



REQUEST FOR PROPOSAL
FOR
PRACTICAL ASSESSMENT SYSTEM

Ball Chatham Community Unit School District #5
1475 E. Plummer Blvd.
Chatham, IL 62629

Dr. Becca Lamon, Superintendent

Wendy Dulakis, Chief Financial Officer

Request for Proposals Issued: December 6, 2024
Deadline for Submittal of Proposals: January 6, 2025

Request for Proposals for Student Assessment System

Introduction

The Ball-Chatham School District #5 is requesting proposals from qualified firms to provide a comprehensive, fully integrated, operational assessment system which includes the following components and capacities:

A lab designed to simulate a real-world work environment, where students take on the role of employees and teachers act as supervisors. Students clock in and out, follow independent work procedures, and progress through different job levels within five core components: Consumer/Service, Business/Marketing, Processing/Production, Construction/Industrial, and Computer Technology. Include a hands-on approach allowing students to explore their interests, develop essential job skills, and prepare for future employment.

Note: Individual and separate proposals will be accepted from implementation partners for the same vendor.

Project Background/Description/Objectives

Ball-Chatham Community Unit School District #5 is a highly-regarded educational institution serving over 4,600 students in the Chatham, Illinois area. Known for its commitment to academic excellence, arts, and athletics, the district strives to provide a well-rounded education for all students. A focus on core subjects, innovative arts programs, comprehensive athletics, advanced placement and honors courses, and career and technical education ensures students are well-prepared for higher education and careers. The supportive community, strong partnerships with local businesses and organizations, and a commitment to creating a positive learning environment make Ball-Chatham a top choice for families seeking a quality education.

The Ball Chatham Community Unit School District #5 is looking for a Practical Assessment Exploration System. The district requests that it is a comprehensive vocational assessment tool designed to help individuals explore their interests and abilities across various career pathways. This system should include a minimum of five core curriculum components: Business/Marketing, Computer Technology, Consumer/Service, Processing/Production, and Construction/Industrial. Each component should offer a range of practical, hands-on activities that simulate real-world work experiences. By engaging in these activities, individuals can develop essential workplace skills such as problem-solving, time management, and communication. Additionally, the system should provide valuable data and insights that can be used to inform individualized education plans, career pathways.

General Instructions

Interested firms are invited to submit a quote with all required documentation enclosed in a sealed envelope addressed and delivered no later than 2:30 p.m. on Friday, January 6th, 2024.

Ball Chatham Community Unit School District #5

Attn: Wendy Dulakis

1475 Plummer Blvd.

Chatham, IL 62629

The sealed envelope shall be marked on the outside lower left corner with the words “RFP for Practical Assessment System”. It is the firm’s sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of Proposals. No corrected or resubmitted Proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Proposal does not commit the Ball Chatham Community Unit School District #5 to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing to Wendy Dulakis, Chief Financial Officer, at wdulakis@bcisd5.org no later than 2:30 p.m. Thursday, December 12, 2024. Specify “RFP for “Practical Assessment System” in the subject line. Responses to all questions received will be addressed at the bidder’s conference and posted on the District’s website.

Bidders Conference

A Bidders Conference is scheduled for Monday, December 16, at 9:00 a.m. at the Ball Chatham Community Unit School District office, 1475 Plummer Blvd, Chatham, IL 62629. All questions and answers related to this RFP will be addressed at this conference. Attendance is not mandatory.

SCOPE OF WORK

The requested proposals are for a comprehensive, fully integrated, operational Practical Assessment System (SAS) that will meet the assessment needs. Ball Chatham Community Unit School District #5 desires a single system to handle all student assessment activity within the budget of \$40,000.00.

Functionality/Components:

Ball Chatham Community Unit School District #5 seeks to license a student assessment system which include, but are not limited to, the following:

Curriculum Components:

- Business/Marketing Component
- Computer/Technology Component
- Consumer/Service Component
- Processing/Production Component
- Construction/Industrial Component
- Training

Software

CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The proposal shall include a cost proposal. The cost proposal must provide a full description of the expected expenditures for the work described in this RFP, both one-time and on-going. The cost proposal must include all consultant fees, preparation of deliverables, travel expenses, etc.

In addition, please provide initial purchase price, annual licensing fees, and any other associated costs including but not limited to training, support, desktop software, client system requirements, hardware requirements, additional cost for hosted hardware solutions, and database licensing.

EVALUATION CRITERIA / SELECTION PROCESS

Stage One

Vendor proposals will undergo a two-phase evaluation process. In the initial phase, proposals will be reviewed for completeness and responsiveness, ensuring they address all required modules and functions. Incomplete or non-competitive proposals may be rejected. Ball Chatham CUSD #5 may request clarifications in writing and, at its discretion, may require a vendor demonstration. Top-performing vendors will be selected for reference checks. The evaluation committee, composed of Ball Chatham CUSD #5 district representatives, will score proposals based on vendor-provided information, responses to clarifications, and reference checks. A shortlist of proposals will advance to the second evaluation phase.

Stage Two

The finalist proposals will undergo a rigorous second-stage evaluation, which may involve vendor demonstrations on live systems using real or simulated K-12 district data. Ball Chatham CUSD #5 may also request hands-on sessions with the software. Vendors may be asked to demonstrate application functionality, technology, and hardware/software deployment strategy within a tight two-week timeframe. Interviews may be conducted to delve into implementation strategy, project plans, vendor qualifications, and experience, potentially including interviews with the vendor's training team. Reference checks and site visits may also be conducted. Final selection will be based on initial evaluation criteria, software and service costs, software demonstrations, vendor qualifications and references, and implementation and project work plans.

This is a negotiated procurement and, as such, the contract will not necessarily be awarded to the vendor submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying Ball Chatham CUSD #5's requirements, price, and other factors considered. As with any service acquisition, cost is a major consideration. It is vitally important that the district gets value for its investment and is able to demonstrate this to its constituency.

Ball Chatham CUSD #5 reserves the right to conduct negotiations or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

☛ Negotiations may be conducted in person, in writing, by telephone or a combination of these methods.

☛ Negotiations will only be conducted with potentially acceptable responses. Ball Chatham CUSD #5 reserves the right to limit negotiations to those responses, which receive the highest rankings during the initial evaluation phase.

☛ Terms, conditions, prices, methodology, or other features of the vendor's response may be subject to negotiation and subsequent revision. As part of the negotiations, the vendor may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the response.

Anticipated Timeline

Date RFP Issued/Posted to Website/Publish News Gazette Friday, December 6, 2024

Bidder Opportunity to Submit Questions by 2:30 pm Thursday, December 19, 2024

Deadline for Submitting RFP Response 2:30pm Monday, January 6, 2025

Bid Opening 2:30pm Monday, January 6, 2025

Proposal Evaluation Friday, January 10, 2025

Interviews at District office or via Zoom (as needed) Wednesday, January 15, 2025

Public Board Meeting for approval of RFP Wednesday, January 22, 2025

Contract Awarded Thursday, January 23, 2025