

	REQUEST FOR QUOTATION 27-008Q Information Technology Department Comparative Analysis and Future- Ready Recommendations	Quotations are to be submitted by: October 20, 2026 at 2:30 pm Arizona Time Submit Proposal through Bonfire.
THIS IS NOT A PURCHASE ORDER This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award. The School District Procurement Rules are made a part of this document as if fully set forth herein. The School District Procurement Rules are available for review at the Purchasing Department. The quotation shall be awarded to the highest responsive and responsible response. Quotations must be submitted to the District no later than October 20, 2026. Bidders shall specify if their offer utilizes an authorized cooperative purchasing agreement, providing the specific cooperative entity and agreement number where applicable. The overall value for any awarded contract shall not surpass the maximum threshold established for formal written quotations, capped at \$100,000.00. <i>Please submit all questions regarding this solicitation via Bonfire: https://pvschools.bonfirehub.com/portal</i>		

The Paradise Valley Unified School District is requesting written proposals for the following project:
Performing a collaborative operational assessment of the District's IT department.

THIS SECTION MUST BE COMPLETED BY VENDOR				
Payment Terms/Discount for Early Payment:				
Company Name:			Date:	
Address:		City:	State:	Zip Code:
Phone Number:	Fax Number:	Authorized Signature:	Printed Name:	
Contact Name:		Contact Email Address		

INSTRUCTIONS, STANDARD TERMS, AND CONDITIONS

1. **SUBMISSION:** Quotations shall be signed where applicable and received as designated on the cover page of this document.
2. **OPENING:** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **SCHOOL DISTRICT PROCUREMENT RULES:** The School District Procurement Rules are made as a part of this document as if fully set forth herein. These procurement rules are available for review at the Purchasing Department.
4. **QUOTE MODIFICATION:** The District will not be responsible for vendors adjusting their quote based on oral instructions by any member of the District staff or by contracted consultants or agents. This Request for Quotation will be modified by issuance of an amendment by the Purchasing Department.
5. **ERASURES:** Erasures, interlineations or other modifications must be initialized by the individual signing the Request for Quotation.
6. **QUOTE REJECTION:** The District reserves the right to reject any, or all, quotes, combinations of items, or lot, and to waive defects or informalities.
7. **CONTRACT TYPE:** The District is seeking a contract using a fixed firm cost.
8. **TERM OF CONTRACT:** The term of any resultant contract shall commence upon award and continue until completion of the project and acceptance of all required deliverables by the District, but shall not exceed one (1) year, unless otherwise extended by mutual written agreement of the parties or terminated or canceled as otherwise provided herein.
9. **CONTRACT EXTENSION:** Paradise Valley Unified School District reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date. In addition, by mutual written agreement, any resultant contract may be extended for a supplemental period up to a maximum of thirty-six (36) months in twelve (12) month increments.
10. **QUOTE REJECTIONS:** The District reserves the right to reject any, or all, quotes, combinations of items, or lot, and to waive defects or informalities.
11. **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended, or withdrawn after the specific date and time for receiving quotations. Negligence by the Vendor in preparing the Quotation confers no right for the withdrawal of the Quotation after it has been opened.
12. **QUANTITIES:** Estimated quantities mentioned in this Request for Quotation serve solely as a general guide to the District's requirements. The District maintains the right to adjust purchasing volumes upward or downward as needed, and these figures do not constitute a binding purchasing obligation.
13. **EVALUATION AND AWARD:** This contract will be evaluated and awarded based on the criteria below:
 - Firm Qualifications and Relevant Experience
 - Method of Approach, Deliverables & Workplan
 - Cost Proposal
14. **LICENSES:** Contractor shall maintain in status all federal, state, and local licenses and permits required by the operation of the business conducted by the contractor.

