



Powered by **INFOhio**

REQUEST FOR PROPOSAL (RFP)

RemotEDx Exchange High-quality Instructional Materials

OBJECTIVE

To expand the RemotEDx Curriculum Library, INFOhio, a program of the Management Council, requests proposals for high-quality instructional materials to purchase or license by multi-year subscription to support the educators and students of Ohio with long-term solutions.

Issue Date: February 16, 2021 at 10:00 A.M.

Closing Date: March 31, 2021 by 4:00 P.M.

Comprehensive proposals *must* be submitted to:

<https://www.dropbox.com/request/8iS30aOxcFNI0zkA2tul>

Bidder Vendor Name and Address: _____ _____ _____	Bidder Primary Contact Name / Title: _____
Email Address: _____	Signature: _____
Phone Number: _____	<i>By submitting a response to this RFP, and signing above, Bidder acknowledges, understands, and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.</i>

INTRODUCTION

RemotEDx is a state-level initiative that brings together a unique mix of remote, hybrid, and blended learning partners from across Ohio. RemotEDx was formed to help schools and districts enhance, expand, and more effectively scale high-quality remote, hybrid, and blended education models. Consistent with Ohio's strategic plan for education, RemotEDx places a premium on equity and seeks to support Ohio's most underserved students.

RemotEDx's aim is threefold:

- Short-term, it seeks to coordinate remote education partners to support schools and districts.
- Mid-term, it strives to transform remote caring, teaching, and learning opportunities in ways that ensure whole child wellness and success in a remote setting.
- Long-term, it endeavors to reimagine how to plan and deliver instruction using a platform that transfers learning from in-person to a remote, hybrid, or blended model instantaneously and in a way that preserves the sequence of learning.

The Ohio Department of Education supports RemotEDx through a \$15 million investment of state activities funds made possible by the federal CARES Act. The initial RemotEDx concept was born out of a co-design team assembled to respond to the U.S. Department of Education's Rethinking K-12 Education Models grant in June 2020.

As a RemotEDx partner, INFOhio, Ohio's PreK-12 Digital Library, transforms instruction and impacts learning in a shifting educational environment by providing high-quality instructional materials at no cost to Ohio's teachers and students. To support them in long-term initiatives, INFOhio is pursuing the purchase of additional quality digital content that fulfills the needs of remote, hybrid, and blended learning.

BACKGROUND

For over 25 years, INFOhio has licensed high-quality digital content for Ohio through various funding sources, including state and federal funds serving 611 public districts, 49 joint vocational schools, 51 educational service centers, 317 community schools, and 15 non-public school districts composed of 4,248 buildings serving over 2 million K-12 students. The COVID-19 pandemic necessitated the need to bring digital instructional materials to the forefront of education that support remote, hybrid, and blended learning. The RemotEDx Exchange, powered by INFOhio, features the RemotEDx Curriculum Library, a curated collection of high-quality digital resources, curriculum reviews, evaluation, and rating tools, and curriculum collaboration and creation spaces. This Curriculum Library is the space for Ohio schools and districts to locate and evaluate digital content aligned to Ohio Learning Standards, available at little or no cost, to meet the needs of students and maintain the rigor and equity outlined by [Each Child, Our Future](#), Ohio's strategic plan for education.

PROJECT PURPOSE

To expand the RemotEDx Curriculum Library, INFOhio requests proposals for instructional materials to purchase or license by multi-year subscription to support the educators and students of Ohio with long-term solutions.

FUNDING PRIORITIES

The one-time funding of a \$1.4 million budget for the RemotEDx Curriculum Library materials is part of the investment of state activities funds made possible by the federal CARES Act. Therefore, priority will be given to those proposals for purchasing digital textbooks, full courses, or sequenced units for learners in grades K-12. Proposals for materials citing a total cost will be given priority over those with a per head rate. Furthermore, the project will give priority to high-quality instructional materials aligned to Ohio's Learning Standards for K-8 Math. Instructional materials with high ratings from EdReports will be given priority in the evaluation process.

RFP TERMS

- Bidder: Vendor or product owner who submits the Proposal/Bid for consideration
- Bidder Primary Contact: Representative of vendor or product owner who corresponds with INFOhio
- Contractor: Vendor or product owner after a contract is signed
- INFOhio: RFP owner, acts as RFP Consultant
- Management Council: Parent organization and Fiscal Agent of INFOhio
- Fiscal Year: July 1 – June 30

SPECIFICATIONS

In addition to the funding priorities, INFOhio requests proposals for digital instructional materials meeting the following criteria. Examples and descriptions of criteria will be submitted in the Bidder Document.

