



**Request for Proposals:  
Mobile Device Management**

**Proposals Due/Public Opening:** 11am ET, Thursday, September 4, 2025

**Key Contact:** Kelly Taylor; [ktaylor@ciesc.org](mailto:ktaylor@ciesc.org)

# REQUEST FOR PROPOSALS

On behalf of the CIESC, The Central Indiana Education Service Center is formally requesting proposals for “Mobile Device Management.” Awarded contract would be effective upon execution, through August 30, 2030.

Each participating Supplier that accepts this RFP is to respond to all required items as directed and submit an electronic proposal via the CIESC site at: <https://ciesc.cooppurchase.com>. Suppliers may register by visiting <https://ciesc.cooppurchase.com> and then selecting “Vendor Registration.” **ALL PROPOSALS MUST BE SUBMITTED ONLINE** by 11am ET on Thursday, September 4, 2025, when proposals will be publicly opened at the CIESC office, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time.

**Proposals must be accompanied by the following items delivered via regular mail:**

- **Original Notarized Non-Collusion Affidavit**
- **Original Bid Signature Page**

Please send these documents in a clearly marked, sealed envelope to:

CIESC  
Attention: Kelly Taylor; Mobile Device Management RFP  
3500 DePauw Blvd, Suite 2020  
Indianapolis, IN 46268

If there are any questions concerning this request for proposals, please contact Kelly Taylor at [ktaylor@ciesc.org](mailto:ktaylor@ciesc.org) or at 317-313-5224.

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*CIESC is an equal opportunity employer.*

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# CALENDAR OF PROCESS

*Please note that all dates are subject to change*

Activity:

**Issue RFP:** Monday, July 21, 2025

**Notice on Intent to bid:** Friday, August 8, 2025

**Pre-proposal Conference (online):** Wednesday, August 13, 2025, at 12pm ET

**Deadline for questions via email:** Monday, August 18, 2025

**Response to written questions:** Thursday, August 21, 2025

**Proposal due date:** Thursday, September 4, 2025, at 11am ET

**Evaluation:** Thursday, September 4-Friday, October 3, 2025

**Award:** Friday, October 10, 2025

**NOTICE OF INTENT TO BID:** Vendors interested in submitting a proposal should provide written intent to bid (emailed to Kelly Taylor; ktaylor@ciesc.org) by **Friday, August 8, 2025**. Please include the following information:

- Vendor's legal name
- Name, title, email and phone number of primary contact person
- Brief statement of intent to submit a proposal

**PRE-PROPOSAL CONFERENCE:** A Zoom meeting will be held on Wednesday, August 13, 2025, at 12pm ET. A meeting link will be sent one day prior to the pre-proposal conference to primary contact of vendors that provide notice of intent to bid.

## **SCOPE OF SOLICITATION:**

**INTRODUCTION:** The Central Indiana Educational Service Center (CIESC), a recognized leader in educational and public sector services, is issuing this Request for Proposals (RFP) as the Lead Public Agency (LPA). This national solicitation is being conducted in partnership with Edge Public, a cooperative Group Purchasing Organization (GPO) focused on enabling public sector innovation through cooperative contracts.

**BACKGROUND:** Cell phone use among students has become a significant distraction in schools, affecting academic performance, classroom engagement, and social interaction. While outright confiscation presents logistical, ethical, and legal challenges, allowing students to retain possession of their devices—while preventing their use—strikes a needed balance between control and autonomy.

**PURPOSE OF SOLICITATION:** This solicitation aims to establish a cooperative purchasing contract that offers participating entities across the United States streamlined access to high-quality products and services at competitive prices, enhancing overall operational efficiency.

Qualified and capable suppliers are invited to submit proposals to provide a solution that prevents students from accessing or using their personal cell phones during the school day, while allowing them to retain physical possession of their devices. The goal is to minimize classroom distractions, improve academic focus, and enhance overall school safety.

### **ABOUT CIESC:**

The Central Indiana Educational Service Center (CIESC) is a nonprofit organization that supports schools and educators across Central Indiana with innovative, cost-effective services. Its mission is to enhance student learning, improve school operations, and provide professional development for educators.

