



**AGENDA ACTION FORM**

**Consideration of a Resolution to Award the RFP for Customized Benchmark Assessment Program to Instructure, Inc., and Authorizing the Mayor to Sign All Applicable Documents**

To: Board of Mayor and Aldermen  
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-107-2024  
Work Session: April 15, 2024  
First Reading: N/A  
Final Adoption: April 16, 2024  
Staff Work By: Committee  
Presentation By: David Frye

**Recommendation:**

Approve the resolution.

**Executive Summary:**

The City of Kingsport for its Kingsport City Schools issued a request for proposals for a Customized Benchmark Assessment Program for Kingsport City Schools on February 24, 2024.

On March 20, 2024, the Procurement Manager accepted three proposals submitted by Ed Tech Soft, Inc., Instructure, Inc., and NCS Pearson, Inc., for consideration. A formal evaluation was performed on the proposals based on the criteria included in the RFP Specifications. Based on the evaluation results, the vendor that best meets the needs of the school system as specified is Instructure, Inc.

It is recommended that the Board of Education approve the award of the contract for a Customized Benchmark Assessment program for Kingsport City Schools to Instructure, Inc., for the not to exceed contract amount of \$94,971.00.

Funding is budgeted in FY25 Evaluation and Testing GP account 141-7250-773.03-22.

The Board of Education approved this award on April 9, 2024.

**Attachments:**

- Resolution
- Bid Tab
- RFP Response

	Y	N	O
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—