



TO WHOM IT MAY CONCERN,

The Bibb County School District (BCSD) requests Packets for [Parent Communication Tool](#)

All should be delivered to

Bibb County School District Procurement Department
4580 Cavalier Drive
Macon, GA 31220

Packets will be accepted prior to [02/27/2020](#)), which the procurement office will open and review.

All Packets will be evaluated as described in the attached document. Packets received by mail or any other delivery method after the announced time and date for submittal,

All vendors completing this request should register online as well, please visit the Bibb County School District website (www.bcsdk12.net), under Department, >Procurement, >Vendor Registration.

If you have any questions concerning this bid, please submit them in writing to Elaine M. Wilson, Elaine.wilson@bcsdk12.net. All communication, either before or after the bid opens, related to this bid solicitation must be coordinated through the Procurement Department to Elaine Wilson, via email ONLY.

Your interest and participation in submitting a bid are appreciated.

Elaine M. Wilson

Procurement Director



BIBB COUNTY SCHOOL DISTRICT
TENTATIVE TIMELINE

RFI BID NUMBER:	20-21
PRE BID MEETING:	None
PRE BID LOCATION:	None
RFI QUESTION DEADLINE:	02/25/2020
RFI DUE DATE:	02/27/2020
LOCATION and TIME DUE:	Procurement Office 4580 Cavalier Dr. Macon, GA 31220



Ladies and Gentlemen:

The Bibb County School District is seeking information for a Parent Communication Platform. This is NOT A FORMAL BID, BUT A REQUEST FOR INFORMATION ONLY.

THE DISTRICT WOULD LIKE FOR YOU TO SUBMIT A BRIEF PROPOSAL INDICATING THE PROS OF YOUR SYSTEM.

THE CAPABILITY OF YOUR SYSTEM – How the system works and exactly what the system can do for the district.

We want to KNOW everything your system has the ability to do. If we need additional information we will try to communicate with the appropriate person.

If you have any questions concerning this request, please submit them in writing to Elaine M. Wilson, Elaine.wilson@bcsdk12.net. All communication, either before or after the bid opens, related to this bid solicitation must be coordinated through the Procurement Department to Elaine Wilson, via email ONLY.



A. Background

The Bibb County School District has over 22,000 students along with 38 sites, as well as 25 departments. We are currently seeking a qualified contractor to provide [a parent communication tool to be utilized across the district.](#)

B. Invitation

The procurement office, on behalf of the Bibb County School District, would like to extend a formal offer to all-qualified contractors according to the specifications indicated within this RFI. Please review carefully all sections of the RFI, along with the Closing Date and Time.

All questions pertaining to this RFI should be emailed to the Procurement Director, Elaine M. Wilson, Elaine.wilson@bcsdk12.net.

Please make sure you put the Bid Number (**RFI-20-21**) is in the subject. All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education webpage, under vendor registry (www.vendorregistry.com), under Bibb County School District.

C. Items For Review:

We are looking for a Parent Communication Tool: That can be a comprehensive tool that includes the ability to send messages, and a management system, if a behavior tracking system can be included, as well as a database for attendance management, volunteer sign up, etc.

All vendors responding to this request shall do so by sending in their packet to the district.

D. Specific Requirements

Please send all Information to The Procurement Department, Elaine Wilson, 4580 Cavalier Drive, Macon GA 31220.

Deadline for Submittal will be 02/27/2020

We only need ONE Original and One Copy. This is for Information on your system ONLY, we will reach out to you for the next steps after receiving and analyzing the information presented.

Elaine M. Wilson