TECHNOLOGY

1. Platform hosting curricular and instructional materials is web-based and supports various authentication methods, including, but not limited to, referring URL, IP address, and embedded credentials such as an encrypted username/password.
2. Platform hosting curricular and instructional digital or online formats support single sign-on (SSO) using the Security Assertion Markup Language (SAML) protocol.
3. Bidder permits authenticated Ohioans access to the content from various INFOhio web portals.
4. Metadata for content will be available for inclusion in the RemotEDx Exchange and other INFOhio web sites through either an API or through harvest/export procedure.
5. Curricular and instructional materials support learning in hybrid and/or online delivery methods.
6. Material(s) are not overly resource intense that would require consistent high-speed internet access, such as large video files and multiple high-resolution photos.

7. Curricular and Instructional Materials, in part or in whole, are in editable formats including but not exclusive to Google Docs and Microsoft Word, or are customizable within the platform, for the purposes of tailoring lessons on an as-needed basis.
8. Platform hosting curricular and instructional materials allows multiple users to fully access materials simultaneously.
9. Curricular and instructional materials are compatible with all internet browsers, including—but not exclusive to—Chrome and Safari using default installation settings and without additional system hardware or software components required on end users' devices.
10. Curricular and instructional materials in digital or online formats are accessible from any internet-enabled device, including—but not exclusive to—personal computers, laptop computers, Chromebooks, tablets, and smartphones/mobile devices.
11. Platform hosting curricular and instructional material complies with the State of Ohio IT Policy on Web Site Accessibility (ITP-09), which includes compliances with W3C Web Content Accessibility Guidelines.
12. Platform hosting curricular and instructional materials support integration with various Learning Management Systems (LMS), via the Learning Tools Interoperability (LTI) specification, version 1.1 or higher.
13. Platform hosting instructional materials remains current with the subsequent versions of the LTI open standard within a reasonable timeframe.
14. Student data are collected and used in accordance with the Family Educational Rights and Privacy Act (FERPA).
15. Bidder can assure a complete set-up of resource would be finished by July 1, 2021, provided applicant was selected and awarded a contract by May 17, 2021.

INSTRUCTIONAL

Bidder's proposal will demonstrate how the Bidder's platform and instructional materials meet the following required specifications as outlined in this RFP:

1. Demonstrates alignment with Ohio Learning Standards or Common Core Standards with provided crosswalk.
2. Provides teacher supports, documentation, or guides for effective use.
3. Creates student experiences that enable all children to reach empowering and rigorous learning outcomes regardless of their race or income.
4. Uses multiple perspectives in text and examples.
5. Includes intervention and enrichment opportunities and materials to support differentiation strategies for each student.
6. Integrates research-based teaching and learning approaches that are effective for remote learning resources and demonstrates how the resource advances learning for all students.
7. Includes balanced assessments, both formative and summative, that adequately reflect the content of the resource and evaluates the student's understanding of the content.
8. Provides a variety of approaches, media, and philosophies supported by current science to meet the needs of schools and districts and students and families.
9. Materials contain videos/animations/simulations/interactives for student learning.
10. Uses grade-level appropriate text.

11. Provides for authentic learning, application of literacy skills, student-directed inquiry, analysis, evaluation, and/or reflection.
12. Promotes student perseverance and a growth mindset in the content procedures and outcomes.

BIDDER QUALIFICATIONS

For proposals to be considered, Bidders must submit the [RemotEDx Instructional Materials RFP Response Form](#) which addresses the following:

- Pricing should be specified for each product proposed. In addition to single-resource quotes, several resources may be presented as a total package. A clear description of the core product and its service lines, including blended, remote, and hybrid capabilities, current Ohio customers, and the instructional materials and resources each customer purchases/licenses. If the instructional material has been reviewed by EdReports or other quality review, please include a link to the rating.
- Interface usability testing with updates and changes as well as access to administrative interface for review.
- Delivery and access to instructional materials via IP and manual authentication.
- Staff with commensurate experience and supervision who will furnish the product proposed. Staff shall complete all work within the United States.
- Description of key staff members on the Bidder's project team including relevant experience and role played in the project.
- Support availability and methods with information given regarding response times and collecting feedback. Attach a copy of Bidder's standard licensing agreement and sample Service Level Agreement.
- Frequency and depth of statistics available.
- Professional development and training for INFOhio and users included in price as submitted.
- Marketing materials and branding support for product.
- Evaluation trial accessible to INFOhio via referring URL.
- Names and contact information for at least three (3) institutions of the largest successfully completed projects of this same nature.
- Engagement in the type of services proposed operating under its current business name for a minimum of the past 2 years.
- Proof of financial stability of the firm upon request. Such proof may include bank references, Dunn & Bradstreet ratings, credit report, etc. as necessary to establish the financial stability of the firm.

