February 1, 2019

REQUEST FOR INFORMATION

MODERN LANGUAGE RESOURCES GRADES 9-12

Responses will be received by the North Kansas City School District at the Purchasing Office, 2000 NE 46th Street, Kansas City, Missouri 64116, in accordance with the specifications in the document. Responses will be received until 2:00 p.m. on February 15, 2019.
1.0 Purpose

The North Kansas City School District is reviewing resources, materials, and applications to support the Modern Language program in grades 9-12. The Modern Language program includes Spanish, French, and German languages. After the evaluation of presented materials, the District may issue an Invitation for Proposals from selected vendors. The District will perform a final evaluation, negotiations, and make an award for the purchase of materials, resources, software licenses, and professional development to meet the District’s needs supporting the Modern Language program. The purchase would be for full implementation in the 2019-2020 school year. Early access to online materials would be needed for online teachers as they build curriculum.

2.0 Background/Demographic Information

The North Kansas City School District is a public-school district that encompasses more than 82 square miles, serves over 20,000 students, and employs over 3,000 full-time equivalents, making it the fourth largest employer in Clay County. The District has 32 school sites including 22 elementary schools, 2 sixth-grade centers, 4 middle schools, and 4 high schools. Other support facilities include the District administrative office, the R.B. Doolin Center for Educational Development, the Career and Technical Education Center, Pleasant Valley Early Education Center, Golden Oaks Education Center, Joseph G. Jacobs III Education Center as well as programs offered on the Maple Woods Community College Campus.

The current resources used for the Modern Language program are approximately 10 years old. The new solution may be a combination of paper resources and online resources to best meet the needs of the students.

3.0 Specifications

The contractor will provide Modern Language resources, materials and applications that:

1. Align with the current American Council on the Teaching of Foreign Languages (ACTFL) Standards for Modern Language grades 9-12 and be very language immersive.

2. Software and online resources shall have full functionality on the current and future versions of MacOS.

3. Students and staff will have digital access licenses.

4. Oral and written communication included with resources for students to hear native speakers in the language being studied.

5. Digital resources that are downloadable to PDF documents.
6. Provide professional development to teachers to implement resources.

7. Provide technical support to teachers and students using digital or online resources.

4.0 Response Requirements

For evaluation purposes the following information shall be included in the response:

4.1 Response coversheet (page 5)

4.2 Introduction of your company and identify the current available hard copy, digital, and online resources that support Modern Languages.

4.3 Provide supporting documentation that shows how the resources align to the ACTFL Standards for Modern Language, grades 9-12.

4.4 Provide any information about tutoring or online practice resources for Modern Languages.

4.5 Provide sample of Professional Development provided to implement resources

4.6 Provide a list of at least three Reference accounts that currently use the materials and resources. Include the name of the District, contact person, contact phone number, contract email address, and a listing of the resources used by the District.

5.0 Timeline

The following schedule will be use for the completion of this Request for Information:

- February 1, 2019 – RFI Posted online
- February 15, 2019 – Responses accepted up to 2:00 p.m. local time
- February 18 – March 11, 2019 - Responses will be reviewed, samples requested, additional questions asked

Once the selection committee has identified sources that meet the District’s needs, an Invitation for Proposals will be issued to the selected responders. The request will include specifics such as the selected resources, materials, quantities of materials and licenses needed, and desired professional development.

Based on the responses to the Invitation for Proposals and negotiations, a recommendation will be made to the Board of Education for award of a contract for the purchase.
6.0 Submission Details

An original, five (5) copies, and an electronic version of the response formatted as a single Adobe PDF file (on a USB drive) of each response shall be submitted in a sealed envelope, delivered to the North Kansas City District’s Purchasing office any time prior to 2:00 p.m. February 15, 2019. Label “MODERN LANGUAGE RESOURCES” on the outside of the envelope. Responses received by facsimile or email will not be accepted. Responses shall be sent to:

Stacy Swenson, Procurement Specialist
Purchasing Office
2000 NE 46th Street
Kansas City, MO 64116

This is not a Request for Proposals or Bid. Therefore the District may accept late responses or seek additional information and samples from other responders to assist in identifying the materials and resources that are best for the District’s students.
COMPANY: ________________________________________________________________

ADDRESS: __________________________________________________________________
___________________________________________________________________________

TELEPHONE: __________________________ FAX NUMBER: _____________________

E-MAIL ADDRESS: ____________________________________________________________

AUTHORIZED SIGNATURE: __________________________________________________
Print/Typed

AUTHORIZED SIGNATURE: __________________________________________________
Signed

DATE: ______________________________