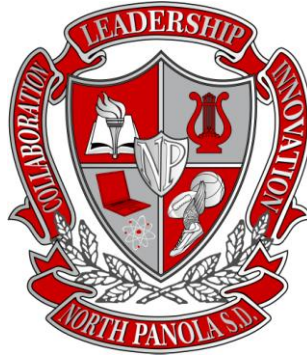


# REQUEST FOR QUOTES



## NORTH PANOLA SCHOOL DISTRICT

Attn: Dr. Deatrice White  
Director of Federal Programs  
470 Hwy. 51 North  
Sardis, MS 38666

Dr. Deatrice White  
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Phone: (662) 487-2305  
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**Due Date: September 10, 2020 by 5:00 p.m.**

## **REQUEST FOR QUOTES (RFQ) – NORTH PANOLA SCHOOL DISTRICT TECHNOLOGY SUPPORT**

The North Panola School District (NPSD) is soliciting competitive written proposals from qualified vendors to render contractual services in the area of supporting educational technology. These services shall be provided to NPSD during the 2020-2021 school year to support school improvement efforts.

NPSD seeks a qualified contractual worker to assist in the deployment of additional student and teacher devices to support distance learning/virtual instruction.

Proposals meeting the required criteria are due **by 3:00 p.m. on September 10, 2020**. Services through this proposal will be funded by the Equity in Distance Learning Act.

Questions concerning the RFQ should be sent to Dr. White at  
[dwhite@northpanolaschools.org](mailto:dwhite@northpanolaschools.org)  
(662)934-7180

### **SCOPE OF SERVICES**

Components of the consultant's work include, but are not limited to:

- Setting up accounts for new users;
- Providing technical support throughout the district remotely, via the district's help desk, and in-person periodically;
- Responding in a timely manner to service issues and requests;
- Establishing the structure for appropriate monitoring and maintenance of district-owned, teacher- and student-issued devices; and
- Facilitating the repair and/or replacement of equipment as necessary.

The consultant is expected to:

- Have documented expertise in the area of his or her work's focus;
- Meet regularly with NPSD staff to review progress; and
- Prepare a detailed work report describing work performed for contractual day(s).

At a minimum, the vendor should have a record of experience:

- Working with other school districts and/or schools similar to the demographics of the North Panola School District to provide technology support
- Providing artifacts to demonstrate his or her capacity to fulfill obligations outlined in the scope of service

## CONDITIONS OF SOLICITATION

1. Any proposal submitted in response to the RFP shall be in writing. Any proposal received after the time and date set for receipt of proposals is late. No late proposal, late modification, or late withdrawal will be considered.
2. The award of a contract for any proposal is contingent upon the following:
  - Favorable evaluation of the proposal;
  - Approval of the proposal by the NPSD school board
3. The contract awarded under this Request for Quotes is contingent on the availability of funds to NPSD for this project. In the event funds are not available, any contract resulting from this RFQ will become void immediately.
4. The NPSD will be responsible for providing the following:
  - a. A contact person to work with the vendor to ensure quality control;
  - b. Approved time frames and work plans supported by approved purchase orders; and
  - c. Available information to assist the consultant(s) in developing the appropriate strategy to help the students and staff of NPSD.
5. Either party can sever the contract with written notice at any time should the need arise.

## SUBMISSION REQUIREMENTS

Qualified individuals should provide the following, at a minimum, in response to the Request for Quotes for Technical Support:

- The name of the vendor and/or contractual worker and the primary location of the place of business;
- The vendor or person's ability or approach to support the vision, goals, and expectations of the North Panola School District;
- A general work plan or timetable for delivering services;
- Detailed pricing plan
- Key personnel who will be responsible for contractual agreement with resumes available upon request

The deadline to submit proposals is **by 5:00 p.m. on Thursday, September 10, 2020,** whether mailed, hand-delivered, or emailed.