PART 1 OF 2

INVITATION TO BID #ESD112-DE-18A

STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics

BIDS DUE: DECEMBER 19, 2017
WITH ADDENDA LANGUAGE 11/21/17
## Table of Contents - Invitation to Bid (Part 1)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Invitation to Bid</td>
<td>3</td>
</tr>
<tr>
<td>Bid Timeline</td>
<td>4</td>
</tr>
<tr>
<td>Authorization and Background</td>
<td>5</td>
</tr>
<tr>
<td>Scope of Work</td>
<td>8</td>
</tr>
<tr>
<td>Instructions for Bidding</td>
<td>10</td>
</tr>
<tr>
<td>Instructions for Submitting Bid Materials</td>
<td>14</td>
</tr>
<tr>
<td>Bid Evaluation/Protests/Award Process</td>
<td>16</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>21</td>
</tr>
<tr>
<td>Appendix A (Bidder’s Checklist of Eligibility)</td>
<td>26</td>
</tr>
<tr>
<td>Appendix B (Bidder’s Statements of Assurance)</td>
<td>27</td>
</tr>
<tr>
<td>Appendix C (Bidder’s Non-Collusion Form)</td>
<td>28</td>
</tr>
<tr>
<td>Appendix D (Bidder’s Offer and Acceptance Form)</td>
<td>29</td>
</tr>
<tr>
<td>Appendix E (Instructions for Duplicating andRenaming Worksheets in Microsoft Excel)</td>
<td>30</td>
</tr>
</tbody>
</table>

## Bid Materials

*These materials can be viewed and/or downloaded from the *Invitation to Bid* web page under the *Vendors* menu:*

- This Current Invitation to Bid (part 1 of 2) and Contract (part 2 of 2) ....... Online
- Bid Forms for This Invitation to Bid .................................................... Online
- Evaluation Rubric ..................................................................................... Online
- All Addenda (as they become necessary/available, shall be signed and submitted with bid materials) .......... Online
- Video Recording of Mandatory Virtual Bidders’ Conference (Webinar) .......... Online
- Questions and Answers ............................................................................ Online
November 6, 2017

Invitation to Bid

Bid No. ESD112-DE-18A

Notice to Manufacturers, and Authorized Resellers and Distributors

Notice is hereby given that Educational Service District 112 (ESD 112), Vancouver, WA shall receive formal sealed bids on STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics. Bids shall be submitted to the Project Coordinator of DigitalEdge at Educational Service District 112, 2500 NE 65th Avenue, Vancouver, WA 98661 by 3:30 p.m. on or before Tuesday, December 19, 2017. Bids shall be opened and publicly read on Wednesday, December 20, 2017 at 10:00 a.m. at ESD 112. All interested persons may attend.

This ITB is provided on behalf of eligible purchasers in the following states: WA, OR, CO, ID, MT, AK, HI, NM, CA, NV, UT, and WY. The ITB and bid forms will be located on the Internet at digitaledge.esd112.org on Monday, November 6, 2017 and published in newspapers of general circulation pursuant to applicable laws.

ESD 112 reserves the right to reject any or all bids, to waive informalities, and to accept only such bids or portion of any bids as may be to the best interest of ESD 112, or to reissue the Invitation to Bid.

Bids shall be sealed, addressed, and marked as follows:

EDUCATIONAL SERVICE DISTRICT 112
ATTENTION: Bunny Stevens
Project Coordinator of DigitalEdge
2500 NE 65TH AVENUE
VANCOUVER, WA 98661-6812

* * * * * * * * * *
CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
DIGITALEDGE BID No. ESD112-DE-18A

Bids shall bear on the outside the name and address of the Bidder as well as the designation of the Contract. Bids forwarded by U.S. Mail shall be sent first class to the address listed above. Bids forwarded by delivery service other than the U.S. Mail or hand delivered shall be delivered to the address listed above. Individual’s hand delivering bids to ESD 112 should enter through the conference center entrance and follow the signs to the Klickitat room. Our office is located across from the Klickitat room. All Bids shall clearly display the bid number (ESD112-DE-18A) on the outside of the envelope.

For further information, contact Bunny Stevens, Project Coordinator of DigitalEdge at digitaledge.specialist@esd112.org

This Invitation to Bid and all of its associated documents are owned and copyrighted by Educational Service District 112 in Vancouver, Washington.
## BID TIMELINE FOR BID NO. ESD112-DE-18A

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 6, 2017</td>
<td>Invitation to Bid released at <a href="http://digitaledge.esd112.org">digitaledge.esd112.org</a> (under Vendor menu)</td>
</tr>
<tr>
<td>Wednesday, November 15, 2017</td>
<td><strong>Mandatory Virtual Bidders’ Conference</strong> at 10:00 a.m. Pacific Time. The link to this virtual meeting will be posted in the vendor area on the DigitalEdge ITB website, and interested Bidders are advised to sign up for this virtual meeting before this date. <strong>See additional information below.</strong></td>
</tr>
<tr>
<td>Monday, November 27, 2017</td>
<td>Last day for Bidders to submit requests for general information about this Invitation to Bid to the Project Coordinator of DigitalEdge.</td>
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<tr>
<td>Tuesday, November 28, 2017</td>
<td>Last day for ITB questions, revisions and addenda to appear on the web page by 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday, December 19, 2017 (This date is firm.)</td>
<td>Bids are due to ESD 112 by 3:30 p.m. Pacific Time. It is recommended that Bidders ensure arrival by 3:00 p.m. to prevent unexpected delays in getting them time-stamped.</td>
</tr>
<tr>
<td>Wednesday, December 20, 2017</td>
<td>Public Bid Opening at 10:00 a.m. Pacific Time. Educational Service District 112 (Klickitat Room) 2500 NE 65th Avenue, Vancouver, WA 98661</td>
</tr>
<tr>
<td>December 20, 2017 through January 11, 2018 (Estimated)</td>
<td>Bid Evaluation Period</td>
</tr>
<tr>
<td>Thursday, January 11, 2018 (Estimated)</td>
<td>Letters of Intent to Award (emailed to Bidders)</td>
</tr>
<tr>
<td>January 12, 2018 to January 19, 2018 (Estimated)</td>
<td>Protest Period (5 business days, excluding holidays, in duration)</td>
</tr>
<tr>
<td>Friday, January 19, 2018 (Estimated)</td>
<td>Final Letters of Award, absent any protests. <strong>Letters shall be emailed to Awarded Vendors after 4:30 p.m.</strong></td>
</tr>
<tr>
<td>January 24, 2018 (1:00-3:00 pm PST) or January 25, 2018 (10:00-12:00 pm PST)</td>
<td>Mandatory Virtual Meetings with Awarded Bidders it is advised that Bidders mark their calendars with the date and time they will attend.</td>
</tr>
<tr>
<td>Wednesday, January 31, 2018 (Estimated)</td>
<td>All Post-Award documents are due to the Project Coordinator of DigitalEdge by 4:30 pm (Pacific Time)</td>
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<tr>
<td>Monday February 12, 2018 (Estimated)</td>
<td>Effective Date of Contract #ESD112-DE-18A. Awarded Vendors shall have all Post-Award documents submitted to the Project Coordinator of DigitalEdge before engaging in Contract activities.</td>
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</tbody>
</table>

The schedule for this Invitation to Bid is subject to change. Any changes regarding the Bid Timeline shall be issued in written addenda and found on the Invitation to Bid web page under the Vendor menu at [http://digitaledge.esd112.org](http://digitaledge.esd112.org).

