



REQUEST FOR QUOTATION

Contracts & Procurement Services

Page 1 of 2 ISSUANCE DATE: December 04, 2009 RQ #: RQ670083
 CLOSING DATE: December 09, 2009 2:00 P.M.

VENDOR NAME:			
ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY:	Wednesday, December 09, 2009 - 2 P.M.	QUESTIONS ? (Please Contact)	Anthonisha Felton 202 – 481-3799 - phone Anthonisha.felton@dc.gov - e-mail

YOU MUST USE THIS QUOTE SHEET OR YOUR BID WILL NOT BE CONSIDERED

ITEM/SKU NUMBER	ITEM DESCRIPTION	YES	NO	TOTAL PRICE
CLIN 0001	The DC Office of the State Superintendent of Education (OSSE) — Office of Adult and Family Education has a requirement for a Contractor to provide Distance Learning: Professional Development, Tracking, Curriculum Evaluation, and Support Services. See Statement of Work <u>MINIMUM REQUIREMENTS:</u> <ul style="list-style-type: none"> Online collaboration platform Vendor hosts the site and handles all technical issues (these services are built in to the price) Secure, scalable online community Announcements <ul style="list-style-type: none"> Calendar; Polls Asynchronous threaded discussion boards <ul style="list-style-type: none"> Document sharing, including digital pictures, audio, and streaming video Team areas that include tools for 	_____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____	

<p style="text-align: center;">collaboration, managed by instructor</p> <ul style="list-style-type: none"> • Quiz, test, and survey options <p>Vendor MUST meet all minimum requirements in the attached Statement of Work to be considered.</p> <p><u>DELIVERY ADDRESS:</u> Adult and Family Education 51 N Street, NE 7th Floor Washington, DC 20002</p> <p><u>Government POC/COTR:</u> Stacey Downey, 202-741-5530</p> <p><u>PERIOD OF PERFORMANCE:</u> Date of Award Through September 30, 2010</p> <p>Please submit all (SIGNED) quotes to:</p> <p>Anthonisha Felton Contract Specialist OSSE Contracts and Procurement 441 4th Street, N.W. – Suite 350N Washington, D.C. 20001 Phone: 202-481-3799 Fax: 1-800- 617-3780 Email: Anthonisha.felton@dc.gov</p>				
TOTAL				\$ _____

ALL SHIPPING MUST BE FOB DESTINATION

ARE YOU LSDBE CERTIFIED? <input checked="" type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(If “yes”, please attach certification)
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NOTE: ALL BIDS MUST INCLUDE YOUR COMPANY’S STOCK NUMBER, AS WELL AS PACKING SIZES (i.e., 10 per box, 6 boxes per case) AND MUST BE BRAND NAME OR EQUAL DISCOUNT.

Percent Delivery Days

DISCOUNT FOR PROMPT PAYMENT OF LESS THAN 20 DAYS WILL NOT BE CONSIDERED IN EVALUATING QUOTATION

SUBMITTED BY: (Signature of Person Authorized to Sign)			
TITLE:		DATE:	

CONTRACTING OFFICER:		DATE:	
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FY 2010 Statement of Work (Attachment A)

***Distance Learning: Professional Development, Tracking, Curriculum Evaluation,
and Support -- TBD***

**OSSE – Post Secondary Education & Workforce Readiness
Adult & Family Education**

Scope

The Office of the State Superintendent of Education (OSSE), Adult and Family Education supports Distance Learning activities conducted by sub-grantees to deliver the adult and family education services to residents of the District of Columbia. The Distance Learning project is designed to expand adult and family education services in the District of Columbia to increase the learning outcomes of adult learners.

Background

The Adult Education and Family Literacy Act, (Title II of the Workforce Investment Act- Public Law 105-220), specifies the required functions of the State Education Agency, one of which is the facilitation of State Leadership Activities. Funds for these activities, made available under Section 223(a) (2) may be used for the provision of technical assistance to eligible providers of adult education, provision of technology assistance, and coordination with existing services to increase rates of enrollment in, and successful completion of, adult education and literacy activities. The OSSE, Adult and Family Education is responsible for evaluating curricula and providing sub-grantees with professional development and technical assistance to improve learning gains of adult learners in the District of Columbia. Beginning in Program Year 2009-2010, the OSSE, Adult and Family Education will report distance learning students on the National Reporting System Tables 4c and 5a which are submitted to the U.S. Department of Education as part of the Annual Performance Report.

Requirements

The selected Contractor and its software product must meet the following requirements:

1. Have established content to deliver online Distance Learning professional development courses to adult educators that will cover the material in Distance Learning 101, Distance Learning 102, Distance learning 103, and Distance Learning 104;
2. Provide access and storage space in a web-based learning management system;
3. Be able to build secure, scalable online communities for use by the OSSE, Adult and Family Education to offer each of the four Distance Learning professional development courses;
4. Provide a single domain name for one site;

5. Provide access for no less than 50 individual and simultaneous users;
6. Provide online storage space of no less than 50 MB;
7. Have content already built into the Learning Management System;
8. Include the following features in the Learning Management system platform:
 - shared Calendar with member notifications;
 - database tool with customizable forms;
 - fields and member notifications;
 - online polls tool to gauge member opinions;
 - member directory to view profiles, email members and follow recent content contributions;
 - feedback gathering mechanism via discussion forums;
 - file-sharing with version history;
 - instant messenger and chat for real-time, text-based conversations;
9. Allow for co-facilitators including national distance learning leaders;
10. Offer continuous services to the previous online community content built in Community Zero that holds OSSE, Adult and Family Education subgrantee documents, reports, guidelines and related state information necessary for monitoring; and
11. Provide a Summer Institute of no less than two (2) days for intensive trainings for OSSE state staff and designated distance learning instructors.

Qualifications (including any relevant Industry Standards)

Contractor must have:

1. The ability to host the OSSE, Adult and Family Education community in a single domain;
2. The ability to host or import all of the existing monitoring content of at least 2,000 MB;
3. Technical Specialists who can assist with uploading content and trouble shoot software glitches; and
4. The capability to offer virtual training webinars to no less than 50 participants.

Planning

The Contractor shall work with the project manager to develop project timeline. The configured system must be ready for immediate use and uploads within 24 hours of the day the Purchase Orders is issued.

Period of Performance

The Period of Performance is from Date of Award through September 30, 2010.

Performance Monitoring

The Contractor will work with designated OSSE, Adult and Family Education staff. Monitoring will be conducted by running usage reports and by the system's capacity to maintain the integrity of program monitoring documents by date and record changes made to documents, when and by whom. Monitoring will be conducted by evaluating the system's ability to facilitate increased communication and dissemination of information between the state and local programs for monitoring and continuous improvement purposes and in the State's ability to demonstrate compliance with the U.S. Department of Education, Office of Vocational and Adult Education in monitoring sub-grantees that receive federal and local funds.