



POUDRE SCHOOL DISTRICT R-1

REQUEST FOR PROPOSAL

PROGRAM REFRESH FOR ENDPOINT DEVICES

RFP# 19-680-006

PROPOSAL SCHEDULE

RFP Issued to BidNet	March 21, 2019
Service Provider Questions due	April 1, 2019 – 2:00 p.m. MST
Q&A/Addendum Issued (Tentative)	April 4, 2019
RFP Opening Date	April 22, 2019 – 2:00 p.m. MST

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**REQUEST FOR PROPOSAL
PROGRAM REFRESH FOR ENDPOINT DEVICES
RFP #19-680-006**

Poudre School District, the District, is requesting sealed proposals for Original Equipment Manufacturer (OEM) devices meeting specifications of this RFP. The District will accept responses directly from manufacturers who use a direct distribution channel to sell directly to the District. Value Added Resellers (VARs) or Partners the manufacturers choose to work with may also respond to this solicitation providing they meet all identified specifications and have local sales AND local support personnel, within the State of Colorado.

The District shall provide copies of this RFP to Service Providers through the electronic solicitation platform www.bidnetdirect.com where registered Service Providers are required to submit their electronic RFP response along with the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District's primary contact with respect to this RFP and the Service Provider's response thereto. The District may provide copies of this RFP to other Service Providers upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District's primary contact with respect to this RFP and their response thereto.

Questions regarding this RFP must be in writing and may be directed to the District via the BidNet platform any time after the issuance of this RFP through and including 2:00 p.m. MST on Monday, April 1, 2019. Questions received after the date/time and/or not submitted electronically through the BidNet platform may not be addressed.

Each question submitted, as well as the District's response thereto, shall be provided in a questions and answers document/addendum via www.bidnetdirect.com

The District will only accept and consider electronically submitted responses from Service Providers, which must be submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before 2:00 p.m. MST on Monday, April 22, 2019, at which time the submission portal will close and no further submissions be allowed or considered. It is the sole responsibility of the Service Provider to see that their response is submitted through the BidNet portal by the submission deadline.

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District. Soliciting or accepting any gift, gratuity favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.

Collusive or sham proposals: Any proposal deemed to be collusive or a sham proposal will be rejected and reported to authorities as such. Your authorized signature on this proposal assures that such proposal is genuine and is not a collusive or sham proposal. The District reserves the right to reject any and all proposals and to waive any irregularities or informalities.

Sincerely,
Kelly Wooden
Senior Procurement Agent

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BACKGROUND

Poudre School District (the District) is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two LEED certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 31 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 4 charter schools
- 1 online school
- 2 Upcoming 6th-12th Schools scheduled to open Summer 2022
- 1 Upcoming elementary school scheduled to open Summer 2022

The District is fully accredited by the Colorado Department of Education Accreditation and Accountability Unit and is subject to periodic monitoring to ensure continued compliance with accreditation standards.

1.0 GENERAL CONDITIONS

- 1.1 Service Provider must provide all requested information. Failure to do so may result in rejection of the proposal at the option of the District.
- 1.2 Proposals must meet or exceed specifications contained in this document.
- 1.3 The District is exempt from city, county, state and federal sales/excise taxes. Tax exempt certificates will be issued upon request.
- 1.4 Submission of a proposal is deemed as acceptance of all terms, conditions and specifications contained in the District's solicitation package initially provided to the Service Provider. Any proposed modification must be accepted in writing by the District prior to award of the contract.
- 1.5 It shall be the sole responsibility of the Service Provider to pay for any and all costs associated with preparation and submission of their response. The District does not assume financial responsibility for late submissions.
- 1.6 Each Service Provider (and its employees, representatives and subcontractors) agrees to abide by all applicable federal, state and local codes, laws, rules and regulations.
- 1.7 The awarded Service Provider shall furnish all supplies, which conform to all applicable safety codes and regulations.
- 1.8 Contact with District personnel regarding this RFP, other than inquiries to the specific Procurement Agent identified in this document, may be grounds for elimination from the selection process.
- 1.9 Information and materials submitted in response to this RFP may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that Service Provider believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which Service Provider believes they are confidential. The District, not Service Provider, shall determine whether information and materials so identified will be withheld as confidential, but will inform Service Provider in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 1.10 Proposals must contain a signature of an authorized representative in the space provided on the Proposal Certification Form. Failure to properly sign the proposal shall invalidate same and it shall not be considered for award.

