



**INVITATION FOR BID**

**AEPA IFB #016 – C DIGITAL RESOURCES**

**PART B – SPECIFICATIONS**

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**1. Scope of Bid**

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 26) necessary to:

-Respond to request from a number of different types of educational, governmental and public institutions seeking Digital Resources that will both support and integrate into classroom instruction and learning; extend Library resources for purposes of information literacy, automation, and access to reference materials and eBooks; licensing of digital textbooks and supporting materials; access to online professional development & training resources through video, audio, and other formats; licensing of Learning Management systems to support classroom instruction and learning through the delivery of materials and resources for the support of anytime anywhere learning; and licensing or purchasing of video conferencing software and hardware.

-These parts, supplies, services may include but are not limited to: Digital Instructional/Classroom Content and materials (Multimedia/Video content, Courseware/online lessons, Game-Based Learning, Virtual simulations), Library/Media Resources/Materials & Automation software, Digital Textbooks and

materials, Online Professional Development & Training Resources, Learning Management Systems, and Web/Video Conferencing software and equipment.

## 2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		<b>CATALOG:</b> A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	<b>LINE- ITEM:</b> A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

## 3. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 <sup>st</sup> Year Purchase Volume	% Growth for Year 2-4	State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 <sup>st</sup> Year Purchase Volume	% Growth for Years 2-4
California	Yes	AZ,NV	\$100,000	5 %	Nebraska	Yes		\$100,000	15 %
Colorado	Yes		\$100,000	10 %	New Jersey	Yes		\$100,000	5 %
Connecticut	Yes	MA,ME,NH, NY,RI,VT	\$20,000	10 %	New Mexico				
Florida	Yes	AL,GA		1 %	North Dakota	Yes		\$30,000	2 %
Indiana	Yes		\$50,000	2 %	Ohio	Yes		\$50,000	2 %
Iowa	Yes	IL,SD	\$50,000	20 %	Oregon	Yes		\$4,000	10 %
Kansas	Yes	OK	\$100,000	1 %	Pennsylvania	Yes	DE,HI, MD,NY,	\$100,000	10 %
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	\$10,000	2 %	Texas	Yes		\$100,000	20 %
Massachusetts	Yes		\$3,000	1%	Virginia	Yes		\$25,000	5 %
Michigan	No				Washington	No	AK,ID	\$10,000	2 %
Minnesota	Yes	SD	\$50,000	2 %	West Virginia	Yes			50 %
Missouri	?	AR,IL,LA,SD			Wisconsin	Yes			
Montana	Yes	ID	\$5,000	10 %	Wyoming	Yes	SD,UT		0 %
					<b>Total</b>	<b>25</b>		<b>\$1,007,000</b>	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member

Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

#### **4. Glossary of Terms and Abbreviations**

**Abbreviations and Acronyms for Standards and Regulations:** Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

**AEPA Member Agency:** A state cooperative purchasing agency recognized by AEPA to represent a specified state in contracting activities associated with this solicitation.

**Contracting AEPA Member Agency:** An AEPA Member Agency that enters into a contract as a result of this solicitation.

**Member:** A public school district or other qualifying agency authorized to use the contracts of an AEPA Member Agency.

**Vendor:** Individual or entity providing goods and services to AEPA members based on the specifications of this solicitation.

**Library automation:** refers to the use of a computer to automate the typical procedures of libraries such as cataloging and circulation.

**Z39.50:** is an international standard client-server, application layer communications protocol for searching and retrieving information from a database over a TCP/IP computer network. It is covered by ANSI/NISO standard **Z39.50**, and ISO standard 23950. The standard's maintenance agency is the Library of Congress.

**SaaS:** Software as a Service is a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted. It is sometimes referred to as "on-demand software". **SaaS** is typically accessed by users using a thin client via a web browser.

**W3C:** The W3C is an international community that includes a full-time staff, industry experts, and several member organizations. These groups work together to develop standards for the World Wide Web.

**LDAP:** Lightweight Directory Access Protocol is a directory service protocol that runs on a layer above the TCP/IP stack. It provides a mechanism used to connect to, search, and modify Internet directories.

**SAML:** Security Assertion Markup Language is an XML-based, open-standard data format for exchanging authentication and authorization data between parties, in particular, between an identity provider and a service provider.

**CAS:** The **Central Authentication Service** is a single sign-on protocol for the web. Its purpose is to permit a user to access multiple applications while providing their credentials (such as userid and password) only once.

**OAuth:** Is an open standard for authorization. It provides client applications a 'secure delegated access' to server resources on behalf of a resource owner.

**MCU:** Multipoint Conferencing Unit.

## 5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

## 6. Standard Specifications [Fixed Specifications]

Item	Description
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.
6.8	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
6.9	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the

Item	Description
	catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
6.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
6.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.
6.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
6.15	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.
6.16	Vendor Partner must have a 24-hour toll-free order fax line.
6.17	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
6.18	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
6.19	Orders that are \$50.00 or more shall include free shipping. Vendor Partner shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.