CIESC works with public, private, and charter schools to offer a variety of programs, including:

- **Professional learning and training**
- **Technology integration and support**
- **Student programs and virtual learning** through Indiana Online Academy
- **Administrative services**, such as cooperative purchasing, transportation, and media solutions

By promoting collaboration and sharing resources, CIESC helps schools reduce costs, operate more efficiently, and deliver high-quality education. Its commitment to innovation and excellence ensures that educators and students are equipped to succeed in today's dynamic learning environment.

### **ABOUT EDGE PUBLIC:**

Edge Public is a group purchasing organization dedicated to enhancing value and resources for state and local governments, higher education institutions, K-12 educational organizations, and non-profit entities. Edge Public delivers shared services and supply chain optimization solutions. This support aids procurement operations across public and private sectors. Through corporate pricing structures and supplier sales commitments, Edge Public extends marketing, sales and administrative support to promote supplier products and services to non-profit entities on a national scale. This targeted engagement allows Public Agencies to access competitive pricing driven by collective spending power and the convenience of pre-competited, publicly advertised contracts

Suppliers benefit from this arrangement by entering into a contract that permits entities to procure goods and services directly without the need for additional competitive solicitations. Participating suppliers must comply with all obligations as specified in Edge Public's contractual documents.

Edge Public is a wholly owned subsidiary of Buyers Edge Platform (BEP) portfolio of companies. BEP is the largest and most experienced procurement and data organization in the private sector globally. Leveraging BEP's expansive economies of scale, Edge Public provides participants with access to competitively solicited and publicly awarded cooperative agreements. This program is grounded in the lead agency contracting model, ensuring a transparent, efficient, and publicly vetted procurement process that meets most all regulatory requirements nationally.

**NATIONAL CONTRACT:** The Central Indiana Educational Service Center (CIESC), serving as the Lead Public Agency, has partnered with Edge Public to offer the resulting contract, hereinafter referred to as the "Master Agreement," to K-12 educational entities nationwide through Edge Public's cooperative purchasing program.

Given this is an emerging market within K12 schools across the country, it is difficult to quantify the size of this opportunity. CIESC does anticipate considerable volume to go through awarded contracts as more schools seek solutions to prevent students from using their cell phones during school hours. While no minimum purchase volume is guaranteed, the estimated annual procurement volume for offerings and related services through Edge Public's program is expected to exceed that volume driven by the national scope and the extensive network of schools and districts. Suppliers are expected to provide volume pricing in their proposal.

**USE OF RESULTING CONTRACT(S):** Contracts that are a result of this solicitation will be available to the following eligible entities without additional competitive bidding:

- K12 and higher education entities
- Federal and State Government entities
- Political Subdivisions in Indiana
- Nonprofit Organizations
- Education Service Cooperatives
- Public and Private Charter Schools

**CONTRACT OBJECTIVES:**

- Provide a comprehensive, competitively solicited agreement(s) that allows participating entities to purchase desired products and services, at lower prices and with better value than what they would ordinarily receive.
- Achieve cost savings for participating agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals.

**EXCLUSIVITY:** CIESC anticipates considerable activity resulting from this RFP award(s), however no commitment of any kind is made concerning actual quantities to be acquired. CIESC does not guarantee usage as usage depends on the actual needs of the participating agencies. Success is based on the marketing efforts of all parties.

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the purchaser. The agencies reserve the right to obtain similar goods and services from another source.

**CONTRACT DURATION:** Awarded contract(s) will be for five (5) years with the option to renew for two (2) additional years. The initial contract term will commence upon the execution of the contract.

**CONTRACT RENEWAL:** With mutual agreement of the successful Suppliers, CIESC reserves the right to renew the prices and terms of the contract resulting from this procurement without additional competitive bidding for a two-year renewal. Such renewals would allow for the continuation of services and/or the extension of products and services to other locations or programs. Such renewals may be made so as CIESC and the successful Suppliers(s) agree to the renewal.

**ANTICIPATED AWARD:** To cover the different regions that will be participating in this contract it is anticipated that CIESC may have to make multiple awards to different Suppliers. All awards are subject to the approval of The Governing Board of the Central Indiana Educational Service Center. The successful Suppliers(s) will be notified of award via a Letter of Award from the CIESC Governing Board.

**MARKETING, SALES, AND ADMINISTRATIVE SUPPORT:**

During the term of the Master Agreement, Edge Public will provide marketing, sales, partnership development, and administrative support to promote the Supplier's products and services to Participating Lead Public Agency and participating agencies. These efforts will be conducted through various national marketing channels.

