

# **Request for Proposal (RFP)**

## **Maker Spaces - Secondary**

**RFP ID: SCH-MS-2023**

**RFP DUE DATE:  
August 28, 2023 at Noon CST**

## INTRODUCTION

The School City of Hammond is accepting Requests for Proposals for creating Maker Spaces in each of our secondary schools – Hammond Central, Morton High, Eggers and Scott.

## SUBMISSION

Responses to RFPs should be sent via email to [technologyrfp@hammond.k12.in.us](mailto:technologyrfp@hammond.k12.in.us) using the following subject: “RFP ID: SCH-MS-2023”

- The following individual will be the primary contact person during the bid process.

Ken Benich, Director of Technology  
School City of Hammond  
1238 Michigan St.  
Hammond, IN 46320  
219-933-2421, ext. 2222

- All responses to RFPs must be received on August 28, 2023 at Noon CST. Responses to RFPs can be emailed to [technologyrfp@hammond.k12.in.us](mailto:technologyrfp@hammond.k12.in.us) or mailed to School City of Hammond, Technology RFP, 1238 Michigan St., Hammond, IN 46320.
- Questions and/or clarification of items in the RFP should be communicated via email to [technologyrfp@hammond.k12.in.us](mailto:technologyrfp@hammond.k12.in.us). Responses to these items will be sent via email and may be shared with all potential responders.
- It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
- All proposals should include a pricing summary on the first page of the proposal using the template provided at the end of this document.
- All proposals must indicate that they are valid for no less than sixty (60) days from the proposal due date.

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- The bidder's written proposal will be the basis for selection. However, following an initial screening of all quotes received, the School City of Hammond may request additional information, clarification, or an on-site presentation.
  - Structure your proposal based on the information requested. Please insure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at sole discretion of the School City of Hammond.
  - The School City of Hammond reserves the right to accept or reject any or all responses to the RFP and to enter into discussions and/or negotiations with more than one qualified proposer at the same time should that action be in the best interest of the school district.
  - By submitting a proposal, the Bidder represents that it has read and clearly understands this RFP and that it is capable of providing the required services on the agreed contract commencement date.
  - Failure to submit a proposal response on time may constitute grounds for the rejection of the quote.

## **SUBMISSION**

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring the School City of Hammond of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors based on available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- The school corporation reserves the right to accept or reject any proposal, or part thereof, and to award the contract to other than the low proposal.

- The proposals will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the proposals have been awarded by the school corporation.
- Vendors shall furnish references, brochures, documentation, and specification sheets, if requested.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications.
- The school corporation reserves the right to reject any or all proposals and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous proposals before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.

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## **SPECIFICATIONS**

The School City of Hammond is requesting proposals for creating fully equipped Makerspaces in each of our secondary schools – Hammond Central, Morton High, Eggers Middle and Scott Middle. Rooms have been identified and are the size of a normal classroom.

Proposals must include electronic documentation, technical specifications and/or user guides for proposed equipment. All proposals must include line-item pricing and should include supplies to get each room operational. A line item for estimated costs for a school year's supplies must be included. Equipment and Furniture should be listed in different sections.

All equipment training plans, and classroom curriculum must be included. All associated costs must be listed. List any additional work that needs to be done to prep rooms for installation, even items not included in the proposal (for example, venting of the laser cutter).

Example equipment for each room is listed, but each proposal will be reviewed and evaluated based on its entirety.

- Standards based curriculum (Required)
- Installation and Setup of all furniture and equipment (Required)
- Safety Equipment and Training (Required)
- Glowforge Plus Laser Cutter/Engraver
- Dremel Digilab 3D45-EDU Printers
- Individual 3D printers for small jobs
- Makey Makey STEM Pack
- Educational Drone Kit
- Padcaster Studio Kit
- Shaper Origin EDU Kit
- Circuit Maker Stations

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Technology Department  
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Company: \_\_\_\_\_

Contact: \_\_\_\_\_