

**RFP #15-16-011**  
**Textbooks for World Languages Grades 5 - 8**



**RFP #15-16-011**  
**At: 11:00 A.M.**  
**On: 8/18/15**

**Micheal Yeates**  
**Director of Purchase**  
**65 Niagara Square, Room 816**  
**Buffalo, New York 14202**

**Name of Bidder:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

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

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

**E-Mail:** \_\_\_\_\_

**ADVERTISE:**  
**Buffalo Rocket 7/30/15**  
**Buffalo News 7/31/15**  
**Criterion 8/1/15**  
**WEBSITE**

## **RFP TERMS AND CONDITIONS**

Supplier Default – Failure of the supplier to comply with any of these provisions may be considered reason for rejection of proposal.

1. The issuance of this Request for Proposals (RFP) constitutes only an invitation to submit a response to the Buffalo Public Schools (District). It is not to be construed as an official and customary invitation to bid, but as a means by which the District can facilitate the acquisition of information related to the purchase or implementation of services.
2. Any and all information presented herein, including drawings, specifications, instructions, policies, engineering guides, questionnaires, methodologies, etc., which is a part of this RFP package, or disclosed during the selection process, is the property of the District, and shall not be duplicated or disclosed except to those employees of the recipient who have a need to know in order to prepare the response.
3. The District neither makes nor assumes any contractual obligations by issuing this RFP, receiving and evaluating supplier response, or making preliminary supplier selection. Providing a response as provided herein shall neither obligate nor entitle a Responder to enter into a contract with the District.
4. This RFP does not commit the District either to award a contract or to pay for any costs incurred in the preparation of a submission. Responders shall bear all costs associated with submission preparation, submission and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.
5. The District reserves the right to determine, in its sole and absolute discretion, whether any aspect of the submission satisfactorily meets the criteria established in this RFP, the right to seek clarification from any Responder (s), and the right to cancel and/or amend, in part or entirely, the RFP, at any time prior to a written contract.
6. Responses should be directed to Charles Hart, Buyer at Room 816 City Hall, 65 Niagara Square, Buffalo, New York 14202 no later than the time and date stated on the cover sheet, for the opening of the RFP with title and number RFP on envelope.
7. The District is not obligated to respond to any submission submitted nor is it legally bound in any manner whatsoever by the submission of a response.
8. Upon submission, all responses become the property of the District. The District reserves the right to use the information and any ideas presented in any submission in response to this RFP, whether or not the submission is accepted.

## **GENERAL INFORMATION:**

### **INTRODUCTION:**

The *Buffalo Board of Education* is conducting a textbook adoption. Accordingly, the *Buffalo Board of Education* request publishers to submit instructional systems for review and evaluation. An instructional system must consist of the following components: 1) educational materials to be used by students; 2) resource materials to be used by teachers; 3) ancillary materials, and 4) professional development training for the duration of the contract. Publishers may submit an instructional system for one or more of the following subject areas and grade levels within the content area:

(a) World Languages - 5 – 8 – Chinese, French, Italian and Spanish

### **DEFINITIONS:**

The following general terms and definitions shall apply to this document:

Educational materials – substantive instructional products that are essential tools in a classroom environment that enables teachers to achieve their program or subject area goals;

Resource materials – additional supportive and/or supplementary instructional aids;

Ancillary materials – supplementary to primary educational materials;

Professional development training – continuing education of teachers in the areas of pedagogy and related “best” practices as it relates to the implementation of maximal utilization of textbooks and other resources in promoting Buffalo Board of Education standards; and.

Instructional technology – use of audios, videos, and computers to provide additional assistance in enhancing the curriculum and stimulating cognitive development.

eBooks – electronic versions (ePub) of printed books readable on a personal computer or mobile device and often offering features unavailable in print books (e.g., searchability, note sharing, knowledge transfer via social networking.)

Applications to support mobile devices such as Android and iOS devices

- 1. Proposers must be able to attest to the scientific research-base of the program and its proven effectiveness in school districts of similar demographics. All claims must be substantiated by data.**
- 2. Proposers are asked to demonstrate the alignment of their program to the Common Core Standards newly adopted by New York State and the National Standards for Foreign Language Learning.**
- 3. Any new textbook must include an eBook (ePub) version accessible on Android, iOS and Windows mobile devices. Content should be downloadable and viewable without an internet connection.**

**An emphasis to maximize efficiencies and provide “green” solutions with digital content that provides whole group instruction while offering differentiated instructional opportunities. Similarly, the digital content should have provisions for maintaining a current and accurate a current and accurate reflection of the data presented to minimize dated curriculum.**

**Web based assignments or simulations to promote practice and mastery of skills and concepts.**

**An enhanced representation and presentation of the course and textbook content, including web-based activities designed to augment and enhance in-class instruction:**

**Targeted assessment of student progress and learning outcomes with solutions that can be delivered and assessed in a digital environment.**

**Dynamic learning activities and digital curriculum that are optimized for multi-sensory integration in a 21<sup>st</sup> Century Classroom.**

**A professional development plan for using digital curriculum on existing Promethean interactive whiteboards.**

**Web-based tools to support the development of learning communities that connect students and teachers.**

## Bar Coding Requirements

### **Any New or Used Textbooks and Teachers Editions must include a Barcode Sticker to be used for Inventory Purposes**

- Barcode stickers must be supplied and applied to the textbooks by the vendor prior to shipping.
- All bar codes should be applied on the OUTSIDE BACK COVER - TOP RIGHT HAND CORNER of the textbooks.
- The bar codes CANNOT be placed over the ISBN numbers on the textbooks.
- The actual bar code specifications are as follows:

This particular order has a format of S with 9 digits. Format S means that the label is a Single Label with a Code 39 Barcode. The 9 specifies that the Code 39 Barcode has 9 digits. There are no check digits on these barcodes.

