce technology skills while preserving the integrity and rigor of the curriculum content

The bidder's response should address alignment to the following CSOs.

21C.O.PK-2.1.TT.5: Student creates text, types words and sentences, and inserts images using word processing software. Student creates, saves, prints and opens existing files. Student uses editing functions in word processing software (e.g., font, boldface, underline, font color). Student inserts graphics that enhance the understanding of the text.

21C.O.3-4.1.LS.1: Student identifies information needed to solve a problem or complete an assignment, conducts a search and prioritizes various sources based on credibility and relevance, retrieves relevant information from a variety of media sources, and uses this information to create an effective presentation.

21C.O.5-8.1.TT.8: Student enters data relevant to class assignments into a database and performs simple queries.

21C.O.5-8.1.TT.7: Student uses advanced features and utilities of presentation software (e.g., design templates, design layouts (fonts/ colors/ backgrounds) animation and graphics, inserting pictures, objects, movies, sound, charts, hyperlinks, and graphs) to create an original product.

21C.S.9-12.2: Thinking and Reasoning Skills

21C.O.9-12.2.LS.1: Student engages in a critical thinking process that supports synthesis and conducts evaluation using complex criteria.

21C.O.9-12.1 Information and Communication Skills

21C.O.9-12.1.TT.6: Student uses advanced features and utilities of spreadsheet software, (e.g., formulas, filters, pivot tables, pivot charts, macros, conditional formatting), to perform calculations and to organize, analyze and report data.

The bidder should include the information provided in the table in Attachment A that delineates the software location (lesson/activity and a link to the lesson or documentation such as screen captures, descriptions, etc.) and analysis of alignment (.**MF**-Meets Full-Aligns to all learning targets within CSOs and DOK; **MP** - Meets Partial-Aligns to at least 50% of learning targets and meets DOK; **MM**- Meets Minimal –Aligns to fewer than 50% of learning targets and/or does not meet DOK; **NE**- Non-existent – Does not align to WVCSO learning targets/does not meet DOK)

2.4.2.6. To align to ISTE NETS\*S and the Partnership for 21<sup>st</sup> Century Skills framework for 21<sup>st</sup> Century Learning. As part of the response, the bidder should describe the bidder's understanding of these standards, the process the bidder used to ensure alignment to these standards, and the extent of alignment.

2.4.2.7 To address the 4Cs: critical thinking, collaboration, creativity, and communication. As part of the response, the bidder should describe how the activities address the 4Cs.

2.4.2.8. To engage students, involve students in their own learning, and to promote student-centered/student-driven instruction.

2.4.2.9. To promote authentic formative classroom assessments, to involve students in assessing their own learning, to drive and support innovative teaching practices including assessment 'as' and 'for' learning; to provide assessment rubrics for teachers that provide a precise picture of good performance.

As part of the response, bidders should describe the bidder's understanding of formative classroom assessment. The bidder should also describe the rubrics, how the rubrics were developed, the structure and validity of the rubrics, and how the rubrics guide teachers and students in classroom assessment.

2.4.2.10. To align with sound instructional pedagogy, best instructional practice and support a variety of district curricula. As part of the response, bidders should describe the pedagogical foundation for the activities.

2.4.2.11. To align with the Common Core State Standards (<http://www.corestandards.org/>) [National Governor's Association Center for Best Practices (NGA) and the Council of Chief State School Officers (CCSSO)].

As part of the response, the bidder should describe the bidder's understanding of the Common Core Standards, the process for aligning to these standards, and the extent of alignment.

2.4.2.12. To be accessible from home for both students and teachers

The bidder should also describe the process for, capabilities of, technology requirements for, and any limitations for teacher and student home access.

2.4.2.13. To have reports about school and student utilization including reports acceptable for EdFacts/EDEN reporting requirements for 8<sup>th</sup> grade student technology literacy proficiency, including evidence of accumulated assessment scores in grades 3-4-5 and in grades 6-7-8.

As part of the response, the bidder should also describe the bidder's understanding of the EdFacts / EDEN requirements and how these reports can meet those requirements.

2.4.2.14. To teach and assess student technology literacy in an integrated, systematic, and developmental approach, to track and document student technology literacy development and to provide summative student assessment profiles.

As part of the response, the bidder should also provide a thorough description of the student profiles.

2.4.2.15. To support assessment of student proficiency in core subject matter

2.4.2.16. To be browser-based and support multiple Internet browsers, including Internet Explorer and Safari

The bidder should also identify all Internet browsers under which the software is certified to / supported to run and identify any plug-ins or additional software needed / recommended.

2.4.2.17. To support various hosting models (server, county WAN, statewide WAN, vendor hosted). As part of the response, the bidder should thoroughly describe the technology and licensing implications of each hosting model.

2.4.2.18. To support multiple student access devices (e.g., desktop, notebook, netbook, mini notebook, media tablet, and other mobile devices).

The bidder should also describe any considerations associated with using the software on various access devices and should identify the student access devices supported and not supported.

2.4.2.19. To utilize standard office productivity software, such as *Microsoft Office*, *Google* applications, and other Web 2.0 tools and to infuse them into the teaching of content curriculum. As part of the response, the bidder should identify the software and version levels supported / used and how the use of these tools supports instruction of subject area content.

2.4.2.20. To import student data, such as student IDs and student names, from other applications, such as network operating system/server files or WVEIS extract. To export assessment results and other student data in XML format, comma separated or fixed length records. As part of the response, the bidder should provide a thorough description of the bidder's understanding of the WVEIS and the process for data sharing.

2.4.2.21. To be desktop operating system agnostic and run in multiple workstation operating environments, including Windows XP, Vista, and Windows 7, and OSX.

2.4.2.22. To be bandwidth efficient. As part of the response, the bidder should describe the steps taken to support bandwidth efficiency.

2.4.2.23. To be SIF compliant. As part of the response, the bidder should describe the bidder's understanding of SIF.

2.4.2.24. To comply with applicable provisions from CIPA, COPPA, and FERPA. As part of the response, the bidder should describe the bidder's understanding of CIPA, COPPA, and FERPA and the steps the bidder has taken to ensure compliance.

2.4.2.25. To keep student data secure and confidential. The bidder should thoroughly describe the process for ensuring security of student data.

2.4.2.26. To be compatible with the State's environment. (see <http://wvde.state.wv.us/technology/network/index.php> for additional information). As part of the response, the bidder should describe the bidder's understanding of the State's environment.

2.4.2.27. To support teacher-created activities. As part of the response, the bidder should describe how teachers can create activities.

2.4.2.28. To support periodic updates, enhancements, and additions as curriculum needs evolve

2.4.2.29. To have a clear roadmap for product development, product life cycle, including migration paths to products under development

2.4.2.30. To teach and assess student technology literacy, to track and document student technology literacy development, and to provide summative student assessment profiles that follow each student through his or her school life

2.4.2.31. To support assessment of student proficiency in core subject matter

2.4.2.32. To have a process for development, upon WVDE request, of customized projects and activities that run on the same platform and that support WV curriculum needs as WV CSOs change and/or as legislation or policy dictates. Examples might include the development of authentic, real-world application modules that enhance career readiness in the core curriculum for middle-school students, activities to support patriotism, or activities that support the development of 21<sup>st</sup> century learning skills.

2.4.2.33. To have an easy process for teachers to manage instruction by importing student names and IDs, selecting student names, creating classes, making student assignments, recording student progress, reviewing class reports. As part of the response, the bidder should provide a step-by-step description of the process teachers will go through regarding assignments and reports.

The bidder should also describe the pedagogical basis for the instructional design and the research about best instructional practices such as inquiry based, project based, backward design, differentiated instruction, collaborative and whole group and other best practices upon which it is based.

2.4.2.34. To have the capacity to run in a virtualized server and/or desktop environment, as well as on a thin client device

2.4.2.35. To include links to information about cyber-bullying for adults, students, and teachers including information about cyber-bullying prevention and tips for dealing with cyber-bullying. As part of the response, the bidder should identify the resources to which links are provided and how those resources were chosen.

2.4.2.36. To provide age-appropriate activities to guide teacher discussions with students about cyber-bullying and to provide an accountability measure for meeting CIPA requirements. As part of the response, the bidder should thoroughly describe the activities and also describe the bidder's understanding of the CIPA requirements.

2.4.2.37. To have various resources and materials available to teachers to support instruction, including items such as short videos about the activities, integration ideas, assessment rubrics, alignment charts, and optional lesson plans specific to WV CSOs

2.4.2.38. To provide support for struggling readers in grades 6-12 by including such items as text-to-speech functionality, capacity to change font size for the visually impaired students, glossary support, task management templates, and research-based instructional strategies that provide guidance to teachers on various reading strategies. As part of the response, the bidder should describe a complete description.

2.4.2.39. To provide mechanisms for counties and schools to map the activities into the individual school curriculum plans and timelines

2.4.2.40. To have services for customized instructional design and production, project management, consulting, and other professional services such as the delivery of county implementation support and webinars. The bidder should thoroughly describe this service offering.

2.4.2.41. To support the creation of a digital platform to support documentation of individual student learning and mastery, acquisition of designated skills sets, individualized portfolios, and customizable views.

2.4.2.42. To have a statewide license for K-8 and a statewide license for 9-12

#### **Application Software**

2.4.2.43. To have *Microsoft Office Professional 2010*, single license, under applicable academic licensing pricing including *Academic Select* and *Open License Program* or other options made available by Microsoft

2.4.2.44. To have *Microsoft Office Professional 2010*, single media, under applicable academic licensing pricing including *Academic Select* and *Open License Program* or other options made available by Microsoft

2.4.2.45. To benefit from Microsoft Academic Select pricing. The WVDE currently purchases Microsoft products (application software, server operating system software) under a Microsoft Academic Select License Agreement. This agreement expires prior to the end of this contract, but the WVDE intends to renew the Academic Select License Agreement, pursuant to WV Purchasing guidelines, and to incorporate it into this contract

2.4.2.46. To have imaging software for workstations

2.4.2.47. To have software to track and secure devices and data on them

2.4.2.48. To have classroom management software that allows teachers and administrators to control and monitor student workstations from one central workstation, either in the classroom or remotely

The bidder should also describe the capability of the software to do the following:

1. Restrict applications and control online access
2. Lock screens
3. Allow teachers to respond to students individually
4. Allow teachers to receive assignments from students, respond to students individually, and send files electronically to students
5. Allow teachers to launch applications on every student's device
6. Allow teacher to block Internet
7. View student screens
8. Broadcast announcements to all screens
9. Broadcast teacher desktop to all student monitors
10. Operate efficiently in both wired and wireless environments
11. Launch websites, or allow only specific URLs or websites
12. Block Windows games and Windows Media Player
13. Launch videos for group viewing
14. Can shut all computers down at same time
15. Other features

### **2.4.3 Goal 3: Professional Development Services**

The third goal is to have effective professional development, delivered through a variety of relevant, ongoing, and continuous models, to help equip teachers with the skills and knowledge

to effectively use technology resources and appropriate strategies to positively impact student learning and raise student achievement.

Teachers are at the core of our Global21 plan and they are eager to incorporate 21st century skills to their classrooms. To promote twenty-first century learning, teachers should be competent in twenty-first century content and learning skills and should be equipped to fully integrate technology to transform instructional practice and to support twenty-first century skills acquisition.

Teachers need to learn how to use technology tools to align to classroom instruction, differentiate instruction for students, integrate technology effectively, and create technology-rich instructional activities to enhance student achievement.

Effective professional development promotes collaboration and sharing of best practices, improved instruction, and improved student learning. When aligned to rigorous state standards and connected to school improvement goals and classroom instruction, effective professional development translates into improved teaching practices. Professional development focuses on the analysis of data regarding student performance and the assessment of student needs. Follow-up coaching and mentoring for teachers facilitate continuous improvement and informs ongoing improvements in teacher and student learning.

**The mandatory deliverable for this goal is as follows:**

2.4.3.A. The bidder responding to this RFP must provide professional development services to help educators effectively use technology resources.

***The project objectives associated with Goal 3 are listed below:***

2.4.3.1. To have train-the-teacher sessions, both initial and follow-up, in a face-to-face model on the software and technology tools proposed (e.g., project-based technology literacy curriculum, whiteboards, media tablets, classroom response systems)

As part of the bidder response to the objective above, include also a detailed description of the proposed sessions for each software application and technology tool included in the response. Describe offerings in detail including name of course title, agenda, intended audience including grade and skill levels and subject areas, session length, minimum and maximum class size, hands on activities included in this course. Identify any exceptions.

2.4.3.2. To have train-the-trainer options for professional development sessions proposed

Describe in detail the proposed sessions for each software application and technology tool included in the response. Describe offerings in detail including name of course title, agenda, intended audience including grade and skill levels and subject areas, session length, minimum and maximum class size, hands on activities included in this course. Identify any exceptions.

2.4.3.3. To have online professional development on the software and technology tools proposed, including webinars and short, topic-specific tutorials (e.g., videos, quick reference sheets) to cover common instructional and management tasks



Describe online offerings in detail including name of course or tutorial title, agenda, intended audience, session length, hands on activities included in this course or tutorial. Is the course synchronous or asynchronous?

2.4.3.4. To have support for professional learning communities

Discuss professional learning communities and the ways in which your professional development offerings support PLCs and can be used effectively by PLCs.

2.4.3.5. To provide professional development offerings that include coaching and mentoring

Describe the option for individual teacher and/or classroom consultation such as meeting with teachers during the day, either during their planning periods or during classroom instruction, to provide individual assistance, mentoring, and modeling.

2.4.3.6. To meet school and county needs for professional development during the regular school day, as well as after-school, on Saturdays, during the summer, and in full and partial day increments

If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

2.4.3.7. To provide technical training support for network administrators on a one-to-one or small group basis either on-site and/or on a regional or statewide basis as requested

Describe the assistance that would be provided to school personnel in how to do configuration, maintenance, on local area networks and servers, how to plan and deploy networking software, migration of software applications, how to manage users, permissions and security settings, how to configure and manage various applications such as antivirus software and other server based applications, how to perform data backup and recovery, how to manage internet access and privileges, and other topics.

2.4.3.8. To help teachers analyze data about student performance and use technology to support student learning

2.4.3.9. To assist teachers in the facilitation of learning in a classroom or lab environment with a variety of devices and configurations.

Describe how the professional development emphasizes classroom management techniques such as using technology tools for concept introduction, full-group instruction, collaborative grouping, individualized instruction, tiered instruction, as well as use in both distributed and lab environments.

2.4.3.10. To help teachers learn best practices for technology integration and for aligning technology resources with WV CSOs being addressed in the classroom and enable teachers to implement the content software to support various instructional models such as direct instruction, inquiry-based learning, project-based learning, tiered instruction, and backward design

2.4.3.11. To allow county and WVDE input into and approval of agenda and materials

2.4.3.12. To facilitate the collection of data (teacher name, location, subject/grade level, type of professional development, duration) for WVDE via an existing online database. Also facilitate collection of data for counties either electronically or on paper at county request

2.4.3.13. To have a straightforward process for deploying and managing media tablets in the classroom and to over appropriate professional development.

Describe professional development offerings that address deployment of software or applications and content, syncing and imaging of media tablets, volume purchases of applications, use of media tablets by single or multiple students, saving of files, access to network drives and shared folders, connection to the internet, managing subscriptions, process for keeping media tablets charged and ready for use.

#### **2.4.4. Goal 4 Hardware, Software and Network Infrastructure**

The goal is to have state-of-the-art hardware, operating system software and network infrastructure to support the Tools for Schools Program.

The WVDE is interested in building networks in public schools that support Tools for Schools Project. 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 builds upon installed certified infrastructure and permits the use of federal e-rate funding, and provides the best use of state technology dollars.

Refer to Section 2.4.1. for any related prime vendor/systems integrator responsibilities associated with infrastructure network cabling and equipment component.

#### **The mandatory deliverables for this goal are as follows:**

- 2.4.4.A. The bidder must bid a computer workstation.
- 2.4.4.B. The bidder must bid 17" workstation monitors.
- 2.4.4.C. The bidder must bid a standard notebook computer.
- 2.4.4.D. The bidder must bid a mini-notebook computer.
- 2.4.4.E. The bidder must bid a mobile storage cart for the notebook computers proposed.
- 2.4.4.F. The bidder must bid a media tablet.
- 2.4.4.G. The bidder must bid a mobile storage cart for the media tablets proposed.
- 2.4.4.H. The bidder must bid a power network server.
- 2.4.4.I. The bidder must bid a rack mount server.
- 2.4.4.J. The bidder must bid a desktop laser printer.
- 2.4.4.K. The bidder must bid a network laser printer.
- 2.4.4.L. The bidder must bid a data projector.
- 2.4.4.M. The bidder must bid an interactive whiteboard.
- 2.4.4.N. The bidder must bid personal responders.
- 2.4.4.O. The bidder must bid a document camera.
- 2.4.4.P. The bidder must bid Windows 2008 Server Operating System.
- 2.4.4.Q. The bidder must bid network electronics, network cable drops, and wireless components for wired and wireless networks in West Virginia schools.

***The project objectives associated with Goal 4 are listed below:***

## Hardware

2.4.4.1. To have a **computer workstation** suitable for educational use in a Global21 learning environment

**Workstation** –The following are desirable specifications.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, Lenovo*) or Apple
2. *Intel* Core 2 Duo 2.66GHz
3. 2 GB RAM
4. 250GB Hard Disk Drive
5. DVD +/- RW Optical Drive
6. USB 2-Button Optical Mouse
7. USB 101 Key Enhanced Keyboard
8. Integrated Video Graphics Adapter
9. Integrated Audio Adapter
10. Integrated Gigabit Ethernet Network Interface Card
11. Four USB Ports
12. Energy Star 5.0 Compliant
13. *Microsoft Windows 7 Professional* or *Apple OSX* Operating System and recovery/restore provision
14. Three year on-site warranty, parts and labor
15. 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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order

2.4.4.2. To have an **All-in-One Desktop PC** suitable for educational use in a Global21 learning environment

**All-in-One Desktop PC**– The following are desirable specifications.

1. Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs (*Dell, Hewlett Packard, Lenovo*) or Apple
2. All-in-One Form Factor
3. Integrated 17" LCD Display
4. *Intel* Core 2 Duo Processor
5. 2 GB RAM
6. 250GB Hard Disk Drive
7. DVD+/-RW Optical Drive
8. USB 2-Button Optical Mouse
9. USB 101 Key Enhanced Keyboard
10. Integrated Video Graphics Adapter
11. Integrated Audio Adapter
12. Integrated Gigabit Ethernet Network Interface Card
13. Four USB Ports
14. Energy Star 5.0 Compliant
15. *Microsoft Windows 7 Professional* or *Apple OSX* Operating System and recovery/restore provision
16. Three year on-site warranty, parts and labor
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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order

2.4.4.3. To have **workstation monitors** suitable for educational use in a Global21 learning environment

1. 17" Flat Panel Monitor, Resolution 1280x1024 (max)
2. 17" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)
3. 19" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)
4. 21" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)
5. 24" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)

2.4.4.4. To have **computer workstation accessories and upgrades** suitable for educational use in a Global21 learning environment

1. Option for 4<sup>th</sup> Year Warranty
2. Upgrades to workstation Hard Disk Drive (500GB)
3. Upgrades to workstation Hard Disk Drive (1TB)
4. Upgrades to workstation RAM (4GB)
5. Upgrades to workstation RAM (8GB)
6. Speakers with AC Power Adapter (specify brand)
7. Headphones (specify brand)
8. Microphone (specify brand)
9. USB 5-Button Optical Mouse
10. Sound Bar for Monitor
11. Dual DVI Video Adapter
12. 802.11n Wireless Network Adapter
13. 1394 Controller

2.4.4.5. To have a **desktop thin client device** suitable for educational use in a Global21 learning environment

1. 128 MB Flash RAM
2. 128 MB SD RAM
3. 10/100/1000 Network Adapter
4. 2 USB Ports