**REGARDING THE MANDATORY VIRTUAL BIDDERS’ CONFERENCE:**

Attendance at the Bidders’ Conference is mandatory in order to be eligible to receive an award for a Contract. The conference is beneficial to interested bidders, and serves to review the contents of the Invitation to Bid and Contract, to demonstrate the use of the bid forms, and to answer questions from interested bidders. Prior to attending the virtual meeting, download the Invitation to Bid, Evaluation Rubric, Contract, and bid price forms from the website at [digitaledge.esd112.org](http://digitaledge.esd112.org) and pre-read all of the materials. Have all bid materials with you at the virtual meeting, as they will not be provided, and be prepared in advance with any questions regarding their contents. It is recommended that Bidders who are interested in submitting an offer get started in assembling their bid materials prior to the conference, as this will better prepare them to ask pertinent questions at the Bidder’s Conference.
Authorization and Background

Authorization.
Educational Service Districts in the state of Washington are political subdivisions of the state that are organized under and operate in accordance with state statutes. Chapter 28A.310 of the Revised Code of Washington (RCW) is the primary statute that governs ESD’s. Chapter 28A.310 authorizes ESD’s to enter into contracts, to provide informational services and to establish cooperative programs. RCW 28A.310.200. Section 28A.310.180 (3) directs ESD’s to establish “joint purchasing programs.” DigitalEdge is a joint purchasing program of ESD 112 that has been established in accordance with, and is operating pursuant to, ESD 112’s governing law.

Background, Intent and Purpose.
The DigitalEdge at ESD 112 is responding to a request by districts to provide competitive contracts for various solutions. The outcome of this Invitation to Bid will be a convenience contract from which Eligible Purchasers can purchase products at competitively bid prices.

ESD 112 is acting as the agent on behalf of the Eligible Purchasers and Purchasing Organizations. The purpose of inviting bids is to support the Eligible Purchasers in several ways as they seek best pricing for the requested solutions:

- To make it easy for Eligible Purchasers to identify quality solutions for their classrooms and organizations;
- To save Eligible Purchasers the time, expense and energy of publishing their own competitive bids;
- To provide increased equity in pricing between large and small districts, while still providing even more competitive prices for large purchases;
- To assist districts in meeting their state’s purchasing requirements for their organizations;
- To share the cost of administering the Contract.

21st Century Schools.
A list of ways in which these devices support 21st Century classrooms includes, but is not limited to:

- Utilizing new teaching and assessment methods by teachers
- Creating personalized learning environments for students
- Supporting the Common Core State Standards
- Incorporating research-based instructional strategies
- Testing students, such as through the Smarter Balanced Assessment Consortium
- Supporting the new teacher and principal evaluation system (walk-throughs, data-collection, video-capture)
- Teletherapy and learning adaptation for special needs students
- Flipping classrooms, blended learning environments and online courses
- Virtual meetings and presentations

Eligible Bidders.
For consideration, Bidders shall be manufacturers or authorized resellers that can provide products and services requested in the Scope of Work of the Invitation to Bid in the states included in their offer, and that are able to carry out the scope of work, post-award requirements and the terms and conditions of the Contract in the state(s) in which they are authorized and willing to sell DigitalEdge solution to the Eligible Purchasers. Please Note: All Awarded Bidders on current DigitalEdge Contracts shall be current and in good standing with the DigitalEdge office in order to be eligible to receive an award as a result of the Invitation to Bid.
Eligible Purchasers.
DigitalEdge is requesting bids on behalf of K-20 educational agencies, including public school districts, non-public schools, community colleges, colleges and universities, educational service districts, state departments of education, vocational and technical schools, and state-approved private and charter schools in the following states:

Alaska • California • Colorado • Hawaii • Idaho • Montana • Nevada • New Mexico • Oregon • Utah • Washington • Wyoming

Membership is not required for Purchasers to be able to participate in the Contract. All interested organizations are advised to check their governing laws and to obtain their own legal counsel to determine eligibility for purchasing products from the DigitalEdge Contract.

Marketing.
The DigitalEdge utilizes a comprehensive marketing plan that promotes the Contract and provides information about the DigitalEdge products and pricing. Intended for Awarded Vendors that are in compliance with the Contract and that have demonstrated active participation in the Contract, the following are provided:

- **Availability of the DigitalEdge Website.**
  The DigitalEdge office maintains a website that includes a searchable database of awarded products on the Contract and their current Contract price; downloadable bid documents including the Invitation to Bid, related bid documents, and affidavits; information about Purchasing Interlocal Agreements; Vendor information; and other pertinent information that assists Purchasers and the Awarded Bidders. The DigitalEdge website also links to all Awarded Bidders’ DigitalEdge-specific websites, thereby increasing visibility of the Awarded Bidders and their awarded solutions on the Contract.

- **Power Deals.**
  The DigitalEdge provides a website entitled Power Deals whereby Awarded Bidders can advertise special promotions on awarded products, with a specific start and end date.

- **E-Mail Blasts.**
  The DigitalEdge office maintains mailing lists of district technology directors and purchasing managers in the twelve states named in the Contract. The Project Coordinator of DigitalEdge sends out a monthly Cutting Edge e-mail blast to these key decision-makers in the states in which that Awarded Bidder received a Contract.

- **Social Media.**
  The DigitalEdge office utilizes social networking tools such as Facebook, Twitter, and YouTube to market the Contract and awarded products.

- **Other DigitalEdge Marketing.**
  The DigitalEdge utilizes the services of the ESD 112 Office of Public Information for assistance and direction with DigitalEdge marketing activities. Marketing activities include, but are not limited to brochures and flyers, mailers, e-mail blasts, visitations, product webinars, and other pertinent activities that promote the Contract to Eligible Purchasers.

Communication with Awarded Bidder.
The DigitalEdge office works with the Awarded Bidders to keep them apprised of state and federal grants, regional efforts with school improvement and student achievement, and research on empirically-proven instructional strategies.
The DigitalEdge office also informs Awarded Bidders when there is a conference or other special event that they may wish to consider attending when it is in their best interest to market their awarded products to the audience in attendance.

**Visibility for the Awarded Bidder.**
Awarded Bidders are provided numerous opportunities to increase their visibility with potential Purchasers by sponsoring events, providing vendor exhibits, hosting “lunch and learns,” and participation in other such activities and events.

_Awarded Bidders shall be in good standing with the DigitalEdge office in order to receive the information described above._
This Invitation to Bid requests the most competitive prices from manufacturers and authorized resellers or agents who can create a comprehensive custom catalog of STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics for Eligible Purchasers. Bidders shall submit no more than one comprehensive bid for their custom catalog, and shall include all of their offers in that bid. The requested contents of the custom catalog are described in Section 1.0 below.

Bidders are advised to consider their purchasers’ needs, and to offer a wide range of high quality solutions and services in their custom catalogs.