15. **DAMAGES:** The successful contractor shall be liable for all damage caused by him or his employees to the District premises. The Bidder shall hold and save the District free and harmless from liability of any nature or kind arising from any use, trespass, or damage occasioned by his operations on premises or third persons.
16. **SPILLAGE:** Contractor will be responsible for the clean-up of contamination or spillage resulting from the delivery and unloading.
17. **CONTRACT CANCELLATION:** This contract is subject to cancellation pursuant to A.R.S. 38-511. The District reserves the right to immediately cancel the whole or any part of this contract due to failure of the vendor to carry out any material obligation, term, or condition of the contract. The District shall issue a written notice of default effective at once and not deferred by any interval of time. Note: A.R.S. 38-511 is available for review from the Purchasing Department.
18. **INSURANCE:** Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District. The Certificate of Insurance shall name **Paradise Valley Unified School District** as an **Additional Insured**.

The Contractor shall maintain the following insurance:

- Offeror will be required to provide proof of and maintain Comprehensive General Liability Insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5000. All insurance companies utilized shall be licensed to operate in the State of Arizona and insurance policies must provide that coverage and shall not be cancelled without thirty (30) days written notice to the Offeror and District.
- Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.
- Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

The District reserves the right to terminate any contract if the Contractor fails to maintain such coverage.

19. **REFERENCES:** Each firm's offer can include a minimum of three (3) references for similar services provided to school districts and other public entities in Arizona, including contact names, addresses, and telephone numbers. Do not use the Paradise Valley Unified School District as a reference.
20. **TERRORISM COUNTRY DIVESTMENTS:** Per ARS § 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

21. **CLARIFICATION:** Clarification means communication with Bidder for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the Quotation. It is achieved by explanation or substantiation, either in response to an inquiry from the District or as initiated by Bidder. Clarification does not give Bidder an opportunity to revise or modify its Bid, except to the extent that correction of apparent clerical mistakes results in a revision.
22. **E-VERIFY REQUIREMENT:** The Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with ARS §23-214, Subsection A. (That subsection reads: After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)
23. **PERSONNEL IDENTIFICATION AND SITE CHECK-IN:**
All Contractor personnel, including employees, consultants, subcontractors, and other authorized representatives, shall check in at the front office upon arrival at each District site and comply with all applicable District site access and visitor procedures.
24. **SUBCONTRACTORS:** All subcontractors shall be listed and at least three references for which work has been completed within the last two years shall be included with the response.
25. **QUESTIONS:** All questions regarding this solicitation should be submitted by October 15, 2026, through the Bonfire portal.

SCOPE OF WORK

1. Purpose

The Paradise Valley Unified School District (District) is seeking a qualified partner to conduct a collaborative assessment to determine how the District's Information Technology (IT) Department compares with generally comparable districts in terms of organization, structure, services, complexity, resource allocation, and staffing. Based on the findings of that comparative analysis and in collaboration with our IT team – the partner will make recommendations for changes that enhance the department's ability to effectively support the district's needs and strategic direction. The District is seeking an objective, evidence-based assessment that considers both external benchmarks and the District's unique operating environment and results in practical, actionable recommendations and benchmarking.

2. Background

The District is one of the largest employers in the north valley with approximately 3,378 employees. The current student population is approximately 25,000. The District is comprised of forty-eight sites which include five high schools, six middle schools, 26 elementary schools, one K-8 school, two alternative schools, one comprehensive online school, and seven administrative support sites. The District covers approximately 98-square miles of northeast Phoenix and north Scottsdale in an area bounded by Jomax Road (north), Northern Avenue (south), Pima Road (east), and 7th Avenue (west).

3. Scope of Work

Guiding Questions

- How does the District's IT Department compare with generally comparable peer districts in organization, structure, staffing, services, complexity, resource allocation, and service-delivery model?
- What organizational structure, staffing, capabilities, resources, and service-delivery model should the District's IT Department have in the future to effectively, efficiently, and sustainably support the District's operational needs and strategic direction?