**DEDICATED SUPPORT:**

Edge Public will assign a marketing professional as the Supplier's main point of contact, responsible for managing the relationship and developing a strategy to promote the Master Agreement. This director will facilitate connections with key Edge Public teams, including Sales, Marketing, Contracting, Training, and Operations & Support.

**MARKETING INITIATIVES:**

Edge Public's marketing team will collaborate with the Supplier to promote the Master Agreement through (not all inclusive):

- Marketing materials (print, electronic, email, presentations)
- Website promotions
- Trade shows, conferences, and meetings
- Advertising campaigns
- Social media outreach

**SALES SUPPORT:**

The Edge Public sales team will work with the Supplier to drive engagement with existing and prospective Public Agencies through:

- Individual and joint sales calls
- Customer service and communication initiatives
- Training sessions for Public Agencies and Supplier teams

**CONTRACTING AND COMPLIANCE SUPPORT:**

The contracting team will assist the Supplier by:

- Providing expertise in joint powers authority and cooperative purchasing regulations
- Conducting training sessions for Public Agencies and Supplier teams
- Performing regular business reviews to track program success
- Managing general contract administration

## **RFP PROCESS:**

### **PROPOSAL GUIDELINES:**

1. CIESC will consider proposals from organizations to meet the minimum qualifications as outlined in the RFP.
2. The organization signing and submitting the proposal must be authorized by and capable of binding the supplier(s) represented. The Suppliers shall be fully and ultimately responsible for the provision of all products and services per the requirements of the RFP.
3. The Suppliers shall be the sole point of contact for all questions, problems, and warranty issues that may result from this proposal. The failure of Suppliers to act in no way relieves the full responsibility of the respondent for all requirements under this RFP.
4. Proposal shall remain firm from the opening of this proposal through the completion of an awarded contract, unless otherwise specified.

**QUESTIONS:** Questions regarding this RFP shall be submitted IN WRITING via e-mail or through the CIESC bid software no less than the date and time specified in the RFP. Only answers issued in writing from CIESC will be considered official and valid.

**ADDENDA:** All addenda issued by CIESC shall become a part of the specifications and will be made part of the contract. Addenda will be posted in CIESC's Procurement Portal. No addenda will be issued later than five (5) days prior to the date and time for receipt of RFPs, except an addendum withdrawing the request for RFPs or one that includes postponement of the date of receipt of RFPs. Each Supplier shall ascertain prior to submitting an RFP that it has received all addenda issued, and the Supplier shall acknowledge their receipt in its RFP.

**ACCEPTANCE OF RFP TERMS:** A proposal submitted in response to the RFP shall constitute a legal commitment to CIESC. Acknowledgement of this condition shall be indicated by the autographic signature of the organization legally authorized to execute contractual obligations. It is assumed by the organization's response that it acknowledges all terms and conditions of this invitation for an offer. Organizations shall clearly identify any variations between its proposal and the CIESC RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

**PUBLIC OPENING:** Proposals will be publicly opened at the CIESC office at 11am local time on Thursday, August 21, 2025, but, pursuant to Indiana law, the contents of competing proposals will not be made available at that time. The name of proposing organizations will be read.

**EVALUATION:** Proposals will be evaluated based upon the following selection criteria:

<b>CRITERIA</b>	<b>EVALUATION WEIGHT</b>
Agreement to Meet Minimum Requirements	Pass/Fail
Proposal Forms Completed	Pass/Fail
Qualifications and Experience	15
Capabilities	30
Value-Added Features	5
Solution/Pricing Structure	50
<b>TOTAL</b>	<b>100</b>

Please note that the worksheet should be completed by suppliers as part of their proposal. Information from the worksheet will be used to compare prices and discounts from suppliers, but suppliers will be expected to offer their full line of products to participating entities if awarded a contract from this RFP.

**REVIEW AND AWARD PROCESS:** In order to allow CIESC the opportunity to evaluate each proposal thoroughly, CIESC requires that any response to this solicitation be valid and irrevocable for sixty (60) days after official opening date and time.

CIESC reserves the right to reject any or all proposals, to clarify items in a proposal, and to waive errors or corrections in a proposal. CIESC reserves the right to reject the proposal of any respondent who has previously failed to perform similar contracts with school districts and/or other eligible entities satisfactorily. All evaluation determinations will be made solely by the CIESC evaluation team and will be final and conclusive. The winning proposal(s) will be recommended to the Governing Board of the Central Indiana Educational Service Center for final approval.