This Invitation to Bid strives to achieve two goals:

- To expand the list of solutions for Science, Technology, Engineering, Art, Design, and Mathematics available through a competitive contract;
- To increase the efficiency of the procurement process for eligible purchasers by providing them a list of vendors who have been awarded contracts for their custom comprehensive catalogs through a competitive bid process, thereby reducing the need for purchasers to go to several vendors to make their purchases.

1.0 Catalog Categories for Desired Solutions.
This Invitation to Bid seeks offers on the following categories of STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics.

1.1 Probes and Sensors:
These solutions include but are not limited to the following products: UVB Sensor, pH Sensor, Soil Moisture Sensor, Stainless Steel Temperature Probe, Conductivity Probe and Related Solutions provided by a wide variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include Probes and Sensors recommended for all grade levels, K-12 and Higher education. These solutions shall be compatible with any or all operating systems.

1.2 Robotics:
These solutions should include the following products: Robotics and Related Solutions from a variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include Robotics recommended for all grade levels, K-12 and Higher education. These solutions shall be compatible with any or all operating systems.

1.3 Micro-Computing materials:
These solutions include but are not limited to the following products: Circuitry boards, soft circuitry, modules, shields, kits and Related Solutions such as soldering equipment provided by a wide variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include Micro-Computing materials recommended for Middle school, High school science and Higher education. These solutions shall be compatible with any or all operating systems.

1.4 3-D products:
These solutions include but are not limited to the following products: Printers, Fab Labs and Related Solutions provided by a wide variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include 3-D products recommended for grades 3-12 and Higher education. These solutions shall be compatible with any or all operating systems.
1.5 Rotary Tools:
These solutions include but are not limited to the following products: Individual rotary tools, rotary tool kits and Related Solutions provided by a wide variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include **Rotary tools recommended for Middle school, High school science and Higher education.**

1.6 Mobile Device STEM/STEAM tools:
These solutions include but are not limited to the following products: Microscopes and Related Solutions provided by a wide variety of manufacturers. Manufacturers name will be listed on the top of the bid price form. Submittals may include **Mobile Device STEM/STEAM tools recommended for Middle school, High school science and Higher education.** These solutions shall be compatible with any or all mobile cell phones and mobile devices.

1.7 Third Party Accessories:
Solutions offered on this sheet of Third-Party Accessories may be submitted if the bidder has submitted a bid in one of the catalog categories listed previously on the bid form. Solutions for multiple manufacturer's may be offered on the same bid sheet.

1.8 Extended Warranties:
Bidders may make offers on extended warranties for products they offer in their bid. Extended Warranties for multiple manufacturer's may be offered on the same bid sheet.

1.9 Bidders Choice:
Bidders may make offers on primary solutions that stand on their own or solutions that enhance, improve or extend the use of the **STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics.** These solutions may include but are not limited to the following products: Accessories, software, and other solutions and services (such as professional development). Solutions from multiple manufacturers may be offered on the same bid sheet. These products shall not be listed on any other sheet in this workbook.

2.0 Bidders.
Bidders shall be Manufacturers or Authorized Resellers of all products and services they offer in their bids.

3.0 Operating Systems.
DigitalEdge is seeking bids on the devices that run on all operating systems including Chrome, Android, Windows, Macintosh and iOS Operating System in the ITB #ESD112-DE-18A.

4.0 Contract Period.
The initial term for Awarded Contracts shall be from the date noted on the Final Letter of Award to January 31, 2020.

4.1 Contract Extension.
Sixty calendar days prior to the end of the initial Contract term and any extension date, the Project Coordinator of DigitalEdge may send an “Agreement to Extend the Existing Contract.” DigitalEdge has the option to extend the Contract for additional three, six, or twelve-month periods, or until the Contract no longer meets the two goals outlined in the Scope of Work.

4.2 Right to Re-Bid.
DigitalEdge reserves the right to extend any single and/or all Contracts and reserves the right to re-bid any single and/or all Contracts on an annual or semi-annual basis.
INSTRUCTIONS FOR BIDDING

DigitalEdge is seeking bids in response to this Invitation to Bid. This Invitation to Bid and all related forms and documents shall be available for download by following the link on the DigitalEdge home page at digitaledge.esd112.org. Use the Vendor pull-down menu and choose Current Invitation to Bid #ESD112-DE-18A.

1.0  Preparation of the following documents (Note: Please consider “evidence” as “proof”):

1.1  Appendices (located at the end of this Invitation to Bid).
    Please complete, sign and notarize each appendix document as per its instructions.

1.2  Addenda.
    Download all addenda from the DigitalEdge website for this ITB as noted at the top of this page. Sign the addenda as per their instructions.

1.3  Evidence of Eligibility.
    Gather all evidence required in Appendix A (Bidder’s Checklist of Eligibility).

1.4  Evidence of Responsibility.

1.4.1  Letters of Recommendation.
    Gather two letters of recommendation from previous customers in the educational sector who can attest to your company’s quality of performance, service, support, character and ethics.

1.4.2  Evidence of Capacity of Your Company’s Sales Staff.
    On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:
    - Personal assistance (pre- and post-sale support)
    - Promote the DigitalEdge Contract as a vehicle for their purchasers’ educational technology needs
    - Purchasing process and documentation
    - Shipping/Delivery and freight terms
    - Special pricing and bundles on awarded products

1.4.3  Evidence of Capacity of Your Company’s Reporting Staff.
    On a single page, write a narrative that demonstrates that your company has the ability and capacity to perform the Post-Award requirements outlined in the following sections:
    - Marketing and communications
    - DigitalEdge price documents
    - DigitalEdge monthly sales reports
    - Payment of administrative fees
    - Request for documents

1.4.4  Evidence of Ability to Provide Contract Website.
    On a single page, write a narrative that demonstrates your company’s ability to provide and maintain a web page that shares information about your awarded catalog through the DigitalEdge Purchasing Program at ESD 112. Can your staff create it and keep it up to date?
2.0 Part 2 of the Bid.

Overview of the Bid Forms in Microsoft Excel.
Bidders shall develop their custom catalog by using the Microsoft Excel file that contains the bid forms for ITB #ESD112-DE-18A, which can be found on the DigitalEdge website listed above. Individual forms in this single Excel file can be located and accessed by clicking on the colored worksheet tabs at the bottom of the Microsoft Excel window.

2.1 The Microsoft Excel Workbook includes two different kinds of bid forms.

2.1.1 Forms A-D provide general bidder information. Forms E-J provide list of manufacturer(s), product lines and price methods for the catalog categories bid.

2.1.2 The remaining forms shall be considered to be bid price forms on which bidders make their specific offers for the catalog categories for desired solutions.

2.1.2.a Bid price forms may be duplicated in the workbook. Instructions for duplicating bid price forms are found in Appendix E of this ITB.

3.0 Using the Bid Forms to Submit an Offer on a Custom Catalog of STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics.
Bidders shall use the bid forms in the single MS Excel file entitled Bid Forms – 18A (located in the Vendor area of the DigitalEdge website) to submit their bid on the products they wish to include in their custom catalog as outlined in Paragraph 1.0 in the Scope of Work. The inclusion of all of the bid forms in the single Microsoft Excel file, along with all of the documents included in Paragraph 1.0 and its subparagraphs in the Instructions for Bidding, shall holistically be referred to as a Bid.