- 1.11 The accuracy of the RFP is the sole responsibility of the Service Provider. No changes in the proposal shall be allowed after the submission deadline, except when the Service Provider can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake.
- 1.12 For services requiring Service Provider's presence on District property and the project site, the Service Provider must provide proof of insurance that meets the insurance requirements stated in section 5.0 of this document.
- 1.13 The awarded Service Provider(s) is not permitted to transfer any interest in the project whether by assignment or otherwise, without prior written consent of the District's Procurement Service Department.
- 1.14 Service Providers are required to submit the name, address, phone number, email address and contact person of at least three (3) K-12 Education resources, Colorado K-12 references are preferred, that have operated the proposed or similar equipment in an educational environment for a minimum of six (6) months.
- 1.15 Service Providers must note in the RFP response any intent to use subcontractors. The subcontractor's name, address, phone number and three client references, along with the type of work to be performed must be included. Use of subcontractors may be considered as a factor in the District's evaluation process. If the Service Provider fails to notify the District of its intent to use subcontractors in the proposal submittal, the proposal may be considered a void offer. Subcontractors will be allowed only by written permission of the District. The Service Provider agrees that it is fully responsible to the District for the acts or omissions of its subcontractors or any persons employed by them, in the same way as it is for the acts and omissions of persons directly employed by the Service Provider. Nothing contained in the Contract or any subcontract shall create any contractual relation between any subcontractor and the District.
- 1.16 The District reserves the right to reject any and all proposals or any part thereof, to waive any formalities, and further, to award the proposal to the responsible Service Provider(s) as deemed in the best interest of the District. There is no expressed or implied obligation for the District to reimburse responding Service Providers for any expenses incurred in preparing proposals in response to this request.
- 1.17 Responses to this RFP will be independently evaluated by an evaluation committee to be established for such purpose.
- 1.18 Only the names of the Service Providers submitting proposals will be disclosed prior to the completion of contract negotiations.

- 1.19 Proposals submitted will be evaluated using pre-determined objective rating criteria. Those that are clearly non-responsive to the stated requirements may be eliminated prior to the evaluation. Prior to proposal submission, Service Providers are encouraged to check the Rocky Mountain E-Purchasing System/BidNet website prior to finalizing responses to ensure additional requirements are incorporated into its submissions.
- 1.20 The District reserves the right to negotiate further with one or more Service Provider or to request additional information. Should the District determine in its sole discretion that only one (1) Service Provider is fully qualified or that one (1) Service Provider is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Service Provider.
- 1.21 A formal, fully executed contract along with a District issued purchase order referencing the awarded Service Provider's proposal documents will result in a binding contract.
- 1.22 In the event the District has reasonable grounds to believe that any individual assigned to perform work under RFP has a criminal record, is a registered sex offender, is under the influence of alcohol or other substance, has exhibited violence or based upon other information the District deems reliable; the District may exclude such individual from any school building or grounds or impose reasonable conditions upon such individual's presence upon any school premises. In the judgment of the District, if a contract cannot be performed as a result of such action, the contract may be terminated.
- 1.23 Notwithstanding any other term or provision of this RFP, the District's obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) a Contract is in effect. In no event shall the District's obligations in a Contract constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.
- 1.24 The Contract, at the option of the District, may be extended for up to two (2) additional one (1) year terms, with the commencement of a written mutually agreed upon amendment to the Contract for each one (1) year term.
- 1.25 Notwithstanding the planned term of a Contract and/or any extensions thereof as provided in section 1.24 above, the District may terminate a Contract at any time in its sole discretion for any reason, with or without cause, upon written notice served on the Service Provider no less than thirty (30) days prior to the date of termination. In the event of such early termination by the District, the service provider shall be paid up to the date of termination for services performed under and in accordance with this Contract.

1.26 Independent Contractor

- 1.26.1 The Service Provider shall provide the services as an independent contractor of the District. As such, the Service Provider shall have the right to determine how and by whom the services will be provided, subject to and consistent with the terms and conditions of this RFP.
- 1.26.2 The Service Provider shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for its employees in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers' compensation, unemployment compensation, and Social Security benefits; and (c) all payments to its contractors and subcontractors for goods and/or services directly or indirectly related to this RFP.
- 1.26.3 Nothing in this RFP or as a result of this RFP shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between a future service provider and the District. The future provider will not be considered a partner, agent or representative of the District and will not represent itself to be a partner, agent or representative of the District. The District is not a partner, agent or representative of any future service provider and shall not represent itself to be a partner, agent or representative of the Service Provider.

