



**MONROE COUNTY**  
COMMUNITY SCHOOL CORPORATION  
ENGAGE. EMPOWER. EDUCATE.

## **Request for Proposals**

### **Digital Resources for Curriculum & Instruction**

**TO:** Publishers of Instructional Materials

**FROM:** John Kenny, Director of Business Operations, Monroe County Community School Corporation

**RE:** Invitation to participate in the adoption and information pertaining to the submission of instructional materials for the Monroe County Community School Corporation (district).

**CURRICULUM SUBJECT AREA** Art (K-12), Music (K-12), Business Education (7-12), Industrial Technology Education (7-12), Family & Consumer Sciences (7-12), Social Studies (K-5), Health (K-12)

**SUBMISSION DEADLINE** April 13, 2018 Submission Extension

**SUBMISSION ADDRESS** Monroe County Community School Corporation  
Attn: John Kenny  
315 E. North Drive  
Bloomington, IN 47401

**OVERVIEW** Monroe County Community School Corporation (hereafter referred to as MCCSC) is soliciting proposals at this time for electronic textbooks and digital materials for courses listed in the Curriculum Subject Area section of this request. Resources will be adopted for use beginning in the 2018-2019 school year through 2023-2024 school year. Interested offererers are encouraged to submit a proposal specific to the guidelines listed in this request. MCCSC has an expressed commitment to quality, accuracy & accessibility

in the selection of digital materials, including alignment to 21st century college and career ready standards. All submitted proposals must also include a comprehensive strategy for providing professional development for district teachers and staff.

Please have delivered to the above address TWO (2) COPIES of each student text, teacher editions, and ONE (1) component of each associated material, only in the listed subject area, by the submission deadline. Please provide a sample log-in for accessing and previewing online digital content for teachers and students. Also include a Canvas Integration Guide and a Student Roster Integration Guide.

Additional copies and accompanying materials may be requested from selected publishers after the initial screening process is completed.

### **Central to the needs of the District is a product that:**

- **Digital Resources:**
  - May include a fully web-based version of the complete text, including interactive, and multimedia features appropriate for student use, and including home use.
  - May include supplemental digital materials and enhancements such as virtual manipulatives, interactive games, and video appropriate for collaborative and individual learning environments.
  - May include online professional development components and additional instructional planning resources for teachers.
  - All electronic textbooks, digital components, features, demonstrations, virtual labs, and content must be fully accessible and operational on Apple iOS, MacOS, Windows 7, and Windows 10 platforms. Flash-only video resources must also be available in HTML5 or comparable language for iOS delivery. All digital content must be exportable as PDF or locally stored library on a student device, even if temporarily, for students needing to access material while offline.
  - All digital resource integration tools must be available and provided to the district by July 1, 2018.
- **Student Information System Synchronization:**
  - All digital and non-digital resources requiring rostering or the loading of class lists, teacher lists, and/or course schedules must be compatible with data housed in Skyward, MCCSC's Student Information System (SIS). Preference will be given to vendors with direct Skyward APIs or the ability to sync through a vendor-provided roster import tool. Manual-only rostering options will not be considered as viable and sustainable curriculum resources. APIs to our SIS or the use of vendor-provided import tools must be included as part of the base price for adoption and not offered as additional, for-purchase add on features.
- **Differentiated Instruction**
  - Must include intervention and enrichment opportunities as well as materials to support differentiation. Clear outline of various learning formats and opportunities for hands-on strategies and engaging activities. Students are provided opportunities to respond through various modalities: visual, auditory, and kinesthetic. Instructional materials and supplemental resources should adhere to the principles of universal design for learning (UDL).
- **Rigorous:**

- Content incorporates appropriate rigor as outlined by the Indiana Academic Standards and Essential Learnings. Please refer to the Indiana Department of Education's website for the standards: <https://www.doe.in.gov/standards>.
- **Culturally Responsive & Sustaining:**
  - Equity centered curricula aligned to state standards.
  - Inclusive in nature (curricular examples, scenarios); sensitive to all cultures, ethnic groups & SES; avoiding biases. Material should represent histories and narratives from multiple perspectives, avoiding stereotypes and generalizations.
  - Learning strategies and teaching methods must also be culturally inclusive. Students should be required to demonstrate knowledge and understanding of histories and representations from a wide breadth of diverse backgrounds, and are asked to demonstrate a critique of dominant narratives that may serve to oppress people.

## ADOPTION AREAS

### **Art**

1. Elementary Art K-6
2. Art I (7 & 8)
3. Art II (7 & 8)
4. Arts & Artists I (7 & 8)
5. Arts & Artists II (7 & 8)
6. Digital Design I (7 & 8)
7. Digital Design II (7 & 8)
8. Photography I (7 & 8)
9. Photography II (7 & 8)
10. Drawing I (9-12)
11. Drawing II (9-12)

### **Music**

1. Elementary Music K-6
2. Beginning Band (7 & 8)
3. Advanced Band (7 & 8)
4. Concert Band (7 & 8)
5. Chorus (7 & 8)
6. Strings (7 & 8)
7. Advanced Strings (7 & 8)
8. Exploring Music I (7 & 8)
9. Exploring Music II (7 & 8)
10. Music Theory (7 & 8)
11. Orchestra (7 & 8)