2.4.4.6. To have a **mobile thin client device** suitable for educational use in a Global21 learning environment

1. 802.11 b/g/n Wireless Network Interface
2. 2GB RAM

2.4.4.7. To have **USB flash drives** suitable for educational use in a Global21 learning environment

1. 4GB
2. 8GB
3. 16GB
4. 32GB
5. 64GB

2.4.4.8. To have a **standard notebook computer** suitable for educational use in a Global21 learning environment

**Standard Notebook Computer** – The following are desirable specifications.

1. Gartner Leader Quadrant vendor (*Dell, Lenovo, HP*) or Apple model notebook computer
2. *Intel* Core 2 Duo 2.4GHz Processor
3. 2 GB RAM
4. 250GB 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/n)
10. 13" TFT Display
11. 56K V. 92 Modem – Integrated
12. Battery and charger
13. Two USB Ports
14. Energy Star 5.0 Compliant
15. *Microsoft Windows 7 Professional* or Apple OSX Operating System and recovery/restore provision
16. Three year on-site warranty, parts and labor
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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order

2.4.4.9. To have a **power notebook computer** suitable for educational use in a Global21 learning environment

**Power Notebook Computer** – The following are desirable specifications.

1. Gartner Leader Quadrant vendor (*Dell, Lenovo, HP*) or Apple model notebook computer
2. *Intel* i5 2.4GHz Processor
3. 4 GB RAM
4. 500 GB 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/n)
10. 15" TFT Display
11. Battery and charger
12. External monitor interface
13. Two USB Ports
14. Energy Star 5.0 Compliant
15. *Microsoft Windows 7 Professional* or Apple OSX Operating System and recovery/restore provision
16. Three year on-site warranty, parts and labor
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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order

2.4.4.10. To have **notebook computer accessories and upgrades** suitable for educational use in a Global21 learning environment

1. Optional 4<sup>th</sup> Year Warranty
2. Upgrades to notebook RAM (4GB)
3. Upgrades to notebook RAM (8GB)
4. Upgrades to notebook Hard Disk Drive (300GB)
5. Upgrades to notebook Hard Disk Drive (1TB)
6. Mobile Mouse
7. External battery charger
8. Spare battery
9. 1394 Controller
10. Docking Station/Port Replicator Options
11. External Keyboard
12. USB 2-button mouse
13. Carrying Case

2.4.4.11. To have a **mini notebook computer** suitable for educational use in a Global21 learning environment

**Mini Notebook** – The following are desirable specifications.

1. Gartner Leader Quadrant vendor (*Dell, Lenovo, HP*) or Apple model notebook computer
2. *AMD Athlon Neo Single-Core 1.6GHz* Processor
3. 2 GB RAM
4. 160GB Hard Disk Drive
5. Integrated Video Graphics Adapter
6. Integrated Audio Adapter
7. Integrated Gigabit Ethernet Network Interface Card
8. Integrated Wireless LAN (802.11b/g/n)
9. 11.5" TFT Display
10. Battery and charger
11. Two USB Ports
12. Energy Star 5.0 Compliant
13. *Microsoft Windows 7 Professional* or Apple OSX Operating System and recovery/restore provision.
14. One Year Warranty
15. 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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order

2.4.4.12. To have **mini notebook computer accessories and upgrades**

1. Optional 2nd Year Warranty
2. Optional 3<sup>rd</sup> Year Warranty
3. Upgrades to notebook RAM (4GB)
4. Upgrades to notebook Hard Disk Drive (250GB)
5. Mobile Mouse
6. External battery charger
7. Spare battery
8. 1394 Controller
9. Docking Station/Port Replicator Options
10. External Keyboard
11. USB 2-button mouse
12. Carrying Case

2.4.4.13. To have a **netbook computer** suitable for educational use in a Global21 learning environment

**Netbook** – The following are desirable specifications.

1. 10.1" Screen
2. INTEL Atom 1.6 Ghz Processor
3. 1 GB RAM
4. Wireless Network Adapter (b/g)
5. Windows 7 or Apple OSX Operating System

2.4.4.14. To have **netbook computer accessories and upgrades**

1. Upgrades to netbook RAM (2GB)
2. Mobile Mouse
3. External battery charger
4. Spare battery
5. Carrying Case
6. Optional 2nd Year Warranty
7. Optional 3<sup>rd</sup> Year Warranty

2.4.4.15. To have **mobile notebook computer storage carts**

1. 15 Unit
  - Compatible with Notebook Computer bid
  - Internal power
  - Lockable
  - Built-in capacity to recharge computers
2. 30 Unit
  - Compatible with Notebook Computer bid
  - Internal power
  - Lockable
  - Built-in capacity to recharge computers

2.4.4.16. To have **mobile netbook/media tablet computer storage carts**

1. 15 Unit
  - Compatible with Notebook Computer bid
  - Internal power
  - Lockable
  - Built-in capacity to recharge computers
2. 30 Unit
  - Compatible with Notebook Computer bid
  - Internal power
  - Lockable
  - Built-in capacity to recharge computers

2.4.4.17. To have a **media tablet** suitable for educational use in a Global21 learning environment

**Media Tablet** – The following are desirable specifications.

1. 7" Multi-Touch Display
2. 8 GB RAM
3. Wireless Network Adapter (b/g)
4. Accelerometer
5. Integrated Speaker

## 6. Integrated Microphone

2.4.4.18. To have a **standard server** suitable for educational use in a Global21 learning environment

**Standard Server** – The following are desirable specifications.

1. *Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple*
2. Tower Form Factor
3. *Intel QuadCore XEON Processor – 2.4 GHz*
4. 4GB RAM
5. (2) 250GB Hard Drives capable of RAID 1
6. DVD+/-RW Optical Drive
7. USB 2-Button Mouse
8. USB 101 Key Enhanced Keyboard
9. Integrated Video Graphics Adapter
10. Integrated Gigabit Ethernet Network Interface Card
11. 4 USB Ports
12. Energy Star 5.0 Compliant
13. Three year on-site warranty, parts and labor

2.4.4.19. To have a **power server** suitable for educational use in a Global21 learning environment

**Power Server** – The following are desirable specifications.

1. *Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple*
2. Tower Form Factor
3. *Intel Quad Core XEON Processor – 2.8 GHz*
4. 8GB RAM
5. (3) 500GB Hot Swappable Hard Drives capable of RAID 5
6. RAID 5 Controller
7. DVD+/-RW Optical Drive
8. USB 2-Button Mouse
9. USB 101 Key Enhanced Keyboard
10. Integrated Video Graphics Adapter
11. Integrated Gigabit Ethernet Network Interface Card
12. 4 USB Ports
13. Energy Star 5.0 Compliant
14. 3 year on-site warranty, parts and labor

2.4.4.20. To have a **rack mount server** suitable for educational use in a Global21 learning environment

**Rack Mount Server**– The following are desirable specifications.

1. *Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple*
2. Rack Mounted
3. Multiple processor capable
4. *Intel Quad Core XEON Processor – 2.8 GHz*
5. 8GB RAM
6. (3) 500GB Hot Swappable Hard Drives capable of RAID 5
7. RAID 5 Controller
8. DVD+/-RW Optical Drive
9. USB 2-Button Mouse
10. USB 101 Key Enhanced Keyboard
11. Integrated Video Graphics Adapter



12. Integrated Gigabit Ethernet Network Interface Card
13. 4 USB Ports
14. Energy Star 5.0 Compliant
15. 3 year on-site warranty, parts and labor, with 2nd business day on-site response

2.4.4.21. To have **server accessories and upgrades**

1. Optional 4<sup>th</sup> Year Warranty
2. 1500VA Uninterruptible Power Supply with Software
3. Upgrades to Server RAM ( 8GB)
4. Upgrades to Server RAM (16GB)
5. Upgrades to Server RAM (32GB)
6. Upgrades to Server Hard Disk Drives (1TB)
7. Upgrades to Server Hard Disk Drives (2TB)
8. Processor Upgrades / Additional Processors for multiple processor servers
9. Drive Controller with RAID 5 Support
10. 20/40GB Tape Drive
11. 200/400GB Tape Drive
12. Tape Backup Software to match Tape Drives
13. 3000VA Uninterruptible Power Supply with Software
14. Gigabit Ethernet Fiber Network Interface Card
15. 10Gb Ethernet Server Adapter
16. Rack Mount Options
17. Rack Mounted Monitor
18. Rack Mounted Keyboard
19. Optional 4<sup>th</sup> Year Warranty
20. Server management software (should allow the following; remote management, reporting of predictive failures, and system status)
21. The bidder should describe any additional hardware items that come with the computer and any additional software that comes as a package
22. The bidder should describe any specifications on the server that exceeds the desirable specifications

2.4.4.22. To have **SATA EMC network attached storage**

1. 4-1TB SATA Drives with 1 Hot Spare

2.4.4.23. To have **SAS EMC network attached storage**

1. 4-450GB SAS Drives with 1 Hot Spare

2.4.4.24. To have **EMC network attached storage upgrades**

1. Drive Shelf 2U SAS/SATA 12 Drive DAE
2. 300GB 15K SAS Disk Drive
3. 400GB 10K SAS Disk Drive
4. 450GB 15K SAS Disk Drive
5. 1000GB 7200rpm SATA Drive
6. Expansion Pack AX4-5
7. NetShelter SX 42U 60mm Wide x 1070mm Deep Enclosure with Sides

2.4.4.25. To have a **desktop laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. *Lexmark, Hewlett Packard, or equal*
2. PCL 6 compatible
3. 35 PPM
4. True 600x600 dpi
5. 32 MB of RAM
6. Ethernet 10/100 Network Port/Adapter
7. Energy Star Compliant
8. Manufacturer's Warranty – Describe

2.4.4.26. To have a **network laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. *Lexmark, Hewlett Packard, or equal*
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. Energy Star Compliant
8. Ethernet 10/100 Network Port/Adapter
9. Manufacturer's Warranty – Describe

2.4.4.27. To have a **network color laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. *Lexmark, Hewlett Packard, or equal*
2. PCL 6 compatible
3. 35 PPM Mono
4. 31 PPM Color
5. True 1200x1200dpi
6. 256 Mb of RAM
7. Duty Cycle – 10,000 pages per month or greater
8. Ethernet 10/100 Network Port/Adapter
9. Energy Star Compliant
10. Manufacturer's Warranty - Describe

2.4.4.28. To have **printer cables/accessories**

1. USB – 6 ft.
2. USB – 16 ft.
3. 7 port USB Hub
4. Wireless print server

2.4.4.29. To have an **entry level data projector** suitable for educational use in a Global21 learning environment ; the following are desirable specifications:

**Data Projector #1**

1. Brightness – 2500 Lumens
2. Native Resolution – SVGA 800x600
3. Keystone Correction
4. Manufacturer's Warranty
5. Carrying Case
6. Energy Star 5.0 Compliant

2.4.4.30. To have a **data projector** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Data Projector #2**

1. Brightness –3200 Lumens
2. True Resolution – XGA 1024x768
3. Keystone Correction
4. Manufacturer's Warranty
5. Carrying Case
6. Energy Star 5.0 Compliant

2.4.4.31. To have an **LED data projector** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Data Projector #3 LED**

1. LED Lamp
2. Brightness – 1000 Lumens
3. Native Resolution –1024x768
4. Keystone Correction
5. Manufacturer's Warranty
6. Carrying Case
7. Energy Star 5.0 Compliant

2.4.4.32. To have **data projector accessories**

1. SVGA Video Y-Splitter Cable (for using projectors with desktop)
2. 25' SVGA Video (monitor extension) Cable
3. Mounting Kits
4. AV Cart

2.4.4.33. To have an **interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Interactive White Boards #1**

1. 75-80" Diagonal Writing Surface
2. Manufacturer's Warranty – Describe
3. Dual-Touch Capable
4. Software (Interactive Lessons)
5. Programmable soft keys
6. Virtual white board capability
7. Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer
8. Durable surface
9. No external power supply required when using USB port
10. Pen holder for left or right side mounting
11. Hand writing recognition software
12. Encyclopedia
13. Clip art library
14. Extension wand
15. Capability to be used as a white board with dry erase markers
16. Web-based, instructor-led training
17. Site-license software
18. Electronics compatible w/ latest RoHS standards
19. Removable electronics module for ease of maintenance

2.4.4.34. To have **touch and gesture capable interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Interactive White Boards #2**

1. 75-80" Diagonal Writing Surface
2. Manufacturer's Warranty – Describe
3. Touch and Gesture Capability
4. Dual Sketch Capable
5. Dual-Touch Capable
6. Touch Resolution approx. 4000x4000
7. Software (Interactive Lessons)
8. Programmable soft keys
9. Virtual white board capability
10. Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer
11. Durable surface
12. No external power supply required when using USB port
13. Pen holder for left or right side mounting
14. Hand writing recognition software
15. Encyclopedia
16. Clip art library
17. Extension wand
18. Capability to be used as a white board with dry erase markers
19. Web-based, instructor-led training
20. Site-license software
21. Electronics compatible w/ latest RoHS standards
22. Removable electronics module for ease of maintenance

2.4.4.35. To have a **smaller interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Interactive White Boards #3**

1. 64 – 70" Diagonal Writing Surface
2. Manufacturer's Warranty – Describe
3. Dual-Touch Capable
4. Supports Writing with Pen and Finger
5. Software (Interactive Lessons)
6. Programmable soft keys
7. Virtual white board capability
8. Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer
9. Durable surface
10. No external power supply required when using USB port
11. Pen holder for left or right side mounting
12. Hand writing recognition software
13. Encyclopedia
14. Clip art library
15. Extension wand
16. Capability to be used as a white board with dry erase markers
17. Web-based, instructor-led training
18. Site-license software
19. Electronics compatible w/ latest RoHS standards
20. Removable electronics module for ease of maintenance

2.4.4.36. To have an **interactive whiteboard alternative** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. Sensor Technology
2. Mounts Vertically or Horizontally to a Solid Surface
3. When used with a Computer and a Projector Converts any solid surface to an Interactive Whiteboard
4. Software (Interactive Lessons)

2.4.4.37. To have **interactive whiteboard accessories and upgrades**

1. Additional Interactive Pens (if applicable)
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. Short Throw Projector that can be attached / positioned close to the board to prevent shadowing
9. All applicable cables and accessories to complement white board

2.4.4.38. To have **personal responders** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. Radio Frequency
2. 24 pack option
3. 32 pack option
4. Assessment Software

2.4.4.39. To have a **portable media player** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. 8 GB hard drive
2. Display 3.5" multi-touch display
3. Supports the following audio formats: MP3, AAC, protected AAC, WAV, MP3 VBR,
4. Supports the following video formats: M4V, MP4, MOV6. Earphones
5. USB 2.0 cable and case
6. Compatible with iTunes
7. WiFi built in

2.4.4.40. To have a **document camera** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

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

2.4.4.41. To have a **digital camera** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

1. Digital camera
2. 10.0 megapixel

3. Built-in flash
4. Display size – 2.5"
5. 4X optical zoom
6. SD card compatible
7. 2 GB SD card

2.4.4.42. To have a **4-outlet (or greater) surge suppressor** with built-in circuit breaker

2.4.4.43. To have **Windows network operating systems – Windows 2008 Server**

1. Microsoft Windows 2008 Server Media
2. Microsoft Windows 2008 Server License
3. Microsoft Windows 2008 Enterprise Server Media
4. Microsoft Windows 2008 Enterprise Server License
5. Microsoft Windows 2008 Server client license

2.4.4.44. To have **Apple network operating systems – Apple OSX Server**

1. Apple OSX Server (Server License)
2. Apple OSX Server (Media)

2.4.4.45. To have **caching/proxy server software - Microsoft Internet Security and Acceleration (ISA) Server 2006**- Bidder should describe licensing options.

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

2.4.4.46. To have **VMware software**

1. View Premier Starter Kit - 10 Pack
2. View Premier Bundle - 100 Pack
3. View Premier Bundle - Add 10
4. View Premier Add-on - 10
5. View Premier Add-on - 100
6. vSphere 4 Enterprise for 1 processor
7. vCenter Server Foundation
8. vCenter Server Standard

2.4.4.47. To have **Microsoft Windows 7 Professional Full Version** with original CD

2.4.4.48. To have **Microsoft Windows 7 Professional Upgrade** Version with original CD

*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.*

## **Infrastructure Network Cabling and Equipment**

### **Electronics**

2.4.4.49. To have a full line of **network electronics** (including Layer II and Layer III Switching) and accessories from **Avaya Networks** necessary to implement a K12 School Network.

2.4.4.50. To have a full line of **network electronics** (including Layer II and Layer III Switching) and accessories from **Cisco Systems** necessary to implement a K12 School Network.

2.4.4.50.1 To have a Cisco Catalyst 3750x 24 port switch.

2.4.4.50.2 To have a Cisco Catalyst 3750x 48 port switch.

2.4.4.50.3 To have a Cisco Catalyst 3750x 24 port PoE switch

2.4.4.50.4 To have a Cisco Catalyst 3750x 48 port PoE switch

2.4.4.51. To have at least a one year on-site warranty for all electronics, desirable

2.4.4.52. To have a **rack mountable uninterruptible power supply (UPS)**  
Bidder should bid various levels of UPS's.

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

#### **Data Cable**

2.4.4.53. To have all necessary **cabling and accessories** needed to provide 1000Mbps switched Ethernet to the desktop

2.4.4.53.1 To have 48 port CAT 6 patch panel

2.4.4.53.2 To have Wall Mount Rack

1. 19"Wx42"H x 18"D
2. Fire rated plywood
3. Installation
4. Grounding kit

2.4.4.54. To have all necessary **fiber optic cabling and accessories** for backbone wiring between distribution frames

2.4.4.55. To have **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.

2.4.4.56. To have a **15 year on-site warranty** for all cabling materials, workmanship, and performance

2.4.4.57. To have **Category 5e unshielded twisted pair data cable, copper**

1. Unshielded Twisted Pair

2. Category 5e
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Plenum Rated
6. Faceplate
7. Installation
8. All necessary components for installation of cable from punch down in distribution frame to termination point in classroom/designated area.

2.4.4.58. To have **Category 6 shielded twisted pair data cable, copper**

1. Shielded Twisted Pair
2. Category 6
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Plenum Rated
6. Faceplate
7. Installation
8. All necessary components for installation of cable from punch down in distribution frame to termination point in classroom/designated area.

2.4.4.59. To have 6 and 12 strand **multi-mode fiber optic** cable

1. 6 Strand Multi-Mode
2. 12 Strand Multi-Mode
3. Plenum-rated
4. 50 Micron
5. Installation

2.4.4.60. To have **Category 5e copper patch cables**

1. Unshielded Twisted Pair
2. Category 5e
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Include the following lengths:
  - 3'
  - 5'
  - 7'
  - 10'
  - 15'
  - 25'

2.4.4.61. To have **Category 6 copper patch cables**

1. Unshielded Twisted Pair
2. Category 6
3. 4 pair
4. Tested to 350 MHz Enhanced Bandwidth
5. Include the following lengths:



- 3'
- 5'
- 7'
- 10'
- 15'
- 25'

2.4.4.62. To have **data cable accessories**

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

### **Wireless**

2.4.4.63. To have a full line of **wireless (802.11b/g/n) network electronics and accessories** from Gartner Leaders Quadrant for Wireless LAN Infrastructure Manufacturers (Cisco, Aruba and Motorola) necessary to implement a K12 School Network

2.4.4.63.1 To have a Cisco LAP1242N Wireless Access Point

1. 802.11 a/g/n
2. Internal Antenna

2.4.4.63.2 To have a Cisco LAP1252 Wireless Access Point

1. 802.11 a/g/n
2. (2) 2.4 Ghz Antennas
3. (2) 5 Ghz Antennas

2.4.4.63.3 To have a Cisco 5508 Series Wireless Controller

1. Support up to 25 AP's

### **Caching Appliance**

2.4.4.64. To have a full line of **content/caching engines and accessories** from Cisco Systems

### **Load Balancer**

2.4.4.65. To have a full line of network **load balancers and accessories** from Cisco Systems

### **Cisco 2900 Series Integrated Services Router**

2.4.4.66. To have a Cisco 2900 Series Integrated Services Router

1. 256MB CF

2. 512MBDRAM
3. 4EHWIC
4. 3DSP

2.4.4.67. To have a full line of **Cymphonix (or comparable) content filtering/bandwidth management devices**

#### **2.4.5. Goal 5: Transition Strategy**

The goal is to have a transition strategy that maximizes West Virginia's investment in instructional technology, professional development, and infrastructure. According to the [2009-10 Digital Divide Report](#), (December report) West Virginia Schools have 135,824 XP computers, 12,952 Vista computers, 9,177 Windows 7 computers, and 1,690 Apple OSX computers. The vision is to implement stable, state-of-the-art, current technologies, while not orphaning current legacy investment.