1.27 Certification Regarding Illegal Aliens

- 1.27.1 Service Provider certifies, represents, warrants and agrees that it will not knowingly employ or contract with an illegal alien to provide services under this Contract and will not enter into a contract with a subcontractor that fails to certify to Service Provider that the subcontractor will not knowingly employ or contract with an illegal alien to provide services under this Contract. Service Provider also certifies, represents, warrants and agrees that it will confirm the employment eligibility of all its employees who are newly hired for employment to provide services under this Contract through Service Provider's participation in either:
- (a) the E-Verify Program created under federal law and jointly administered by the Department of Homeland Security and the Social Security Administration; or (b) the Colorado Department of Labor and Employment Program ("Department Program") established pursuant to C.R.S. § 8-17.5-102(5)(c).

1.27.2 Service Provider shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Contract is being performed. If Service Provider obtains actual knowledge that a subcontractor providing services under this Contract knowingly employs or contracts with an illegal alien, Service Provider shall notify the subcontractor and the District within three (3) days that Service Provider has such actual knowledge and terminate the subcontract within three (3) days of providing the notice if the subcontractor has not stopped employing or contracting with the illegal alien. Service Provider shall comply with any reasonable request made by the Department of Labor and Employment in the course of an investigation undertaken pursuant to the authority of C.R.S. § 8-17.5-102(5). If Service Provider participates in the Department Program, it shall: (a) notify the District and the Department of Labor and Employment of such participation as required by law; and (b) within twenty (20) days after hiring an employee to provide services under this Contract, provide to the District a written notarized copy of an affirmation that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.

1.28 Qualifications of Service Provider

The District may make such reasonable investigations as deemed proper and necessary to determine the ability of the Service Provider to perform the work and the service provider shall furnish to the District all such information and data for this purpose as may be requested. The District further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such service provider fails to satisfy the District that such Service Provider is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

1.29 Payment Retained

Time is of the essence of this Order. The District will withhold (retain) ten percent (10%) of all payments due until the Service Provider successfully completes the deliverables within the District's deadlines, and the District has given written acceptance of the final endpoint devices including all written documentation. Upon the District's final acceptance of the endpoint devices and/or services, retainage will be reduced from ten percent (10%) to zero percent (0%).

Payments of valid invoices will be based upon the Service Provider meeting the District's deadlines and upon the District's acceptance of the deliverables. Should the Service Provider fail to comply with the provisions of the negotiated Contract, payment for portions of the negotiated Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies, will be implemented, if it appears the Service Provider has breached or defaulted on the Contract.

If Service Provider for any reason anticipates difficulty complying with the required delivery date(s), or in meeting any of the other requirements associated with this Contract, Service Provider will promptly notify the District in writing. If Service Provider does not comply with the District's delivery schedule, the District may require expedited delivery by fastest method available and all charges resulting from the premium mode of transportation must be fully prepaid and absorbed by Service Provider.

The District is willing to review and consider governmental and/or K-12 education Service Provider's contract or a negotiated version of the Service Provider's contracts. Service Provider(s) shall provide the proposed contract mechanism for District review as an exhibit to their response. After review of Service Provider contract, the District may negotiate the proposed contract or may incorporate terms from the Service Provider's contract into a District generated contract.

- 1.30 A Contract resulting from this RFP shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in the District Court in and for Larimer County, State of Colorado.
- 1.31 The successful Service Provider(s) will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.
- 1.32 Service Provider may appeal the award by submitting, in writing, a request for re-consideration to the District's Procurement Services Manager within seventy-two (72) hours after the receipt of the notice of award.
- 1.33 Pricing/bids and deliveries are to be FOB destination freight prepaid and shall require inside delivery unless otherwise specified in this solicitation. Title and risk of loss shall pass to the District upon inspection and written acceptance. Accordingly, the total unit cost of each item bid, shall include all handling, shipping and freight charges.
- 1.34 Inside delivery is required and forklift and/or other equipment needed to offload orders must be provided by the transport company. District equipment or staff may not be used to offload trucks.
- 1.35 In the event the awarded Service Provider defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the materials or services from the next lowest Service Provider or from other sources during the remaining term of the terminated/defaulted contract. Under this arrangement, the District shall charge the awarded Service Provider any differences between its price and the price to be paid to the next lowest Service Provider, as well as, any costs associated with the re-solicitation effort which resulted from such default or termination.
- 1.36 Specifications must meet or exceed those of the original proposed devices and require District approval.

