**Request for Proposal**

*Note: Every effort was made to ensure this RFP is as authentic as possible. However, you are only responsible for the requirements presented in the actual task.*

## Course Build - Technology Enhancements

Issued by:

**Seamus Company (SC)**

**RFP Coordinator**

JoAnn Miller

Seamus Company

Supply Chain Department

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Dellberg, WI 99999

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**CONFIDENTIAL INFORMATION ENCLOSED**

**Statement of Confidentiality**

**By accepting and responding to this RFP, Bidder acknowledges the proprietary and confidential nature of the information herein and agrees to treat the information contained herein, or any other records made available to Bidder, in accordance with the most current Nondisclosure Agreement between Bidder and the Seamus Company.**

**NOTE: Each Bidder responding to this RFP must return this page complete with information and signature.**

**This RFP document must be returned within three (3) days of receipt.\***

\*Submission of this document will act as acknowledgement of your organization’s receipt and participation in the RFP process.

**Submitting Bidder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Respondent Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Respondent Signature (please sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Purpose, Description, and Objectives

**Purpose**

SC is seeking proposals from Bidder(s) (hereinafter “Bidder” or “Bidders”) who can provide appropriate technology-supported solutions to further optimize the operations of the company and improve or augment our product portfolio. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

SC manages the operations and product development internally. Due to the overall volume of opportunities needing optimization and products needing innovative enhancements or new products within the scope of SC, SC is seeking a work-for-hire relationship with an approved Bidder, based on the Bidder’s knowledge of its content, capabilities related to operations, and/or product portfolio for technology-automating processes and enhanced or new product that will be marketed and sold as a part of the SC portfolio.

**Description**

SC seeks to design, develop, and implement technology solutions that integrate new and emerging technologies in the instruction of English language grammar, text mechanics, general articulation, or related topics. Bidders are encouraged to bid for a specific process or current or new product for all the courses in a specialization or all specializations.

**Objectives**

To develop technology-enhanced, interactive learning solutions that enhance and automate processes proposed for SC processes.

1. Process enhancements should exhibit best practices in the industry and include emerging technologies.
2. Learning modules should adhere to instructional design standards and include emerging educational technologies and immersive approaches to learning following current instructional design standards and clear alignment of objectives, content, and assessment.
3. Learning objectives must adhere to best practices regarding learning styles and modalities.

Proposal Guidelines and Requirements

This is confidential, as governed by our mutual Nondisclosure Agreement and competitive process.

Proposals may not be submitted by facsimile. The Bidder is advised to respond by email. At the discretion of the Bidder, electronic documents may be submitted on a CD, provided that the CD arrives within the specified time period. Please contact the RFP Coordinator for CD format specifications.

The Bidder is responsible for all costs in the preparation and presentation of the proposal.

This request for proposal will not create an obligation on the part of SC to enter into a contract with any entity or to serve as the basis for a claim for a reimbursement for expenditures related to the development of a proposal.

All proposals must be in strict conformity with the instructions set forth in this RFP.

The proposal must contain the signature of the authorized officer or agent of the company submitting the proposal.

If you wish to submit alternate solutions, please do so. The price you quote should be your “best guess” estimate if you provide alternate customized solutions that will need further collaboration with SC.

If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

SC will be the sole judge of the responsiveness, appropriateness, and completeness of any and all proposals. SC reserves the right to

* 1. reject any or all proposals and discontinue this RFP process without obligation or liability to any potential contractor;
  2. accept other than the lowest-priced offer;
  3. award a contract on the basis of initial offers received, without discussion or requests for best and final offers;
  4. award more than one contract;
  5. waive any irregularity in any proposal received; and
  6. conduct a best and final offer with a subset of selected Bidders.

The contract may be awarded to the Bidder whose proposal, in the sole judgment and discretion of SC, best serves the needs and interests of SC.

All proposals submitted to SC become the property of SC and will not be returned.

Validity of Proposal: Proposals shall be considered valid for 180 days from the proposal submission deadline.

SC expressly reserves the right to accept or reject any or all proposals.

All correspondence and inquiries concerning this RFP should be directed to the RFP coordinator listed on the cover page.

Scope and Guidelines

Sample products are available for inspection using the login to SC systems provided. Bidders who do not have access to SC’s eCollege system should contact the RFP coordinator.

Bidder shall propose content that may be used and/or provide access to content through another method (e.g., database).

Bidder shall describe the resources to be applied to this task, indicating number, qualifications, and time to be devoted. Please include resumes or curriculum vitae where appropriate. Subject matter expert resumes/curriculum vitae would be required for SC review prior to the start of work.

Bidder shall describe preferred mode of interaction with SC for project oversight and acceptance.

Contract Terms

SC will negotiate contract terms upon selection of an approved Bidder. All contracts are subject to review by SC legal counsel and will outline terms, scope, budget, and other necessary items. Bidders are encouraged to submit a form contract for review if it is directly related to course development. However, SC reserves the right to utilize its form contract for the basis of any proposed agreement.

Budget

**Pricing**

Each proposal should include the following components:

1. Net Price: Lowest possible price for course development to be offered to SC.
2. Alternative Pricing: Customizations of existing technologies including SC branding.

Background of Organization

Seamus Company provides superior products for middle and high school students in the study of grammar within language arts instruction. By using a leading national network of suppliers of materials for efficient delivery, the company has provided superior learning experiences in over 5,000 schools nationally and to over 45,000 students through a comprehensive program of topics in English language grammar and text mechanics for the middle school and high school demographics. Addressing the rapidly growing demand for interactive and engaging immersive approaches to the study of grammar, SC offers a broad range of learning modules in a variety of formats for integration with any language arts curriculum.

[**Books**](https://www.mylaureate.com/C6/Our%20Company/Portal%20Resources/Campus-Based%20Universities.aspx) **-** SC provides 126 volumes of cartoon character–based scenarios intertwined with grammar lessons for middle and high school students, aligned with state standards. The books are coupled with instructor’s manuals.

**Games -** The cartoon characters are integrated in games.

**Learning websites** **-** The learning modules are interactive and showcase cartoon-style animations aligned with the contents and objectives of the books.

Exhibit A

**Company Response Authorization and Consent Statement**

This is to certify that the following response document and corresponding attachments provide an accurate statement of Bidder’s current and future abilities to fulfill SC’s requirements. Bidder agrees to this response document and corresponding attachments, becoming an integral part of the final contractual agreement between SC and Bidder in the event Bidder is awarded a contract with SC.

***Any costs incurred toward responding to this RFP are the sole responsibility of Bidder. This is only an RFP, not a commitment to buy. Any commitment to buy will be outlined in a subsequent contract.***

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Position (must be officer of the Bidder):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**