***The project objectives associated with Goal 5 are listed below:***

2.4.5.1. To maximize the State's investment in software, hardware, infrastructure, and professional development; to have a practical and cost-effective strategy for transition from the current Tools for Schools technologies and software applications to the bidder's proposed technologies and software applications

2.4.5.2. To implement stable, state-of-the-art, current technologies

2.4.5.3. To ensure that software proposed operates in both a legacy and current environment, including *Windows XP and Windows 7, Windows Server 2003 and 2008, and Microsoft Office 2007 and 2010*, where applicable

2.4.5.4. To be able to install new software, workstations, printers, and servers on existing networks, and hardware

2.4.5.5. To maximize the professional development that teachers have already received in software, hardware, workstation operating system software, and network operating system software

2.4.5.6. To maximize the professional development that county and RESA technical support personnel have received in software, hardware, workstation operating system software, and network operating system software

2.4.5.7. To leverage the technical support structure already in place in counties and RESAs for Intel and Microsoft based products as well as on Cisco and Nortel products; to leverage self-maintainer (warranty) agreements already in place in several RESAs and/or counties

2.4.5.8. To have an in-state warranty provider for proposed computer hardware (workstations and servers)

2.4.5.9. To have options for trade-in of networking equipment, to offset the price of new equipment

## 2.5 Mandatory Requirements

**The following mandatory requirements must be met by the Vendor as a part of the submitted proposal. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the proposal.** The terms “must”, “will”, “shall”, “minimum”, “maximum”, or “is/are required” identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State.

The mandatory requirements are as follows:

- 2.4.1.A. The successful bidder to this RFP must be the systems integrator / prime vendor for products and services bid.
- 2.4.1.B. The successful bidder to this RFP must, upon contract award, establish a project office in the vicinity of Charleston, WV.
- 2.4.1.C. The successful bidder to this RFP must provide services for the installation of computer workstations in West Virginia schools.
- 2.4.1.D. The successful bidder to this RFP must provide services for the installation of network servers in West Virginia schools.
- 2.4.1.E. The successful bidder to this RFP must provide services for the installation of local area network electronics in West Virginia schools.
- 2.4.1.F. The successful bidder to this RFP must provide services for the development of stable workstation images that meet WVDE approval prior to release.
- 2.4.1.G. The successful bidder to this RFP must provide services to walk-through and /or survey schools for the purpose of developing standards-based designs that meet WVDE approval for network cabling infrastructure, both wired and wireless, for West Virginia schools.
- 2.4.1.H. The successful bidder to this RFP must provide services to install network cabling in West Virginia schools.
- 2.4.2.A. The bidder responding to this RFP must provide a standards-based, classroom-ready, project-based technology literacy curriculum.
- 2.4.3.A. The bidder responding to this RFP must provide professional development services to help educators effectively use technology resources.
- 2.4.4.A. The bidder must bid a computer workstation.
- 2.4.4.B. The bidder must bid 17” workstation monitors.
- 2.4.4.C. The bidder must bid a standard notebook computer.
- 2.4.4.D. The bidder must bid a mini-notebook computer.
- 2.4.4.E. The bidder must bid a mobile storage cart for the notebook computers proposed.

- 2.4.4.F. The bidder must bid a media tablet.
- 2.4.4.G. The bidder must bid a mobile storage cart for the media tablets proposed.
- 2.4.4.H. The bidder must bid a power network server.
- 2.4.4.I. The bidder must bid a rack mount server.
- 2.4.4.J. The bidder must bid a desktop laser printer.
- 2.4.4.K. The bidder must bid a network laser printer.
- 2.4.4.L. The bidder must bid a data projector.
- 2.4.4.M. The bidder must bid an interactive whiteboard.
- 2.4.4.N. The bidder must bid personal responders.
- 2.4.4.O. The bidder must bid a document camera.
- 2.4.4.P. he bidder must bid Windows 2008 Server Operating System.
- 2.4.4.Q The bidder must bid network electronics, network cable drops, and wireless components for wired and wireless networks in West Virginia schools.

2.6 **Oral Presentations:** Oral presentations will be required of all vendors participating in the RFP process, as shown in the Schedule of Events (Section 1.3) of this RFP. During oral presentations, Vendors may not alter or add to their submitted proposal, but only clarify information. A description of the materials and information to be presented is provided below:

2.6.1 **Materials and Information Required at Oral Presentation:** The demonstration/oral presentation shall take place in the vicinity of Charleston, West Virginia. The bidder will be responsible for set-up for the demonstration and for expenses incurred in preparing for and providing the demonstrations.

Bidders may be asked to demonstrate any function, product, or system capability included in the bidder's proposal. The State may ask the bidder to demonstrate / clarify specific aspects of the bidder's proposal, as well as to demonstrate any or all of the components of the proposed solution to a substantial level of functionality and compliance with the goals and objectives of this RFP. The State will provide bidders a one-week notice (minimum) to prepare for the demonstration. Bidders may not have a choice as to demonstration date or time.

## **SECTION THREE: VENDOR PROPOSAL**

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

3.2 **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.

3.3 **Proposal Format:** Vendors should provide responses in the format listed below:

**Title Page:** State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and Vendor signature and date.

**Table of Contents:** Clearly identify the material by section and page number.

**Attachment A:** Within the attached response sheet (**Attachment A: Vendor Response Sheet**), provide the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.

Also, describe the approach and methodology proposed for this project. This should include how each of the goals and objectives listed is to be met.

**Attachment B:** Complete **Attachment B: Mandatory Specification Checklist**. By signing and dating this attachment, the Vendor acknowledges that they meet or exceed each of these specifications as outlined in 2.5 of Section Two: Project Specifications. The State reserves the right to require documentation detailing how each is met at its discretion.

**Attachment C:** Complete **Attachment C: Cost Sheet** included in this RFP and submit in a separate sealed envelope. Cost should be clearly marked.

**Oral Presentations:** If established by the Agency in the Schedule of Events (Section 1.3), all Vendors participating in this RFP will be required to provide an oral presentation, based on the criteria set in Section 2.6. During oral presentations, Vendors may not alter or add to their submitted proposal, but only to clarify information.

3.4 **Proposal Submission:** Proposals must be received in **two distinct parts**: technical and cost.

- **Technical proposals** must not contain any cost information relating to the project.
- **Cost proposal** shall be sealed in a separate envelope and will not be opened initially.

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 dated and time stamped to verify official time and date of receipt.

- 3.4.1 Vendors should allow sufficient time for delivery. In accordance with **West Virginia Code** §5A-3-11, the Purchasing Division cannot waive or excuse late receipt of a proposal, which is delayed or late for any reason. Any proposal received after the bid opening date and time will be immediately disqualified in accordance with State law.

**Vendors responding to this RFP shall submit:**

One original technical and cost proposal, 10 convenience copies and 5 digital copies to:

Purchasing Division  
2019 Washington Street, East  
P.O. Box 50130  
Charleston, WV 25305-0130

The outside of the envelope or package(s) for both the technical and the cost should be clearly marked:

Vendor: \_\_\_\_\_  
Buyer: Shelly Murray  
Req #: EDD353450  
Opening Date: 04/18/2011  
Opening Time: 1:30 p.m.

- 3.5 **Purchasing Affidavit:** **West Virginia 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.
- 3.6 **Resident Vendor Preference:** In accordance with **West Virginia Code** §5A-3-37, Vendors may make application for Resident Vendor Preference. Said application must be made on the attached Resident Vendor Certification form at the time of proposal submission.
- 3.7 **Technical Bid Opening:** The Purchasing Division will open and announce only the technical proposals received prior to the date and time specified in the Request for Proposal. The technical proposals shall then be provided to the Agency evaluation committee.
- 3.8 **Cost Bid Opening:** The Purchasing Division shall schedule a date and time to publicly open and announce cost proposals once the Agency evaluation committee has completed the technical evaluation and it has been approved by the Purchasing Division.

## **SECTION FOUR: EVALUATION AND AWARD**

- 4.1 **Evaluation Process:** Proposals will be evaluated by a committee of three (3) or more individuals against the established criteria with points deducted for deficiencies. The

Vendor who demonstrates that they meet all of the mandatory specifications required; and has appropriately presented within their written response and/or during the oral demonstration (if applicable) their understanding in meeting the goals and objectives of the project; and attains the highest overall point score of all Vendors shall be awarded the contract. The selection of the successful Vendor will be made by a consensus of the evaluation committee.

4.2 **Evaluation Criteria:** All evaluation criteria is defined in the specifications section and based on a 100 point total score. Cost shall represent a minimum of 30 of the 100 total points.

The following are the evaluation factors and maximum points possible for technical point scores:

• Qualifications and experience	13 Points Possible
• Systems Integrator / Prime Vendor	14 Points Possible
• Project-Based Technology Literacy Curriculum	10 Points Possible
• Professional Development	3 Points Possible
• Hardware and Infrastructure	25 Points Possible
• Transition	5 Points Possible
• Cost	<u>30 Points Possible</u>
<b>Total</b>	100 Points Possible

Each cost proposal cost will be scored by use of the following formula for all Vendors who attained the minimum acceptable score:

**Lowest price of all proposals**

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

4.2.1 Technical Evaluation: The Agency evaluation committee will review the technical proposals, deduct points where appropriate, and make a final written recommendation to the Purchasing Division.

4.2.2 Minimum Acceptable Score: Vendors must score a minimum of 70% (49 points) of the total technical points possible. All Vendors not attaining the minimum acceptable score (MAS) shall be disqualified and removed from further consideration.

4.2.3 Cost Evaluation: The Agency evaluation committee will review the cost proposals, assign appropriate points, and make a final recommendation to the Purchasing Division.

4.3 **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.

- 4.4 **Rejection of Proposals:** The State reserves the right to accept or reject any or all proposals, in part or in whole at its discretion. The State further reserves the right to withdraw this RFP at any time and for any reason. Submission of or receipt of proposals by the State confers no rights upon the bidder nor obligates the State in any manner.

The Director may elect to award a contract to more than one vendor when the Director determines such action would be in the best interest of the State of West Virginia.

- 4.5 **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 or contract.

## SECTION FIVE: CONTRACT TERMS AND CONDITIONS

- 5.1 **Contract Provisions:** The RFP and the Vendor's response will be incorporated into the contract by reference. The order of precedence shall be the contract, the RFP and any addendum, and the vendor's proposal in response to the RFP.
- 5.2 **Public Record:** All documents submitted to the State Purchasing Division related to purchase orders or contracts are considered public records. All bids, proposals, or offers submitted by Vendors shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the bid opening.
- 5.2.1 **Risk of Disclosure:** The only exemptions to disclosure of information are listed in ***West Virginia Code*** §29B-1-4. Any information considered a trade secret must be separated from the Vendor submission and clearly labeled as such. Primarily, only trade secrets, as submitted by a bidder, are exempt from public disclosure. The submission of any information to the State by a Vendor puts the risk of disclosure on the Vendor. The State does not guarantee non-disclosure of any information to the public.
- 5.2.2 **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 duplication fees paid in advance. Duplication fees shall apply to all requests for copies of any document. Currently, the fees are 50 cents per page, or a minimum of \$10.00 per request, whichever is greater.
- 5.3 **Conflict of Interest:** Vendor affirms that neither it nor its representatives have any interest nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.
- 5.4 **Vendor Relationship:** The relationship of the Vendor the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by 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 subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose 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, licensing fees, *et cetera* 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.

5.4.1 Subcontracts/Joint Ventures: The Vendor may, with the prior written consent of the State, enter into subcontracts for performance of work under this contract.

5.4.2 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; and (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.

5.4.3 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 and regulations as provided by Federal, State, and local governments.

## **5.5. 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.

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. Any information, product demonstration, or hardware demonstration units provided prior to a renewal term will be utilized by the WVDE only to determine whether or not to exercise its renewal right. New products and services may not be added to this contract during a renewal term without the approval of the WV Purchasing Division. 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 State 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 Tools for Schools Elementary 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 academic pricing 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, nor will it exceed published pricing on another West Virginia state contract, 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 notify the WVDE of any proposed replacement product no later than 45 days of the end-of-life of the current product on contract. 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 academic 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. 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.

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 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.

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 intends to allow additional 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 21<sup>st</sup> 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.

5.6 **Non-Appropriation of Funds:** If funds are not appropriated for the Agency in any succeeding fiscal year for the continued use of the services covered by this contract, the State may terminate the contract at the end of the affected current fiscal period without further charge or penalty. The State shall give the Vendor written notice of such non-appropriation 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.

5.7 **Changes:** If changes to the contract become necessary, a formal contract change order will be negotiated by the State, the Agency, and the Vendor.

As soon as possible, but not to surpass thirty (30) days after receipt of a written change request from the Agency, the Vendor shall determine if there is an impact on price with the change requested and provide the Agency a written Statement identifying any price

impact on the contract. The Vendor shall provide a description of any price change associated with the implementation.

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

- 5.8 **Price Quotations:** The price(s) quoted in the Vendor'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 in the original specifications.
- 5.9 **Invoices and Progress Payments:** The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To." 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.
- 5.10 **Liquidated Damages:** According to *West Virginia Code* §5A-3-4(8), Vendor agrees that liquidated damages shall be imposed at the rate of \$200 per day for failure to successfully complete the "System Acceptance Period" (as defined in sections 5.16 and 5.17) within 90 days of the purchase order date. This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other additional remedy which the State or Agency may have legal cause for action.
- 5.11 **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 may endanger the contract's continuation. If after such notice the Vendor fails to remedy the conditions within the established timeframe, the State shall order the Vendor 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 be terminated by the State with thirty (30) days prior notice pursuant to *West Virginia Code of State Rules* § 148-1-7.16.2.

5.12 **Special Terms and Conditions:**

**5.12.1. Bid and Performance Bonds**

There are no requirements for bid or performance bonds for this RFP.

**5.12.2 Insurance Requirements:**

The successful bidder will have and maintain \$4 million general liability insurance. Insurance certificates are required prior to award but are not required at the time of the bid.

**5.12.3. License Requirements:**

The successful bidder MUST have a West Virginia Contractor's License. If partnering with subcontractors, the vendor actually performing the installation of network cabling must also hold a contractor's license.

### **Prevailing Wage Rate Requirements:**

Labor for the installation of equipment requiring the skills of established trades, including but not limited to, electricians, carpenters, etc. are subject to the applicable West Virginia Division of Labor prevailing wage rates found at the Secretary of State's website: <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. One example of such labor is network cable installation. The successful bidder must comply with the Division of Labor's Rules and Regulations for the West Virginia Prevailing Wage Act, 42CSR7, found at <http://apps.sos.wv.gov/adlaw/csr/rule.aspx?rule=42-07>, insofar as they relate to labor subject to the Act. For this contract, the West Virginia Department of Education shall undertake the responsibilities and obligations of the "Public Authority" set forth in 42CSR7.

- 5.12.4 **Protest Bond:** Any bidder that files a protest of an award shall at the time of filing the protest submit a protest bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater.

The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All protest bonds shall be made payable to the Purchasing Division and shall be signed by the protester and the surety. In lieu of a bond, the protester may submit a cashier's check or bank money order payable to the Purchasing Division. The money will be held in trust in the State Treasurer's office.

If it is determined that the protest has not been filed for frivolous or improper purpose, the bond shall be returned in its entirety.

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

Vendor shall have access to private and confidential data maintained by the Agency to the extent required for the 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 the 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 the Vendor.

### **5.14. 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. The same terms, conditions, and timelines will apply to orders made by these entities.

### **5.15. 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.

### **5.16. Acceptance of Systems with Installation (Vendor Installation)**

The successful bidder will ship the purchased products to the individual schools or county, as directed by the WVDE, and will deliver the boxes to one room or area inside the school, as requested by the school personnel. Delivery to the curb or loading dock is not considered inside delivery.

Upon inside delivery, the county or school personnel designated by the county 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 and will repair or replace any damaged items.

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

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 (all items on the purchase order) is installed and operational.

"System Acceptance Period" will begin on the "System Operational Date" and continue for seven (7) calendar days. If there are no issues reported relating to failure of the equipment and/or software to operate at the manufacturer's published and RFP specifications during this time period, then the seventh day will become the "System Acceptance Date" for purposes of invoicing.

If successful completion of the system acceptance period is not attained within 90 days from the purchase order 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).

### **5.17. Acceptance of Systems without Installation (Local Installation)**

The successful bidder will ship the purchased products to the individual schools or county, as directed by the WVDE, and will deliver the boxes to one room or area inside the school, as requested by the school personnel. Delivery to the curb or loading dock is not considered inside delivery.

Upon inside delivery, the county or school personnel designated by the county 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 and will repair or replace any damaged items.

The county or school will have fourteen (14) days, after receiving all equipment listed on purchase order to confirm all items have been received and report any issues. If there are no issues reported during this time period, then the 14<sup>th</sup> day will become the "System Acceptance Date" for purposes of invoicing. If any issues are reported, the "System Acceptance Date" will be the fifth day after the WVDE determines all issues are resolved.

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).

If successful completion of the system acceptance period is not attained within 90 days from the purchase order 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.

# Attachment A: Vendor Response Sheet

*Provide a response regarding the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met.*

*It should be clear from the bidder's response that the bidder has the experience, capacity, skills, and personnel necessary to implement this initiative effectively.*

## **Firm Qualifications and Experience in Completing Similar Projects**

A.1. Vendor's corporate resources to be directed toward this project

**Vendor Response:**

A.2. Vendor's local / branch resources to be directed toward this project

**Vendor Response:**

A.3. Vendor's plans for ensuring sufficient resources for successful project implementation

**Vendor Response:**

A.4. Vendor's capacity to carry the accounts receivables associated with a project of this size and for timeframes consistent with project timelines, including the installation and system acceptance time periods, in addition to the time the State requires to process invoices

**Vendor Response:**

A.5. Vendor's capacity to meet cyclical workload requirements that can vary from heavy to light for each component and vendor's access to additional qualified personnel and resources during peak times. It should be clear from the bidder's response that the bidder understands the impact that implementing a project of this size and scope could have on vendor resources. The description should include how the vendor will accommodate varying personnel and resource needs and the extent to which corporate resources can be made available to support peak demands in the following areas:

1. Planning
2. Network design
3. Installation of hardware, software, and infrastructure
4. Professional development
5. Technical support

**Vendor Response:**



A.6. Vendor's organizational structure, hierarchy, and capacity to successfully implement this project. The description should include information describing both the corporate profile and the specific local branch responsible for implementing this project.

Description of the bidder's capacity to successfully implement the project

1. Description of company, both corporate and local office
2. Length of time in business (both corporate and local office)
3. Number of employees (both corporate and local office)
4. Number and location of offices
5. Company's most recent annual report
6. Applicable ISO certifications (corporate and local office)
7. Experience in ensuring quality throughout the design, production, installation, and servicing aspects of the delivery of technology products ((corporate and local office)
8. Description of how corporate will support the local branch in implementation

**Vendor Response:**

A.7. Vendor's project team, located in an office in the Charleston WV vicinity, of adequate size to successfully implement the project

**Vendor Response:**

A.8. Statement of vendor's agreement to take reasonable steps to resolve personnel issues that the WVDE perceives to be detrimental to the project

**Vendor Response:**

A.9. Description of corporate process for hiring and maintaining a local project manager who has appropriate qualifications for managing a project of this scope, size, and complexity

**Vendor Response:**

A.10. Company's experience in providing the types of products and services requested in this RFP for projects of similar size and scope (both corporate and local office)

**Vendor Response:**

A.11. Descriptions of past project(s) completed, including information about the location of the project(s), project manager name(s) and contact information, type of project(s), and what the project goals and objectives were and how they were met

**Vendor Response:**

A.12. Experience in managing subcontractors for similar products and services, such as educational software, professional development, network cabling in schools

**Vendor Response:**

A.13. Company's experience in marketing to and understanding of the unique needs of the education community, including E-rate, ARRA, EETT, other state and local funding sources

**Vendor Response:**

***References for the Prime Vendor***

A.14. Provide three or more client references for the prime vendor.