- 1.37 Although this solicitation specifies the number of items intended to be purchased by the District, it is understood and agreed that the District may, during the term of the contract, purchase additional quantities of the same model or brand of item at the contracted price from the awarded Service Provider(s). The option, if exercised, is the prerogative of the District and shall be honored by the Service Provider(s) as a condition of the contract award.
- 1.38 While the quantities are stipulated in this solicitation, it is hereby agreed and understood that the District has the right to adjust/reduce the quantities ordered in conjunction with this solicitation based on budgetary restrictions.
- 1.39 Notwithstanding prior acceptance of deliverables by the District, the Service Provider shall expressly warrant all delivered endpoint devices programs and documentation as properly functioning at the start of operations and compliant with the terms of the Contract thereafter. The warranty period will begin at the time the endpoint devices have been formally accepted in writing by the District. During the warranty period, the Service Provider shall be responsible to correct, at its expense, any problems, defects and/or deficiencies reported which do not meet the specifications set forth in the Statement of Work.
- 1.40 The Service Provider will correct all defects and/or deficiencies associated with this contract and replace incorrect or defective equipment, programs and/or documentation within five (5) business days of notification from the District in writing to the Service Provider of such defects and/or deficiencies within such period, as may be necessary to make correction(s) using all due diligence and dispatch as mutually agreed upon between the District and the Service Provider. Defects and/or deficiencies properly noted in writing to the Service Provider before expiration of the warranty period will be fully covered regardless of such expiration. The Service Provider shall be responsible for filing, processing and collecting all damage claims against the shipper when applicable.
- 1.41 The District shall not incur demurrage charges from the awarded Service Provider(s) who may choose to store product in an interim basis until delivery can take place. Any rental, storage, or demurrage charges are the responsibility of the awarded Service Provider(s).
- 1.42 The awarded Service Provider(s) shall submit an invoice to the District's accounts payable department for completed deliveries. The invoice shall reference the appropriate purchase order number, the delivery address and the corresponding delivery ticket or packing slip for the items delivered. The date of the invoice shall not exceed thirty (30) calendar days from the date of delivery of the items. Under no circumstances shall the invoice be submitted to the District in advance of the delivery and written acceptance of the items.
- 1.43 For the purposes of solicitation evaluation, Service Providers must indicate any variances to the specifications and terms and conditions, no matter how slight. If variations are not stated in the Service Provider's response, it shall be construed that the bid fully complies with the specifications and terms and conditions. Notwithstanding the above, it is hereby agreed and understood that the District reserves the right to reject these variations if they individually or as a whole, do not meet the standards established in the specifications.

- 1.44 The awarded Service Provider(s) shall enclose a complete packing slip or delivery ticket with any items to be delivered in conjunction with this solicitation. The packing slip shall be attached to the shipping carton(s) which contain the items and shall be made available to the District's authorized representative during delivery.
- 1.45 The packing slip or delivery ticket shall include at a minimum, the following information: purchase order number, date of order, total number of boxes contained in the order (for ex. Box 5 of 10), a complete listing of items being delivered and corresponding quantities, back-ordered quantities and estimated delivery date of the back-orders, if applicable and allowed. Packing slips, including the order number, must be attached on the sides of the boxes contained on pallets so they are easily accessible and are not hidden when boxes and/or pallets are stacked.

2.0 SCOPE OF WORK

2.1 Background

- 2.1.1 This RFP is a solicitation for endpoint devices, accessories, and associated repair and maintenance services. Endpoint devices include mobile and standalone options to be used by students and by staff located in schools and central office departments within the District. The RFP includes technical specifications for a variety of device options.
- 2.1.2 The District is seeking Original Equipment Manufacturer (OEM) devices from Service Providers meeting specifications of this RFP. The District will accept responses directly from manufacturers who use a direct distribution channel to sell directly to the District. Value Added Resellers (VARs) or Partners the manufacturers choose to work with may also respond to this solicitation providing they meet all identified specifications and have local sales AND local support personnel, within the State of Colorado.
- 2.1.3 The District is looking into a shift from a one for all model of one to one (1T1) laptop purchases to a program which would allow sites to choose a device for all eligible students from a catalog of preselected options (Choice Model). The options are preselected to allow for a variety options in operating systems and features, while keeping repair times and processes orderly and as simple and effective as possible.
- 2.1.4 The District currently maintains a four (4) year lifecycle for computer hardware. The District also operates a 1:1 mobile device program for students in grades 3-12. Secondary students (middle and high school) transport devices to, from, and in school, daily. Elementary Devices will be housed in mobile charging carts.
- 2.1.5 Specifications for individual device styles are included in the specifications Section 8.0. Service Providers are encouraged but not required to fill in as many different device types as possible, where specifications can be met. In order to reduce the complexity of repair processes, preference will be given to Service Providers able to cover a wide range of types, thus allowing for fewer repair processes.