PROPOSAL GUIDELINES

Proposal will consist of:

1. Cover letter from the Bidder Primary Contact that highlights the resource or materials' merits in meeting the goals, specifications, and Bidder qualifications of the RemotEDx Instructional Materials RFP Response Form.
2. RFP cover page to be completed and signed by Bidder Primary Contact.

3. [Completed RemotEDx Instructional Materials RFP Response Form](#) with specific details regarding the goals and specifications of the RFP as well as the Bidder qualifications.

It is the desire of INFOhio to receive comprehensive proposals. To be considered comprehensive, it is required that Bidders respond to all questions within the RemotEDx Instructional Materials RFP Response Form. Proposals must be received by March 31, 2021 or prior to the appointed due date and time for this RFP.

INFOhio may determine to make awards based on the proposals as submitted without negotiation. Therefore, each Bidder must include in its written proposal all requirements, terms, or conditions it may have and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

All prices must be firm. Check your proposal carefully, for it may not be changed or corrected after the date fixed for proposal closing. Bidders will be expected to deliver at the price(s) quoted, unless later changed during contract award negotiations (if needed).

It is the responsibility of the Bidder to attach any additional information necessary to fully explain the intent of its proposal. Furthermore, if responses do not specifically answer a question in the RemotEDx Instructional Materials RFP Response Form, they will be viewed as unresponsive and no credit will be given during evaluation.

Bid process results and the contract resulting from your proposal will be a matter of public record. Any specific proprietary information contained in the response must be clearly marked as such.

SCHEDULE OF EVENTS*

- RFP issued **February 16, 2021**.
- A Pre-Proposal Webinar for prospective Bidders will be held on March 1, 2021 at 1pm EST via web conference. Attendance at this conference is encouraged but is not mandatory. Questions to this RFP are due by 4:00 p.m. on February 22, 2021 so that responses can be prepared for distribution at the pre-proposal conference. Send questions to RemotEDxDigitalContent@infohio.org. The purpose of the pre-proposal conference will be to allow prospective firms the opportunity to obtain clarification of the RFP and ask questions directly of INFOhio staff to assist them in the preparation of their proposal responses. For information, please go to <http://www.infohio.org/blog/item/remotedx-exchange-by-infohio-instructional-materials-rfp-released>.
- Cover letter, completed RFP cover page, and RemotEDx Instructional Material RFP Response Form should be uploaded as PDFs via Dropbox to <https://www.dropbox.com/request/8iS30aOxcFNIOzkA2tul>.
- Proposals should be submitted no later than **March 31, 2021 at 4:00 p.m.**
- INFOhio will confirm Proposal was received with Bidder primary contact.

- Anticipated award date **May 17, 2021**. All Bidders will be notified of acceptance or rejection via email.
- The successful Bidder is required to execute and deliver a contract within three (3) weeks of notification.

PROPOSAL REVIEW AND SELECTION

An award(s) may be made to the Bidder(s) who is(are) determined by INFOhio to be the most responsive and responsible Bidder(s) to best meet the needs and objectives of RemotEDx Curriculum Library at the terms and price deemed to be in the best interest of INFOhio.

A panel of experts in instructional materials will review the proposals for evaluation of the content submitted via the cover letter and RemotEDx Instructional Materials RFP Response Form.

Consideration will be given to the criteria listed on the RemotEDx Instructional Materials RFP Response Form but is only one part of the information to be used in evaluation of the proposal. With the RFP competitive negotiation process, price is not required to be the determinative factor, although it may be, and INFOhio has the flexibility needed to negotiate with Bidders to arrive at a mutually agreeable relationship.

INFOhio reserves the right to reject any or all proposals if they are in its discretion judged unacceptable, to waive any technical or formal defect therein, to accept or reject any part of any proposal, and to award the contract to other than the Bidder proposing the highest level of support according to its own judgment of its best interests. Any questions regarding proposal selection may be sent to RemotEDxDigitalContent@infohio.org.