**UNRESPONSIVE SUPPLIERS:** Proposals from unresponsive Suppliers will not be accepted. Suppliers having a history of inconsistent service and unreliability will not be considered by the CIESC to be a responsible proposer.

**OPEN AND FREE COMPETITION:** All CIESC procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 7, *Code of Federal Regulations* (7 CFR) sections 3016 and 3019.

**PROTEST PROCEDURES:** Offeror's whose proposal has been timely filed and who is aggrieved by the award of a contract to another offeror may appeal the decision by filing a written notice of appeal. The notice must be filed within ten (10) business days of the date of award of the contract, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all the issues being contested by reference to the page, and section of the solicitation document and/or award of contract. An appeal will be heard by the designated CIESC members unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit. The burden of proof lies with the petitioner. The evidence presented must specifically address and be limited to one or more of the following:

1. Violation of State or Federal law.
2. Irregularities creating fundamental unfairness; or
3. Arbitrary or capricious award.

CIESC will provide a written response within ten (10) business days after hearing the appeal and shall be the final decision on the matter.

**PIGGYBACK PROCUREMENT & GROWTH:** CIESC authorizes all current and new member districts as well as all entities listed above to buy under these same terms and prices set forth in this contract without additional competitive bidding.

**PRODUCT AND SERVICE ADDITIONS:** New products and/or services that are within the scope of this RFP may be added to the awarded contract at any time during the contract term by written amendment.

**INCURRING COSTS:** CIESC is not liable for any cost incurred by offerors prior to the issuance of a procurement document.

**NEGOTIATIONS:** CIESC may conduct exclusive or concurrent negotiations with Offerors deemed reasonably susceptible for award. Proposal details, including pricing, will remain confidential. Negotiations do not constitute a contract award or confer on any property rights. If negotiations do not progress, CIESC may terminate discussions and negotiate with the next most qualified Offeror(s). CIESC may conduct interviews as part of the evaluation process but is not required to do so. Interview costs will not be reimbursed.

## **SCOPE OF PRODUCTS AND SERVICES:**

Proposals may be submitted for solutions that prevent students from using their cell phone during school hours but allow students to keep their cell phones physically with them.

Key Components of Solutions:

- 1) **Hardware/Software:** Product that prevents phone use
- 2) **Access Control:** Mechanisms for unlocking/using phones in authorized situations
  - a) Ensure rapid access to phones during emergencies if needed
- 3) **Student and Staff Usability:** Intuitive, quick to implement and require minimal training
- 4) **Security:** Ensure student data and device privacy are not compromised
- 5) **Implementation/Deployment Support:** Policy development, deployment plans, and technical support
- 6) **Training/Professional Development:** Sessions for staff, administrators, parents, students
- 7) **Compliance:** Comply with all relevant student privacy and technology use regulations

## **SUPPLIER REQUIREMENTS:**

**EXPECTATIONS OF SUPPLIERS:**

1. **Industry Knowledge:** Suppliers should have knowledge of all applicable industry standards, laws, and regulations and have the ability to distribute products and services to participating entities.
2. **Field Staff:** Provide staff that are knowledgeable and readily available to assist schools to make necessary decisions about items.
3. **Code Compliance:** Comply with OSHA, ADA, local and state health codes
4. **Audits:** Provide the capability for certified public accountants to audit the qualified GPO/Distributor on behalf of CIESC once contracts are issued.
5. **Records:** Retain all books, records, and other documents relative to the contract agreement for five (5) years after final payment, or until audited, whichever is sooner. The CIESC authorized agents, State Agency, and/or auditors shall have full access to and the right to examine any of said materials during said period.
6. **Insurance:** Awarded suppliers must maintain the following:
  - a. General Liability (\$1M per occurrence/\$2M aggregate)
  - b. Workers' Compensation (per statutory requirements)
  - c. Automobile Liability (\$1M per occurrence)
  - d. Professional Liability (\$1M per claim)

**CONTRACT PRICING:**

1. The Suppliers will be required to hold all proposed discounts firm during the first term of the contract.
  - a. Price increases require a 90-day notice with supporting documentation and mutual acceptance.