Scope / Approach

The selected partner will work collaboratively with IT and district leadership to examine key operational areas and establish comparative benchmarks:

- **Peer District Selection & Alignment:** Collaborate with the District to establish appropriate peer group criteria (e.g., enrollment, sites, footprint, complexity; considering potential peers such as Scottsdale USD, Gilbert PS, Mesa PS, Chandler USD, Deer Valley USD, Vail USD, Peoria USD). The District will approve the final peer group before benchmarking begins.
- **Areas of Examination:**
 - Organizational structure, spans of control, and centralization/decentralization of IT functions.
 - Staffing levels and ratios using consistent workload metrics (students, employees, schools/sites, devices, applications).
 - Functional coverage across central IT and site-based support, including Help Desk, endpoint support, infrastructure/networking, cybersecurity, SIS, business applications, data/analytics, telecommunications, instructional tech, ed tech privacy, and procurement.

- Operational complexity, technology environment, and service delivery model.
- Resource allocation, expenditures, and internal staffing vs. contracted/outsourced services.
- Governance, prioritization, planning processes, and emerging technology needs (AI, cloud, data integration, automation).

Expected Deliverables

- **Current-State Assessment:** A concise assessment of PVUSD's current IT organizational structure, staffing, service-delivery model, responsibilities, resources, strengths, challenges, and workload drivers.
- **Comparable District Benchmarking:** Comparison of PVUSD with the agreed peer group across organizational structures, staffing levels/ratios, services, and resource allocation, highlighting material differences and operational context.
- **Findings and Opportunities:** Identification of key findings, gaps, redundancies, operational opportunities, and material differences from peer organizations.
- **Future-State Recommendations:** Clear recommendations for future organizational structure, staffing, roles, service-delivery models, and capabilities needed to support PVUSD's long-term strategic direction.
- **Prioritized Implementation Plan:** Actionable recommendations prioritized by implementation horizon (e.g., immediate, 1–2 years, 3–5 years), including estimated costs/savings, staffing implications, and dependencies.
- **Final Report and Presentation:** Written final report, executive summary, supporting benchmark data, recommended organizational structure, and presentation of findings to District leadership and/or Governing Board.

Vendor Response & Requirements

Please provide:

- Proposed approach and detailed methodology.
- Timeline, phased milestones, and anticipated level of effort.
- Project team profiles and relevant organizational experience.
- Examples of comparable school district IT organizational assessments.
- Total project cost and itemized expenses.
- **Distinction of Findings vs. Recommendations:** Recommendations must not rely solely on peer staffing ratios. The partner will consider PVUSD's unique operating environment, service expectations, and workload. The final report must clearly distinguish between benchmarking findings and professional judgment recommendations.

Vendor Independence & Conflict Disclosure: Disclose any partnerships, reseller relationships, referral arrangements, or financial interests with technology vendors or service providers related to potential recommendations.

SUBMITTAL CHECKLIST FOR QUOTATIONS

To be deemed responsive, vendors are required to upload all specified documentation via the Bonfire portal alongside their submission.

Submittal Requirements

- **Letter of Intent:** Signed letter declaring organizational interest along with a summary of professional credentials.
- **Firm Background:** Overview of corporate history, highlighting years of experience performing comparative operational assessments.
- **Proposed Approach & Methodology:** Detailed execution strategy for completing the evaluation detailed in the Scope of Work.
- **Team Qualifications:** Relevant background, organizational experience, and credentials of key staff assigned to the engagement.
- **Total Cost Proposal:** A comprehensive, itemized pricing breakdown covering all required services to deliver the scope of work. All fees must remain firm and fixed for the project tenure, inclusive of labor, professional fees, travel, administrative expenses, and materials. Supplementary fees will not be permitted without advance written authorization from the District.
- **Certificate of Insurance:** A Certificate of Insurance listing the Paradise Valley Unified School District as an Additional Insured must be provided by the awarded firm within ten (10) calendar days.
- **Acknowledgement page:** Firm shall complete and return the Acknowledgement page. By signing this page, the vendor agrees to hold all pricing for one year from the date of award.
- **Miscellaneous:** Offerors may provide any additional information that will improve the overall quote as well as further describe the capabilities of their company.

