Welcome to the Mandatory Bidders’ Virtual Conference
November 15, 2017  10:00-12:00 p.m. (Pacific Time)

Jeff Strunk
Purchasing Manager
Business and Financial Management

Bunny Stevens
DigitalEdge Coordinator
Business and Financial Management
Zoom Meeting Overview

Audio:
- Computer audio – the Zoom conference is set up to have participants join conference by computer.
- Audio should remain muted during the conference.

Chat:
- To submit questions during the broadcast, choose the Chat button that appears at the bottom of your screen when the mouse is moved on your screen.
- When the chat box is open you may chat with the host (Bunny Stevens) only. Please be aware the questions will be read out loud and answered during the broadcast. Questions will remain anonymous. Please submit all questions through the chat box. If you wish to submit them outside of the conference you may, however the answers will be posted online and not provided during the broadcast. Remember to note the page number you are referencing if applicable.
Why we are offering this virtual Bidder’s Conference

• To emphasize the following critical parts of the Invitation to Bid:
  Timeline
  Scope of Work
  Appendices A-E
  Instructions for Bidding
  Bid Forms
  Evaluation Rubric

• To thoroughly review the bid forms

• To answer questions regarding the contents of the Invitation to Bid and related materials
• **Vickei Hrdina**, ESD 112 STEM Director shared her insights regarding the importance of the ITB to the educational organizations:

  • Districts need to be equipped to put the tools of STEM directly in the hands of students.

  • The Next Generation Science Standards and STEM education in general call for students to be the producers of technology and design thinking rather than just consumers.

  • All students from K-12th grade need access to high quality STEM learning experiences, not just those in specialized Career-Technical programs or high school. We now know that young students are highly capable of scientific inquiry and design thinking, and we want to support equipping schools with the tools teachers need to support this kind of work in the classroom.
A list of Helpful Materials

What the comprehensive contract includes:

- Invitation to Bid #ESD112-DE-18A (Part 1 of 2)
  - Appendix A - Bidder’s Checklist of Eligibility
  - Appendix B – Bidder’s Statements of Assurance
  - Appendix C – Bidder’s Non-Collusion Form
  - Appendix D – Bidder’s Offer and Acceptance Form
  - Appendix E – Duplicating and Renaming Worksheets
- Contract #ESD112-DE-18A (Part 2 of 2)
- Single set of bid forms for ITB #ESD112-DE-18A
- Evaluation Rubric
- Website review of documents found within the For Vendors menu tab
### Timeline for the ITB #ESD112-DE-18A

**November 2017**

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- **5th**: ITB publication date
- **6th**: ITB publication date
- **7th**: Mandatory Virtual Bidders’ Conference
- **26th**: Last day for Bidders to submit questions
- **27th**: Last day for Q/A & addenda to be added to the DE website
Timeline for the
ITB #ESD112-DE-18A

BID OPENING at ESD 112 at 10:00 am (PST)

BID EVALUATION

ESD 112 CLOSED FOR HOLIDAYS

BIDS DUE at ESD 112 no later than 3:30 pm (PST)
Timeline for the

**ITB #ESD112-DE-18A**

**All post-award documents are due to Bunny by 4:30 pm.**
Timeline for the
**ITB #ESD112-DE-18A**

**Estimated effective date of the Contract #ESD112-DE-18A (est)**

**DigitalEdge website updates completed**
Highlights from the ITB

Scope of Work (starting on page 8)

- 1.0 Catalog Categories for Desired Solutions
- 2.0 Bidders
- 3.0 Operating Systems
- 4.0 Contract Period

Instructions for Bidding (starting on page 10)

- 1.0 Part 1 of the Bid - Preparation of documents
  (Part 2 of the Bid - will be discussed later)
What’s on your mind?

Questions and Answers

Please use the Chat window in your control panel to ask your questions.

Remember to include the page and section number that you are referencing in the ITB.

We will prioritize the questions by addressing the ones that have not been asked yet.

Addt’l questions about this ITB will be received through November 27, 2017 and posted on the web page by November 28, 2017. This is a firm deadline.

digitaledge.esd112.org
Time for a ten minute break!

We're just taking a break...
But we'll be back soon!
How to bid in response to

ITB #ESD112-DE-18A

• Demonstration of how to use the bid forms
  (Section 2.0 - Part 2 of the Bid on page 11 of the ITB)
  (Section 3.0 on pages 11 through 13 of the ITB)

• Self-Evaluation of Bid – Evaluation Rubric
  (Section 4.0 on page 13 of the ITB)

• Bid submission
  (Pages 14 and 15 of the Invitation to Bid)
Information about your bid materials:

Packing and Submitting

Three sealed envelopes with items listed on Pages 14 & 15.

1. Bid forms and list of manufacturers
2. Manufacturer price sheets and fee-based service price sheets
3. Spec sheets or description pages for all products offered in bid

A single CD or jump drive that contains all required materials listed on Pages 14-15, and including scanned copies of signed addenda.

Items listed on Page 14 & 15 of ITB #ESD112-DE-18A
Bid Evaluation / Protests / Award Process
(Pages 16 through 20 of the Invitation to Bid)

Steps in the evaluation process:

1. Bid Evaluation:
   - Conduct the initial screening. (Pages 16-17, Section 1.0)
   - Examination of the bid forms, price sheets and product specification sheets. (Page 17, Section 2.0)
   - No competing bids on a custom catalog. (Section 2.1)
   - Competing bids on custom catalogs. (Section 2.2)

2. Award Process (Page 18-20, Section 3.0 through 5.0)
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Why submit a response to this Invitation to Bid?

Flexibility

Reduction in admin fees

Power deals

Marketing opportunities – Cutting Edge Newsletter, showcases etc

Personal assistance
The Updated DigitalEdge Website
...digitaledge.esd112.org (same url)
It’s time to...

Close up shop

During the webinar we covered highlights of the DigitalEdge Invitation to Bid #ESD112-DE-18A.

We are recording this webinar. It will be posted on the ITB web page.

Ongoing questions, answers and addenda will be posted there, too!

Please read the entire Invitation to Bid and Contract to develop a complete understanding of its contents, requirements and agreements.

Determine whether this ITB is right for your company. We hope it is!
Where can I find a copy of this Video Recording?

The recording for this Bidders’ Virtual Conference can be found at:

digitaledge.esd112.org (within the ITB section)
Thank You