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

**Vendor Response:**

***Subcontractor Qualifications:***

A.15. Identify all subcontractors, their areas of responsibility, and the types of work they will perform on this contract

**Vendor Response:**

A.16. Provide descriptions of related experience of the subcontractors in similar projects

**Vendor Response:**

A.17. Provide copies of subcontractor staff qualifications or degrees applicable to this project

1. Job descriptions and duties
2. Projected number of personnel to be assigned
3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. Process for ensuring certifications remain current

**Vendor Response:**

A.18. Provide a three or more client references for each of the subcontractors

**Vendor Response:**

A.19. Describe the prime vendor's process for engaging subcontractors and ensuring acceptable performance / quality control

**Vendor Response:**

A.20. Provide statement that prime vendor agrees to notify the WVDE in writing of changes to subcontractors during the contract term, including documentation of their qualifications

**Vendor Response:**

A.21. Provide statement that prime vendor agrees to receive approval from the WVDE prior to engaging new subcontractors

**Vendor Response:**

***Proposed staffing plan; staff qualifications and experience***

A.22. A vita for the proposed project manager that describes 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.

**Vendor Response:**

A.23. The bidder should identify the location of the project manager. The project manager should report to and work in an office in the Charleston WV vicinity.

**Vendor Response:**

A.24. Identify the number of people to be assigned to the project for managerial administrative tasks, sales and support, technical, professional development, network design, installation, help desk, etc., and the percentage of their time that will be dedicated to this project.

**Vendor Response:**

A.25. Describe the staffing rationale, demonstrating that the bidder has the staffing capacity to successfully implement the project

**Vendor Response:**

A.26. Identify the roles of the primary members of the project team, the office to which they will report, and their accessibility to West Virginia schools

**Proposed Management Personnel**

1. Job descriptions and duties
2. Projected number of personnel to be assigned in this capacity

3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. process for ensuring certifications remain current

**Vendor Response:**

A.27. Proposed Sales Personnel

1. Job descriptions and duties
2. Projected number of personnel to be assigned in this capacity
3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. Process for ensuring certifications remain current

**Vendor Response:**

A.28. Proposed technical personnel (systems engineers, technicians, installers, network cable installers, network designers, electronics installers, help desk and other technical support personnel)

1. Job descriptions and duties
2. Projected number of personnel to be assigned in this capacity
3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. Process for ensuring certifications remain current
6. Include descriptions of qualifications related to the following areas:
  - Installing and supporting Windows server software
  - Installing and supporting Windows XP, Vista Business, Windows 7, Apple OSX server and workstation operating system software
  - Installing and supporting the application software bid
  - Working with IP addressing, switch programming, and router
  - Engineering and installing local area networks and electronics
  - Designing and installing structured cabling designs in schools
  - Other related areas

**Vendor Response:**

A.29. Proposed professional development personnel

1. Job descriptions and duties
2. Projected number of personnel to be assigned in this capacity

3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. Process for ensuring certifications remain current

**Vendor Response:**

A.30. Support staff and/or other administrative personnel

1. Job descriptions and duties
2. Projected number of personnel to be assigned in this capacity
3. Copies of any staff qualifications, certificates, training or degrees applicable to this project
4. Experience appropriate for implementing this project, including any education or school-related experience
5. Process for ensuring certifications remain current

**Vendor Response:**

**The vendor should describe the approach and methodology proposed for this project. This should include how each of the goals and objectives listed is to be met.**

*Bidders are expected in **Attachment A** to provide detailed responses to each goal and objective. The response should be clear and concise, providing the bidder's proposed solution and demonstrating that the bidder understands of the project goals and objectives. Bidders are encouraged to reply in writing to all goals and objectives. Simply responding 'met' or 'yes' may not provide an adequate response for evaluation purposes. The bidder should respond to the goals and objectives below with sufficient detail to allow the evaluation committee to fairly evaluate the bidder's response to the needs identified in the RFP and to assess the quality, depth, and breadth of the response. Please note that additional detailed information has been provided with some objectives to help guide the vendor response, and the vendor should provide a response to the objective, as well as to the expanded detail provided below.*

**Section 2.4.1:**

**2.4.1 Goal 1: Systems Integrator / Prime Vendor:**

The first goal is to have a prime vendor / systems integrator (terms used synonymously in this RFP) responsible for providing ALL project components through a turnkey offering, either through the bidder's own resources and/or through subcontractors. The WVDE plans to 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 WVDE wants the prime vendor to help ensure that technology is implemented effectively and efficiently and to help maximize the available funding resources. Systems integration should facilitate problem resolution and help to eliminate "finger-pointing" among vendors. Having a systems integrator should provide administrative benefits in terms of contract administration, procurement, payment, and communications, with the end result of better service to counties (districts) and schools.

The goal for a Systems Integrator/ Prime Vendor is to have a vendor who acts as the single point of contact for a cost-effective contract, effectively manages the work of qualified employees and subcontractors out of a Charleston-based office, provides various support options for technology planning and implementation, assumes responsibility for successful implementation of the contract, and works with the WVDE to identify emerging technologies suitable for addition to the contract via State-approved procedures.

**Vendor Response:** *(The bidder should provide a description of how the bidder's response meets Goal 1)*

**The mandatory deliverables for this goal are as follows:**

2.4.1.A. The successful bidder to this RFP must be the systems integrator / prime vendor for products and services bid.

**Vendor Response:**

2.4.1.B. The successful bidder to this RFP must, upon contract award, establish a project office in the vicinity of Charleston, WV.

**Vendor Response:**

2.4.1.C. The successful bidder to this RFP must provide services for the installation of computer workstations in West Virginia schools.

**Vendor Response:**

2.4.1.D. The successful bidder to this RFP must provide services for the installation of network servers in West Virginia schools.

**Vendor Response:**

2.4.1.E. The successful bidder to this RFP must provide services for the installation of local area network electronics in West Virginia schools.

**Vendor Response:**

2.4.1.F. The successful bidder to this RFP must provide services for the development of stable workstation images that meet WVDE approval prior to release.

**Vendor Response:**

2.4.1.G. The successful bidder to this RFP must provide services to walk-through and /or survey schools for the purpose of developing standards-based designs that meet WVDE approval for network cabling infrastructure, both wired and wireless, for West Virginia schools.

**Vendor Response:**

2.4.1.H. The successful bidder to this RFP must provide services to install network cabling in West Virginia schools.

**Vendor Response:**

***The project objectives associated with Goal 1 are listed below:***

2.4.1.1. To have a systems integrator / prime vendor who acts as the single point of contact for the WVDE for products and services on any contract resulting from this RFP.

As part of the bidder response to the objective above, include also a detailed description a description of the bidder's understanding of the prime vendor responsibilities, an overview of the bidder's plans for implementing the prime vendor/systems integration responsibilities, and the plan for acting as the single point of contact for the WVDE for all products and services.

**Vendor Response:**

2.4.1.2. For the systems integrator to have a fully staffed project office, project manager, and project team in place with the capacity to support this project within two weeks of contract award. The bidder should outline the steps to ensure that this can happen.

**Vendor Response:**

2.4.1.3. For the systems integrator to have a comprehensive project management plan that will help to ensure successful project implementation for this statewide initiative.

As part of the bidder response to the objective above, include also a detailed description of the proposed comprehensive 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
9. Risk management
10. Communication

It should be clear from the description that the bidder has the capacity to implement and manage a project of the size and scope of the West Virginia Tools for Schools Initiative.

**Vendor Response:**

2.4.1.4. For the WVDE, counties, schools, and other eligible entities to be able to purchase any item on this contract individually or in various configurations.

**Vendor Response:**

2.4.1.5. For the successful vendor to participate, at no additional cost, in conferences and other demonstrations to showcase the project.

**Vendor Response:**

2.4.1.6. For the successful vendor to provide tracking, reporting, and meeting functions as part of the cost of doing business and at no additional cost to the State.

**Vendor Response:**

2.4.1.7. For the successful vendor to upload information necessary to create purchase orders into the WVDE online database, using the format and record/field elements and structure as defined by the WVDE. The database was written in .NET.

**Vendor Response:**

2.4.1.8. For the successful vendor to have a comprehensive, web-based project information system / portal, available within 90 calendar days of contract award, and designed to meet any applicable requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.

The bidder should provide a thorough description of the proposed web-based project information system and the proposed timelines for making it available to state and county personnel. The proposal should include a description of the functionality for real-time access to acquisition and purchase order information, shipping dates, proposed installation dates, and related service information. The description should include how the website's design should help counties and schools in their planning and implementation processes, as well as the document types to be posted on the website such as the contract price lists, configuration tools, specification sheets, technical documents and project team contact information. The bidder should also define other documentation that could be made available to the WVDE, through the web-based project information system. This information should include, but not necessarily be limited to, the following:

1. Status Reports detailing project milestones on a county-by-county basis (meeting dates, configuration tracking, balances, purchase order tracking, ship dates, installation tracking, etc.)
2. Serial Number Reports for computers, servers, and electronics ordered
3. Reports related to infrastructure planning, installation, and certification

The bidder should describe the bidder's plan for designing the web-based project information system to meet appropriate requirements of federal legislation: CIPA, COPPA, FERPA, and ADA.

**Vendor Response**

2.4.1.9. For the successful vendor to have effective processes and mechanisms for ensuring on-going and timely communications with WVDE, counties, and schools.

**Vendor Response:**



2.4.1.10. For the successful vendor to have an effective and timely process for problem identification, escalation, resolution, and communication.

The bidder's description of the escalation plan should include associated timeframes and responsible personnel. The bidder should agree to inform the WVDE about all problems that could affect successful project implementation.

**Vendor Response:**

2.4.1.11. For the successful vendor to have effective personnel and processes in place to complete all planning activities with schools and counties between July and October 30<sup>th</sup> of each year, so that county purchase orders can be completed as early in the school year as possible, and no later than October 30<sup>th</sup>, so that students and teachers can benefit from the technology throughout the school year. As part of the bidder's response, the bidder should describe the steps the bidder will take to meet these planning and purchase order timelines.

**Vendor Response:**

2.4.1.12. For the successful vendor to participate in implementation planning activities with county and school personnel, at no additional cost.

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. The bidder should confirm that this service is provided at no additional cost as part of the vendor's sales effort.

**Vendor Response:**

2.4.1.13. For the successful vendor to have a plan to coordinate planning activities and to ensure sales resource allocation during peak planning periods.

As part of the bidder response to the objective above, the bidder should respond to the following WVDE-suggested timelines. By responding 'yes', the bidder agrees to all of the stipulations listed below. If the bidder is unable to comply with any of these stipulations, please provide a detailed description of the exceptions and the reasons why these cannot be met.

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, including cabling and electronics scope of work 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.

**Vendor Response:**

2.4.1.14. For the successful vendor to ensure that configurations that form the basis of proposed purchase orders include all technology components necessary for a successful installation. The vendor's signature on the proposed configuration, prepared by the vendor, 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 based on an error or oversight by the vendor, the WVDE expects the bidder to be responsible for bearing the expense of correcting the configuration.

By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

**Vendor Response:**

2.4.1.15. For the successful vendor to have a SPIN and experience in dealing with E-rate so that the vendor can assist the state and counties to plan for and optimize E-rate discounts for internal connections.

The bidder should provide the following information in response in this specification:

1. Vendor SPIN
2. Experience in dealing with E-rate
3. Process for assisting the state and county to plan for and optimize E-rate discounts for internal connections

**Vendor Response:**

2.4.1.16. For the successful vendor to apply approved E-rate discounts directly to purchase orders, adhering to SLD guidelines and clearly showing amounts funded by sources other than

WVDE. The bidder should also describe the process for applying approved discounts directly to the purchase order.

**Vendor Response:**

2.4.1.17 For the successful vendor to produce accurate documentation, including purchase orders, invoices, and supporting materials, in a format that complies with procedures and guidelines of the WVDE, the WV Purchasing Division, the WV Auditor's Office, and other applicable offices. As part of the response, the bidder should describe the bidder's understanding of the state procedures and paperwork required.

**Vendor Response:**

2.4.1.18. For the successful vendor to have a comprehensive and effective plan to ensure quality control and consistency in network infrastructure design and installation.

As part of the response, the bidder should provide a thorough description of the quality control plan for network infrastructure design and installation.

The bidder should describe the bidder's plan to ensure that the staff involved in network design and installation remains well trained and knowledgeable, and their certifications remain current.

**Vendor Response:**

2.4.1.19. For the successful vendor and subcontractors to perform all services in a professional and safe manner and in accordance with county and state policies.

The bidder should describe how the bidder plans to ensure compliance with applicable policies related to fire code, safety, asbestos and State Board Policy 6200. Describe how employees will be required to dress and identify themselves when working in school environments.

**Vendor Response:**

2.4.1.20. For the successful vendor to have multiple procurement options and ready access to product.

As part of the bidder response to the objective above, include also a detailed description of the following:

1. Manufacturers for which the bidder can market products, including 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
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
6. 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

7. Procurement options for products and services on the contract
8. Process for working with manufacturers, aggregators, and other distribution and/or configuration centers to supply product to meet contract timelines

**Vendor Response:**

2.4.1.21. For the successful vendor to consult with the WVDE about emerging technologies and services that may be appropriate for the *Tools for Schools Initiative*. The WVDE maintains responsibility for strategic direction and for proposing the addition of any new products or services, which are subject to the Purchasing Division's change order procedures and approval at time of contract renewal.

The bidder should also describe the process for monitoring the market for new and appropriate technologies and services for the Tools for Schools Initiative.

**Vendor Response:**

2.4.1.22. For the successful vendor to have an effective plan for communicating and coordinating shipment, delivery, and installation activities for hardware and infrastructure with county, school, and WVDE personnel.

The bidder's response should also describe how the bidder plans to accomplish the following steps:

1. Notify county and school contacts of equipment shipment
2. Coordinate equipment delivery with county and school personnel
3. Deliver equipment no more than two weeks prior to installation
4. Deliver boxes to one location inside the school
5. Take steps for immediate corrective action for discrepancies in shipment (missing or damaged boxes)
6. Coordinate installation schedules
7. Notify county and school contacts of schedules and any necessary schedule changes
8. Move delivered equipment from storage location to assigned rooms
9. Un-box and install equipment, as per purchase order requirements
10. Remove and dispose boxes and debris
11. Perform installation during hours that accommodate the school schedules, which may necessitate installation after school hours

**Vendor Response:**

2.4.1.23. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for complete hardware installation for workstations, monitors, workstation peripherals, notebook computers, notebook computer peripherals, and all other network access devices sold by the vendor as part of the contract. Complete installation means that the machine ships with the WV-approved image, and after inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting equipment to the school network, running the

anti-virus and Windows updates (as directed by the county/school) to ensure they are current, testing the hardware, removing boxes and debris, connecting to printers in the same room and to network printers in labs, joining to school domain, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.24. Counties may choose, on an order-by-order basis, to use their own technicians to install workstations, notebook computers, netbooks, and other network access devices. This is considered "local installation." To support local installation, the successful vendor should ship the computer with the WV-approved image, deliver the equipment to one secure location inside the school, and assist the county/school with any DOA or other issues by providing help desk support throughout the warranty process to ensure that a replacement machine arrives as per accepted processes. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.25. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, to provide server installation services. Server installation means that after inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, installing and configuring the operating system, data migration if replacing existing server, installing applicable anti-virus software, testing the hardware, removing boxes and debris, connecting to printers as appropriate, joining to school domain, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.26. For the successful vendor to offer a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installing local area networks and network electronics. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, updating operating system on switches as needed, testing the hardware, removing boxes and debris, completing the rack information form (Sample Rack Information Form Appendix 7) with e-rate designations, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.27. For the successful vendor to provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of printers. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting computers in the same room, testing, removing boxes and debris, and confirming network connectivity. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.28. To provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of electronic whiteboards. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, completing the physical installation, connecting and installing whiteboard to one computer, testing the hardware, removing boxes and debris, and confirming network connectivity and Internet connectivity. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.29. To provide a service, which counties may choose to purchase or not to purchase on an order-by-order basis, for installation of ceiling-mounted data projectors. After inside delivery, vendor assumes responsibility for un-boxing equipment, reconciling the equipment ordered to that delivered, moving equipment to the appropriate approved locations, coordinating with county to ensure that mounting surface does not contain hazardous material such as asbestos, completing the physical installation, testing the hardware, removing boxes and debris. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.30. For the successful vendor to have a process for developing, testing, and producing a stable image for workstations that includes appropriate drivers, current fixes and updates for application software, and current virus definition files. Software images should be updated upon release of an operating system service pack or at the discretion of the WVDE. The WVDE should approve the images prior to implementation and may include WVDE required software and plug-ins. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.31. For the successful vendor to have a process for developing and installing custom images for workstations ordered by counties. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.32. For the successful vendor to provide documentation of satisfactory installation completion.

The vendor should agree to provide the following documentation:

1. Provision of serial numbers in electronic format to the county
2. Completion of a System Operational Form (sample in Appendix 1)
3. Completion of Delivery Confirmation Form (sample in Appendix 2)
4. Completion of a Report of Commodities Received (sample in Appendix 3)

By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

**Vendor Response:**

2.4.1.33. To provide the WVDE with a copy of every image for every model of workstation installed by the bidder.

**Vendor Response:**

2.4.1.34. To provide an option for the counties to purchase and/or download a copy of the image for every model of workstation installed by the bidder. The bidder should thoroughly describe his service offering.

**Vendor Response:**

2.4.1.35. For the successful vendor to have personnel experienced in the design of structured, standards-based, school networks who conduct site surveys for each site requiring network-cabling services.

As part of the response, the bidder should describe the experience and expertise of the personnel who are proposed to conduct site surveys.

As part of the site survey, the vendor should develop a proposed cabling infrastructure and network design. The designs should be capable of being phased in. The successful vendor should prepare documentation for the proposed scope of work, following standards and formats approved by the WVDE.

The bidder should also describe the process for surveying site needs for network infrastructure. The bidder's description should include the following:

1. Information to be considered, 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
4. Qualifications of network design personnel

The bidder should describe the documentation to be provided for the proposed scope of work.

1. Design recommendations and considerations
2. Materials and labor required
3. Description of network and cabling components
4. Schematic
5. Cost (do NOT include any costs in the written technical proposal)
6. Considerations for the county personnel, such as electrical requirements and core drilling
7. Locations that require coordination with county asbestos contact
8. Recommendations regarding a phased-in approach, if requested
9. Approval for the site survey and design by a Registered Communications Distribution Designer (RCDD) or other qualified personnel

**Vendor Response:**

2.4.1.36. For the successful vendor to have personnel experienced in the design of structured, standards-based, school-based, wireless networks who conduct site surveys for each school site that wants to implement a wireless network. As part of the response, the bidder should describe the experience and expertise of the personnel who are proposed to conduct site surveys.

As part of the site survey, the vendor should develop a proposed wireless network design. The designs should be capable of being phased in. The successful vendor should prepared documentation for the proposed scope of work, following standards and format approved by the WVDE.

The bidder should describe the process for surveying site needs for wireless infrastructure implementations, the information to be considered, and the information to be included in a proposed scope of work for cabling/electronics. The bidder should identify the qualifications of the personnel plans to use to provide network designs for wireless infrastructure.

1. Number of access points to provide satisfactory access
2. Facility issues
3. The requirement for Power over Ethernet switches
4. Size of controller needed based upon number of access points
5. Location for mounting access points
6. Adequate rack space in MDF and IDF to accommodate switches and the wireless controller
7. Security and encryption considerations

The bidder should describe the documentation to be provided for the proposed scope of work.

1. Design recommendations and considerations
2. Materials and labor required
3. Description of network and cabling components
4. Schematic
5. Cost (do NOT include costs in the written technical proposal)
6. Considerations for the county personnel, such as electrical requirements and core drilling
7. Locations that require coordination with county asbestos contact
8. Recommendations regarding a phased-in approach, if requested
9. Approval for the site survey and design by a Registered Communications Distribution Designer (RCDD) or other qualified personnel

**Vendor Response:**

2.4.1.37. For the successful vendor to design and install the local area network cabling systems in accordance with the items noted in the Cabling Assurances Form (Appendix 4). To provide documentation to the WVDE, county contact, and school, subsequent to installation of cabling and electronics using schematics format approved by the WVDE. As part of the response, the bidder should describe the bidder's understanding of the items listed on the Cabling Assurances Form.

The bidder should describe the documentation to be provided to the WVDE and county after installation of network cabling and electronics.