3.1 Bidder’s shall complete and print Forms A through D in the Microsoft Excel workbook. Most of those forms are self-explanatory. Paragraphs 3.1.1 to 3.1.3 offer additional information regarding these bid forms.

3.1.1 Bidding Wisely for Flexibility to Add Manufacturers in the Future.
Form A of the bid forms provides a section for the Bidder to indicate their interest in offering future solutions by manufacturers that either (1) don’t exist at the time of this ITB; or (2) have not yet commissioned the Bidder to resell their products at the time of this ITB. Bidders are advised to be forward thinking to allow their custom catalogs more flexibility and growth in the evolving market of technology.

3.1.2 Other States Option.
Form A of the bid forms provides a section for the Bidder to indicate their interest in offering DigitalEdge pricing in states other than the twelve DigitalEdge states.

3.1.3 Manufacturers and Product Lines Submitted within Catalog Categories.
Bid forms E-J provide a section for the Bidder to list the manufacturer name, product line, and pricing method within each catalog category bid. Bidders should be aware of the importance of these bid forms as they are critical in the evaluation of the bids as outlined in the Bid Evaluation/Protests/Award Process section (Paragraph 2.0 and its subparagraphs). Bidders are advised to complete forms E-J completely and accurately and review them prior to submitting their bid.

3.2 Bidders shall complete and print the remaining bid price forms to create their custom catalogs containing the categories described in the Scope of Work.
3.2.1 Category descriptions and requirements for the requested solutions are located at the top of each bid price form.

3.2.2 Bidders shall only bid on products that they are authorized to sell and that are available on the current manufacturer’s price sheet.

3.2.3 Bid price forms are protected, and some cells are locked to ensure the consistent collection of bid data.

3.2.4 Some bid price forms may be duplicated in the workbook. Instructions are provided in Appendix E of the ITB.

3.3 Bidders shall use the following guidelines as they offer competitive bid prices on their selected solutions.

3.3.1 Pricing Adjustment Methods.

3.3.1.a Bidders shall apply a price adjustment to the applicable manufacturer’s price sheet. Bidders shall use negative numbers to apply the discount method of bidding, or positive numbers to apply the mark-up over cost method.

3.3.1.b Once the price adjustment method is established for a specific manufacturer, the price adjustment method for that manufacturer shall remain constant for all bid price forms. Bids that apply more than one price adjustment method for a single manufacturer shall be rejected.

3.3.1.c Bidders may use different price adjustment methods for different manufacturers.

3.3.1.d The applicable manufacturer’s price sheet described in 3.3.1.a shall be submitted with the bid.

3.3.2 With the exception of the bid price forms for Third-Party Accessories and Extended Warranties, all bid price forms include Section 1 and Section 2. Bidders shall use these sections of the bid price forms as described below:

3.3.2.a Section 1 of each bid price form.
Bidders shall apply their most competitive price adjustments to the products that they wish to promote aggressively on the Contract. Each product in this section may have its own unique percent of price adjustment. The final bid price of the product shall automatically be calculated.

3.3.2.b Section 2 of each bid price form.
For all remaining products by the same manufacturer the Bidder shall apply a single price adjustment, using the same pricing method in Section 1. The percentage shall be a less aggressive price adjustment then the price adjustments in Section 1. The price adjustment percent for section 2 is required at the time of the bid submittal. (Please note that after products are awarded, individual solutions may be moved from Section 2 to Section 1. However, no solution shall ever be moved from Section 1 to Section 2.)

3.3.3 Bid prices are for single units. A single unit has a single SKU. (A ten-pack can constitute a single unit if the ten-pack has a single SKU.)
3.4 Bid prices for each solution offered in the bid shall include the following:

3.4.1 A Contract administration fee of 1.5% for all sales realized or generated under or as a consequence of DigitalEdge Contract #ESD112-DE-18A.

3.4.2 The cost of shipping and handling expenses to a Purchaser’s “Ship To:” address. Shipping shall be FOB: Destination. The following exceptions shall apply:

- The cost of shipping and handling on any quantity of cart, including charging and syncing carts, charging cabinets and cart accessories shall not be included in the bid price. At the time of a purchase, the Awarded Bidder may add shipping and handling for carts, charging and syncing carts, charging cabinets and cart accessories and may add it as a separate line item. Shipping shall be FOB: Destination.
- Orders on any product or products regardless of size or quantities from Alaska or Hawaii.

3.4.3 All overhead costs.

3.5 Bid prices shall not include any applicable sales tax. Sales tax, if applicable, shall be added after awards are made, and shall appear as a separate line item on the quote and invoice to the Purchaser.

3.6 All bid prices shall be the same in every state that is included in the bid.

3.6.1 Bidders shall use Form A of the bid forms to identify the most states in which they are authorized and willing to sell the manufacturers’ solutions at Contract prices.

3.6.2 Bidders shall be authorized manufacturers or resellers of all products and services they are offering. Authorized resellers shall submit a letter from the manufacturers indicating what states they are authorized to sell the manufacturers products in. Please refer to Appendix A of the ITB.

3.7 To help the Eligible Purchasers meet their state’s governing law regarding purchasing, all bid prices shall be the same or more competitive than educational pricing. Bidders shall be able to provide evidence, if requested, that their bid prices are the same or more competitive than normal educational pricing would be. Bidders are reminded that after awards are made, the competition continues when purchasers compare catalog prices.

3.8 The Awarded Bidder agrees that the resulting Contract prices shall not exceed the prices that the Bidder offers to sell the same or substantially similar solutions for, to Eligible Purchasers in the states where the Bidder is awarded a Contract, based on comparable quantities with the same or substantially similar Terms and Conditions.

3.9 Bids that require exceptions shall be rejected.

4.0 Self-Evaluation of Bid.
Bidders are encouraged to use the evaluation rubric to self-evaluate their evidence of eligibility, responsiveness and responsibility. The evaluation rubric is located on the web page for this Invitation to Bid, in the vendor area of the DigitalEdge website.
INSTRUCTIONS FOR SUBMITTING BID MATERIALS

To ensure that every Bid receives a fair evaluation, Bidders shall organize their bid materials according to the instructions below for easy comparison with competitive bids.

1.0 PART 1: Three-Ring Binder with Required Documentation.
Each Bidder shall submit **one and only one** three-ring binder. The binder shall include a sleeve or pocket for a CD or flash drive, and tabbed dividers that are organized, labeled and sequenced in the following manner:

_____ **Tab #1**: All Appendices, Signed and Notarized as Per Instructions (located at the end of this ITB.)
Bidders shall complete, sign and notarize each appendix as per its instructions, and shall place them, in sequential order, behind Tab #1 in the binder. In addition to providing hard copies of these appendices in the binder, the Bidder shall include them in PDF format on the required CD or flash drive. Please note Appendix E is not required to be submitted.

_____ **Tab #2**: Signed Addenda, if applicable (Addenda are located on the DigitalEdge website.)
Bidders shall complete the form on Page 1 of all addenda, and shall place only the signed form (Page 1) for each addendum, in sequential order, behind Tab #2 in the binder. In addition to providing hard copies of these signature pages in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

_____ **Tab #3**: Evidence of Bidder’s Eligibility as Required on Appendix A (Evidence is provided by Bidder.)
Bidders shall provide the documents of evidence described in the last column on Appendix A behind Tab #3 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

_____ **Tab #4**: Evidence of Responsibility (Evidence is provided by Bidder.)
Bidders shall provide the documents of evidence described in Paragraphs 1.4.1 through 1.4.4 in Instructions for Bidding in sequential order behind Tab #4 in the binder. In addition to providing hard copies of these documents in the binder, the Bidder shall include these files in PDF format on the required CD or flash drive.