AWARD OF CONTRACT

INFOhio will award any resulting contract or contracts to the selected Bidder(s) as follows:

- Both parties will execute a mutually satisfactory written agreement based on this Request for Proposal, the proposal submitted, and the result of any clarifications or negotiations. Any subsequent changes to the contract shall require a formal amendment.
- Upon notification of selection, the successful Bidder is required to execute and deliver a contract within three (3) weeks of notification. If the successful Bidder is unwilling or unable to execute the agreement as required by the RFP, INFOhio has the right to request another Bidder to enter into the contract with INFOhio. Award of contract(s) will be announced May 17, 2021.*
- The award documents shall be a contract incorporating by reference the terms and conditions of the Request for Proposal and the RemotEDx Instructional Materials RFP Response Form (as negotiated). The contract shall be awarded by the Management Council acting as fiscal agent for INFOhio.
- After the initial award, any additions or deletions to the scope of work will be by mutual agreement and confirmed in writing.

- In the event the selected contractor(s) breaches any of the terms and provisions of the contract, INFOhio reserves the right to accurately and specifically describe the unsatisfactory condition in a written notice to the Bidder and expect that this be corrected within a thirty (30) day period from the date the notice is received by the Bidder. If the described condition is not corrected satisfactorily within this period, a thirty (30) day notice of cancellation of the contract may be given to the Bidder, by registered or certified mail. Upon providing such written notice, INFOhio may solicit the services or support described herein from other sources and may hold the contractor responsible for all excess costs or for all losses occasioned thereby. A meeting may be called by either party to review problem resolution.

POST CONTRACT

- If, during the term of the contract, a Contractor should be adjudged bankrupt, become insolvent, make a general assignment for the benefit of creditors, cease conducting business in the normal course, suffer or permit the appointment of a receiver for its business or assets, or shall otherwise become the subject of proceedings under the Federal Bankruptcy Act or any other statute of any state relative to insolvency or protection of rights of creditors, Contractor must notify INFOhio immediately. INFOhio may issue a written notice of termination of the contract by registered or certified mail to the Contractor and may terminate the contract immediately and without further notice.
- A resultant agreement may be canceled without further obligation on the part of INFOhio if sufficient appropriated funding is unavailable to assure full performance of its terms. The Contractor will be notified in writing of such non-appropriation at the earliest opportunity.
- The failure of either the Contractor or INFOhio to insist upon strict performance of any of the terms or conditions of the contract shall not be construed as a waiver or relinquishment for the future of any such term or condition, and the same shall be and shall remain in full force and effect.
- If either party is prevented from performing under the contract because of fire, explosion, water, civil disorders, labor disputes, vandalism, acts of God, energy related closings, other casualties, or other disturbances beyond the control of either of the parties, the disruptions shall not be considered a default of the terms of the contract.
- Either party to the contract may make a written request for a review of its provisions and terms at any time and may agree to amend or revise any or all provisions and terms. All such mutually agreed upon adjustments must be in writing, signed by the authorized representatives of both parties, and the contract amended to include same.
- Neither party shall assign or transfer the contract or any part of same nor enter into any subcontracts for services under this contract without the prior written approval of the other party. This includes the Contractor's ability to assign all or a portion of the support and corresponding display to a third party.
- The Contractor will provide instructional materials as described herein as an independent Contractor of INFOhio. The Contractor shall not, in any manner, use the credit or the name of INFOhio in connection with its business or affairs except as

specifically authorized in the Contract or as approved in writing prior to such use by INFOhio.

INTERPRETATION AND POINT-OF-CONTACT

Bidders are welcome to send any questions regarding the RFP, selection process, terms, conditions, and technical specifications to RemotEDxDigitalContent@infohio.org.

Bidders and their agents are strictly prohibited from lobbying employees or board members of INFOhio, the Management Council, or the RemotEDx Coordinating Council or anyone connected to this RFP at any time in the application and selection process. Failure to comply with this clause shall be grounds for rejection of their RFP as non-responsive.

Verbal statement(s) of a Bidder or INFOhio employee should in no way be considered as binding. Changes shall be accomplished ONLY upon the written approval of INFOhio.

*All dates in the RFP are subject to change at the discretion of INFOhio and/or the Management Council and notice of any changes will be provided to all Bidders.