



**NEW PARADIGM  
FOR EDUCATION**

# **New Paradigm For Education**

## **Request for Proposals**

### **Technology Support Services**

Notice is hereby given that New Paradigm for Education will receive sealed proposals for the implementation of a custodial services contract serving New Paradigm College Prep, New Paradigm Glazer Academy, and New Paradigm Loving Academy.

Sealed proposals will be received in their final form not later than:

August 6, 2014 - 12:00pm

2001 LaBelle Street

Detroit, MI 48238

Attn: Machion Jackson, Chief Operating Officer

For further information or to receive a bid packet, please contact:

[Machion@npfenow.org](mailto:Machion@npfenow.org)

**THE ACADEMIES RESERVE THE RIGHT TO REJECT ANY AND/OR ALL PROPOSALS**

NOTICE: The Academies do not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities.



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**TENTATIVE SCHEDULE**

Timetable

The Contractor shall have all procedures materials, and labor in place during August for the 2014-2015 school year, beginning August 18, 2014.

Event:	Dates:
Advertisement Begins	July 30, 2014
RFP Due-Date	August 6, 2014
RFP Evaluation	August 7, 2014
Consideration for Board Approval	August 12, 2014
Implementation	August 18, 2014 NPCP October 1, 2014 NPGA & NPLA

Receipt of Written Proposal Document

**Each proposer shall be responsible for the delivery of one (1) original and two (2) copies of the proposal to New Paradigm For Education, 2001 LaBelle Detroit, MI 48238 on or before August 6, 2014 3:00pm. Contractors who do not submit their proposals by this time and date will automatically be disqualified from the proposal process. Facsimiles are not acceptable. All proposals shall be typed. Proposals shall be tightly sealed in opaque containers clearly bearing on the outside the name of the Contractor, his/her address, and "PROPOSAL FOR BUS TRANSPORTATION" typed on the outside of the proposal. Late proposals will be rejected.**

All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and New Paradigm For Education will in NO way be held liable for these costs. New Paradigm For Education is the sole judge of the value and merit of the proposals and reserves the right to reject any or all proposals.



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**1.0 GENERAL**

**1.1 Overview**

The New Paradigm College Prep, New Paradigm Glazer and New Paradigm Loving Academies are 3 statutory public school academies created by the State of Michigan and functioning under the Michigan Revised School Code.

The Academies are each governed by three Boards. The policies of the Board are carried out by New Paradigm for Education. New Paradigm College Prep will serve grades Pre-K-2, New Paradigm Glazer Academy, & New Paradigm Loving Academy currently serve grades K-7.

**1.2 Objectives**

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to provide technology services & equipment. The standard specifications are described below.

**1.3 Scope**

This RFP will select a vendor or multi vendors to provide technology services & equipment. The services provided & equipment installation may begin August 18, 2014.



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**2.0 BID PREPARATION**

**2.1 Mail, Deliver In person, & Email Finalized Documents:**

New Paradigm for Education  
ATTN: Machion Jackson  
2001 LaBelle Street  
Detroit, MI 48238

Tel1: (313) 269-0024  
Email: Marleenw@npfenow.org

**2.2 Deadline for Submissions**

Each proposer shall be responsible for the delivery of one (1) original and two (2) copies of the proposal to New Paradigm For Education, 2001 LaBelle Detroit, MI 48238 on or before August 6, 2014 3:00pm. Contractors who do not submit their proposals by this time and date will automatically be disqualified from the proposal process. Facsimiles are not acceptable. All proposals shall be typed. Proposals shall be tightly sealed in opaque containers clearly bearing on the outside the name of the Contractor, his/her address, and "PROPOSAL FOR BUS TRANSPORTATION" typed on the outside of the proposal. Late proposals will be rejected.

**2.3 Document Preparation**

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP. The School Services & Equipment may be bid for each category completely separate from other categories or types.

**2.4 Evidence of Vendor's Ongoing Stability**

Each bid should include a capability summary indicating the following:

- A financial stability summary (e.g. Annual Report, Dun & Brad Street report, etc.)
- Vendors and/or third parties support staff and locations
- Methods of charges
- A reference listing of current customers, to whom you are supplying personal computers, contact names, and phone numbers.
- A proof that vendor is insured and bonded.