## 7. Product | Category Specific Specifications

Item	Description
7.1.1	<p>Digital Learning is defined as: A digital resource and/or device that can enhance or improve the learning of all students or in support of staff.</p> <p>With the following categories</p> <p>7.2.1 Instructional/Classroom Content</p> <p>7.3.1 Library/Media Resources &amp; Automation</p> <p>7.4.1 Digital Textbooks</p> <p>7.5.1 Online Professional Development &amp; Training Resources</p> <p>7.6.1 Learning Management Systems</p> <p>7.7.1 Web Video Conferencing</p>
7.1.2	Contractor may offer a catalog in more than one category as listed in 7.2.1, 7.3.1, 7.4.1, 7.5.1, 7.6.1, and 7.7.1.
7.1.3	For cloud based services or Web Apps vendor should provide a list of supported browsers and required plugins or extensions for service to perform properly to include versions of browsers supported.
7.1.4	For locally installed applications vendor should provide a list of Operating Systems supported by their service (i.e. Windows 8, OS 10.8, IOS 6 or greater, Android, etc.).
7.1.5	<b>Pricing</b>
7.1.5.1	Does your company offer “most favored agency pricing” under this solicitation and all contracts that may be executed as a result of this bid award. If equipment or software is eligible for Erate funding please note if it is priority one or priority two.
7.1.5.2	Vendor can provide a District, Building, Classroom, or Student/Staff licensing option (Please indicate which pricing models you can offer).
7.1.6	While under contract vendor can provide to AEPA members updates to software and services at no cost or software maintenance costs must be included in final proposal.
7.1.7	<b>Customer Service</b>
7.1.7.1	Do you provide a 24 hour toll free customer service line and have assigned individuals to work with AEPA customers?
7.1.7.2	Can vendor provide customer support options at no additional cost to AEPA members or support costs must be included in final proposal?
7.1.8	Meets 508 accessibility and/or W3C standards and is suitable for teachers and students of all abilities.
7.1.9	When authentication is required by user Vendor can provide support for multiple authentication methods (i.e. Active Directory,, LDAP, SAML, CAS, OAuth, Local Accounts etc.)
7.1.10	Vendor has provided additional training and implementation costs not included in licensing fees of the product.
7.1.11	Vendor has provided the hosting service model (Cloud, Software as a Service SaaS, Local hosted, etc.) and associated costs for each if any.
7.1.12	Connectivity for applications – Must users always be connected to the internet to use the application or does service offer offline capabilities
7.1.13	If product/service isn’t a tangible item requiring shipping the such as Software as a Service or cloud based service vendor can provide installation or access to service within 30 days of order.

Item	Description
7.2.1	<b>Instructional/Classroom Content</b>
7.2.2	Content is aligned to Core and/or State Standards
7.2.3	Vendor provides content in K-12 and most curricular areas
7.2.3.1	Language Arts/English
7.2.3.1.1	World Languages
7.2.3.2	Mathematics
7.2.3.3	Science
7.2.3.4	History/Social Sciences
7.2.3.5	Art
7.2.3.6	Health & Physical Education
7.2.3.7	Career
7.2.3.8	Special Education
7.2.3.9	Alternative Education
7.2.3.10	Reading
7.2.3.11	Literacy
7.2.3.12	Music
7.2.3.13	Health/Physical Ed.
7.2.4	Examination, Testing, Assessment feature
7.2.5	Online Courseware
7.2.6	Adaptive Learning devices/software services
7.2.7	If offering an Instructional catalog the vendor shall offer a broad range of products covering multiple curricular areas.

Item	Description
7.3.1	<b>Library/Media Resources &amp; Automation</b>
7.3.2	eBooks
7.3.2.1	Multiple eBook formats are supported by vendor (ePUB, ePUB3, Mobi, KF8, iBook, PagePerfect etc).
7.3.3	Educational Reference Databases
7.3.3.1	Offers a selection of standard products and services with a variety of options. Databases should offer simultaneous, unlimited access to all users. Data bases should be linked to state and common core standards.
7.3.4	Library Automation system should be capable in design, architecture, and performance capacity of supporting all library related applications that make use of bibliographic data, including but not limited to:
7.3.4.1	OPAC
7.3.4.2	Circulation
7.3.4.4	Library/Classroom Cataloging
7.3.4.4.1	Z39.50 Capable
7.3.4.5	Acquisitions
7.3.4.6	Serial Control System
7.3.4.7	Reporting
7.3.4.8	Online Public Catalog Access
7.3.5	Content Database Repository
7.3.6	Content Management system (Video, Audio, Document)
7.3.7	Content Subscription Services (Streaming Video, Audio, digital document formats)
7.3.7.1	Content includes Metadata
7.3.8	Textbook, Library, Asset Management
7.3.9	Ancillary items available (Library Books, Classroom Literature, Workbooks/Consumables, Reference Books, Textbooks preowned or new