1. An accurate schematic of connections, cable lengths, equipment locations, equipment installed, and printout of certification results from a certified test device, provided within 30 calendar days of network installation
2. Cabling Assurances Form (sample in Appendix 4)
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
5. Test results of installed cabling, provided in electronic format

**Vendor Response:**

2.4.1.38. For the successful vendor to have a plan for identifying and correcting problems with pre-existing network cabling and electronics and for testing and certifying cabling installed locally or by other vendors, if it impacts work to be completed by the bidder. The bidder should thoroughly describe this service offering.

**Vendor Response:**

2.4.1.39. To have a process for managing licensing of application software

The bidder should describe the proposed process for managing licensing of application software. The description should include the following:

1. Tracking number of licenses purchased
2. Providing key codes for software installation
3. Maintaining records

**Vendor Response:**

2.4.1.40. For the successful vendor to have a detailed plan for the bidder's organization to be fully staffed and functional to effectively support this contract and services as quickly as possible. The plan should include time frames associated with each step, beginning with contract signing as week one. The plan should include a thorough description of the steps the vendor proposes to take to meet the proposed timeline, the steps the vendor proposes to take if the timeline begins to slip, and associated escalation steps. The plan should identify possible challenges and risks and measures the vendor proposes to take to mitigate these risks.

**Vendor Response:**

2.4.1.41. For the successful vendor to provide options for technical support and/or consultation for the hardware, software, and networking components procured, on an hourly, half day, or daily basis. The bidder should provide a thorough description of the services proposed.

**Vendor Response:**

2.4.1.42. For the successful vendor to provide options for a help desk for hardware and software support for items on this contract.

The bidder should describe the proposed help desk. The description should include information about the following:

1. WV-specific help desk

2. 800#
3. Qualifications of personnel to answer help desk questions
4. Process for facilitation of repair for warranty issues for all contract products
5. Licensing options (statewide, county-based, school-based, incident-based, etc.)

**Vendor Response:**

2.4.1.43. For all counties and schools to have equitable access to services, regardless of geographic location. For any item or service procured from the contract that has an associated cost, the selected bidder should bill only for the time spent at the school location and not for travel time.

*By responding yes, the bidder agrees to all of the stipulations listed above. If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.*

**Vendor Response:**

2.4.1.44. For the bidder to provide, as part of the technical proposal, a detailed scope of work for the example school profile below. The design should be for a complete network design and installation that meets RFP specifications a school floor plan follows in Appendix 6. the design should identify all network components and the bidder should thoroughly explain the rationale for the design. Do not include cost information in the written technical proposal.

**Sample School Profile:**

**Existing Network Cabling Summary:**

*The school has implemented CAT5e Cabling and Cisco electronics from the previous TFSE Contract.*

<u>Location</u>	<u>QTY</u>	<u>Description</u>
1 <sup>st</sup> -8 <sup>th</sup> Grade Classrooms	110	5 CAT 5e Certified Cable Drops in each of the 22 classrooms
Room 213 TFSE Lab	27	CAT5e Certified Cable Drops
Room 221 Art	5	CAT5e Certified Cable Drops
Room 220 Music	5	CAT5e Certified Cable Drops
Room 214 Mini Lab	20	CAT5e Certified Cable Drops
Room 233 Science Lab	5	CAT5e Certified Cable Drops
Room 230 Gifted	5	CAT5e Certified Cable Drops
Room 120 Media Center	15	CAT5e Certified Cable Drops
Room 104 Title 1	5	CAT5e Certified Cable Drops
Room 101 Special Ed	5	CAT5e Certified Cable Drops
Room 110 Special Ed	5	CAT5e Certified Cable Drops
Room 115 Kindergarten	5	CAT5e Certified Cable Drops
Room 114 Kindergarten	5	CAT5e Certified Cable Drops
Room 113 Kindergarten	5	CAT5e Certified Cable Drops
Room 150 Main Office	5	CAT5e Certified Cable Drops
Room 151 V Principal	2	CAT5e Certified Cable Drops
Room 151 Principal	2	CAT5e Certified Cable Drops
Room 154 Conference RM 5		CAT5e Certified Cable Drops
Room 155 Teachers Lge.	5	CAT5e Certified Cable Drops
Room 158 Nurses Station	2	CAT5e Certified Cable Drops

### **New Cabling Purchases**

The school wants a network design and installation that meets the RFP specifications in 2.4.1, 2.4.4 and State Board Policy 6200 (<http://wvde.state.wv.us/policies/>).

New drops should be planned for the following locations:

<u>Location</u>	<u>QTY</u>	<u>Description</u>
Room 215 (TFSE Lab)	27	CAT6 Certified Cable Drops
First Floor Classrooms	16	CAT6 Certified Cable Drops for WAP's
Second Floor Classrooms	16	CAT6 Certified Cable Drops for WAP's
Fiber run from MDF to IDF	50	50 feet of Fiber to replace existing damaged fiber
	120	7' CAT6 Patch Cables
	1	Site Survey (2.4.1.35)

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.

### **Existing Electronics Summary:**

For purposes of the cost profile, use Cisco Layer 3 electronics.

A school floor plan follows in **APPENDIX 6** for the bidder's use in designing a cabling/electronics plan for the school.

<u>Location</u>	<u>QTY</u>	<u>Description</u>
Room 153    MDF	3	Cisco 2950 48-port switches, cascaded via SX fiber patch cable
Room 153    MDF	3	Wall Mounted Rack with two 48-port patch panels
Room 231    IDF	2	Cisco 2950 48-port switches, cascaded via SX fiber patch cable
Room 231    IDF	2	Wall Mounted Rack with one 48-port patch panel

### **New Electronics Purchases**

<u>Location</u>	<u>QTY</u>	<u>Description</u>
First Floor Classrooms	16	Cisco Wireless Access Points
Second Floor Classrooms	16	Cisco Wireless Access Points
MDF	1	Cisco Wireless LAN Controller
MDF	1	48 port Cisco 10/100/1000 POE switches to support WAP's
IDF	1	48 port Cisco 10/100/1000 POE switches to support WAP's
IDF	1	48 port Cisco 10/100/1000 switches to support Room 215 Lab
	1	Wireless Site Survey to determine proper location of WAP's

### **Vendor Response:**

## **2.4.2 Goal 2: Project-Based Technology Literacy Curriculum and Application Software:**

The second goal is to support the *Global21* initiative by providing engaging digital content for teachers and students in grade K-12 that help promote 21<sup>st</sup> century learning among West Virginia's students. The resources should help students in grades prekindergarten through eight master rigorous core academic subjects by providing resources aligned with WV CSOs in reading, mathematics, writing, science, social studies, twenty-first century learning skills and twenty-first century learning tools. The resources should also support mastery of rigorous core academic subjects in grades nine through twelve by providing appropriate twenty-first century technology tools aligned with state standards for learning skills and technology tools. In

addition, the resources should promote attainment of twenty-first century skills outcomes for all students in the use of technology tools and learning skills, as well as participation in relevant, contextual instruction that uses dynamic, real-world contexts that are engaging and meaningful for students, making learning relevant to life outside of school.

Digital resources can be used to engage students in learning rigorous content and to help students develop critical learning skills, such as communication, collaboration, critical thinking, and creativity. Digital resources can be used to personalize learning and to help transform instruction so that it becomes student-centered and student-driven. High-quality digital resources should support project-based learning and assessment for and as learning, while also providing resources that teachers can align to curriculum and classroom instruction.

**Vendor Response:** *(The bidder should provide a description of how the bidder's response meets Goal 2)*

**The mandatory deliverable for this goal is as follows:**

2.4.2.A. The bidder responding to this RFP must provide a standards-based, classroom-ready, project-based technology literacy curriculum.

**Vendor Response:**

***The project objectives associated with Goal 2 are listed below:***

#### **Project-Based Technology Literacy Curriculum**

2.4.2.1. To provide standards-based, classroom-ready, project-based learning activities that provide rigorous and relevant technology integration activities to enrich the core instruction and teach 21<sup>st</sup> Century skills.

As part the response, the bidder should describe the various licensing options and models being proposed.

As part of the response, the bidder should also describe the number of activities available at each grade level, the standards upon which the activities are based, a description of how the use of technology supports the instruction of core content and 21<sup>st</sup> century skills, and a description of how the bidder ensures that the technology activities are relevant to the core instruction and are rigorous.

**Vendor Response:**

2.4.2.2. To support instruction in the following subject areas:

1. K-8 English Language Arts, Mathematics, Science, Social Studies
2. English 9-12
3. Mathematics 9-12, including Algebra 1, Algebra 2, Geometry, Pre-Calculus, Probability and Statistics, Transition Math, Trigonometry
4. Sciences 9-12, including Biology, Chemistry, Conceptual Biology, Conceptual Chemistry, Conceptual Physics, Earth Science, Physical Science, Physics
5. Social Studies 9-12
6. Career and Technical clusters
7. Additional activities in a library for grades 9-12

As part of the response, the bidder should describe the number of activities that support these subject areas and the specific learning objectives covered in these activities. The bidder should describe how these activities support instruction in the subject areas.

**Vendor Response:**

2.4.2.3. To align to the WV CSOs for these content areas (Policy 2520).

As part of the response, the bidder should describe the process the bidder used to determine the extent of alignment, not only for content objectives, but also for depth of knowledge.

To demonstrate the alignment, the bidder's response should specifically address alignment to the following CSOs, along with additional information the bidder chooses to provide to demonstrate alignment to WV CSOs in Policy 2520.

M.O.K.1.2: read, write, order, and compare numbers to 20 using multiple strategies (e.g. manipulatives, number line).

RLA.O.1.2.5: identify and apply conventions of spelling in written composition (e.g. letter/sound relationships, high frequency words, transition from phonetic spelling to conventional spelling).

SS.O.3.4.8: construct and interpret data from various types of maps, globes, charts, graphs and timelines (e.g., population, products, climate).

SC.O.6.1.11: construct and use charts, graphs and tables to organize, display, interpret, analyze and explain data.

M.O.7.5.1: determine theoretical probability of an event, make and test predictions through experimentation.

SS.S.8.2 Civics Students will:

- examine and analyze the purposes and basic principles of the United States government (Purposes of Government).
- outline and evaluate and analyze the origins and meaning of the principles, ideals and core democratic values expressed in the foundational documents of the United States (Ideals of United States Democracy).

M.S.A2.2 Algebra

M.O.A2.2.6: develop and use the appropriate field properties of matrices by adding, subtracting, and multiplying; solve a system of linear equations using matrices; and apply skills toward solving practical problems.

SC.S.PS.2 Content of Science

SC.O.PS.2.2: predict chemical and physical properties of an element using its position in the periodic table.

SS.S.10.5 History

SS.O.10.5.8: analyze and evaluate the United States Constitution and the Bill of Rights; describe and measure the challenges faced by the new United States government.

Agriculture and Natural Resources I

Standard 2: Content of Studies in Agriculture and Natural Resources

ASN.O.AG1.2.16: predict environmental issues related to agricultural practices.

Standard 3: Application of Knowledge and Skills Acquired Through Studies of Agriculture and Natural Resources

ASN.O.AG1.3.6: perform basic soil and water tests (pH, temperature, etc.).

The bidder should include the information provided in the table in Attachment A that delineates the software location (lesson/activity and a link to the lesson or documentation such as screen captures, descriptions, etc.) and analysis of alignment (.**MF**-Meets Full-Aligns to all learning targets within CSOs and DOK; **MP** - Meets Partial-Aligns to at least 50% of learning targets and meets DOK; **MM**- Meets Minimal –Aligns to fewer than 50% of learning targets and/or does not meet DOK; **NE**- Non-existent – Does not align to WVCSO learning targets/does not meet DOK)

**Vendor Response:**

To align to the WV CSOs for these content areas (Policy 2520)		
<b>WV Content Standard and Objective</b>	<b>Software Location</b>	<b>Analysis of Alignment</b>
	Lesson/Activity –names or numbers) Provide a link to the lesson or documentation such as screen captures, descriptions, etc.	<b>MF</b> -Meets Full-Aligns to all learning targets within CSOs and DOK <b>MP</b> - Meets Partial-Aligns to at least 50% of learning targets and meets DOK <b>MM</b> - Meets Minimal –Aligns to fewer than 50% of learning targets and/or does not meet DOK <b>NE</b> - Non-existent – Does not align to WVCSO learning targets/does not meet DOK
M.O.K.1.2 read, write, order, and compare numbers to 20 using multiple strategies (e.g. manipulatives, number line).		
RLA.O.1.2.5 identify and apply conventions of spelling in written composition (e.g. letter/sound relationships, high frequency words, transition from phonetic spelling to conventional spelling).		
SS.O.3.4.8 construct and interpret data from various types of maps, globes, charts, graphs and timelines (e.g., population, products, climate).		
SC.O.6.1.11 construct and use charts, graphs and tables to organize, display, interpret, analyze		

To align to the WV CSOs for these content areas (Policy 2520)		
and explain data.		
M.O.7.5.1 determine theoretical probability of an event, make and test predictions through experimentation.		
SS.S.8.2 Civics Students will: - examine and analyze the purposes and basic principles of the United States government (Purposes of Government). - outline and evaluate and analyze the origins and meaning of the principles, ideals and core democratic values expressed in the foundational documents of the United States (Ideals of United States Democracy).		
M.S.A2.2 Algebra M.O.A2.2.6: develop and use the appropriate field properties of matrices by adding, subtracting, and multiplying; solve a system of linear equations using matrices; and apply skills toward solving practical problems.		
SC.S.PS.2 Content of Science SC.O.PS.2.2: predict chemical and physical properties of an element using its position in the periodic table.		
SS.S.10.5 History SS.O.10.5.8: analyze and evaluate the United States Constitution and the Bill of Rights; describe and measure the challenges faced by the new United States government.		
Agriculture and Natural Resources I Standard 2: Content of Studies in Agriculture and Natural Resources ASN.O.AG1.2.16 predict environmental issues related to agricultural practices.		
Standard 3: Application of Knowledge and Skills Acquired Through Studies of Agriculture and Natural Resources ASN.O.AG1.3.6 perform basic soil and water tests (pH, temperature,		

To align to the WV CSOs for these content areas (Policy 2520)		
etc.).		

2.4.2.4. If the State Board of Education revises Policy 2520, the bidder should complete realignment to the content standards within sixty calendar days. As part of the response, the bidder should describe the process and projected timelines for providing realignment, if required.

**Vendor Response:**

2.4.2.5. To align to the WV CSOs for Technology Tools and Learning Skills (Policy 2520.14) and to systematically introduce technology skills while preserving the integrity and rigor of the curriculum content

The bidder’s response should address alignment to the following CSOs. The bidder should include the information provided in the table below.

21C.O.PK-2.1.TT.5 Student creates text, types words and sentences, and inserts images using word processing software. Student creates, saves, prints and opens existing files. Student uses editing functions in word processing software (e.g., font, boldface, underline, font color). Student inserts graphics that enhance the understanding of the text.

21C.O.3-4.1.LS.1 Student identifies information needed to solve a problem or complete an assignment, conducts a search and prioritizes various sources based on credibility and relevance, retrieves relevant information from a variety of media sources, and uses this information to create an effective presentation.

21C.O.5-8.1.TT8 Student enters data relevant to class assignments into a database and performs simple queries.

21C.O.5-8.1.TT.7 Student uses advanced features and utilities of presentation software (e.g., design templates, design layouts (fonts/ colors/ backgrounds) animation and graphics, inserting pictures, objects, movies, sound, charts, hyperlinks, and graphs) to create an original product.

21C.S.9-12.2: Thinking and Reasoning Skills

21C.O.9-12.2.LS.1: Student engages in a critical thinking process that supports synthesis and conducts evaluation using complex criteria.

21C.O.9-12.1 Information and Communication Skills

21C.O.9-12.1.TT.6: Student uses advanced features and utilities of spreadsheet software, (e.g., formulas, filters, pivot tables, pivot charts, macros, conditional formatting), to perform calculations and to organize, analyze and report data.

**Vendor Response:**



To align to the WV CSOs for Technology Tools and Learning Skills (Policy 2520.14)

<b>WV Content Standard and Objective</b>	<b>Software Location</b>	<b>Analysis of Alignment</b>
21C.O.3-4.1.LS.1 Student identifies information needed to solve a problem or complete an assignment, conducts a search and prioritizes various sources based on credibility and relevance, retrieves relevant information from a variety of media sources, and uses this information to create an effective presentation.	Lesson/Activity –names or numbers) Provide a link to the lesson or documentation such as screen captures, descriptions, etc.	<p><b>MF</b>-Meets Full-Aligns to all learning targets within CSOs and DOK</p> <p><b>MP</b> - Meets Partial-Aligns to at least 50% of learning targets and meets DOK</p> <p><b>MM</b>- Meets Minimal –Aligns to fewer than 50% of learning targets and/or does not meet DOK</p> <p><b>NE</b>- Non-existent – Does not align to WVCSO learning targets/does not meet DOK</p>
21C.O.5-8.1.TT8 Student enters data relevant to class assignments into a database and performs simple queries.		
21C.O.5-8.1.TT.7 Student uses advanced features and utilities of presentation software (e.g., design templates, design layouts (fonts/ colors/ backgrounds) animation and graphics, inserting pictures, objects, movies, sound, charts, hyperlinks, and graphs) to create an original product.		
21C.S.9-12.2: Thinking and Reasoning Skills		
21C.O.9-12.2.LS.1: Student engages in a critical thinking process that supports synthesis and conducts evaluation using complex criteria.		
21C.O.9-12.1 Information and Communication Skills		
21C.O.9-12.1.TT.6: Student uses advanced features and utilities of		

To align to the WV CSOs for Technology Tools and Learning Skills (Policy 2520.14)		
spreadsheet software, (e.g., formulas, filters, pivot tables, pivot charts, macros, conditional formatting), to perform calculations and to organize, analyze and report data.		

2.4.2.6. To align to ISTE NETS\*S and the Partnership for 21<sup>st</sup> Century Skills framework for 21<sup>st</sup> Century Learning. As part of the response, the bidder should describe the bidder's understanding of these standards, the process the bidder used to ensure alignment to these standards, and the extent of alignment.

**Vendor Response:**

2.4.2.7 To address the 4Cs: critical thinking, collaboration, creativity, and communication. As part of the response, the bidder should describe how the activities address the 4Cs.

**Vendor Response:**

2.4.2.8. To engage students, involve students in their own learning, and to promote student-centered/student-driven instruction

**Vendor Response:**

2.4.2.9. To promote authentic formative classroom assessments, to involve students in assessing their own learning, to drive and support innovative teaching practices including assessment 'as' and 'for' learning; to provide assessment rubrics for teachers that provide a precise picture of good performance.

As part of the response, bidders should describe the bidder's understanding of formative classroom assessment. The bidder should also describe the rubrics, how the rubrics were developed, the structure and validity of the rubrics, and how the rubrics guide teachers and students in classroom assessment.

**Vendor Response:**

2.4.2.10. To align with sound instructional pedagogy, best instructional practice and support a variety of district curricula. As part of the response, bidders should describe the pedagogical foundation for the activities.

**Vendor Response:**

2.4.2.11. To align with the Common Core State Standards (<http://www.corestandards.org/>) [National Governor's Association Center for Best Practices (NGA) and the Council of Chief State School Officers (CCSSO)].

As part of the response, the bidder should describe the bidder's understanding of the Common Core Standards, the process for aligning to these standards, and the extent of alignment.

**Vendor Response:**

2.4.2.12. To be accessible from home for both students and teachers

The bidder should also describe the process for, capabilities of, technology requirements for, and any limitations for teacher and student home access.

**Vendor Response:**

2.4.2.13. To have reports about school and student utilization including reports acceptable for EdFacts/EDEN reporting requirements for 8<sup>th</sup> grade student technology literacy proficiency, including evidence of accumulated assessment scores in grades 3-4-5 and in grades 6-7-8

As part of the response, the bidder should also describe the bidder's understanding of the EdFacts / EDEN requirements and how these reports can meet those requirements.

**Vendor Response:**

2.4.2.14. To teach and assess student technology literacy in an integrated, systematic, and developmental approach, to track and document student technology literacy development and to provide summative student assessment profiles

As part of the response, the bidder should also provide a thorough description of the student profiles.

**Vendor Response:**

2.4.2.15. To support assessment of student proficiency in core subject matter

**Vendor Response:**

2.4.2.16. To be browser-based and support multiple Internet browsers, including Internet Explorer and Safari.

The bidder should also identify all Internet browsers under which the software is certified to / supported to run and identify any plug-ins or additional software needed / recommended.

