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**Fayette County Public Schools Purchasing Department**

LaFayette Educational Center, 205 LaFayette Avenue, Building A, Fayetteville, GA 30214  
(770) 460-3535 ext. 1041

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Request for Information 23-013-096

## Reading Incentive Software

### Introduction

This request is for information (hereinafter RFI) only to assist Fayette County Public Schools (hereinafter the District or FCPS) in determining how best to fulfill a potential need for reading incentive software described herein.

Please be advised that this may be a two-step process. Should the District determine to proceed with a purchase based on the responses to this Request for Information (RFI), phase two will then be a solicitation to be handled in accordance with District purchasing policies and procedures.

### Instructions to Respondents

#### Designated Representative

1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the RFI process: Matthew Roberts, Purchasing Manager ([roberts.matthew@fcboe.org](mailto:roberts.matthew@fcboe.org))

#### Schedule of Events

RFI Released	Tuesday, December 6, 2022
Questions Due	Before 9:00 AM (ET), Monday, December 12, 2022
Addenda Issued	Week of December 12-16, 2022
Responses Due	Before 9:00 AM (ET), Wednesday, January 4, 2023

#### Respondent Registration

1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this RFI.
2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of future solicitation issuance, even if they choose not to submit a response.

#### Response Delivery

1. Responses should be sent to the FCPS Purchasing Department and must be received before the due date and time specified.
2. Responses may be submitted electronically, by mail, or hand-delivered to the LaFayette Educational Center, Building A, 205 LaFayette Avenue, Fayetteville, Georgia 30214, Attention: Purchasing Department.
3. No faxed or telephone responses will be accepted or considered.
4. Responses may be emailed to the designated representative if meeting the following guidelines:
  - 4.1. Emailed responses must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
  - 4.2. All response documents should be bound in one document. In an effort to reduce waste and allow for broader dissemination, the District recommends electronic documents be submitted including brochures, catalogs, etc.

## Scope, Questions, and Expectations

### Background and Project Overview

Fayette County Public Schools is comprised of 24 schools (14 elementary schools, 5 middle schools, and 5 high schools) located just south of Atlanta, Georgia. The current student population is between 19,000-20,000 students in grades pre-kindergarten through twelfth serviced by approximately 3,000 staff members.

Since 2009 the District has utilized Houghton Mifflin Harcourt's *Reading Counts* software to encourage and motivate independent reading in Kindergarten through 8th Grade. As Reading Counts comes to "end of life" by the company, the District is seeking potential alternatives. The District's goal is to increase independent reading participation across a broad and diverse range of students while also offering a wide variety of genre and format options to students.

### Expectations

1. Safe rostering capability.
2. Provides a structure for tracking independent reading options.
3. Provides teachers with an easy-to-use platform for managing student progress and participation.
4. Strengthens *intrinsic* motivation to read.
5. Offers capability of recognizing many reading genres and format options.
6. Is customizable for school or district inputs.

### Questions

1. Does your product sync with Classlink?
2. Does your product sync with Schoology?
3. Does your product have a limit to books within the platform, or is there capability to include any piece of text?
4. Which text complexity measure is used in your product? (Lexile, etc.)

## Evaluation of Responses

### Interviews and Presentations

1. Post-response interviews and presentations may be required, in person at the District's direction or desire.
2. Submission of a response does not guarantee an interview or presentation.
3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

## Required Forms and Submissions

### Required Respondent Submissions

1. Product Data: Please provide the District with all product data that pertains to RFI scope, this includes but is not limited to;
  - 1.1. Product Data Sheet
  - 1.2. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
  - 1.3. Preparation, maintenance, and installation instructions and recommendations;
  - 1.4. Storage, handling requirements, and recommendations.
  - 1.5. Warranties: Include any and all manufacturer's warranties for each item.

**Respondent Information Form**

1. Respondent must complete a Respondent Information Form attached hereto and available online at the Purchasing Department website.
2. This form must be placed on top, or as the first page of your response.

**Comments**

1. Please provide your evaluative comments on the project description and requirements outlined in this document.
2. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this contemplated project.
3. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future.