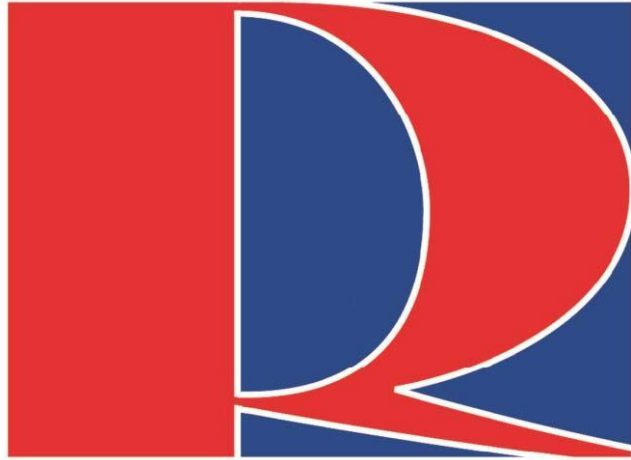


# **REQUEST FOR PROPOSAL**



**RAYTOWN  
QUALITY  
SCHOOLS**

*Expect the Exceptional*

**FOR**

**Technology Services Audit**

**TO BEGIN: April 10, 2023**

**Submittal Deadline: April 25, 2023**

**RAYTOWN C-2 SCHOOL DISTRICT**  
**6608 Raytown Road**  
**Raytown, MO 64133**  
**816-268-7000**

**REQUEST FOR PROPOSAL**

**Technology Services Audit**

**Purpose**

The Raytown C-2 School District is seeking an audit of our Technology Services Department. This will include an evaluation and assessment of a variety of functions that serve infrastructure and classroom teaching technologies. Also, the audit will include recommendations for how Raytown School District can potentially improve functionality, automate management strategies, and reduce the overall cost of IT ownership and administration.

**Infrastructure Assessment -**

- Network Security
- Network Backup, Site Replication, and Operational Cloud Continuity
- Messaging and email services
- Email Archiving, Retrieval, and Usage Reporting
- Web Content Management
- Network Monitoring
- Server Infrastructure
- Routing and Switched Ethernet Infrastructure
- Wireless Infrastructure
- Support Automation and Task Centralization
- Server Virtualization
- Infrastructure Update and Security Patch Management
- SAN/NAS/DAS Storage Deployment
- Storage Management and Maintenance
- AD/OU/Federated Services Directory Design
- WAN Design
- Internet Bandwidth Capacity and QoS
- Print Services Management
- User Profile Management
- Mission Critical Device Redundancy and Failover
- Help Desk / NOC Services Design and Capabilities
- Inventory Management
- Network Documentation and Documentation Management
- Cloud Application Integration and Single Sign-on Services
- Application Management
- Network Device Support Agreement Maintenance and Management
- Lifecycle and Sustainability Planning.
- Technical Support Staff Development Planning and Strategy
- MDF/IDF Deployment Quality and Serviceability
- MDF/IDF Monitoring and Reporting
- Structured Cable Infrastructure
- Workstation/Mobile Device Deployment Management.

### **Curriculum and Teaching Technologies -**

- Classroom technology vision, planning, and communication.
- Curriculum integration selection processes.
- Staff training and teacher competency planning.
- Teacher mentoring and team building strategies.
- Teacher collaboration and knowledge-sharing methods.
- Grade-specific technology integration strategies.
- Teacher workshop development and technology orientation methods.
- Google Workspace integration design.
- Classroom technology and teacher management capabilities.
- Technology-based lesson planning solutions and guidance.
- Teacher/staff instructional surveys and improvement methods.
- Classroom technology reliability and performance analysis reporting.
- Interactive display/whiteboard platform capabilities and site consistency.
- Platform update services and lifecycle planning.
- Classroom management solutions

### **Proposal Guidelines**

#### **Cost:**

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but need not be the sole determining factor.

#### **Response Deadline:**

**To be postmarked *on or before April 25th* by**  
Mail delivery to the following address:

Raytown Quality Schools  
"RFP- Technology Services Audit"  
10750 E 350 Highway  
Raytown, Missouri 64138  
OR

Electronically to the following email address:  
victoria.denney@raytownschools.org with the subject line "RFP Technology Services Audit."

**Selection Criteria:**

All submitted programs will be screened based on the components of the program compared to the components identified in the Purpose above. The most promising programs will be identified based on this screening for more specific comparisons.

**Award:**

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price, if so stated in the proposal. Price shall be considered, but need not be the sole determining factor.

**General District Information****Student Population:**

The Raytown C-2 School District's enrollment is approximately 8500 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

**Facilities/Technology Availability:**

The district has a total of 2 high schools, 3 middle schools, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8. The district also continues to move toward the use of web-based applications. All certified district staff have Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

**Instructional staff:**

The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 11 years. Approximately 57% of certificated staff hold a Master's degree or advanced Master's degree(s). It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teacher.

Additional information on the District may be obtained by visiting the District's web site at [www.raytownschools.org](http://www.raytownschools.org), and visiting the Department of Elementary and Secondary Education at [www.dese.state.us.mo](http://www.dese.state.us.mo) and reviewing school data and statistics.

**Finances:**

Raytown School District will require full delivery of services on or before June 1, 2023 to allow the Raytown Technology Services Department use the information to impact support for the 23-24 school year.

## **Information Requested**

### **1. Agency/Personnel Information:**

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person's duties and responsibilities on the account.

### **2. School District Experience:**

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded technology services audit: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other audit services.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

### **3. Services and Fee for Professional Learning and Training:**

A. Provide a summary and sample contract/fee agreement setting forth any additional support that your company will provide to the district.

## **ACKNOWLEDGMENT**

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Entity Name \_\_\_\_\_

Date \_\_\_\_\_



## Technology Services Audit RFP

### RFP Attachment #1

**Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information included as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Print/Typed

AUTHORIZED SIGNATURE: \_\_\_\_\_

Signed

DATE: \_\_\_\_\_

## Technology Services Audit RFP

### Attachment #2

**List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_



# Technology Services Audit RFP

## Attachment #3

**School District Experience:** Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

**#1 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#2 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#3 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

## **Technology Services Audit RFP**

### **Attachment #4**

**Services and Fee for Professional Learning and Training:** Provide a summary and sample of contract/fee agreement setting forth any additional support that your company will provide to the district.