

# **Bedford County Department of Finance**

**200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029**

## **Request for Proposal**

### **Literacy Implementation Support Network Bid No. 24-27**

The Bedford County Department of Finance is requesting proposals for a Literacy Implementation Support Network for Bedford County Schools. Sealed bids will be received until **2:00 p.m., Wednesday, October 18, 2023**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their bid, complete, prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Dr. Kim Germany, BCS Director of Curriculum and Instruction, 931-684-3284, or email [germanyk@bedfordk12tn.net](mailto:germanyk@bedfordk12tn.net) for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Bid shall be for a period of one year with an option to renew for two additional one year periods.

### Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

## INSTRUCTIONS TO BIDDERS

Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 24-27 Literacy Implementation Support Network.** Bids will be received and opened at **2:00 p.m., Wednesday, October 18, 2023.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with bid.

## **SPECIFICATIONS**

1. Must be an approved State vendor for this project.
  
2. Manage ten (10) Webinars for the network each year between August and May of the Contract Term.
  - i. Webinar content shall be tailored to network districts' support needs;
  - ii. Webinars shall focus on vision setting, materials Implementation, using teacher and student data, and leader supports; and
  - iii. The Webinar topics shall be outlined collaboratively between the Mentor District and the Contractor.
  
3. Coordinate and facilitate ten (10) School Leader Walk-throughs using the TN IPG each year of the Contract

Term as follows:

- i. Walk-throughs shall focus on teacher competencies within the IPG and include 5-8 classrooms;
- ii. Walk-throughs shall ensure each School Leader participant completes the IPG and norms on expectations.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 24-27**

Gentlemen,

Having examined the specifications for **Literacy Implementation Support Network**, we  
(I) submit the following proposal:

Bid Price \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and Title of bidder:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