PRICING SECTION

Company Name _____

ACKNOWLEDGEMENT

The firm signing on the form below agrees to hold all pricing for a period of one (1) year.

Name of Firm: _____

Authorized Signer: _____

Print Name: _____

Title: _____

Date: _____

Email address: _____

REFERENCES

Offeror shall list below a minimum of three (3) references for jobs that are similar in scope and size to this requirement.

Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Scope of
Work: _____

Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Scope of
Work: _____

Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Scope of
Work: _____

Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Scope of
Work: _____

CERTIFICATE OF INSURANCE

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DISTRICT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

NAME AND ADDRESS OF INSURANCE AGENCY:		COMPAN Y LETTER	COMPANIES AFFORDING COVERAGE:		
		A			
		B			
NAME AND ADDRESS OF INSURED:		C			
		D			
LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPAN Y LETTER	TYPE OF INSURANCE	POLICY NUMBE R	DATE POLICY EXPIRE S
BODILY INJURY: PER PERSON EACH OCCURRENCE PROPERTY DAMAGE OR BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$1,000,00 0.00 \$2,000,00 0.00 \$1,000,00 0.00 _____ _____ \$1,000,00 0.00		COMPREHENSIVE GENERAL LIABILITY FORM PREMISES OPERATIONS CONTRACTUAL INDEPENDENT CONTRACTORS PRODUCTS/COMPLETED OPERATIONS HAZARD PERSONAL INJURY BROAD FORM PROPERTY DAMAGE EXPLOSION & COLLAPSE (IF APPLICABLE) UNDERGROUND HAZARD (IF APPLICABLE)		
SAME AS ABOVE			COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)		
NECESSARY IF UNDERLYING IS NOT ABOVE MINIMUM			UMBRELLA LIABILITY		
STATUTORY EACH ACCIDENT	\$ 100,000.0 0		WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY		
			OTHER		

THE PARADISE VALLEY UNIFIED SCHOOL DISTRICT IS ADDED AS IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED OR ADDITIONAL INSURED AS REQUIRED BY STATUTE, CONTRACT, MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE

PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED DISTRICT WITHOUT THIRTY (30)
DAYS WRITTEN NOTICE TO THE DISTRICT.
THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL THIS CERTIFICATE IS NOT
VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED
BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE.
REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER:

DATE
ISSUED _____

AUTHORIZED REPRESENTATIVE

VENDOR CONTACT FORM

COMPANY NAME: _____

PURCHASE ORDERS:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Orders to: _____

Paradise Valley Unified School District purchase order terms, conditions and instructions can be found at <http://www.pvschools.net/domain/77>

REMIT ADDRESS:

☐ Same as above

Remit Name: _____

Address: _____

City: _____ State: _____ Zip: _____

CONTACT INFORMATION:

	Phone	Email
Customer Service		
Accounts Receivable		
Other: _____		
Other: _____		

TAX IDENTIFICATION FORM: Offerors shall submit a completed, current IRS Form W-9 (Request for Taxpayer Identification Number and Certification) with their proposal.

EXHIBIT A

BONFIRE SUBMISSION INSTRUCTIONS

Paradise Valley Unified School District utilizes an online public portal known as BONFIRE to accept electronic copies of bids.

Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission or visit the help forum at <https://bonfirehub.zendesk.com/hc>.

Please follow these instructions to submit via the BONFIRE public portal.

1. Prepare your submission materials:

<i>Requested Information/Document</i>	<i>File Type/Format</i>	<i>Maximum # Files</i>
Proposal	PDF (.pdf)	1

- Note the type and number of files allowed. The maximum upload file size is 100 MB.
- **Do not embed** any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at: <https://pvschools.bonfirehub.com/portal>

- Your submission must be uploaded, submitted, and finalized prior to the Closing Time of:

October 20, 2026 AT 2:30 P.M. ARIZONA TIME

- We strongly recommend that you give yourself sufficient time and at least **ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

- Each item of Requested Information/Document will only be visible after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.