- b. Price decreases must be implemented as soon as available.
2. Suppliers agree that the cost for any item/service purchased through this contract will be uniform for all qualified participating entities.
3. Special discounts may be offered for large volume purchases.
4. Prices will not include Federal Excise Tax, Transportation Tax, or State Sales Tax as these taxes do not apply to purchases by the participating school districts.
5. Suppliers must clearly identify any costs that are NOT included in their proposed product/service pricing.

**ORDERS AND PAYMENT:** Each participating entity shall issue its own orders detailing specific options and delivery/installation instructions. Participating entities shall be responsible for making payments directly to the Supplier for all products ordered. All orders from participating entities will be sent directly to the Suppliers. Purchase orders may be transmitted by mail, fax, email, verbally or through an e-procurement software program.

**SUPPLIER REPORTS:** In addition to any reporting required by Edge Public, a quarterly report of the total gross dollar volume of all products and services purchased by the CIESC contract participants as it applies to this RFP will be provided and separated by school or entity with the combined report being sent to the CIESC and Edge Public. Other sales reports may be requested throughout the duration of the contract. Monthly price reports will be required to indicate price fluctuations for items not being held for the duration of the contract.

**ADMINISTRATIVE FEE:** The "Administrative Fee" is payment owed by the Supplier to Edge Public, calculated as one and three-quarters percent (1.75%) of the total purchase amount paid to the Supplier, excluding refunds and returns. This fee applies to all sales of products and/or services made to participating entities under the Master Agreement (including any amendments or renewals). The parties may agree, in writing, to a lower administrative fee for a specific participating Lead Public Agency's contract sales. At their discretion, suppliers may opt to pay additional fees to Edge Public or a third party for enhanced support or access to Edge Public's technology platform.

## **ITEMS INCLUDED IN SUPPLIER'S PROPOSAL:**

**ANSWERS TO QUESTIONS:** Suppliers shall provide answers to the following questions in the CIESC Procurement Portal:

### **QUALIFICATIONS & EXPERIENCE**

1. The name, address, phone number, and email address for the authorized agent submitting the proposal.
2. Description of company including:
  - a. Company size/history
  - b. US Market Share for solutions related to this solicitation
  - c. Scope of clients serviced
  - d. Annual dollar amount of current contracts negotiated
  - e. Industry longevity related to scope of this solicitation
  - f. Headquarters' physical address
3. Please provide information demonstrating your organization's capacity to provide products/services to all participating entities in the United States including the following:
  - a. Sales Team
  - b. Distribution System
  - c. Customer Service Team

- d. Number and location of support/distribution centers in USA
- e. Any areas in the United States where your organization's products/services **cannot** be offered
4. Please provide information regarding required licenses and certifications held by your organization.
5. Provide information supporting your organization's reputation in the marketplace including product and service offerings.
6. Provide an overview of your organization's current financial health.
7. Provide as much information as possible to demonstrate your organization's experience and expertise.
8. Please list any state, GSA, or cooperative purchasing contract your organization holds as well as its current expiration date.
9. What differentiates you from your competitors in the K12 school market?
10. Please list at least 3 school districts that can be contacted as references (Please ensure at least one is in Indiana). In addition to your 3 references, LPA will also research your performance ratings on a third-party platform, Procurated (<https://home.procurated.com/>), that collects public sector reviews of suppliers. Your score will be considered in addition to the qualitative feedback provided by your references. If you are not yet listed on Procurated, we strongly encourage you to register on their site and to ask your past public sector customers to write reviews of their experiences in working with you.

## **CAPABILITIES**

1. Describe how participating entities will place orders for products and services with your organization, including the role of local dealers and/or distributors if applicable.
2. Explain your organization's shipping structure/pricing including if there is a minimum order amount.
3. Describe your organization's typical timeline including key steps from an order being placed by an entity to day one of implementation.
4. Describe your organization's customer service/problem resolution process, including hours of operation.
5. What is your organization's policy on product returns? Please include any fees associated with this process.
6. Describe the warranties offered by your organization including:
  - a. Products/parts covered
  - b. Length of warranty
  - c. Cost of warranty
  - d. Warranty repair lead time
7. Describe in detail your organization's method for tracking:
  - a. Orders
  - b. Deliveries
  - c. Invoices
8. Describe your organization's payment terms as well as the different types of payment your company accepts including but not limited to:
  - a. Purchase orders
  - b. Procurement card
  - c. Credit card/Debit card
9. Does your organization have any additional charges for customers for using different types of payment forms (i.e., credit card fees)?
10. Describe your organization's marketing strategy to promote this contract to eligible entities across the United States including:
  - a. How will your organization differentiate this contract from other contracts held with other cooperative purchasing agencies.
  - b. How your sales team will incorporate this contract as part of their sales process.