The stock used to manufacture these labels is:

Base Sheet – 3.7 mil Premium Digital Coated 70# Litho Paper

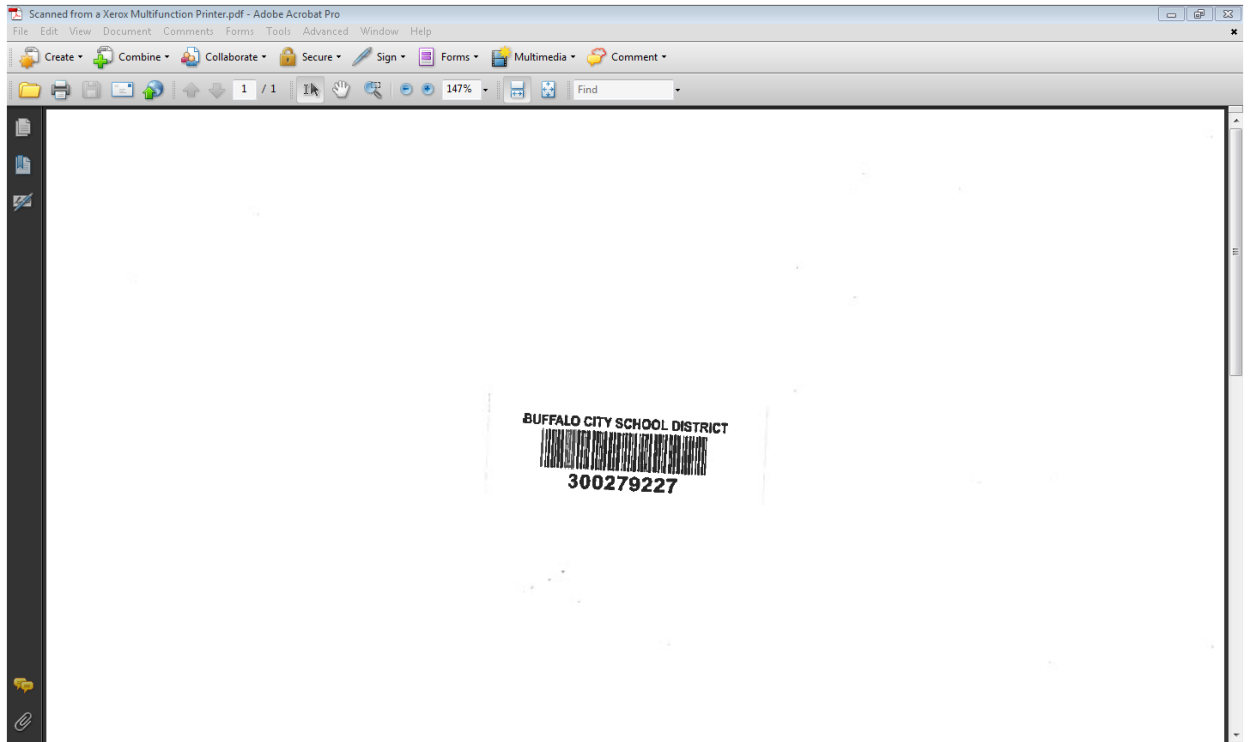
Adhesive/Liner – 2 mil permanent acrylic archival quality adhesive with a 6.5 mil lay-flat liner

Laminate – 1.0 mil Matte Polypropylene Laminate

The label size is 2” x .611”.

- **Barcode Imprint to read:** Buffalo City School District
- **File Format:**
  - MARC Records for ordered books must be provided in either Web Download form or by email.
  - Computer Platform is IBM-Windows.
  - Automated Circulation System Software is Alexandria.
  - ISBN will be in 10 and 13 digit format.
  - A cover image or web link included to be viewed from our circulation system.
  - Subject Headings to include: Sears, Library of Congress and Library of Congress Children’s

- **Barcode Example:**



Please submit four (4) copies of your proposal to: Buffalo Board of Education Purchase Department, 65 Niagara Square, 816 City Hall Buffalo, N.Y. 14202, with the title and the RFP number clearly marked on your Request For Proposal.

For any question contact: Pietro Mendola, Supervisor of World Languages at (716) 816-3048 ext.1610 email [pmendola@buffaloschools.org](mailto:pmendola@buffaloschools.org) or Charles Hart, Buyer at (716) 816-3722 email [chart@buffaloschools.org](mailto:chart@buffaloschools.org).