



## **Testing Sites & Staffing**

Competitive bid is being created for the following:

- a. Up to 35 testing locations
- b. Networking logistics at each site
- c. Staffing at each location and staff training

## **REQUEST FOR QUOTE:**

### **MICHIGAN STATE TESTING - SITE AND STAFF COORDINATION, AND TRAINING**

#### **Recommendation:**

The Michigan Virtual Charter Academy School Board of Directors post advertisement for a “Request for Quote” for site and staff coordination, and training for state testing.

#### **Reasoning:**

A Request for Quote is a standard business term used to invite vendors to provide quotes for services, but does not carry the legal implications in Michigan of a Request for Proposal or Invitation to Bid.

While there are no legal requirements for a school board to request quotes for services, computer hardware and software, or textbooks and educational materials, the Board solicits these quotes to practice due diligence and ensure that the Board is getting the best possible price and service package.

If, after soliciting quotes, the Board finds that the goods and/or services required to satisfy the Board’s needs are only available from one supplier, the Board may, by resolution and approval by two-thirds of the Board, use a “single” or “sole” source provider.

#### **Proposed Action:**

The Request for Quote should be publicly advertised. All quotes received should be discussed and agreed upon at an open, public meeting of the Board. Given the statewide nature of MVCA, posting for the Request for Quote in one of State’s four major newspapers: The Detroit Free Press; The Grand Rapids Press; The Detroit News; Lansing State Journal.

The following pages provide recommended language for an abbreviated Request for Quote to be listed in a newspaper and a full-length Request for Quote to be located on MVCA’s website.



## **Proposed Request for Quote Language for Insertion in a Newspaper**

Michigan Virtual Charter Academy (MVCA) is issuing a Request for Quote to provide testing sites, staff and staff training necessary to implement the Michigan Department of Education's 2017 – 2018 online state testing system. MVCA serves students throughout the state and students will not be expected to travel more than 60 miles to take state tests.

Vendors will be expected to procure up to 35 testing locations throughout the state of Michigan and must be able to coordinate site logistics including networking for those locations. Each location will require staffing and staff training. Vendors will be expected to validate that each site is capable of handling all networking needs and will setup the network and test the network's capacity. Vendors will also be expected to set up and dismantle computers, peripherals, and networking at each site.

To review the Request for Quote in its entirety, please visit Michigan Virtual Charter Academy's website at [mvca.k12.com](http://mvca.k12.com). Bids can be sent to [kibush@k12.com](mailto:kibush@k12.com). The deadline to receive quotes is Thursday, February 15, 2018, by 5:00 p.m. EST.

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