2.0 PART 2: Sealed Envelopes with Custom Catalog Bid Forms and Other Required Documents.

Each Bidder shall organize and submit the following materials with the use of large envelopes. Each envelope shall be sealed and labeled with the contents it holds. If needed, Multiple envelopes may be submitted for each category listed below.

_____ **Envelope #1**: (Addendum #01)
All bid forms from the single Microsoft Excel file (Downloadable on the DigitalEdge ITB web page.)
Bidders shall print and submit a complete set of bid forms for STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics, including bid forms that have no data on them. In addition to providing a hard copy of these forms in the sealed envelope, the Bidder shall include their completed Microsoft Excel file on the required CD or flash drive. **Bidders shall complete and submit the Manufacturers and Corresponding States form that is downloadable on the DigitalEdge ITB web page.** This single form recaps all manufacturers included in the bid forms, and corresponding states bidder will sell in. **Please note: Do not convert this file into a PDF format.**
Envelope #2:

a. **MSRP price sheets used as baseline pricing for all manufacturers included in the bid.**
   *(Provided by the Bidder.)*
   Bidders shall supply the MSRP price sheets they used for all manufacturers included in their bid and shall place them in the envelope in alphabetical order as per the name of the manufacturer. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

b. **Price sheets used as baseline pricing for all fee-based services included in the bid.**
   *(Provided by the Bidder.)*
   Bidders shall supply the price sheets they used as baseline pricing for their price adjustment offered. These price sheets provide the baseline pricing to which the price adjustments were applied in their offer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive.

Envelope #3: *(Addendum #01)*

Product specification or description sheets *(Provided by the Bidder.)*
Bidders shall supply product information sheets (including specifications and an image) for all solutions submitted in Section 1 on the bid price forms. Bidders shall place them in the envelope in the same sequence as they appear on the bid form(s) according to the name of the manufacturer. In addition to providing a hard copy of these materials in the sealed envelope, the Bidder shall include them in PDF format on the required CD or flash drive. *The Bidder has the option to either provide a hard copy of these materials in the sealed envelope, or include the product specifications or description sheets in PDF format on the required CD or flash drive.*
The submission of a set of bid forms in the single Microsoft Excel file constitutes a comprehensive bid on a custom catalog of STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics. Bids shall be evaluated by key DigitalEdge staff. Contracts for comprehensive catalogs shall be awarded to the lowest responsive, responsible (eligible) Bidders as defined below. To be eligible for evaluation, the bid shall materially satisfy all requirements found in this Invitation to Bid. Bids with deviations or exceptions to the requirements or Terms and Conditions of this Invitation to Bid and Contract may be disqualified from consideration, even if the Bidder considers them necessary.

Evidence of Bidder Responsiveness and Responsibility.
Responsive and responsible Bidders shall be determined according to the following criteria:

**A Responsive Bidder** is a Bidder that submits a bid that conforms in all material respects to the instructions, terms and conditions, and other requirements of this Invitation to Bid. Any bid that does not conform in all material respects may be considered non-responsive. This includes the following:
- The Bidder shall have attended the Mandatory Virtual Bidders’ Conference.
- The Bid shall have arrived on time.

**A Responsible Bidder** is a Bidder that satisfies the following criteria, in accordance with RCW 43.19.1911(7-9):
- The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- The ability of the Bidder to perform the Contract within the time specified;
- The quality of performance of previous Contracts or services;
- The previous and existing compliance by the Bidder with laws relating to the Contract;
- Such other information as may be secured having a bearing on the decision to award the Contract.

Bid Evaluation.

1.0 **Initial Screening.**
Key DigitalEdge staff shall conduct an initial screening to identify the Eligible Bidders, and shall review all materials submitted by the Bidder to evaluate evidence of their responsiveness and responsibility.

1.1 **Review the Bidder’s Evidence of Eligibility.**
Evaluators shall review the Evidence of Eligibility (required in Appendix A and that is placed behind Tab #3 in the binder) to ensure that the Bidder meets all of the eligibility requirements in order to be able to receive an award. Evaluators shall use the criteria embedded in the Evaluation Rubric for Responsive Bidders.

1.2 **Review of Responsive Bidder Checklist.**
Evaluators shall review the criteria on the Responsive Bidder Evaluation Rubric to ensure that the Bidder meets the eligibility requirements, and is a Responsive Bidder as per the definition included in the Evaluation section of this Invitation to Bid.
1.3 **Review of Bidder’s Evidence of Responsibility and Score.**
Evaluators shall review the evidence described in Paragraphs 1.4.1 through 1.4.4 in Instructions for Bidding, and that is placed behind Tab #4 in the binder. Evaluators shall use the criteria on the Responsible Bidder Evaluation Rubric and assign a score according to the indicators at the top of the columns. Bidders shall achieve a score of 40 or more to be considered qualified to move to the next evaluation phase.

2.0 **Examination of the Bid Forms, Price Sheets and Specification Sheets.**
It is the DigitalEdge’s intention to award contracts to the Lowest Bidders of a comprehensive custom catalogs of STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics. Evaluators shall review the solutions offered on the bid price forms, and shall examine them for their pricing and specifications. The scores at the top of each bid price form shall be totaled by hand and recorded on each Bidder’s Form A of the bid form.

The DigitalEdge will then compare each Bidder’s catalog bid by reviewing the manufacturers offered in each category.

2.1 **No Competing Bids on Custom Catalog.**
A responsive, responsible Bidder that submits a bid on a custom catalog, absent any other bids with the complete custom catalog consisting of identical manufacturers in identical categories, shall be awarded a contract for their custom catalog without further evaluation, provided that all requirements of this Invitation to Bid are met. As noted above, provided the complete custom catalogs are not identical, multiple Bidders may be awarded identical manufacturers product lines.

2.2 **Competing Bids on a Custom Catalogs.**
When two or more Bidders make offers submitted in custom catalogs with identical manufacturers in identical categories within the complete custom catalog, a thorough evaluation of the competing catalog bids and their final bid scores shall take place. A recording sheet shall be used to record and compare the evaluation and the scores for competing catalog Bids.

2.2.1 The Bidder with the greatest number of solutions offered on all bid price forms (in totality) shall be identified as the Lowest Bidder. If two competing catalog bids list the same number of solutions on all of their bid price forms (in totality), then the Bidder with the lowest score on Form A of their catalog bid shall be identified as the Lowest Bidder. The Lowest Bidder shall receive the award for a Contract for their custom catalog.

2.2.1.a If scores are tied between two or more competing catalog bids, all Bidders that are tied shall be awarded Contracts in the states for which the tie exists.

2.2.2 The Awarded Bidder shall be the Lowest Bidder for as many states as it is offering to sell the solutions in its custom catalog, as indicated on Form A.

2.2.3 The second Lowest Bidder shall be given the option to be awarded to any remaining states that their offer includes.