### **Business Education**

1. Information Technology (7 & 8)
2. Digital Citizenship (7)
3. Coding (7 & 8)
4. Introduction to Computer Science (9-12)
5. Introduction to Microcomputers (9-12)
6. Introduction to Entrepreneurship (9-12)
7. Principles of Business Management (9-12)
8. Principles of Marketing (9-12)
9. Business Math 1 (9-12)
10. Business Math 2 (9-12)

11. Business Law and Ethics 1 (9-12)
12. Business Law and Ethics 2 (9-12)
13. Personal Financial Responsibility (9-12)
14. Introduction to Business 1 (9-12)
15. Introduction to Business 2 (9-12)
16. Digital Applications and Responsibilities 1 (9-12)
17. Digital Applications and Responsibilities 2 (9-12)
18. Web Design 1 (9-12)
19. Web Design 2 (9-12)
20. Computer Illustrations and Graphics (9-12)
21. Introduction to Accounting (9-12)

### **Industrial Technology Education**

1. PLTW: Gateway to Engineering (7 & 8)
2. PLTW: Gateway Automation & Robotics (7 & 8)
3. PLTW: Gateway Design & 3D Computer Modeling (7 & 8)
4. PLTW-Introduction to Engineering Design (9-12)
5. PLTW-Principles of Engineering (9-12)
6. PLTW-Engineering-Civil & Architecture (9-12)
7. Introduction to Construction (9-12)

### **Family & Consumer Sciences**

1. Family and Consumer Science (7 & 8)
2. Personal and Family Finance (7-8)
3. Preparing for Colleges and Careers (7-9)
4. Child Development (9-12)
5. Advanced Child Development (9-12)
6. Fashion & Textiles (9-12)
7. Interpersonal Relations (9-12)
8. Nutrition & Wellness (9-12)
9. Advanced Nutrition 1 (9-12)
10. Advanced Nutrition 2 (9-12)
11. Adult Roles & Responsibilities (9-12)
12. Introduction to Housing & Interior Design (9-12)

### **Social Studies**

1. Elementary Social Studies (K-5)

### **Health (K-12)**

1. Elementary Health (K-6)
2. Health (7 & 8)
3. Health (9-12)

Refer to “District Electronic Textbook/Digital Resource Purchase” below for a breakdown of quantities of electronic textbook licenses to be purchased under this RFP.

### **District Electronic Textbook / Digital Resource Purchase:**

Adoption Area	# Students
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Art	K-6: 4,910 7-8: 430 9-12: 1,610
Music	K-6: 4,910 7-8: 600 9-12: 1,140
Business Education	1,700
Industrial Technology Education	360
Family and Consumer Sciences	7-8: 700 9-12: 980
Social Studies	4,906
Health	7-8: 150 9-12: 750

## FORMS

All textbooks submissions must be accompanied by TWO (2) COPIES of the master price agreement, and completed google form:

<http://bit.ly/2HqPyvv>

## PROPOSAL FORMAT

Proposals should be printed on 8.5" x 11" paper, with a cover page on each clearly displaying: 1) Bidder name, 2) Curricular Adoption Subject, and 3) Contact person's name, address, phone, email address and fax number.

## PRICES

- a. The Bidder shall prepare a proposal that describes their best commodities that the offeror desires to make available and the appropriate pricing structure.
- b. All prices must be quoted less any Federal Excise or Sales Taxes from which MCCSC is exempt.
- c. All proposals must include shipping charges. Shipments will be made to each school individually.
- d. Proposals must be signed by an individual authorized to bind the vendor to a contract.
- e. Proposals must be received by the time and date listed on the cover sheet in order to be considered.
- f. Proposals received after this time will not be considered.
- g. Prices must be guaranteed firm offers from the due date through July 2018 allowing sufficient time to evaluate proposed electronic textbooks and digital resources for instructional purposes.
- h. All proposals must be for the latest, most current edition or

publication date.

## **TIMELINES**

- RFP Proposal Due Date- Submission Extension of April 13, 2018
- Review of Proposals-March 30 – April 27, 2018
- Review Team Recommendations-April 28 – May 11, 2018
- Tentative Award Date (Board Approval)- May 22, 2018
- Tentative Issuance of Purchase Order- May 23, 2018
- All digital resource integration tools must be available and provided to the district by July 1, 2018.
- Teacher Professional Development- June 1 - August, 2018 and beyond

## **SAMPLING**

All textbooks and instructional materials submitted for evaluation become the property of the District and will not be returned. Shipping costs related to textbooks and supplementary materials will be the sole responsibility of the Supplier/Publisher. Should your textbook be selected as a semi-finalist, you may be requested to provide a sample lesson plan and necessary materials for one lesson. This sample lesson will be field tested by the adoption committee and other selected District teachers. Evaluations from this field testing will become part of the final selection process.

## **ASSISTANCE**

During the course of the adoption process, **DO NOT CONTACT OR SAMPLE** any District employee or elected official on any matter related to the textbooks and supplementary materials submitted by your company, except at the request of John Kenny on behalf of the MCCSC evaluation committee. For clarification regarding curriculum subject content areas or appropriate submission information or other questions pertaining to this RFP, please email [instruction@mccsc.edu](mailto:instruction@mccsc.edu) by April 11, 2018 at 3:00 PM EST.