



Pre-Bid Meeting

Science Kits & Refurbishment Materials and Services



May 7, 2019 (1:00 pm)



Overview and Dates

Overview

The State of Delaware Department of Education, seeks professional services for K-12 science instructional materials and warehouse related materials and services that will support the implementation of the K-12 science kit program in Delaware schools. This request for proposals ("RFP") is issued pursuant to 29 *Del. C.* §§ [6981 and 6982](#).

The proposed schedule of events subject to the RFP is outlined below:

Public Notice

Date: **April 29, 2019**

Voluntary Pre-Bid meeting

Date: May 7, 2019 at 1:00pm (Local Time)

Deadline for Questions

Date: **May 14, 2019**

Response to Questions Posted by:

Date: **May 20, 2019**

Deadline for Receipt of Proposals
(Time)

Date: **June 4, 2019** at 2:00 PM (Local
Time)

Estimated Notification of Award

Date: **August 2019**



DE Science Coalition

The DE Science Coalition, a collaborative that currently includes the majority of the state's public school districts and charter schools, anticipates annual purchasing of science kits and refurbishment materials to support an inventory of approximately 10,000 science kits. These purchases may include new kits, partial kits, living materials, refurbishment materials, and/or warehousing materials used in the refurbishment and distribution portion of the program. It is anticipated that major purchasing will occur twice during the school year, once in September and once in March.

At the heart of the DSC system is a 45,000 square foot refurbishment center and warehouse. The centralized purchasing, refurbishment, and distribution of science materials is a major component of the DE Science Coalition program. Staff members receive, refurbish, store, and eventually distribute science kits to member schools across the state. In support of this portion of the program, the DDOE & DSC seeks materials and services from vendors that are specific to the warehouse operations of a science materials resource center. The successful bidder(s) will be responsible for providing products and/or services that support a science warehouse operation. The DDOE seeks to support both the warehousing and instructional materials portions of the state science program.



Science Materials Center



Science Materials Resource Center



100,000 students
4,000 teachers
25,000 bins
5 shipping cycles
K-10 support system

3 full-time staff members



Scope of Work

The Delaware Department of Education (DDOE) in collaboration with the Delaware Science Coalition (DSC) seeks to establish a pool of vendors for instructional materials and related professional services that will support the implementation of the DSC's state-wide K-12 science kit program in Delaware schools. These services will be based on separate Statements of Work issued in the future. As such, no specific work/deliverable is being guaranteed as a result of this solicitation. It is the specific intent of the DDOE to identify vendors with appropriate resources in order for the Delaware Science Coalition to be able to contract with to support the science kit program.

Science Kits and Refurbishment Materials/Services

The successful bidder(s) will work closely with the Science Materials Resource Center manager, or designee, to provide services in the area of developing, creating, and/or packaging of science kits. In addition, the successful bidder(s) will be responsible for providing required materials to maintain supplied kits and specific packaging arrangements/services in the future. The successful vendor(s) must be prepared to support large bulk purchasing during these time periods.

Science Kits and Refurbishment Materials

Original kits and/or refurbishment materials shall be specifically prepared and packaged to support the implementation of science kits. Refurbishment materials shall be available to be purchased individually as well as in groups that are pre-packaged in specific quantities that are directly correlated to the science kit curriculum.



Scope of Work

Living Materials

Where applicable, the successful bidder(s) will also supply living materials to support the science kit implementation. The successful bidder(s) will have an established delivery system that ensures that adequate living materials are supplied to schools in a timely manner. In addition, bidders should outline their system/plan for addressing immediate replacement of living materials that are received dead.



Scope of Work

Science Kits Refurbishment Warehouse Materials/Services

The successful bidder(s) will work closely with the Science Materials Resource Center manager, or designee, to provide services in the area of warehouse materials used to support the refurbishment process. In addition, the successful bidder(s) will be responsible for providing required materials to maintain warehouse refurbishment work in the future. The successful vendor(s) must be prepared to support large bulk purchasing and in most cases provide product within two (2) weeks. The successful vendor(s) may be asked to provide options around meeting unique packaging needs or providing different quantities of an item on a per need basis. Items typically used in the warehousing portion of the science program include, but are not limited to, pallets, pallet shrink wrap, stick-on card pockets, zip ties, packaging tape, trash cans, shipping totes, and plastic bags.



Scope of Work

Appendix B contains details of the State of Delaware's current science program kits and a list of products/services required to support a science warehouse operation. Vendors are asked to provide full kit replacement pricing in the Pricing Spreadsheet which is Appendix C. Variations between identified kits and proposed kits must be notated on the exception form and a complete kit inventory notating the variations is to be attached. The State reserves the right to request a free sample of the proposed kit for testing to confirm the kit produces the intended outcome. Vendors may propose additional science kits or common warehouse support materials/services for consideration. Proposed new science kits must include a kit inventory, applicable grades, and a lesson plan summary.



Criteria for Selection

Minimum Requirements

1. Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.

2. Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below.
3. Complete all appropriate attachments and forms as identified within the RFP.
4. Proof of insurance and amount of insurance shall be furnished to the Agency prior to the start of the contract period and shall be no less than as identified in the bid solicitation, Section D, Item 7, subsection g (insurance).



Criteria for Selection

General Evaluation Requirements

1. Experience and demonstrated ability to provide services related to a kit-based science curricular program or refurbishment support services.
2. Capacity to meet bulk-ordering needs while offering varied quantity and high quality/durable options for a statewide science program. Vendors must have the ability to deliver resources in the established timeframes as stated in this RFP.
3. Ability to provide refurbishment materials and/or refurbishment support materials that are packaged and prepared to meet the needs of the program.
4. Systems are in place to provide living materials, where applicable, in support of the kit-based science program
5. Cost of preparation/packaging of kit, refurbishment materials, and/or warehouse support materials.



Criteria for Selection

Criteria Weight

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

| Criteria | Weight |
|---|-------------|
| Experience and demonstrated ability to provide services related to a kit-based science curricular program or refurbishment support services. | 20 |
| Capacity to meet bulk-ordering needs while offering varied quantity and high quality/durable options for a statewide science program. Vendors must have the ability to deliver resources in the established timeframes as stated in this RFP. | 30 |
| Ability to provide refurbishment materials and/or refurbishment support materials that are packaged and prepared to meet the needs of the program. | 20 |
| Systems are in place to provide living materials, where applicable, in support of the kit-based science program | 10 |
| Cost of preparation/packaging of kit, refurbishment materials, and/or warehouse support materials. | 20 |
| Total | 100% |



Questions & Answers



RFP Q&A Process

RFP Question and Answer Process

The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **May 14, 2019**. All questions should be posted on DDOE's website at: <https://doeapppublic01.doe.k12.de.us/BidManagementPublic/#home>. All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at www.bids.delaware.gov by the date of **May 20, 2019**. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

Questions not submitted electronically shall be accompanied by a CD and questions shall be formatted in Microsoft Word.



RFP Designated Contact

RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

Meaghan Brennan
Delaware Department of Education
401 Federal Street, Ste. 2
Dover, DE 19901
Email: Meaghan.Brennan@doe.k12.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.