2.2.4 If there are still states that have not been covered by any Bidders, the award process shall continue in the same manner until all states are covered, if possible, or until the list of competitive Bidders is exhausted.
3.0 Preliminary Award and Rejections.
A Contract shall be formed only if the Bid is formally accepted and an award is made. Any Contract that results from this Invitation to Bid shall contain provisions that conform to the Invitation to Bid and Terms and Conditions, and shall be made available to Purchasers.

3.1 Letters of Intent.
The Project Coordinator of DigitalEdge shall issue a letter notifying all Bidders of the intent to award the Contract to the lowest responsible and responsive Bidder of each competing bid, and all non-competing bids, in each state offered in the set of bid price forms.

3.1.1 The Letter of Intent shall include only the information pertinent to that Bidder, if the bid is determined to be a non-competing bid.

3.1.2 The Letter of Intent shall include the evaluation analysis and the scores for all competing bids, and the states in which the awards of a bid are made.

3.1.3 The Bid shall not be formally accepted and a Contract shall not be officially awarded until Awarded Bidders receive the signed Offer and Acceptance Form after the Protest Period has ended.

3.2 Letters of Rejection.
Letters of rejection shall be sent to Bidders whose bid materials lack evidence of qualifying as an eligible bidder, responsive bidder or responsible bidder. Supportive narrative shall be included.

4.0 Protests.
Bidders that are not awarded a Contract that wish to protest shall follow these guidelines.

4.1 Basis of Protest.
For a protest to be considered, the protest shall be based on:

4.1.1 Errors in identifying and accepting products that meet the bid requirements; and/or

4.1.2 Errors in computing the score; and/or

4.1.3 Failure to follow procedures described in the Invitation to Bid; and/or

4.1.4 A matter of bias, discrimination or conflict of interest on the part of an evaluator; and/or

4.1.5 Failure to comply with applicable law.

4.2 Format and Content of Protest Letter.
Bidders that wish to protest shall submit a letter of protest on company letterhead that is signed by an authorized agent of the Bidder, and that includes the following:

4.2.1 Information about the protesting Bidder such as name of firm, mailing address, phone number; and name and e-mail address of the individual responsible for submission of the protest;

4.2.2 The facts, law and arguments that are relied on as the basis for the protest;
4.2.3 Any relevant exhibits or evidence supporting the protest;

4.2.4 Description of the relief or corrective action requested.

4.3 Protest Procedure.

Protests that are a matter of Paragraphs 4.1.1 through 4.1.3 shall be resolved at the program level, if possible. Bidders that wish to protest about these matters shall submit their protest in writing and e-mail it to the Project Coordinator of DigitalEdge at digitaledge.specialist@esd112.org. A review of the protest shall be made by the Purchasing Manager and the Project Coordinator of DigitalEdge.

Protests shall be filed in accordance with the following procedures if they are unresolved protests for matters described in 4.1.1 through 4.1.3, or if the protest is a matter of bias, discrimination or conflict of interest (4.1.4); or failure to abide by applicable school bid law (4.1.5):

4.3.1 Protests shall be submitted in writing or e-mail and addressed to the Project Coordinator of DigitalEdge at ESD 112, within five business days after receiving a copy of the Letter of Intent to Award or Letter of Rejection.

4.3.2 Upon receiving a letter of protest, if needed, the Purchasing Manager at ESD 112 shall convene a group of three Cabinet members to serve on a Review Team.

4.3.3 The Review Team shall hear the protest within five business days of receiving the protest, except when holidays prevent that from being possible. In those situations, the review shall take place as soon as reasonably possible.

4.3.4 The Review Team shall hear presentations by the Protester, the Purchasing Manager and Project Coordinator and shall seek answers to their questions.

4.3.5 The Review Team may take up to three business days to render a decision and to send a letter to the Protestor and the Purchasing Manager.

4.3.5. a If the Review Team’s decision is in favor of the DigitalEdge, awards shall be made two business days later.

4.3.5. b If the Review Team’s decision is in favor of the Protestor, the final award of Contracts is delayed until the protest is resolved.

4.4 Judicial Review.

Bidders shall exhaust their administrative remedies, which include filing a protest with ESD 112. Failure to file a protest shall preclude judicial review or subsequent legal action.

5.0 Award of Contracts.

If there is no delay that results from an unresolved protest, or as soon as a protest has been resolved, the Contracts shall be awarded.

5.1 The following documents shall be sent to the Awarded Bidders:

5.1.1 The Letter of Award shall be sent to the Awarded Bidders to notify them of the Award.
5.1.1.a The Letter of Award shall include the proposed dates for the Post Award Mandatory Virtual meetings.

5.1.2 ESD 112 Superintendent or designee shall sign and send each Awarded Bidder one original copy of the Bidder’s Offer and Acceptance Form (Appendix D). ESD 112 and the Awardee Bidder shall both have an original signed copy upon completion of the distribution of the Award documents.
## Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addenda</td>
<td>Modifications or interpretations of the Invitation to Bid and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the DigitalEdge website. Bidders are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Invitation to Bid.</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>The amount the Awarded Bidder pays ESD 112 that is a percentage of the purchase price of an awarded product that the Purchaser pays for.</td>
</tr>
<tr>
<td>Amendment</td>
<td>For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.</td>
</tr>
<tr>
<td>Authorized Agent</td>
<td>A reseller, distributor or other dealer that is authorized and commissioned by a manufacturer that is bidding. Authorized agents are required to provide personal assistance and support to the Purchasers on behalf of the Awarded Bidder.</td>
</tr>
<tr>
<td>Award</td>
<td>The acceptance of a bid and creation of a Contract with a Bidder.</td>
</tr>
<tr>
<td>Awarded Bidder</td>
<td>A Bidder that is awarded a DigitalEdge Contract as a result of meeting the requirements outlined in the Bid Evaluation /Protests /Award Process section of the ITB.</td>
</tr>
<tr>
<td>“B” Stock</td>
<td>Products or solutions that cannot be sold as new; they have been used and returned by either a previous Purchaser, or used by the Awarded Bidder in product demonstrations or displays, or used for some other purpose.</td>
</tr>
<tr>
<td>Bid</td>
<td>A Bidder’s written response to an Invitation to Bid where the goal is to be identified as the Lowest, responsive, responsible Bidder on requested solutions and awarded a Contract.</td>
</tr>
<tr>
<td>Bidder’s Choice</td>
<td>The catalog category described in the Scope of Work as primary solutions that stand on their own or enhance, improve or extend the use of solutions offered in other catalog categories.</td>
</tr>
<tr>
<td>Bidder’s Qualification Form</td>
<td>A document that a Bidder is required to submit in response to the Invitation to Bid that addresses indicators of qualification and responsibility of that Bidder.</td>
</tr>
<tr>
<td>Bid Evaluation</td>
<td>The process of examining a bid after opening to determine the Bidder’s responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the Bidder meeting the requirements of the ITB in order to qualify for an award.</td>
</tr>
<tr>
<td>Bid Form</td>
<td>A Microsoft Excel form used to submit a bid in response to an Invitation to Bid.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bid Price Form</td>
<td>A document that a Bidder is required to complete and submit when making offers on requested solutions.</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>The formal process through which bids are opened, and where the contents and some of the data are revealed for the first time.</td>
</tr>
<tr>
<td>Bidder</td>
<td>A company or business that submits a bid.</td>
</tr>
<tr>
<td>Cabinet Member</td>
<td>The highest level of ESD 112 administrators that report directly to the ESD 112 Superintendent.</td>
</tr>
<tr>
<td>Competition</td>
<td>The process by which two or more Bidders vie to secure the business of a Purchaser by offering the most competitive price on technology solutions that meet specifications or requirements.</td>
</tr>
<tr>
<td>Contract Price Verification</td>
<td>A bid price form that follows the award of Contracts that is used for communicating all product updates and price changes for the DigitalEdge contract.</td>
</tr>
<tr>
<td>Custom Catalog</td>
<td>A collection of solutions that are bid in response to ITB #ESD112-DE-18A. The custom catalog is the submitted products within a category of products. All products within the manufacturers product line, submitted by the awarded Bidder, are part of the catalog, although they are not listed on the bid form at the time of the bid.</td>
</tr>
<tr>
<td>3-D Products</td>
<td>Three-dimensional, contains width, height and depth. 3-D products are three-dimensional or create 3-D products such as 3-D printers.</td>
</tr>
<tr>
<td>DigitalEdge Program</td>
<td>A purchasing program at ESD 112 that provides educational technology solutions at competitively bid prices.</td>
</tr>
<tr>
<td>Discount</td>
<td>A percent of allowance or reduction from prices posted on the manufacturer’s price sheet (MSRP).</td>
</tr>
<tr>
<td>Dispute</td>
<td>An unresolved disagreement between the Awarded Bidder and the DigitalEdge staff that arises after the award has been made.</td>
</tr>
<tr>
<td>Educational Technology Products</td>
<td>Technology solutions that are used in teaching and learning environments and that enhance teaching, learning and the learning process.</td>
</tr>
<tr>
<td>Effective Date of Contract</td>
<td>The date that the performance of the Contract shall start.</td>
</tr>
<tr>
<td>ESD 112</td>
<td>The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.</td>
</tr>
</tbody>
</table>
Extended Warranty
A period of time added to the original warranty that is provided to the purchaser of an awarded product.