**Vendor Response:**

2.4.2.17. To support various hosting models (server, county WAN, statewide WAN, vendor hosted). As part of the response, the bidder should thoroughly describe the technology and licensing implications of each hosting model.

**Vendor Response:**

2.4.2.18. To support multiple student access devices (e.g., desktop, notebook, netbook, mini notebook, media tablet, and other mobile devices).

The bidder should also describe any considerations associated with using the software on various access devices and should identify the student access devices supported and not supported.

**Vendor Response:**

2.4.2.19. To utilize standard office productivity software, such as *Microsoft Office*, *Google* applications, and other Web 2.0 tools and to infuse them into the teaching of content curriculum. As part of the response, the bidder should identify the software and version levels supported / used and how the use of these tools supports instruction of subject area content.

**Vendor Response:**

2.4.2.20. To import student data, such as student IDs and student names, from other applications, such as network operating system/server files or WVEIS extract. To export assessment results and other student data in XML format, comma separated or fixed length records. As part of the response, the bidder should provide a thorough description of the bidder's understanding of the WVEIS and the process for data sharing.

**Vendor Response:**

2.4.2.21. To be desktop operating system agnostic and run in multiple workstation operating environments, including Windows XP, Vista, and Windows 7, and OSX

**Vendor Response:**

2.4.2.22. To be bandwidth efficient. As part of the response, the bidder should describe the steps taken to support bandwidth efficiency.

**Vendor Response:**

2.4.2.23. To be SIF compliant. As part of the response, the bidder should describe the bidder's understanding of SIF.

**Vendor Response:**

2.4.2.24. To comply with applicable provisions from CIPA, COPPA, and FERPA. As part of the response, the bidder should describe the bidder's understanding of CIPA, COPPA, and FERPA and the steps the bidder has taken to ensure compliance.

**Vendor Response:**

2.4.2.25. To keep student data secure and confidential. The bidder should thoroughly describe the process for ensuring security of student data.

**Vendor Response:**

2.4.2.26. To be compatible with the State's environment. (see <http://wvde.state.wv.us/technology/network/index.php> for additional information). As part of the response, the bidder should describe the bidder's understanding of the State's environment.

**Vendor Response:**

2.4.2.27 To support teacher-created activities. As part of the response, the bidder should describe how teachers can create activities.

**Vendor Response:**

2.4.2.28. To support periodic updates, enhancements, and additions as curriculum needs evolve

**Vendor Response:**

2.4.2.29. To have a clear roadmap for product development, product life cycle, including migration paths to products under development

**Vendor Response:**

2.4.2.30. To teach and assess student technology literacy, to track and document student technology literacy development, and to provide summative student assessment profiles that follow each student through his or her school life

**Vendor Response:**

2.4.2.31. To support assessment of student proficiency in core subject matter

**Vendor Response:**

2.4.2.32. To have a process for development, upon WVDE request, of customized projects and activities that run on the same platform and that support WV curriculum needs as WV CSOs change and/or as legislation or policy dictates. Examples might include the development of authentic, real-world application modules that enhance career readiness in the core curriculum for middle-school students, activities to support patriotism, or activities that support the development of 21<sup>st</sup> century learning skills.

**Vendor Response:**

2.4.2.33. To have an easy process for teachers to manage instruction by importing student names and IDs, selecting student names, creating classes, making student assignments, recording student progress, reviewing class reports. As part of the response, the bidder should provide a step-by-step description of the process teachers will go through regarding assignments and reports.

The bidder should also describe the pedagogical basis for the instructional design and the research about best instructional practices such as inquiry based, project based, backward design, differentiated instruction, collaborative and whole group and other best practices upon which it is based

**Vendor Response:**

2.4.2.34. To have the capacity to run in a virtualized server and/or desktop environment, as well as on a thin client device

**Vendor Response:**

2.4.2.35. To include links to information about cyber-bullying for adults, students, and teachers including information about cyber-bullying prevention and tips for dealing with cyber-bullying. As part of the response, the bidder should identify the resources to which links are provided and how those resources were chosen.

**Vendor Response:**

2.4.2.36. To provide age-appropriate activities to guide teacher discussions with students about cyber-bullying and to provide an accountability measure for meeting CIPA requirements. As part of the response, the bidder should thoroughly describe the activities and also describe the bidder's understanding of the CIPA requirements.

**Vendor Response:**

2.4.2.37. To have various resources and materials available to teachers to support instruction, including items such as short videos about the activities, integration ideas, assessment rubrics, alignment charts, and optional lesson plans specific to WV CSOs

**Vendor Response:**

2.4.2.38. To provide support for struggling readers in grades 6-12 by including such items as text-to-speech functionality, capacity to change font size for the visually impaired students, glossary support, task management templates, and research-based instructional strategies that provide guidance to teachers on various reading strategies. As part of the response, the bidder should describe a complete description.

**Vendor Response:**

2.4.2.39. To provide mechanisms for counties and schools to map the activities into the individual school curriculum plans and timelines.

**Vendor Response:**

2.4.2.40. To have services for customized instructional design and production, project management, consulting, and other professional services such as the delivery of county implementation support and webinars. The bidder should thoroughly describe this service offering.

**Vendor Response:**

2.4.2.41. To support the creation of a digital platform to support documentation of individual student learning and mastery, acquisition of designated skills sets, individualized portfolios, and customizable views.

**Vendor Response:**

2.4.2.42. To have a statewide license for K-8 and a statewide license for 9-12

**Vendor Response:**

## **Application Software**

2.4.2.43. To have *Microsoft Office Professional 2010*, single license, under applicable academic licensing pricing including *Academic Select* and *Open License Program* or other options made available by Microsoft

### **Vendor Response:**

2.4.2.44. To have *Microsoft Office Professional 2010*, single media, under applicable academic licensing pricing including *Academic Select* and *Open License Program* or other options made available by Microsoft

### **Vendor Response:**

2.4.2.45. To benefit from Microsoft Academic Select pricing. The WVDE currently purchases Microsoft products (application software, server operating system software) under a Microsoft Academic Select License Agreement. This agreement expires prior to the end of this contract, but the WVDE intends to renew the Academic Select License Agreement, pursuant to WV Purchasing guidelines, and to incorporate it into this contract

### **Vendor Response:**

2.4.2.46. To have imaging software for workstations

### **Vendor Response:**

2.4.2.47. To have software to track and secure devices and data on them

### **Vendor Response:**

2.4.2.48. To have classroom management software that allows teachers and administrators to control and monitor student workstations from one central workstation, either in the classroom or remotely

1. The bidder should also describe the capability of the software to do the following:
2. Restrict applications and control online access
3. Lock screens
4. Allow teachers to respond to students individually
5. Allow teachers to receive assignments from students, respond to students individually, and send files electronically to students
6. Allow teachers to launch applications on every student's device
7. Allow teacher to block Internet
8. View student screens
9. Broadcast announcements to all screens
10. Broadcast teacher desktop to all student monitors
11. Operate efficiently in both wired and wireless environments
12. Launch websites, or allow only specific URLs or websites
13. Block Windows games and Windows Media Player
14. Launch videos for group viewing
15. Can shut all computers down at same time
16. Other features

**Vendor Response:**

**2.4.3 Goal 3: Professional Development Services**

The third goal is to have effective professional development, delivered through a variety of relevant, ongoing, and continuous models, to help equip teachers with the skills and knowledge to effectively use technology resources and appropriate strategies to positively impact student learning and raise student achievement.

Teachers are at the core of our Global21 plan and they are eager to incorporate 21st century skills to their classrooms. To promote twenty-first century learning, teachers should be competent in twenty-first century content and learning skills and should be equipped to fully integrate technology to transform instructional practice and to support twenty-first century skills acquisition.

Teachers need to learn how to use technology tools to align to classroom instruction, differentiate instruction for students, integrate technology effectively, and create technology-rich instructional activities to enhance student achievement.

Effective professional development promotes collaboration and sharing of best practices, improved instruction, and improved student learning. When aligned to rigorous state standards and connected to school improvement goals and classroom instruction, effective professional development translates into improved teaching practices. Professional development focuses on the analysis of data regarding student performance and the assessment of student needs. Follow-up coaching and mentoring for teachers facilitate continuous improvement and informs ongoing improvements in teacher and student learning.

**Vendor Response:** *(The bidder should provide a description of how the bidder's response meets Goal 3)*

2.4.3.A. The bidder responding to this RFP must provide professional development services to help educators effectively use technology resources.

**Vendor Response:**

***The project objectives associated with Goal 3 are listed below:***

2.4.3.1. To have train-the-teacher sessions, both initial and follow-up, in a face-to-face model on the software and technology tools proposed (e.g., project-based technology literacy curriculum, whiteboards, media tablets, classroom response systems)

As part of the bidder response to the objective above, include also a detailed description of the proposed sessions for each software application and technology tool included in the response. Describe offerings in detail including name of course title, agenda, intended audience including grade and skill levels and subject areas, session length, minimum and maximum class size, hands on activities included in this course. Identify any exceptions.

**Vendor Response:**

2.4.3.2. To have train-the-trainer options for professional development sessions proposed



Describe in detail the proposed sessions for each software application and technology tool included in the response. Describe offerings in detail including name of course title, agenda, intended audience including grade and skill levels and subject areas, session length , minimum and maximum class size, hands on activities included in this course. Identify any exceptions.

**Vendor Response:**

2.4.3.3. To have online professional development on the software and technology tools proposed, including webinars and short, topic-specific tutorials (e.g., videos, quick reference sheets) to cover common instructional and management tasks

Describe online offerings in detail including name of course or tutorial title, agenda, intended audience, session length, hands on activities included in this course or tutorial. Is the course synchronous or asynchronous?

**Vendor Response:**

2.4.3.4. To have support for professional learning communities.

Discuss professional learning communities and the ways in which your professional development offerings support PLCs and can be used effectively by PLCs.

**Vendor Response:**

2.4.3.5. To provide professional development offerings that include coaching and mentoring.

Describe the option for individual teacher and/or classroom consultation such as meeting with teachers during the day, either during their planning periods or during classroom instruction, to provide individual assistance, mentoring, and modeling.

**Vendor Response:**

2.4.3.6. To meet school and county needs for professional development during the regular school day, as well as after-school, on Saturdays, during the summer, and in full and partial day increments

If the bidder is unable to comply with any of the above stipulations, please provide a detailed description of the exceptions and the reasons why these specifications cannot be met.

**Vendor Response:**

2.4.3.7. To provide technical training support for network administrators on a one-to-one or small group basis either on-site and/or on a regional or statewide basis as requested

Describe the assistance that would be provided to school personnel in how to do configuration, maintenance, on local area networks and servers, how to plan and deploy networking software, migration of software applications, how to manage users, permissions and security settings, how to configure and manage various applications such as antivirus software and other server based applications, how to perform data backup and recovery, how to manage internet access and privileges, and other topics.

**Vendor Response:**

2.4.3.8. To help teachers analyze data about student performance and use technology to support student learning

**Vendor Response:**

2.4.3.9. To assist teachers in the facilitation of learning in a classroom or lab environment with a variety of devices and configurations.

Describe how the professional development emphasizes classroom management techniques such as using technology tools for concept introduction, full-group instruction, collaborative grouping, individualized instruction, tiered instruction, as well as use in both distributed and lab environments.

**Vendor Response:**

2.4.3.10. To help teachers learn best practices for technology integration and for aligning technology resources with WV CSOs being addressed in the classroom and enable teachers to implement the content software to support various instructional models such as direct instruction, inquiry-based learning, project-based learning, tiered instruction, and backward design

**Vendor Response:**

2.4.3.11. To allow county and WVDE input into and approval of agenda and materials

**Vendor Response:**

2.4.3.12. To facilitate the collection of data (teacher name, location, subject/grade level, type of professional development, duration) for WVDE via an existing online database. Also facilitate collection of data for counties either electronically or on paper at county request

**Vendor Response:**

2.4.3.13. To have a straightforward process for deploying and managing media tablets in the classroom and to over appropriate professional development

Describe professional development offerings that address deployment of software or applications and content, syncing and imaging of media tablets, volume purchases of applications, use of media tablets by single or multiple students, saving of files, access to network drives and shared folders, connection to the internet, managing subscriptions, process for keeping media tablets charged and ready for use.

**Vendor Response:**

#### **2.4.4 Goal 4: Hardware, Software and Network Infrastructure**

The goal is to have state-of-the-art hardware, operating system software and network infrastructure to support the Tools for Schools Program.

The WVDE is interested in building networks in public schools that support Tools for Schools Project. 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 builds upon installed certified infrastructure and permits the use of federal e-rate funding, and provides the best use of state technology dollars.

Refer to Section 2.4.1. for any related prime vendor/systems integrator responsibilities associated with infrastructure network cabling and equipment component.

**Throughout Section 2.4.4 the vendor's response should detail specifications of the proposed items, including manufacturer and model number. Responding "yes" or "met" does not provide a response that can be adequately evaluated. The bidder should respond with the actual specifications of the proposed item(s) in the "Vendor Response" section of the tables. The vendor should also submit detailed specification sheets for each proposed item as an appendix.**

#### **Vendor Response:**

**The mandatory deliverables for this goal are as follows:**

- 2.4.4.A. The bidder must bid a computer workstation.
- 2.4.4.B. The bidder must bid 17" workstation monitors.
- 2.4.4.C. The bidder must bid a standard notebook computer.
- 2.4.4.D. The bidder must bid a mini-notebook computer.
- 2.4.4.E. The bidder must bid a mobile storage cart for the notebook computers proposed.
- 2.4.4.F. The bidder must bid a media tablet.
- 2.4.4.G. The bidder must bid a mobile storage cart for the media tablets proposed.
- 2.4.4.H. The bidder must bid a power network server.
- 2.4.4.I. The bidder must bid a rack mount server.
- 2.4.4.J. The bidder must bid a desktop laser printer.
- 2.4.4.K. The bidder must bid a network laser printer.
- 2.4.4.L. The bidder must bid a data projector.
- 2.4.4.M. The bidder must bid an interactive whiteboard.
- 2.4.4.N. The bidder must bid personal responders.
- 2.4.4.O. The bidder must bid a document camera.
- 2.4.4.P. The bidder must bid Windows 2008 Server Operating System.
- 2.4.4.Q. The bidder must bid network electronics, network cable drops, and wireless components for wired and wireless networks in West Virginia schools.

#### **Vendor Response:**

2.4.4.1. To have a **computer workstation** suitable for educational use in a Global21 learning environment

#### **Vendor Response:**

**Workstation** –The following are desirable specifications.

Desirable Specifications	Vendor Response	
	Manufacturer	
Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs ( <i>Dell, Hewlett Packard, Lenovo</i> ) or Apple	Model	
Intel Core 2 Duo 2.66GHz		
2 GB RAM		
250GB Hard Disk Drive		
DVD +/- RW Optical Drive		
USB 2-Button Optical Mouse		
USB 101 Key Enhanced Keyboard		
Integrated Video Graphics Adapter		
Integrated Audio Adapter		
Integrated Gigabit Ethernet Network Interface Card		
Four USB Ports		
Energy Star 5.0 Compliant		
Microsoft Windows 7 Professional or Apple OSX Operating System and recovery/restore provision.		
Three year on-site warranty, parts and labor		
Pre Shipment Configuration *		

\* 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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

2.4.4.2. To have an **All-in-One Desktop PC** suitable for educational use in a Global21 learning environment.

**Vendor Response:**

**All-in-One Desktop PC** – The following are desirable specifications.

Desirable Specifications	Vendor Response	
	Manufacturer	
Business Class model workstation from Gartner Leaders Quadrant for global enterprise desktop PCs ( <i>Dell, Hewlett Packard, Lenovo</i> ) or Apple	Model	
All-in-One Form Factor		
Integrated 17" LCD Display		
Intel Core 2 Duo Processor		
2 GB RAM		
250GB Hard Disk Drive		
DVD+/-RW Optical Drive		
USB 2-Button Optical Mouse		
USB 101 Key Enhanced Keyboard		
Integrated Video Graphics Adapter		

Integrated Audio Adapter	
Integrated Gigabit Ethernet Network Interface Card	
Four USB Ports	
Energy Star 5.0 Compliant	
<i>Microsoft Windows 7 Professional or Apple OSX Operating System and recovery/restore provision.</i>	
Three year on-site warranty, parts and labor	
*Pre Shipment Configuration	

\*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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

2.4.4.3. To have **workstation monitors** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
17" Flat Panel Monitor, Resolution 1280x1024 (max)	
17" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)	
19" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)	
21" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)	
24" Flat Panel Monitor, Resolution 1280x1024 (max) with VGA/DVI (Digital Video Interface)	

2.4.4.4. To have **computer workstation accessories and upgrades** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
Option for 4 <sup>th</sup> Year Warranty	
Upgrades to workstation Hard Disk Drive (500GB)	
Upgrades to workstation Hard Disk Drive (1TB)	
Upgrades to workstation RAM (4GB)	
Upgrades to workstation RAM (8GB)	
Speakers with AC Power Adapter (specify brand)	
Headphones (specify brand)	
Microphone (specify brand)	
USB 5-Button Optical Mouse	
Sound Bar for Monitor	
Dual DVI Video Adapter	

802.11n Wireless Network Adapter	
1394 Controller	

2.4.4.5. To have a **desktop thin client device** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
128 MB Flash RAM	
128 MB SD RAM	
10/100/1000 Network Adapter	
2 USB Ports	

2.4.4.6. To have a **mobile thin client device** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Requirements	Vendor Response
802.11 b/g/n Wireless Network Interface	
2GB RAM	

2.4.4.7. To have **USB flash drives** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
4GB	
8GB	
16GB	
32GB	
64GB	

2.4.4.8. To have a **standard notebook computer** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Standard Notebook Computer**– The following are desirable specifications.

Desirable Specifications	Vendor Response
Gartner Leader Quadrant vendor ( <i>Dell, Lenovo, HP</i> ) or Apple model notebook computer	
<i>Intel</i> Core 2 Duo 2.4GHz Processor	
2 GB RAM	
250GB Hard Disk Drive	
DVD+/-RW Optical Drive	
Integrated Video Graphics Adapter	
Integrated Audio Adapter	
Integrated Gigabit Ethernet Network Interface	

Card	
Integrated Wireless LAN (802.11b/g/n)	
13" TFT Display	
56K V. 92 Modem – Integrated	
Battery and charger	
Two USB Ports	
Energy Star 5.0 Compliant	
<i>Microsoft Windows 7 Professional</i> or Apple OSX Operating System and recovery/restore provision.	
Three year on-site warranty, parts and labor	
*Pre Shipment Configuration	

\*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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

2.4.4.9. To have a **power notebook computer** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Power Notebook Computer** – The following are desirable specifications.

Desirable Specifications	Vendor Response
Gartner Leader Quadrant vendor ( <i>Dell, Lenovo, HP</i> ) or Apple model notebook computer	
<i>Intel</i> i5 2.4GHz Processor	
4 GB RAM	
500 GB Hard Disk Drive	
DVD+/-RW Optical Drive	
Integrated Video Graphics Adapter	
Integrated Audio Adapter	
Integrated Gigabit Ethernet Network Interface Card	
Integrated Wireless LAN (802.11b/g/n)	
15" TFT Display	
Battery and charger	
External monitor interface	
Two USB Ports	
Energy Star 5.0 Compliant	
<i>Microsoft Windows 7 Professional</i> or Apple OSX Operating System and recovery/restore provision.	
Three year on-site warranty, parts and labor	
*Pre Shipment Configuration	

\*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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

2.4.4.10. To have **notebook computer accessories and upgrades**

**Vendor Response:**

Desirable Specifications	Vendor Response
Optional 4 <sup>th</sup> Year Warranty	
Upgrades to notebook RAM (4GB)	
Upgrades to notebook RAM (8GB)	
Upgrades to notebook Hard Disk Drive (300GB)	
Upgrades to notebook Hard Disk Drive (1TB)	
Mobile Mouse	
External battery charger	
Spare battery	
1394 Controller	
Docking Station/Port Replicator Options	
External Keyboard	
USB 2-button mouse	
Carrying Case	

2.4.4.11. To have a **mini notebook computer** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Mini Notebook** – The following are desirable specifications.

