

## REQUEST FOR PROPOSAL (RFP)

RFP: <b>Tech Contract SES</b>	Proposal Due By: <b>October 1, 2022</b>	<b>Scotland Elementary School</b>
<b>Project Overview:</b> Seeking tech service provider for Scotland Elementary School with option for the Town of Scotland to be included in or as an addendum to the contract.		
<b>Project Goals:</b> <ul style="list-style-type: none"><li>• Goal 1: effectively monitor and facilitate the successful implementation and integration of school utilized platforms</li><li>• Goal 2: support the development of a needs assessment and a 3 year tech plan</li><li>• Goal 3: provide onsite support and professional development</li></ul>		
<b>Scope of Work:</b> <b>The minimum scope is to complete help tickets for staff in a timely fashion. Emergency response is required. Ability to set up and maintain security, user accounts and profiles. In addition, the IT provider will have an extremely proficient knowledge of school related apps and software. To provide complete and regular reporting to school administration regarding IT needs and devices. Proficiency and ability to service Chromebook, desktops, laptops (including MACs)</b>		
<b>Current Roadblocks and Barriers to Success</b> <ul style="list-style-type: none"><li>• Roadblock 1: Providers with limited knowledge of school apps and software like PowerSchool, Frontline, IEP Direct, classroom smartboard and interactive TVs</li><li>• Roadblock 2: Website design and local website control has been a barrier</li><li>• Roadblock 3: Timeline and inventory needs not met which could be done over summer, but we need to be serviced in summer PD</li></ul>		
<b>Evaluation Metrics and Criteria</b> <ul style="list-style-type: none"><li>• Criteria #1: Quarterly Business Review and Inventory update</li><li>• Criteria #2: Quarterly budget update and fiscal review</li><li>• Criteria #3: Staff/Employee feedback survey on effectiveness</li></ul>		
<b>Submission Requirements</b> <ul style="list-style-type: none"><li>• A one year contract/ quote for service for SES complete with full cost and terms that align to expressed goals and scope.</li><li>• A one year contract /quote for service with the inclusion of the Town Hall (may be in addendum form to the above submitted document)</li></ul>		

For any questions, prospects may log into a zoom on September 28, 2022 at 4:30 pm using the link below, call, or email.

Time: Sep 28, 2022 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89730201324?pwd=VytGNU9GT3RQNHhPVElWYUZjb252dz09>

Meeting ID: 897 3020 1324

Passcode: 115086

One tap mobile

+13092053325,,89730201324# US

Project Due By: **October 1, 2022**

Budget: **not locked**

Contact: Valerie Bruneau,  
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