FOB: Destination
The seller retains title and control of goods until they are delivered and the contract of carriage has been completed and the bill of lading has been signed by the Purchaser. FOB=Free On Board.

Formal Sealed Bid
A Bid that has been submitted in a sealed envelope to prevent its contents from being revealed or known before the public bid opening takes place.

Harm
Circumstances that prevent an Awarded Bidder from generating an adequate margin in order to carry out the business of making a sale.

Letter of Intent to Award
The official announcement to the Bidder that the DigitalEdge intends to award them a DigitalEdge Contract.

Lowest Bidder
The Bidder that provides the most competitive lowest bid offer in response to the ITB.

Manufacturer’s price sheet (MSRP)
Manufacturer’s suggested retail price (MSRP) may be used for determining the base price to be submitted on the Bid form.

Marketing Materials
Any paper-based or electronic products or methods that are used to distribute and advertise information about solutions available through ESD 112’s DigitalEdge purchasing program. This might include, but not be limited to flyers and brochures, web pages, e-mail blasts, and other means of advertisement.

Markup Over Cost
A percent of allowance or increase from prices posted on the Bidder’s cost sheet.

Micro-Computing Materials
Micro-computing products include products such as circuitry boards, modules etc.

Mobile Device Stem/Steam Tools
These tools work with Mobile devices for STEM / STEAM purposes such as microscopes.

Monthly Sales Report
A document that an Awarded Bidder submits to the Project Coordinator of DigitalEdge that includes data about products purchased through the DigitalEdge Contract during the previous month. The report is in MS Excel format, and includes the data described in the Post Award Section of the Invitation to Bid.

Offers on Products
A Bidder’s selection of a solution and its assigned bid price in response to an ITB.

Offer and Acceptance Form
A form that shall be signed and two original copies are submitted by an authorized Bidder, expressing an offer to participate in the DigitalEdge purchasing program and the agreement to be bound by the terms and conditions of the Invitation to Bid if the bid is accepted and an award is made.
Probes

Devices used to explore or examine such as a molecular, conductivity and temperature probe.

Project Coordinator of DigitalEdge

The ESD 112 employee that serves as the vendors’ first point of contact and is responsible for monitoring the Awarded Bidders’ adherence to the Contract’s Post-Award Requirements and the Terms and Conditions. Manages all aspects of the DigitalEdge Purchasing Program and Contract.

Public Bid Opening

The event that is advertised in the published Invitation to Bid, and by which bids are announced and opened for the first time in the presence of anyone who wishes to attend.

Purchasing Interlocal Agreement

An agreement between two or more public agencies that is entered into in accordance with state laws that apply to the public agencies.

Purchasing Manager

Individual at ESD 112 who works with the agency to develop RFP/RFQ’s/ITB’s for the use of acquiring goods and services needed. In addition, Purchasing Manager works with the DigitalEdge Project Coordinator regarding DigitalEdge.

Responsible

Having the following attributes, as described in RCW 43.19.1911 (7-9):

- The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- Whether the Bidder can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Bidder with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

Responsive

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

Review Team

A panel of three Cabinet-level leaders at ESD 112 with the authority to endorse or retract decisions made at the program level.

Revised Code of Washington (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

Robotics

Robotic products deal with the design, construction, operation and use of robots, as well as computer systems.

Rotary Tools

Products that are very versatile and provide the ability to cut, polish, engrave, sand and shape.
| **Scope of Work** | Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions. |
| **Sensors** | An electronic component whose purpose is to detect changes in its environment and send the information to other electronics. Sensors examples include UVB, ph, and soil-moisture sensor. |
| **Solution** | A requested item, product or service. |
| **STEAM** | Acronym for Science, Technology, Engineering, Art, Design, and Mathematics |
| **STEM** | Acronym for Science, Technology, Engineering and Mathematics |
| **Third-Party Accessories** | The catalog category described in the Scope of Work as third-party accessories to be submitted on the bid form from multiple manufacturers. |
| **Warranty** | A written guarantee provided to the purchaser of an awarded product, usually specifying that the manufacturer shall make any repairs or replace defective parts free of charge for a stated period of time. |
APPENDIX A

Please mark all statements below that are true. Submit this document in the three-ring binder and on the CD.

Bidder’s Checklist of Eligibility

CONTRACT NUMBER ................................................................. ESD112-DE-18A
This is to certify that the undersigned Bidder is an Eligible Bidder for ITB #ESD112-DE-18A.

