



# REQUEST FOR PROPOSALS

## ROBOTS FOR AUTISM

**SUBMISSION WINDOW CLOSSES APRIL 14, 2023 AT 12PM**

**DOOTHAN CITY SCHOOLS**  
1665 Honeysuckle Road, Suite 1  
Dothan, Alabama 36305

## PROCEDURES FOR SUBMISSION

### INTRODUCTION

This Request for Proposal (RFP) is being issued by the Dothan City Schools District (DCS) for purposes related to students with disabilities identified as such under the *Individuals with Disabilities Education Act* (IDEA). DCS is seeking bids to provide robots to interactively assist students with autism spectrum disorders (ASD). The goal is to provide a new, research-proven instructional medium to support emotional reactions and socially- appropriate expressions and behaviors through the use of storytelling, physical interaction, modeling, and visual communication. Prices should be all inclusive. All-inclusive in this RFP means including all non-recurring and recurring costs of equipment, battery or charging equipment, case for robot transport, online software programs and updates required by the vendor to commence and continue service, technical assistance, warranty information, instructional modules or lessons, and professional development. No increased pricing will be allowed during the term of the quoted rate in each pricing cell of the spreadsheet.

### DUE DATE AND SUBMISSION REQUIREMENTS

- Complete Proposals are due in physical form by noon APRIL 14, 2023 and must be submitted to Alicia Hales, Director of Exceptional Student Services, located at Dothan City Schools Central Office, 1665 Honeysuckle Road, Suite 1, Dothan, AL 36305.
- The RFP packet should include all required information requested below, with subtitles labeled for clarity with DCS RFP –ROBOTS FOR AUTISM. Time, date, and name of RFP must be clearly marked on the face of the sealed envelope and/or carton as well as appropriate business license information.
- All price quotations and related materials must be received in a sealed envelope.
- Proposals that are received after the date/time specified, missing any required information, or are disorganized will not be considered for approval for the upcoming school year.
- Dothan City Schools is not responsible for late proposals. Any proposal delivered after this date and time will be returned unopened and will not be reviewed.
- **Any emailed or faxed bids will be rejected.**
- Vendors are to direct any and all questions regarding this Request for Proposal via delivery or U.S. mail to:  
Alicia Hales  
Director of Exceptional Student Services  
Dothan City Schools Board of Education  
[alhales@dothan.k12.al.us](mailto:alhales@dothan.k12.al.us)  
1665 Honeysuckle Road, Suite 1  
Dothan, AL 36305
- Vendors shall not contact any other District employee or School Board member during this proposal process without prior approval of Mrs. Alicia Hales. Failure to comply may result in disqualification.
- Dothan City Schools reserves the right to reject any or all proposals.
- Vendors are required to provide information in their proposals in the format outlined in this RFP.

### EXPECTED PRODUCTS AND SERVICES

The Company/Agency/Individual would be retained to provide the following Scope of Hardware/Services to the District:

- Demonstration via video
- 4 Robots (hardware)
- 4 Robot charging cords
- A minimum 3- year warranty
- Rechargeable batteries, if applicable
- Hard travel case
- Human characteristics
- Online Product Training/Virtual Coaching
- Technical Support

- 4 site/license subscriptions
- Social-Emotional curriculum with basic modules of emotional understanding, conversation, calm down modeling, social situations
- On-site training to include how to get started, data collection, maintaining fidelity of the robot's use, transition planning
- Shipping/Handling

### **RESPONSE PACKAGE CONTENT**

Each response packet must contain the following described elements or evidence that the company meets or exceeds the requirements stated in this Proposal. Please submit information in order listed below:

- Name of agency/individual/company
- Address
- Telephone, Fax Number and Email Address of contacts
- Form of Company (sole proprietor, partnership, corporation, non-profit)
- Date Company formed or incorporated
- Company Contacts for Technical Assistance, Sales, Questions
- Signed W-9 form

### **SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES/REFERENCES**

Individuals/Agencies should list the most significant services (minimum of 3) performed in the last five years that are similar to the scope listed in this Proposal. The list should indicate the scope of work, dates, engagement partners, and the name and telephone number of the principal client(s) contact.

### **BID PACKET COST/RATES**

Individuals/Agencies must submit Exhibit A in its entirety to be considered. Individuals/Agencies shall furnish, but not be limited to labor, materials, equipment, supplies, and expertise necessary to provide the services as outlined in this Proposal. Vendors must agree to hold their pricing firm for a minimum of 3 months to allow for DCS to process the purchase.

### **AGREEMENT**

The District requires all contractors to enter into an agreement for the duration of this project. A copy of such agreement should be provided with the Proposal if Individuals/Agencies have their own agreement.

### **EVALUATION AND APPROVAL**

Upon review of all proposals, the Department of Exceptional Student Services will approve those meeting qualifications to be allowed in the schools for training. While price will be a primary factor, it is not the only factor that will be considered in the bid award. Bid awards will be made as soon as possible following the bid opening.

**PROPOSAL EXHIBIT A--COST/RATE FORM**

Date: \_\_\_\_\_

Company/Individual Name: \_\_\_\_\_

The undersigned, have carefully examined the request for Proposal to provide robots for classrooms which focus on students with ASD and their specific needs in Dothan City Schools and hereby submits the following rates for said services. This page must be signed by the authorized agent of this firm.

**ROBOT PACKAGE COST**

List of What is Included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL HARDWARE PACKAGE COST:**

\_\_\_\_\_

**MODULE PACKAGE COST**

List of Modules:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL MODULE PACKAGE COST:**

\_\_\_\_\_

Is this an annual fee?

\_\_\_\_\_

**PROFESSIONAL DEVELOPMENT COST**

List of Training to be Provided:

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL TRAINING COST:**

\_\_\_\_\_

**OTHER EXPENSES**

\$ \_\_\_\_\_ SHIPPING/HANDLING

\_\_\_\_\_

**FINAL PRICING....TOTAL COST**

\_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

**Attach a copy of your quote as well.**

**All agencies or individuals who submit an RFP will be notified if they were approved by email within two months of the submission due date.**

# EVALUATION RUBRIC

Evaluation Criteria	Possible Points	Points for this RFP
<b>Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed.</b>		
<b>Qualification</b> <ul style="list-style-type: none"> <li>• Submit a complete RFP Packet</li> </ul>	10	
<b>Services Offered</b> <ul style="list-style-type: none"> <li>• Description of the materials/services for each line listed in the Expected Products and Services</li> </ul>	50	
<b>Pricing</b> <ul style="list-style-type: none"> <li>• Submit detailed information stating your company's pricing as requested on Proposal Exhibit A-Cost/Rate Form</li> </ul>	30	
<b>Demonstration</b>	10	
<b>Total Possible Points</b>	100	
<b>Total Possible Awarded Points</b>		