Desirable Specifications	Vendor Response
Gartner Leader Quadrant vendor ( <i>Dell, Lenovo, HP</i> ) or Apple model notebook computer	
<i>AMD Athlon Neo Single-Core 1.6GHz</i> Processor	
2 GB RAM	
160GB Hard Disk Drive	
Integrated Video Graphics Adapter	
Integrated Audio Adapter	
Integrated Gigabit Ethernet Network Interface Card	
Integrated Wireless LAN (802.11b/g/n)	
11.5" TFT Display	
Battery and charger	
Two USB Ports	
Energy Star 5.0 Compliant	
<i>Microsoft Windows 7 Professional</i> or Apple OSX Operating System and recovery/restore provision.	
One Year Warranty	



*Pre Shipment Configuration	
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\*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), anti-virus software, applicable patches and drivers, and any additional hardware to be installed in the workstation as part of the order.

2.4.4.12. To have **mini notebook computer accessories and upgrades**

**Vendor Response:**

Desirable Specifications	Vendor Response
Optional 2nd Year Warranty	
Optional 3 <sup>rd</sup> Year Warranty	
Upgrades to notebook RAM (4GB)	
Upgrades to notebook Hard Disk Drive (250GB)	
Mobile Mouse	
External battery charger	
Spare battery	
1394 Controller	
Docking Station/Port Replicator Options	
External Keyboard	
USB 2-button mouse	
Carrying Case	

2.4.4.13. To have a **netbook computer** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Netbook** – The following are desirable specifications.

Desirable Specifications	Vendor Response
10.1" Screen	
INTEL Atom 1.6 Ghz Processor	
1 GB RAM	
Wireless Network Adapter (b/g)	
Windows 7 or Apple OSX Operating System	

2.4.4.14. To have **netbook computer accessories and upgrades**

**Vendor Response:**

Desirable Specifications	Vendor Response
Upgrades to netbook RAM (2GB)	
Mobile Mouse	
External battery charger	
Spare battery	
Carrying Case	
Optional 2nd Year Warranty	
Optional 3 <sup>rd</sup> Year Warranty	

2.4.4.15. To have **mobile notebook computer storage carts** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**15 Unit**

Desirable Specifications	Vendor Response
Compatible with Notebook Computer bid	
Internal power	
Lockable	
Built-in capacity to recharge computers	

**30 Unit**

Desirable Specifications	Vendor Response
Compatible with Notebook Computer bid	
Internal power	
Lockable	
Built-in capacity to recharge computers	

2.4.4.16. To have **mobile netbook/media tablet computer storage carts** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**15 Unit**

Desirable Specifications	Vendor Response
Compatible with Notebook Computer bid	
Internal power	
Lockable	
Built-in capacity to recharge computers	

**30 Unit**

Desirable Specifications	Vendor Response
Compatible with Notebook Computer bid	
Internal power	
Lockable	
Built-in capacity to recharge computers	

2.4.4.17. To have a **media tablet** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Media Tablet** – The following are desirable specifications.

Desirable Specifications	Vendor Response
7" Multi-Touch Display	
8 GB RAM	
Wireless Network Adapter (b/g)	
Accelerometer	
Integrated Speaker	
Integrated Microphone	

2.4.4.18. To have a **standard server** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Standard Server**– The following are desirable specifications.

Desirable Specifications	Vendor Response
<i>Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple</i>	
Tower Form Factor	
Intel QuadCore XEON Processor – 2.4 GHz	
4GB RAM	
(2) 250GB Hard Drives capable of RAID 1	
DVD+/-RW Optical Drive	
USB 2-Button Mouse	
USB 101 Key Enhanced Keyboard	
Integrated Video Graphics Adapter	
Integrated Gigabit Ethernet Network Interface Card	
4 USB Ports	
Energy Star 5.0 Compliant	
Three year on-site warranty, parts and labor	

2.4.4.19. To have a **power server** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Power Server** – The following are desirable specifications.

Desirable Specifications	Vendor Response
<i>Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple</i>	
Tower Form Factor	
Intel Quad Core XEON Processor – 2.8 GHz	
8GB RAM	
(3) 500GB Hot Swappable Hard Drives capable of RAID 5	
RAID 5 Controller	
DVD+/-RW Optical Drive	
USB 2-Button Mouse	
USB 101 Key Enhanced Keyboard	
Integrated Video Graphics Adapter	
Integrated Gigabit Ethernet Network Interface Card	
4 USB Ports	
Energy Star 5.0 Compliant	
3 year on-site warranty, parts and labor	

2.4.4.20. To have a **rack mount server** suitable for educational use in a Global21 learning environment

**Vendor Response:**

**Rack Mount Server** – The following are desirable specifications.

Desirable Specifications	Vendor Response
<i>Acceptable Manufacturers: Dell, Hewlett Packard, IBM, Cisco or Apple</i>	
Rack Mounted	
Multiple processor capable	
Intel Quad Core XEON Processor – 2.8 GHz	
8GB RAM	
(3) 500GB Hot Swappable Hard Drives capable of RAID 5	
RAID 5 Controller	
DVD+/-RW Optical Drive	
USB 2-Button Mouse	
USB 101 Key Enhanced Keyboard	
Integrated Video Graphics Adapter	
Integrated Gigabit Ethernet Network Interface Card	
4 USB Ports	
Energy Star 5.0 Compliant	
3 year on-site warranty, parts and labor, with 2nd business day on-site response	

2.4.4.21. To have **server accessories and upgrades**

**Vendor Response:**

Desirable Specifications	Vendor Response
Optional 4 <sup>th</sup> Year Warranty	
1500VA Uninterruptible Power Supply with Software	
Upgrades to Server RAM ( 8GB)	
Upgrades to Server RAM (16GB)	
Upgrades to Server RAM (32GB)	
Upgrades to Server Hard Disk Drives (1TB)	
Upgrades to Server Hard Disk Drives (2TB)	
Processor Upgrades / Additional Processors for multiple processor servers	
Drive Controller with RAID 5 Support	
20/40GB Tape Drive	
200/400GB Tape Drive	
Tape Backup Software to match Tape Drives	
3000VA Uninterruptible Power Supply with Software	
Gigabit Ethernet Fiber Network Interface Card	
10Gb Ethernet Server Adapter	
Rack Mount Options	
Rack Mounted Monitor	

Rack Mounted Keyboard	
Optional 4 <sup>th</sup> Year Warranty	
Server management software (should allow the following; remote management, reporting of predictive failures, and system status)	
The bidder should describe any additional hardware items that come with the computer and any additional software that comes as a package.	
The bidder should describe any specifications on the server that exceeds the desirable specifications.	

2.4.4.22. To have **SATA EMC network attached storage** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
EMC Storage - 4-1TB SATA Drives with 1 Hot Spare	

2.4.4.23. To have **SAS EMC network attached storage** suitable for educational use in a Global21 learning environment

**Vendor Response:**

Desirable Specifications	Vendor Response
EMC Storage - 4-450GB SAS Drives with 1 Hot Spare	

2.4.4.24. To have **EMC network attached storage upgrades**

**Vendor Response:**

Desirable Specifications	Vendor Response
Drive Shelf 2U SAS/SATA 12 Drive DAE	
300GB 15K SAS Disk Drive	
400GB 10K SAS Disk Drive	
450GB 15K SAS Disk Drive	
1000GB 7200rpm SATA Drive	
Expansion Pack AX4-5	
NetShelter SX 42U 60mm Wide x 1070mm Deep Enclosure with Sides	

2.4.4.25. To have a **desktop laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
<i>Lexmark, Hewlett Packard, or equal</i>	
PCL 6 compatible	
35 PPM	
True 600x600 dpi	
32 MB of RAM	
Ethernet 10/100 Network Port/Adapter	
Energy Star Compliant	
Manufacturer's Warranty – Describe	

2.4.4.26. To have a **network laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
<i>Lexmark, Hewlett Packard, or equal</i>	
PCL 6 compatible	
50 PPM	
True 1200x1200 dpi	
128 MB of RAM	
Duty Cycle – 200,000 pages per month or greater	
Energy Star Compliant	
Ethernet 10/100 Network Port/Adapter	
Manufacturer's Warranty – Describe	

2.4.4.27. To have a **network color laser printer** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
<i>Lexmark, Hewlett Packard, or equal</i>	
PCL 6 compatible	
35 PPM Mono	
31 PPM Color	
True 1200x1200dpi	
256 Mb of RAM	
Duty Cycle – 10,000 pages per month or greater	
Ethernet 10/100 Network Port/Adapter	
Energy Star Compliant	
Manufacturer's Warranty - Describe	

2.4.4.28. To have **printer cables/accessories**

**Vendor Response:**

USB – 6 ft.	
USB – 16 ft.	

7 Port USB Hub	
Wireless print server	

2.4.4.29. To have an **entry level data projector** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Data Projector #1**

Desirable Specifications	Vendor Response
Brightness – 2500 Lumens	
Native Resolution – SVGA 800x600	
Keystone Correction	
Manufacturer's Warranty	
Carrying Case	
Energy Star 5.0 Compliant	

2.4.4.30. To have a **data projector** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Data Projector #2**

Desirable Specifications	Vendor Response
Brightness –3200 Lumens	
True Resolution – XGA 1024x768	
Keystone Correction	
Manufacturer's Warranty	
Carrying Case	
Energy Star 5.0 Compliant	

2.4.4.31. To have an **LED data projector** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Data Projector #3—LED**

Desirable Specifications	Vendor Response
LED Lamp	
Brightness – 1000 Lumens	
Native Resolution –1024x768	
Keystone Correction	
Manufacturer's Warranty	
Carrying Case	
Energy Star 5.0 Compliant	

2.4.4.32. 2.4.4.32. To have **data projector accessories**

**Vendor Response:**

Desirable Specifications	Vendor Response
SVGA Video Y-Splitter Cable (for using projectors with desktop)	

25' SVGA Video (monitor extension) Cable	
Mounting Kits	
AV Cart	

2.4.4.33. To have an **interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Interactive White Boards #1**

Desirable Specifications	Vendor Response
75-80" Diagonal Writing Surface	
Manufacturer's Warranty – Describe	
Dual-Touch Capable	
Software (Interactive Lessons)	
Programmable soft keys	
Virtual white board capability	
Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer	
Durable surface	
No external power supply required when using USB port	
Pen holder for left or right side mounting	
Hand writing recognition software	
Encyclopedia	
Clip art library	
Extension wand	
Capability to be used as a white board with dry erase markers	
Web-based, instructor-led training	
Site-license software	
Electronics compatible w/ latest RoHS standards	
Removable electronics module for ease of maintenance	

2.4.4.34. To have **touch and gesture capable interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Interactive White Boards #2**

Desirable Specifications	Vendor Response
75-80" Diagonal Writing Surface	
Manufacturer's Warranty – Describe	
Touch and Gesture Capability	
Dual Sketch Capable	
Dual-Touch Capable	
Touch Resolution approx. 4000x4000	
Software (Interactive Lessons)	
Programmable soft keys	



Virtual white board capability	
Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer	
Durable surface	
No external power supply required when using USB port	
Pen holder for left or right side mounting	
Hand writing recognition software	
Encyclopedia	
Clip art library	
Extension wand	
Capability to be used as a white board with dry erase markers	
Web-based, instructor-led training	
Site-license software	
Electronics compatible w/ latest RoHS standards	
Removable electronics module for ease of maintenance	

2.4.4.35. To have a **smaller interactive whiteboard** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

**Interactive White Boards #3**

Desirable Specifications	Vendor Response
64 – 70” Diagonal Writing Surface	
Manufacturer’s Warranty – Describe	
Dual-Touch Capable	
Supports Writing with Pen and Finger	
Software (Interactive Lessons)	
Programmable soft keys	
Virtual white board capability	
Presentation tool software – e.g., annotation pen, eraser, highlighter, reveal, spotlight, timer	
Durable surface	
No external power supply required when using USB port	
Pen holder for left or right side mounting	
Hand writing recognition software	
Encyclopedia	
Clip art library	
Extension wand	
Capability to be used as a white board with dry erase markers	
Web-based, instructor-led training	
Site-license software	
Electronics compatible w/ latest RoHS	

standards	
Removable electronics module for ease of maintenance	

2.4.4.36. To have an **interactive whiteboard alternative** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:  
Interactive White Board Alternative**

Desirable Specifications	Vendor Response
Sensor Technology	
Mounts Vertically or Horizontally to a Solid Surface	
When used with a Computer and a Projector Converts any solid surface to an Interactive Whiteboard	
Software (Interactive Lessons)	

2.4.4.37. To have **interactive whiteboard accessories and upgrades** (If there are multiple accessories for different models proposed in 2.4.4.33, 2.4.4.34, 2.4.4.35 and 2.4.4.36 include all accessories and clearly identify the model to which the accessory belongs)

**Vendor Response:  
Interactive White Boards Accessories and Upgrades**

Desirable Specifications	Vendor Response
Additional Interactive Pens (if applicable)	
Wireless options (connectivity between board and computer)	
Mobile Stand	
Wall Mount options	
Mobile Presentation Tablet	
Personal responders and software	
Audio system	
Short Throw Projector that can be attached / positioned close to the board to prevent shadowing	
All applicable cables and accessories to complement white board	

2.4.4.38. To have **personal responders** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
Radio Frequency	
24 pack option	
32 pack option	
Assessment Software	

2.4.4.39. To have a **portable media player** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
8 GB hard drive	
Display 3.5" multi-touch display	
Supports the following audio formats: MP3, AAC, protected AAC, WAV, MP3 VBR,	
Supports the following video formats: M4V, MP4, MOV6. Earphones	
USB 2.0 cable and case	
Compatible with iTunes	
WiFi built in	

2.4.4.40. To have a **document camera** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
Camera	
LED light module	
Display resolution – 1024 x 768	
Ability to capture images in .jpeg format; can capture images onto PC	
USB port(s)	
Zoom capability	
Warranty	

2.4.4.41. To have a **digital camera** suitable for educational use in a Global21 learning environment; the following are desirable specifications:

**Vendor Response:**

Desirable Specifications	Vendor Response
Digital camera	
10.0 megapixel	
Built-in flash	
Display size – 2.5"	
4X optical zoom	
SD card compatible	
2 GB SD card	

2.4.4.43. 2.4.4.42. To have a **4-outlet (or greater) surge suppressor** with built-in circuit breaker

**Vendor Response:**

2.4.4.43. To have **Windows network operating systems**

**Vendor Response:**

Desirable Specifications	Vendor Response
Microsoft Windows 2008 Server Media	
Microsoft Windows 2008 Server License	
Microsoft Windows 2008 Enterprise Server Media	
Microsoft Windows 2008 Enterprise Server License	
Microsoft Windows 2008 Server client license	

2.4.4.44. To have **Apple network operating systems**

**Vendor Response:**

Desirable Specifications	Vendor Response
Apple OSX Server (Server License)	
Apple OSX Server (Media)	

2.4.4.45. To have **caching/proxy server software**

**Vendor Response:**

**Microsoft Internet Security and Acceleration (ISA) Server 2006- Bidder should describe licensing options.**

Desirable Specifications	Vendor Response
Microsoft Internet Security and Acceleration (ISA) Server Standard Edition	
Microsoft Internet Security and Acceleration (ISA) Server Enterprise Edition	

2.4.4.46. To have **VMware software**

**Vendor Response:**

Desirable Specifications	Vendor Response
View Premier Starter Kit - 10 Pack	
View Premier Bundle - 100 Pack	
View Premier Bundle - Add 10	
View Premier Add-on - 10	
View Premier Add-on - 100	
vSphere 4 Enterprise for 1 processor	
vCenter Server Foundation	
vCenter Server Standard	

2.4.4.47. To have **Microsoft Windows 7 Professional Full Version** with original CD

**Vendor Response:**

2.4.4.48. To have **Microsoft Windows 7 Professional Upgrade** Version with original CD

**Vendor Response:**

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.

## Infrastructure Network Cabling and Equipment

### Electronics

2.4.4.49. To have a full line of **network electronics** (including Layer II and Layer III Switching) and accessories from **Avaya Networks** necessary to implement a K12 School Network.

#### Vendor Response:

2.4.4.50. To have a full line of **network electronics** (including Layer II and Layer III Switching) and accessories from **Cisco Systems** necessary to implement a K12 School Network

#### Vendor Response:

2.4.4.50.1 To have a Cisco Catalyst 3750x 24 port switch.

#### Vendor Response:

2.4.4.50.2 To have a Cisco Catalyst 3750x 48 port switch.

#### Vendor Response:

2.4.4.50.3 To have a Cisco Catalyst 3750x 24 port PoE switch

#### Vendor Response:

2.4.4.50.4 To have a Cisco Catalyst 3750x 48 port PoE switch

#### Vendor Response:

2.4.4.51. To have at least a one year on-site warranty for all electronics

#### Vendor Response:

2.4.4.52. To have a **rack mountable uninterruptible power supply (UPS)**  
Bidder should bid various levels of UPS's.

#### Vendor Response:

Bidder should bid various levels of UPS's.

Desirable Specifications	Vendor Response
750 VA	
1000 VA	
1500 VA	
2200 VA	
3000 VA	

## Data Cable

2.4.4.53. To have all necessary **cabling and accessories** needed to provide 1000Mbps switched Ethernet to the desktop

### Vendor Response:

2.4.4.53.1 To have 48 port CAT 6 patch panel

### Vendor Response:

2.4.4.53.2 To have Wall Mount Rack

1. 19"Wx42"H x 18"D
2. Fire rated plywood
3. Installation
4. Grounding kit

### Vendor Response:

2.4.4.54. To have all necessary **fiber optic cabling and accessories** for backbone wiring between distribution frames

### Vendor Response:

2.4.4.55. To have **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.

### Vendor Response:

2.4.4.56. To have a **15 year on-site warranty** for all cabling materials, workmanship, and performance

### Vendor Response:

2.4.4.57. To have **Category 5e unshielded twisted pair data cable, copper**

### Vendor Response:

Desirable Specifications	Vendor Response
Unshielded Twisted Pair	
Category 5e	
4 pair	
Tested to 350 MHz Enhanced Bandwidth	
Plenum Rated	
Faceplate	
Installation	
All necessary components for installation of cable from punch down in distribution frame to termination point in classroom/designated area.	

2.4.4.58. To have **Category 6 shielded twisted pair data cable, copper**

**Vendor Response:**

Desirable Specifications	Vendor Response
Shielded Twisted Pair	
Category 6	
4 pair	
Tested to 350 MHz Enhanced Bandwidth	
Plenum Rated	
Faceplate	
Installation	
All necessary components for installation of cable from punch down in distribution frame to termination point in classroom/designated area.	