Bidder’s Company Name ________________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Place a checkmark in this box if provided in binder.</th>
<th>Evidence of this criteria has been provided in the binder as described in Instructions for Submitting Bid Materials of the ITB.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License: Current Business License.</td>
<td></td>
<td>Evidence required is a copy of Business License.</td>
</tr>
<tr>
<td>IRS W-9 Form: If Bidder is non-Profit, an IRS form W-9</td>
<td></td>
<td>If non-profit, a copy of the IRS W-9 IRS Tax form is required.</td>
</tr>
<tr>
<td>Letter from Manufacturers: If the Bidder is a reseller, a letter of support from the manufacturer shall be provided.</td>
<td></td>
<td>Evidence required is letter of support from the manufacturers submitted in the bid. The manufacturer’s letter of support shall outline that the bidder has support of the manufacturer to participate in the bid, submit the bid, and is authorized to sell in the states identified in the bid. Please list states individually.</td>
</tr>
<tr>
<td>Manufacturer / State Recap table: Recap of the all the manufacturers submitted in the Bid and the states the reseller is authorized to sell in.</td>
<td></td>
<td>Bidders shall submit a recap table that lists the manufacturers and the states they are authorized to sell the various manufacturers solutions in. This is supported by the letters of support from manufacturers provided.</td>
</tr>
<tr>
<td>Business office locations: Bidders that do not have offices in the states where they are bidding shall provide evidence that they can provide the level of personal assistance.</td>
<td></td>
<td>Evidence required indicating bidder can provide the level of personal assistance as described in Section 2.0 of the Post-Award Requirements if bidder does not have offices in states included in the bid.</td>
</tr>
</tbody>
</table>

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____________________________ Subscribed and sworn to before me this ________
County of _____________________________ day of ______________________ 20____
Notary seal

I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

SIGNATURE OF NOTARY PUBLIC

Please provide the requested information below. Submit this document in the three-ring binder and on the CD.
Appendix B

Please complete this form and sign. Submit this document in the three-ring binder and on the CD.

Bidder’s Statements of Assurance

CONTRACT NUMBER .......................................................... ESD112-DE-18A

Statement of Assurance:
This is to certify that the undersigned Bidder is indicating that the following statements of assurance are guaranteed and will provide the evidence required to be a responsible awarded Bidder should the Bidder be awarded a DigitalEdge Contract.

1) Bidder’s Company Name __________________________________________________________

2) The Bidder’s company has been in business for the following number of years. ______________

3) Has the Bidder’s company, affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local Government suspension or debarment within the last five years?
Yes____ No_____

If the answer is yes, please explain __________________________________________________________

4) The Bidder has thoroughly read the Invitation to Bid and the Contract #ESD112-DE-18A (part 1 and 2) to develop a clear understanding of their contents and requirements. Yes____ No_____

5) The Bidder warrants that if a reseller is assigned to manage the Contract, the reseller shall be informed of the DigitalEdge Contract requirements, and shall agree to comply with them. Yes____ No_____

6) Provide your Company website URL: __________________________________________________________

TO BE COMPLETED BY NOTARY PUBLIC:

State of _____________________________ Subscribed and sworn to before me this_______
County of _____________________________ day of ________________________ 20_____
Notary Seal I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

________________________________________
SIGNATURE OF NOTARY PUBLIC

________________________________________
DATE MY COMMISSION EXPIRES
APPENDIX C

Please complete this form and sign. Submit this document in the three-ring binder and on the CD.

Bidder's Non-Collusion Form

CONTRACT NUMBER .............................................................................................................. ESD112-DE-18A


NON-COLLUSION STATEMENT:
This is to certify that the undersigned Bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Bidder that the signed delivery of this bid represents the Bidder’s acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME ________________________________ (Check one) ___Corporation ___Partnership ___Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) ____________________________

SIGNATURE ________________________________ TITLE ________________________________

COMPANY ADDRESS ________________________________________________________________

PHONE NUMBER ____________________________ FAX NUMBER ____________________________

E-MAIL ADDRESS ____________________________ FEDERAL E.I. NUMBER ____________________________

TO BE COMPLETED BY NOTARY PUBLIC:

State of ____________________________ Subscribed and sworn to before me this_______

County of ____________________________ day of ____________________________ 20_____

Notary Seal ____________________________ I, the undersigned notary public, do affirm the above individual has presented valid identification to me.

________________________________________

SIGNATURE OF NOTARY PUBLIC ____________________________

________________________________________

DATE MY COMMISSION EXPIRES ____________________________
APPENDIX D

Please complete two copies of this form, sign and submit the two copies of this document in the three-ring binder and on the CD.

Bidder’s Offer and Acceptance Form

CONTRACT NUMBER ................................................................. ESD112-DE-18A

The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

<table>
<thead>
<tr>
<th>Legal Name of Firm or Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Bidder’s Authorized Representative</td>
</tr>
<tr>
<td>Title of Bidder Representative</td>
</tr>
<tr>
<td>Legal Address of Bidder’ Company (including address, city, state and zip code)</td>
</tr>
<tr>
<td>Company Phone (including area code)</td>
</tr>
<tr>
<td>Federal Tax Identifier of Bidder’s Company</td>
</tr>
</tbody>
</table>

To the Bidder (This section to be completed by ESD112):

Effective this _____ day of________________, 20___, ESD 112 is accepting the Bid and awarding a DigitalEdge Contract to the Bidder named above for the STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics identified in the attached Final Letter of Award. Bidder is contractually obligated to sell the STEM/STEAM: Solutions for Science, Technology, Engineering, Art, Design, and Mathematics that are subject to this Contract Award to Purchasers in accordance with the requirements, and terms and conditions, in Contract #ESD112-DE-18A.

Educational Service District 112
2500 NE 65th Avenue
Vancouver, WA 98661

________________________________
By Tim Merlino, Superintendent (or Designee)
APPENDIX E

Step-by-Step Instructions for Duplicating and Renaming Worksheets in Microsoft Excel

Contract No. ESD112-DE-18A

Follow these instructions to meet the requirements on Page 11 - 12 of the Invitation to Bid (Section 2.0 to 3.2).

Please Note:
If a Bidder intends to bid on more than one manufacturer’s solutions for Probes and Sensors, Robotics, Micro-Computing materials, 3-D products, Rotary Tools, Mobile Device STEM/STEAM solutions, follow these instructions before entering any data into the worksheet.

1. Locate the first green tab in the Microsoft Excel file. The tab is entitled Probes-Sensors <Single Manu>.

2. Right click on that tab, and when the pop-up menu appears, choose Move or Copy …
3. A dialog box like the one directly to the right will appear.

4. Place a checkmark in the check box to **Create a copy**.

5. Select the name of the worksheet that you want to insert the copy in front of. In this case, we will insert the copy in front of the worksheet entitled **Robotics <Sngl manu>**.

6. Click the **OK** button.
7. Double-click on the new tab to activate it, and then drag your mouse over all the text that is to the right of the catalog category entitled Probes-Sensors (Sngl Manu).

8. Replace the text that you selected in Step 7 above with the name of the manufacturer for the products that you will make offers on in this worksheet. Insert the closing bracket.

9. If you run out of spaces for characters when you are naming the manufacturer in Step 8 above, abbreviate the manufacturer’s name.

10. You are now ready to insert the data for the Fluren Probes-Sensors worksheet.

11. Repeat the steps 1-10 when duplicating the Robotics, Micro-Computing materials, 3-D products, Rotary Tools, Mobile Device STEM/STEAM solutions bid price forms.
12. To duplicate the last sheet entitled **Bidders Choice**:  
   If you need to duplicate the last worksheet entitled **Bidders Choice**, follow **Steps 1-4** above. Make the following changes for the rest of the steps:

   A. Scroll through the names of the worksheets in the workbook, and click on the option **Move to end**.
   B. Click the **OK** button.
   C. The tab for the newly duplicated worksheet will have a (2) appended to its name. Leave it like that; there is no need to rename it. If you need to duplicate the worksheet again, subsequent numbers will be appended.
   D. **Skip Steps 8-9**, and follow the instructions in **Step 10**.