Item	Description
7.4.1	<b>Digital Textbooks</b>
7.4.2	Text is aligned to Common Core and/or State Standards
7.4.3	Support for IOS, Android, Windows, Mac
7.4.4	Ancillary materials are included in text licensing
7.4.5	Text is offered in multiple Languages
7.4.6	Text books should be available in either interactive or PDF formats. The bidder shall provide a device compatibility table that clearly identifies all hand held or wireless device compatibilities. Pricing should be per student. Vendor must demonstrate how they meet the individual state's adoptive text book list.
7.4.7	Vendor has sufficient quantities of electronic textbooks available, minimum of 500.

Item	Description
7.5.1	<b>Online Professional Development &amp; Training Resources</b>
7.5.2	Content is aligned to Common Core and/or State Standards
7.5.3	Accredited Continuing Education Units (to include but not limited to ASCD, USDA, USDA Child Nutrition, etc)
7.5.4	Internet/Cloud hosted online content
7.5.5	Teacher Certification Services
7.5.6	Online Tutoring
7.5.7	Online Professional Development
7.5.8	Workforce Development
7.5.9	Vendor has sufficient quantities of training offerings available, minimum of 250.

Item	Description
7.6.1	<b>Learning Management Systems</b>
7.6.2	Student Information System integration
7.6.3	24x7 vendor-provided support for teachers and system administrators
7.6.4	Anytime, anywhere, any-device access – PCs, tablets, smart phones, without or with minimal plug-in requirements
7.6.5	Features that support in-school use as well as on-line and asynchronous learning uses
7.6.6	Tools for course development, teaching and learning, such as drag-and-drop content creation and management, visual page editor
7.6.7	Comprehensive online help pages and guides
7.6.8	Synchronization of roster information, assessment and grade book entries with student information systems
7.6.9	Customizable notifications of activity and announcements in courses (e-mail, text, etc.)
7.6.10	Import and export of exam questions
7.6.11	Test banks (collections of questions)
7.6.12	Provides assessment and quiz system for online exams
7.6.13	Random question order and random question selection pools
7.6.14	Internal assignment drop box
7.6.15	Interoperability with other systems through IMS Global and other standards such as: Common Cartridge, Learning Tools Interoperability (LTI), Question and Test Interoperability (QTI), Sharable Content Object Reference Model (SCORM)
7.6.16	User analytics (example: track usage history by individual user)



Item	Description
7.6.17	Adherence to the regulations of Title II of the Americans with Disabilities Act and its amendments, as well as to the regulations of Section 504 of the Rehabilitation Act of 1973
7.6.18	Adherence to section 508 of the Rehabilitation Act.
7.6.19	Uses rich media editor to include video, audio, images, math symbols, and HTML.
7.6.20	Provides collaborative tools to allow students to work together on projects
7.6.21	Provides each school and district to custom brand the interface

Item	Description
7.7.1	<b>Web/Video Conferencing</b>
7.7.2	Hardware Codec
7.7.2.1	Codec supports Video standards: H.239, H.261, H.263, H.264
7.7.2.2	Codec supports Audio standards: G.711, G.722, G.722.1, G.728
7.7.2.3	Codec supports Network standards: H.323, SIP
7.7.2.4	Codec supports Remote Management protocols: HTTP, HTTPS, SNMP
7.7.2.5	Vendor can provide Personal Video Conferencing and Conference Room Video Conferencing units
7.7.4	Cloud Video Conferencing
7.7.4.1	HD Video, Audio, and screen sharing
7.7.4.2	Supports Desktop, Tablet, Mobile, and room systems as a connecting client
7.7.4.3	Scheduling, recording and host controls
7.7.4.4	Support for Mac, Windows, IOS, Android and H.323/SIP room systems
7.7.4.5	Supports Group collaboration
7.7.4.6	Secure Socket Layer (SSL) encryption connections
7.7.4.7	Has Administrative reporting
7.7.4.8	View only attendee capabilities (Not requiring paid license to participate in video conference)
7.7.5	Lecture Capture capabilities
7.7.6	Able to connect a minimum of 15 participants at one time
7.7.7	MCU in the cloud capabilities

## 8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

- 8.1 This bid category does not have a Core Item List.
- 8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:
  - G.1 Catalog Discount (Required)
  - G.2 Full Catalog Price Schedule (Required)
  - G.3 Services Price Schedule (Optional)
  - G.4 Volume Discounts (Optional)
- 8.3 The Catalog Category Discount and the Core Items award will not be split.
- 8.4 Bid pricing will be evaluated on a combination of items from both the Category Discount list and the Core Item list. See Evaluation, Approval and Award in Part A, V. General Terms & Conditions for All Agencies for additional information.