



The Iditarod Area School District (IASD) is seeking proposals for the purchase, installation, and maintenance of distance learning equipment at all seven of the district school sites and the district office. This request for proposal (RFP) outlines the scope of work, the information required in the proposal, evaluation criteria, and other relevant information.

The timeline for the RFP is as follows:

Release of RFP:	March 1, 2018
Proposals Due:	March 12, 2018
Award of Contract by School Board:	March 2018 School Board Meeting

**1. Overview**

IASD serves a unique rural area of ten villages and seven brick and mortar schools. IASD also hosts a Distance Learning Center (DLC) for home-based students. IASD serves approximately 200 students in extremely remote areas where teacher and resource shortages create challenges to local efforts to provide a traditional education.

**2. Scope of Equipment and Services to be Provided**

IASD is seeking proposals which will allow it to provide high quality, high definition, distance learning systems at each of its locations. The DLC will use software that will allow existing laptops – in schools, homes, or wherever an IASD student may be, to connect to the system for distance learning classes.

Basic setup should include a videoconferencing system designed for use with up to 30 participants, and should include the ability to support dual displays, synchronous video between multiple sites, and features such as screen sharing. The district is interested in large format displays for the classroom, with primary interest in wall mounted projection systems. If possible, fixed location systems should have ceiling mounted ceiling microphone arrays. Video equipment will need to be wall mounted. Speaker systems should be mounted and sized to cover a traditional classroom setting.

Every site will require one distance learning center in a fixed location. Please include on site installation and setup, as well as basic equipment and training at each of the following sites:

IASD District Office	one mobile videoconferencing cart
McGrath School:	one mobile videoconferencing cart
Innoko School:	one mobile videoconferencing cart
Blackwell School:	one mobile videoconferencing cart



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David Louis School:	one mobile videoconferencing cart
Holy Cross School:	one mobile videoconferencing cart
Takotna School:	one mobile videoconferencing cart
Top of the Kuskokwim School:	one fixed distance learning setup

### 3. Proposal Requirements:

To achieve a uniform review process, proposals should be organized in the following manner:

Title Page – Provide the name of firm, Alaska address, telephone number, name of contact person, and date of proposal.

Letter of Transmittal – Clearly describe your firm’s understanding of the equipment and services to be provided. Provide information about your firm, i.e. indicate your firm’s experience with providing distance learning equipment as well as its installation and training of staff. Identify the staff who will install the equipment as well as the staff who will train IASD personnel on the use of the equipment. Provide a cost proposal for providing the scope of equipment and services required for this RFP. IASD requires a fixed fee contract proposal to include all expenses. IASD will not allow additional costs or fees unless authorized in advanced in writing by the District Superintendent.

### 4. Proposal Evaluation and Selection Process:

Proposals will be evaluated to determine which best meets the needs of IASD. Proposals will be evaluated based on four categories:

- (a) The presentation and completeness of the proposal (maximum 5 points);
- (b) The proposal’s description of the equipment to be provided and the work to be done, including evidence of adequate planning (maximum 10 points);
- (c) The firm’s technical qualifications and its experience with similar projects (maximum 40 points); and
- (d) The technical qualifications and experience of the individuals who will be assigned to the project (maximum 20 points).

All firms deemed to be qualified to provide equipment and services as specified in this RFP will be further rated on the cost proposal.

IASD reserves the right to accept or reject proposals and to contract in order to obtain equipment and services which best meet the needs of the IASD as expressed in this RFP. No proposal may be modified after submission but a proposal may be withdrawn prior to the due date if the withdrawal is signed by the individual who signed the proposal. Resubmission is permitted if the revised proposal is received by IASD prior to the time proposals are due.



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The School Board will select a proposal based upon a recommendation from the District Administration.

Please direct any questions to Chris Romine, IASD Technology Director, at (907) 440-7245 or [cromine@iditarodsd.org](mailto:cromine@iditarodsd.org).

Bids should be submitted via email by March 12, 2018 by 4:00 p.m., Alaska time, to Superintendent Connie A. Newman [cnewman@iditarodsd.org](mailto:cnewman@iditarodsd.org).