2.4.4.59. To have 6 and 12 strand **multi-mode fiber optic** cable

**Vendor Response:**

Desirable Specifications	Vendor Response
6 Strand Multi-Mode	
12 Strand Multi-Mode	
Plenum Rated	
50 Micron	
Installation	

2.4.4.60. To have **Category 5e copper patch cables**

**Vendor Response:**

Desirable Specifications	Vendor Response
Unshielded Twisted Pair	
Category 5e	
4 pair	
Tested to 350 MHz Enhanced Bandwidth	
Include the following lengths:	
3'	
5'	
7'	
10'	
15'	
25'	

2.4.4.61. To have **Category 6 copper patch cables**

**Vendor Response:**

Desirable Specifications	Vendor Response
Unshielded Twisted Pair	
Category 6	
4 pair	

Tested to 350 MHz Enhanced Bandwidth	
Include the following lengths:	
3'	
5'	
7'	
10'	
15'	
25'	

2.4.4.62. To have **data cable accessories**

**Vendor Response:**

Desirable Specifications	Vendor Response
Cable trays	
Wire guides	
Bridle rings	
Racks (wall-mounted, enclosed, and floor-mounted models)	
Shelves (wall-mounted)	
Patch panels and supports	
Conduit/Panduit	

**Wireless**

2.4.4.63. To have a full line of **wireless (802.11b/g/n) network electronics and accessories** from Gartner Leaders Quadrant for Wireless LAN Infrastructure Manufacturers (Cisco, Aruba and Motorola) necessary to implement a K12 School Network

**Vendor Response:**

- 2.4.4.63.1 To have a Cisco LAP1242N Wireless Access Point
1. 802.11 a/g/n
  2. Internal Antenna

**Vendor Response:**

- 2.4.4.63.2 To have a Cisco LAP1252 Wireless Access Point
1. 802.11 a/g/n
  2. (2) 2.4 Ghz Antennas
  3. (2) 5 Ghz Antennas

**Vendor Response:**

- 2.4.4.63.3 To have a Cisco 5508 Series Wireless Controller
1. Support up to 25 AP's



**Vendor Response:**

**Caching Appliance**

2.4.4.64. To have a full line of **content/caching engines and accessories** from Cisco Systems

**Vendor Response:**

**Load Balancer**

2.4.4.65. To have a full line of **network load balancers and accessories** from Cisco Systems

**Vendor Response:**

**Cisco 2900 Series Integrated Services Router**

2.4.4.66. To have a Cisco 2900 Series Integrated Services Router

**Vendor Response:**

Desirable Specifications	Vendor Response
256MB CF	
512MBDRAM	
4EHWIC	
3DSP	

2.4.4.67. To have a full line of **Cymphonix (or comparable) content filtering/bandwidth management devices**

**Vendor Response:**

**2.4.5 Goal 5: Transition Strategy**

The goal is to have a transition strategy that maximizes West Virginia's investment in instructional technology, professional development, and infrastructure. According to the [2009-10 Digital Divide Report](#), (December report) West Virginia Schools have 135,824 XP computers, 12,952 Vista computers, 9,177 Windows 7 computers, and 1,690 Apple OSX computers. The vision is to implement stable, state-of-the-art, current technologies, while not orphaning current legacy investment

**Vendor Response:** *(The bidder should provide a description of how the bidder's response meets Goal 5)*

***The project objectives associated with Goal 5 are listed below:***

2.4.5.1. To maximize the State's investment in software, hardware, infrastructure, and professional development; to have a practical and cost-effective strategy for transition from the current Tools for Schools technologies and software applications to the bidder's proposed technologies and software applications

**Vendor Response:**

2.4.5.2. To implement stable, state-of-the-art, current technologies

**Vendor Response:**

2.4.5.3. To ensure that software proposed operates in both a legacy and current environment, including *Windows XP and Windows 7, Windows Server 2003 and 2008, and Microsoft Office 2007 and 2010*, where applicable

**Vendor Response:**

2.4.5.4. To be able to install new software, workstations, printers, and servers on existing networks, and hardware

**Vendor Response:**

2.4.5.5. To maximize the professional development that teachers have already received in software, hardware, workstation operating system software, and network operating system software

**Vendor Response:**

2.4.5.6. To maximize the professional development that county and RESA technical support personnel have received in software, hardware, workstation operating system software, and network operating system software

**Vendor Response:**

2.4.5.7. To leverage the technical support structure already in place in counties and RESAs for Intel and Microsoft based products as well as on Cisco and Nortel products; to leverage self-maintainer (warranty) agreements already in place in several RESAs and/or counties

**Vendor Response:**

2.4.5.8. To have an in-state warranty provider for proposed computer hardware (workstations and servers)

**Vendor Response:**

2.4.5.9. To have options for trade-in of networking equipment, to offset the price of new equipment

**Vendor Response:**

# Appendix 1 - Sample System Operational Form – Vendor Installed

(to be completed for each purchase order installed by the vendor as per section 5.16)

**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 7 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 7 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 2 – Sample Delivery Confirmation Form – Local Installation

(to be completed for each purchase order installed by the school or county as per section 5.17)

**Delivery Date:**

**School:**

**County:**

**Purchase Order:**

In accordance with the terms of Contract with the West Virginia Department of Education, \_\_\_\_\_ (vendor) has successfully delivered all items from the purchase order referenced above.

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Date

### County System Acceptance Responsibilities:

The county or school will have fourteen (14) days, after receiving all equipment listed on purchase order to confirm all items have been received and report any issues. If there are no issues reported during this time period, then the 14<sup>th</sup> day will become the "System Acceptance Date" for purposes of invoicing. If any issues are reported, the "System Acceptance Date" will be the fifth day after the WVDE determines all issues are resolved.

\_\_\_\_\_  
County Contact or Designee

\_\_\_\_\_  
Date



# Appendix 4 – Cabling Assurances Form

(to be completed for each cabling purchase order installed by the vendor)

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 otherwise approved by the WVDE.
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.
14. All Wireless LAN installations must meet the requirements set forth in State Board Policy 6200.

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

\_\_\_\_\_  
Installers Name (Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Contact (Typed)

\_\_\_\_\_  
Signature

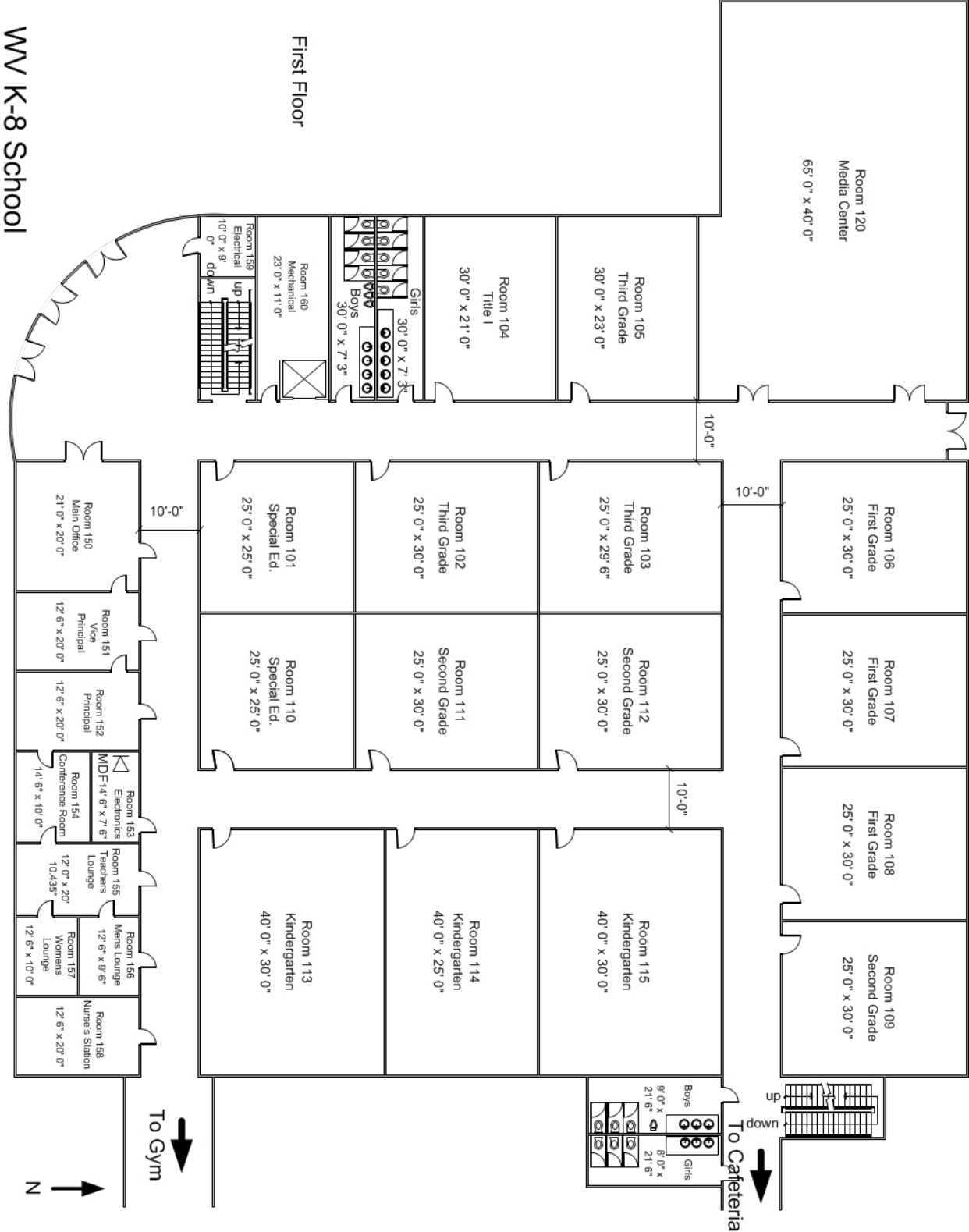
\_\_\_\_\_  
Date

## **Appendix 5 – West Virginia Contractor’s License Number(s)**

(to be completed by the vendor as part of written technical response)

<b>Contractor/Subcontractor(s)</b>	<b>WV License Number</b>

# Appendix 6 – School Floor Plan



WV K-8 School





# Appendix 7 - Electronics Rack Installation Summary

(to be completed for each electronics purchase order installed by the vendor and attached to the equipment rack)

<b>Location Name:</b>	<b>Room Number:</b>
-----------------------	---------------------

## 1<sup>st</sup> Rack Position (Top)

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 2<sup>nd</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 3<sup>rd</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 4<sup>th</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 5<sup>th</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 6<sup>th</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 7<sup>th</sup> Rack Position

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

## 8<sup>th</sup> Rack Position (Bottom)

<b>Model Number:</b>	<b>Installation Company:</b>	<b>Installation Date:</b>	<b>Firmware Version:</b>
<b>Serial Number:</b>	<b>Installation Technician:</b>	<b>PO Number:</b>	<b>Other:</b>

# Attachment B: Mandatory Specification Checklist

The mandatory requirements are as follows:

Mandatory Requirement	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.
2.4.1.A. The successful bidder to this RFP must be the systems integrator / prime vendor for products and services bid.	
2.4.1.B. The successful bidder to this RFP must, upon contract award, establish a project office in the vicinity of Charleston, WV.	
2.4.1.C. The successful bidder to this RFP must provide services for the installation of computer workstations in West Virginia schools.	
2.4.1.D. The successful bidder to this RFP must provide services for the installation of network servers in West Virginia schools.	
2.4.1.E. The successful bidder to this RFP must provide services for the installation of local area network electronics in West Virginia schools.	
2.4.1.F. The successful bidder to this RFP must provide services for the development of stable workstation images that meet WVDE approval prior to release.	
2.4.1.G. The successful bidder to this RFP must provide services to walk-through and /or survey schools for the purpose of developing standards-based designs that meet WVDE approval for network cabling infrastructure, both wired and wireless, for West Virginia schools.	
2.4.1.H. The successful bidder to this RFP must provide services to install network cabling in West Virginia schools.	
2.4.2.A. The bidder responding to this RFP must provide a standards-based, classroom-ready, project-based technology literacy curriculum.	
2.4.3.A. The bidder responding to this RFP must provide professional development services to help educators effectively use technology resources.	
2.4.4.A. The bidder must bid a computer workstation.	
2.4.4.B. The bidder must bid 17" workstation monitors.	
2.4.4.C. The bidder must bid a standard notebook computer.	
2.4.4.D. The bidder must bid a mini-notebook computer.	
2.4.4.E. The bidder must bid a mobile storage cart for the notebook computers proposed.	

<b>Mandatory Requirement</b>	<b>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.</b>
2.4.4.F. The bidder must bid a media tablet.	
2.4.4.G. The bidder must bid a mobile storage cart for the media tablets proposed.	
2.4.4.H. The bidder must bid a power network server.	
2.4.4.I. The bidder must bid a rack mount server.	
2.4.4.J. The bidder must bid a desktop laser printer.	
2.4.4.K. The bidder must bid a network laser printer.	
2.4.4.L. The bidder must bid a data projector.	
2.4.4.M. The bidder must bid an interactive whiteboard.	
2.4.4.N. The bidder must bid personal responders.	
2.4.4.O. The bidder must bid a document camera.	
2.4.4.P. The bidder must bid Windows 2008 Server Operating System.	
2.4.4.Q. The bidder must bid network electronics, network cable drops, and wireless components for wired and wireless networks in West Virginia schools.	

I certify that the proposal submitted meets or exceeds all the mandatory specifications of this Request for Proposal. Additionally, I agree to provide any additional documentation deemed necessary by the State of West Virginia to demonstrate compliance with said mandatory specifications.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Contact Phone/Fax Number)

\_\_\_\_\_  
(Date)

# Attachment C: Cost Sheet

*Cost information below as detailed in the Request for Proposal and submitted in a separate sealed envelope. Cost should be clearly marked.*

ALL costs associated with this procurement are to be listed on the Price List. 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 costs **must** be identified. Any cost associated with the bidder's proposal not listed by the bidder will be the bidder's responsibility.

For clarity, it is appropriate for the bidder to show a line item without a cost if the bidder offers it as such.

Bid the cost for network cabling as per drop installed. This cost includes cable, installation of cable, installation of ends, certification of cable run, termination boxes, faceplates and raceway. Cabling costs should be shown in price per drop increments. Bidder should show quantity discounts for additional drops per the specifications.

## **Prevailing Wage Rate Requirements:**

Labor for the installation of equipment requiring the skills of established trades, including but not limited to, electricians, carpenters, etc. are subject to the applicable West Virginia Division of Labor prevailing wage rates found at the Secretary of State's website: <http://www.sos.wv.gov/administrative-law/wagerates/Pages/default.aspx>. One example of such labor is network cable installation. The successful bidder must comply with the Division of Labor's Rules and Regulations for the West Virginia Prevailing Wage Act, 42CSR7, found at <http://apps.sos.wv.gov/adlaw/csr/rule.aspx?rule=42-07>, insofar as they relate to labor subject to the Act. For this contract, the West Virginia Department of Education shall undertake the responsibilities and obligations of the “Public Authority” set forth in 42CSR7.

Format the price list in Microsoft Excel in landscape format using the column headings shown below. Complete all columns.

The quantities shown below have been established for evaluation purposes only.

The bidder should complete the cost by multiplying the QTY by the UNIT COST to establish a TOTAL COST for each item. All items should then be totaled to establish the TOTAL COST for cost evaluation purposes.

**For purposes of the cost evaluation, only the items listed with quantities will be used. DO NOT adjust any of the preselected quantities. All new items added to establish the complete price list should have a quantity of zero (0), so as not to count in the cost evaluation process.**

The bidder should not assume that the quantities identified below are a projection of future procurements.

So as not to penalize the bidder proposing complete proposal responses, including all desirable items and services requested in the RFP, the WVDE reserves the right to add the highest cost bid by any other bidder for the missing item(s) and/or service(s). This is done only for the purpose of cost analysis and in determination of points for the bidder's cost proposal.

The columns titled TFS Item Number, Manufacturer, Manufacturer Part Number, Description, Warranty, Notes, and Unit Price will be used to create the final contract price list. The columns titled Quantity, RFP Item Number, RFP Description, and Total Cost columns, and the "Total" cell at the bottom of the price list will be used for cost review / evaluation purposes only.

For your convenience, we have started the TFS Item Numbers for the hardware section. However, the bidder will need to continue creating and inserting the appropriate TFS Item Number for all remaining items on the submitted cost sheet / price list. **Remember, all new items created need to maintain a quantity of zero (0), so as not to count in the cost evaluation process.** The information below describes the protocol the bidder should follow in completing the TFS Item Numbers.

**\*Introduction to Item Number Formatting**

When completing the proposed cost sheet / price list, bidders should use the item number sequence protocols included below to complete the "TFS [Tools for Schools] Item Number" column.

**Field 1** is a one digit alpha field designating T for Tools for Schools Contract.

**Field 2** is a two digit alpha field designating the following: SW- (Software); PD-(professional development); HW-(Hardware); CA-(Cabling); WI-(Wireless); NW-(Network Electronics); OS-(Operating System Software); SV-(Service Offerings); VR (Virtualization).

**Field 3** is a three digit number that designates categories of items listed in Field #2. It starts with 010 and skips in increments of 10 for each category (e.g., THW-010-0100 = computer workstation. All computer workstations would be THW-010-xxxx. An accessory subcategory for an item should end in 5. For example, THW-040-0100 = standard notebook and THW-045-0100 represents the accessory item "4 year extended warranty" for the standard notebook.

**Field 4** is a four digit number that starts with 0100 and designates item subcategories. We recommend allowing increments of 100 between models within a category. For example, the standard workstation is THW-010-0100. THW-010-0200 would be the All-in-One Desktop PC (workstation).

In the future, when contract replacements are processed via an approved change order, replacements will increment by 1. For example, the replacement for the standard workstation would be THW-010-0101.

Disclaimer: The bidder is responsible for all calculations, formulas and costs. The WVDE is not responsible for any calculation or formula errors.

Qty	RFP Item Number	RFP Description	TFS Item Number	Manufacturer	Manufacturer Part Number	Description	Warranty (Length & Terms)	Notes	Unit Price	Total Cost
1250	2.4.4.01	Workstation	THW-010-0100							
100	2.4.4.02	All-in-One Desktop PC	THW-010-0200							
150	2.4.4.04.1	4th Year Warranty for Workstation	THW-015-0100							
750	2.4.4.03.1	17" Flat Panel Monitor	THW-020-0100							
750	2.4.4.03.2	17" Flat Panel Monitor with VGA/DVI	THW-020-0101							
50	2.4.4.03.3	19" Flat Panel Monitor with VGA/DVI	THW-020-0102							
1	2.4.4.07	Flash Drive (4GB)	THW-030-0100							
800	2.4.4.08	Standard Notebook Computer	THW-040-0100							
100	2.4.4.09	Power Notebook	THW-040-0200							
100	2.4.4.10.1	4th Year Warranty for Notebook	THW-045-0100							
1	2.4.4.10.10	Docking Station for Power Notebook	THW-045-0109							
1	2.4.4.10.11	External Keyboard	THW-045-0110							
1	2.4.4.10.12	USB 2-button Mouse	THW-045-0111							
2000	2.4.4.11	Mini Notebook	THW-050-0100							
200	2.4.4.12.1	2nd Year Warranty for Mini Notebook	THW-055-0100							
1	2.4.4.13	Netbook	THW-060-0100							
1	2.4.4.14.1	Upgrade to netbook RAM (2GB)	THW-065-0100							
50	2.4.4.15.1	15-Unit Mobile Notebook Storage Cart	THW-070-0100							
50	2.4.4.16.1	15-Unit Mobile Storage Carts for Netbook\Media Tablet	THW-080-0100							
1000	2.4.4.17	Media Tablet	THW-090-0100							
15	2.4.4.18	Standard Server	THW-100-0100							

Qty	RFP Item Number	RFP Description	TFS Item Number	Manufacturer	Manufacturer Part Number	Description	Warranty (Length & Terms)	Notes	Unit Price	Total Cost
20	2.4.4.19	Power Server	THW-100-0200							
50	2.4.4.20	Rack Mount Server	THW-100-0300							
1	2.4.4.21.1	4th Year Warranty for Rack Mount Server	THW-105-0100							
50	2.4.4.21.2	1500VA Uninterruptible Power Supply	THW-105-0100							
1	2.4.4.22	EMC - SATA	THW-110-100							
1	2.4.4.23	EMC - SAS	THW-110-200							
1	2.4.4.24.1	EMC - Drive Shelf	THW-115-100							
60	2.4.4.25	Desktop Laser Printer	THW-120-100							
60	2.4.4.26	Network Laser Printer	THW-120-200							
1	2.4.4.27	Network Color Laser Printer	THW-120-300							
1	2.4.4.28.1	USB Print Cable-6ft	THW-125-100							
75	2.4.4.29	Data Projector #1	THW-130-100							
25	2.4.4.30	Data Projector #2	THW-130-200							
10	2.4.4.31	LED Data Projector #3	THW-130-300							
1	2.4.4.32	SVGA Video Y-splitter cable	THW-135-100							
150	2.4.4.33	Interactive White Board	THW-140-100							
10	2.4.4.34	Interactive White Board #2	THW-140-200							
1	2.4.4.35	Interactive White Board #3	THW-140-300							
50	2.4.4.36	Interactive White Board alternative	THW-140-400							
1	2.4.4.37	Additional Interactive Pens	THW-145-100							
45	2.4.4.38.1	24 Pack Personal Responders	THW-150-100							
40	2.4.4.38.2	32 Pack Personal Responders	THW-150-200							









Qty	RFP Item Number	RFP Description	TFS Item Number	Manufacturer	Manufacturer Part Number	Description	Warranty (Length & Terms)	Notes	Unit Price	Total Cost
10	2.4.3.7	Network Administrator Training								
25	2.4.4.50.2	Cisco 48 port 10/100/1000 non POE Switch								
10	2.4.4.50.4	Cisco 48 port 10/100/1000 POE Switches								
500	2.4.4.58	Category 6 Cable Drops								
100	2.4.4.59	Fiber optic cabling								
120	2.4.4.61	7 ' Category 6 Patch Cables								
350	2.4.4.63.1	Cisco Wireless Access Points								
20	2.4.4.63.3	Cisco Wireless LAN Controller								
									<b>Total</b>	

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.