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**2.5 Contacts for Information**

All inquiries concerning this RFP should be directed to:

**Contact Information**

- 1) Machion Jackson**  
(313) 269-0024  
Email:  
Marleenw@npfenow.org

**2.6 Evaluation Process**

Important factors to consider in the evaluation are: Price, Experience, Other Cost Factors, Management Capability, Timetable, & Local Vendor. Details are below.

<b><u>Criteria</u></b>	<b><u>Points Awarded</u></b>
1) Price of the goods and services	30
2) Prior Experience including Past Performance	25
4) Management Capability including Schedule Compliance and Timetable	25
5) Local vendor	20
<b>Total</b>	<b>100</b>

**2.7 Rejection of Submission**

- New consortium reserves the right to reject any and all submissions received.
- New Paradigm Academies will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.



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- It is anticipated that the Academies will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy's offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by the Academies for an interview.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.

**3.0 TERMS AND CONDITIONS**

**3.1 Payments**

Payment for products received will be made by the Academies within the time frame that is negotiated between the supplier and the Academies after service or installation completion.



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**3.2 Price Changes**

It is expected that the responding vendors agree to pass along New Paradigm College Prep, New Paradigm Glazer Academy and New Paradigm Loving Academy all additional manufacturer discounts, manufacturer price reductions, and relevant specialized pricing programs for which New Paradigm College Prep, New Paradigm Glazer Academy and New Paradigm Loving Academy may be eligible between the date of bidding and delivery of services. New Paradigm College Prep, New Paradigm Glazer Academy and New Paradigm Loving Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our purchase with the improved pricing. Since the Academies are educational institutions, the prices must include the academic discount.

**4.0 PRICING AND PAYMENT TERMS**

**4.1 Pricing page must include:**

- (1) Specific Services.
- (2) Breakdown of price/cost or percentage for each service.
- (3) Prices to include all necessary wiring, cabling, delivery, installation & training.
- (4) Quantity, description and price of each component.
- (5) Schedule of hourly billing rates.
- (6) Charges of installation rates.
- (7) Charges and payment terms.
- (8) Warranty.
- (9) Necessary and required Permits.

**4.2** New Paradigm College Prep, New Paradigm Glazer Academy and New Paradigm Loving Academy reserve the right to reduce or increase the type of service requested, and negotiate other payment options with the company after proposal acceptance.



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**6.0. BID REQUIREMENTS:**

- The Project locations for the Academies are as follows:
  - New Paradigm College Prep 2450 S. Beatrice Detroit, MI 48217
  - New Paradigm Loving Academy 1000 Lynn Street, Detroit, MI 48211
  - New Paradigm Glazer Academy 2001 LaBelle Detroit, MI 48238
  
- For proposals to be considered, RESPONDENTS:
  - 6.1** Must submit a complete response to this RFP.
  - 6.2** Proposals must be signed by an official authorized to bind the firm to its provisions.
  - 6.3** Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be until June, 2015.
  - 6.4** Proposals must include a Time Table Projection.
  - 6.5** Proposals must include Terms and Conditions.
  - 6.6** Proposals must include Contact persons.
  - 6.7** Proposals must include insurance certificates.
  - 6.8** Proposals must include at least three references with contact names and phone numbers. References must be users of the same products proposed and installed within the past two years. References from educational institutions are preferred.





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**7.0 STANDARD SPECIFICATIONS**

**7.1 Specifications:**

The supply and installation of technology services & equipment. New Paradigm College Prep, New Paradigm Glazer Academy and New Paradigm Loving Academy may consider comparable products in lieu of the specified items as may be necessary.

The following are the specifications in which the Academies are interested:

- a. Onsite computer technical support (15 hours per week each location) of all network devices and appliances including: desktops, laptops, tablets, peripherals, interactive boards and peripherals, overhead projectors and other tech equipment as requested.
- b. Troubleshooting Internet connectivity issues.
- c. Replacing printer and other consumable parts.
- d. Configuration, realignment, reconfiguration, file transfer, hacking prevention, hacking fixes, internet access problem resolution, miscellaneous cables/cords/hubs/supplies, firewall/software maintenance and upgrades.
- e. Asset inventory.
- f. Security equipment maintenance.
- g. Installation of tech equipment and software.
- h. File transfer/upload for school and CMO compliance and performance management programs i.e. NWEA MAP testing, Schoolzilla.