

Disclaimer: This template is for informational purposes only and not as legal advice. EducationSuperHighway is not licensed to practice law and cannot provide legal advice. This template is not intended to be a substitute for your judgment. You assume full risk and responsibility for the use of or reliance on this template or any information you obtain from EducationSuperHighway. EducationSuperHighway does not guarantee that the template will adequately meet your needs, and you are solely responsible for your use of this template. For example, EducationSuperHighway's template does not cover any or all local and state procurement laws that may apply to your procurement process. By using any part of this template, you agree that EducationSuperHighway is not liable for any consequences from such use. If you have any questions or concerns about the contents of your RFP you should obtain legal counsel.

Instructions for all templates

This document is designed to be a template to be customized to meet the needs of the Applicant. As such, replace ALL [yellow highlighted] text with language specific to the Applicant's needs. This includes:

Contact Information: Name, Email, Website, URL (for bidders to find bid documents)

Important Dates: Various key dates will need to be decided upon prior to issuing bid documents.

Indemnity Clause: If your district or any other local procurement laws require it, include the required language in the suggested section (or attach as an Appendix)

Evaluation Criteria: There are example criteria included in Section 9.3. Please choose the criteria and the number of assigned points that are important to the Applicant. Ensure that the total number of points is 100.

Appendix A Service Locations: Include in this section a complete list of student households that have been identified and validated as needing service, and thus considered in scope of this RFP. Make sure to include the full home address, the number of students residing in the home or that will share the proposed service, and a visual map of addresses, if applicable. This is a critical part of the bid package. If not provided in a clear and legible format, this may cause delays in the procurement process.

If there is any non-highlighted text that does not suit your requirements, EducationSuperHighway encourages you to modify, alter, or omit as you see fit.

If you have any questions, please contact EducationSuperHighway for guidance.