11. Describe your organization's ability to integrate with an e-procurement system for participating entities to utilize if they choose.
12. Describe how your organization will ensure participating entities receive contract pricing and that sales made through this contract will be reported to Edge Public as requested.

### **VALUE-ADDED FEATURES**

1. Please use this opportunity to describe any other features, advantages, and benefits of your organization that you feel will provide additional value to participating entities of this contract.

### **SOLUTION/PRICING STRUCTURE**

1. Please provide a detailed description of your proposed solution including:
  - a. Products included in solution
  - b. How your solution prevents students from accessing their device during school hours
  - c. How your solution allows for special circumstances where a device might need to be accessed by a student during school hours
  - d. How your solution addresses non-compliance or resistance to cell phone restriction policy
  - e. Role of teachers/administrative staff in managing your solution
2. Please describe your organization's approach to the following:
  - a. Policy development
  - b. Implementation program
  - c. Training
  - d. Data tracking
3. Please provide a case study or information from another school district's implementation of your solution that highlights what made the process successful.
4. Can your solution be customized to meet the specific needs of a school district?
5. Please provide information regarding your organization's pricing proposal including:
  - a. Standard cost of your proposed solution (Implementation, maintaining, training, shipping)
  - b. Proposed discounts on solution for participating entities of this contract
  - c. Items/services not included in your proposal
  - d. How the proposed discount/pricing structure compares to other cooperative purchasing contracts your organization currently holds
  - e. Additional volume discounts or rebate programs offered to participating entities of this contract
  - f. Additional products/services offered at additional cost
6. Is your proposed pricing structure equal to or lower than pricing your organization offers to individual entities or cooperatives with equal or lower volume?
7. Will this pricing structure be guaranteed for the term of the contract?
8. Describe how additional products and services will be added and priced to align with this contract.
9. Please identify any additional fees that are not included in your proposed pricing and how those fees are determined.
10. Please outline any shipping, delivery, and freight charges associated with delivery to participating entities.
11. Provide any additional information relevant to this section.

## **SUBMITTING PROPOSALS IN CIESC PROCUREMENT PORTAL:**

- The link to the secure procurement portal is: <https://ciesc.cooppurchase.com>. You will need to request a username and password by registering at the site if you do not already have one.
- All responses must be completed in the software program by the scheduled opening as the program will close at the scheduled opening time.
  - Only the Original Signed Proposal Signature Page and Original Signed Non-Collusion Affidavit must be sent to the CIESC as the rest of the information will be captured and stored in the software.
  - Please send these items to:

CIESC

Attn: Kelly Taylor-Mobile Device Management RFP

3500 DePauw Blvd. Suite 2020

Indianapolis, IN 46268

- Under the Documentation you will find the “RFP Document” that includes the details of the RFP. It is downloadable in a PDF.
- All forms that need to be completed are located here to download in a Word Document.
- By clicking on the blue “Response” button you will be taken to where you make your response and upload your information.
- Under the “Response” is where the bidder answers questions pertaining to the bid. It is also where any required forms are uploaded once completed. Please fill them out appropriately, convert them into a PDF document and upload. At the top of the page is a “Tip” with instructions on how to upload the documents. This box is required for the bid.
- The “Additional Documents” box is for uploading any additional documents that you may want to bring to our attention. It is not required but do submit it as an empty box if you do not have any comments so that you will be able to make your final submission.

### **Instructions to Complete Your Submission in CIESC Software:**

- As you complete the tasks in the “Response” area the boxes will change from yellow to green to indicate that that area is ready for submission.
- You can still make changes in an area up until you make the final submission.
- Just click on the blue “Make Changes” if you want to change anything in each category.
- Once the first three boxes are green you are ready to “Finalize Submission”.
- Click the blue “Download Submission” and a zip file with your complete bid will be downloaded for you to keep as your record.
- You can still make changes up to the bid opening by clicking on the blue “Make Changes” button. If you do, please resubmit your bid and redownload your submission.