Service Providers are also encouraged to include devices which offer unique value to the District, but still meet or exceed specifications listed. Unique device types must meet all testing requirements for Colorado Measures of Academic Success (CMAS), Measure of Academic Progress (MAP), (schoolwide testing measure) per CDE requirements and will be looked at on a one on one basis. Inclusion in the Choice Model will be based on devices most similar to the device being offered and its perceived value to and impact on education within the District. Information on any previous classroom testing and related impacts is highly encouraged with all devices being submitted.

2.1.6 The District may award to one (1) or more Service Providers per device type. **Service Providers are not required to submit on all device types:**

2.1.6.1 Windows Laptops

2.1.6.2 Windows Desktops

2.1.6.3 iOS, Chrome OS and Windows OS Tablets

2.1.6.4 Chromebook (Laptops)

2.1.7 General cost restrictions for device should be kept as close to or under \$500 per device for student devices and \$1,000 for staff devices. Total cost per device will include the cost of extended warranty. Expansion of supported Service Providers within a category will be connected to unique value when tested in local educational environments.

2.1.8 The District's infrastructure is built around a fully secure Windows 2012 R2 domain with appropriate tools employed to ensure application access, file storage and security for staff, students and administration. It is important to note that the District utilizes the annual renewal of a Microsoft Enrollment for Education Solutions (EES) subscription program for licensing and updating Microsoft-based operating systems and applications including a fully functional Office 365 environment.

2.1.9 Currently the District enterprise supports nearly 30,000 computers with approximately ninety-three percent (93%) running Microsoft Windows 10 as the operating system.

2.1.10 Anticipated Schedule:

Pilot/Test Devices for Choice Menu Chosen to Proceed	May 3, 2019
Delivery of Pilot/Test Devices to District	No Later Than May 22, 2019
Initial Pilot/Test Begins	May 22, 2019
Specific Model Refresh Window	Mar. 1-20, 2020
Year 1 Purchase Window	May 1, 2020
If Contract is Renewed:	
Specific Model Refresh Window	Mar. 1-20, 2021
1 st Renewal Option Purchase Window	May 1, 2021

2.2 Endpoint Devices

- 2.2.1 The District is seeking proposals from qualified Service Providers to provide endpoint devices for students, teachers, and support staff. Students carry mobile devices to, from, and in school; durability is critical. All devices must be “business class” or “education class” devices – no “consumer class” models will be considered.
- 2.2.2 All equipment covered by this Contract must meet both current and proposed future technical specifications for Statewide online assessments. Details are available from Colorado Department of Education (CDE) assessments website at:

<http://www.cde.state.co.us/assessment/newassess-dtc>

Service Provider must certify within the scope of its proposal that it has verified that all proposed devices meet all published requirements.

- 2.2.3 Equipment proposed **must** be manufactured through February of the year following their addition to the Options Menu. **No end-of-life** models will be accepted. The exact model lines being selected for the program must be available for purchase for the Summer 2020 window.
- 2.2.4 Detailed technical specifications for laptops, tablets, desktops, monitors, and accessories are included in Section 8. Service Providers are required to meet or exceed these minimum standards in its proposals. Standards are subject to review and change, typically on an annual basis, or as requirements change.
- 2.2.5 The District reserves the right to add similar items or delete items specified in the resultant contract as requirements change during the period of the contract. The District and the Service Provider will mutually agree to prices for items to be added to the contract.
- 2.2.6 The new District model is designed to allow buildings to choose from a larger selection of approved options. In this model, the District anticipates purchasing approximately 4,200 student devices and 800 staff devices per year. The District is not guaranteeing this amount and is not responsible for deviations to the final device ordering counts.

2.3 Warranty, Damage Protection, Repair Services and Parts

- 2.3.1 The District requires a standard warranty period that is no less than a four (4) year warranty from the date of acceptance of the equipment for non-iOS and non-MacOS devices and accessories and under no circumstances shall the District accept a standard warranty period for IOS and MacOS devices and accessories that is less than three (3) years from the date of acceptance for each item specified in Section 8. Service Providers are required to provide detailed information about warranty plans including title, key features, support levels, and per unit cost for each plan. Limitation for any items not fully covered should be explicitly noted (e.g., batteries). Service Providers shall include written copies of warranty plans with their RFP response.

- 2.3.2 Service Providers are required to provide detailed information about coverage, limits, and per unit cost for ADP coverage. Service Providers shall include written copies of damage protection plans with their RFP response and provide a detailed list of items that qualify (or not) for ADP coverage. Details on how claims can be handled by District personnel must be included. Preference will be given to tablets offering a 4-year ADP coverage. Service Providers shall also describe when their ADP coverage starts and if the District would have any flexibility with identifying a particular start date for ADP coverage.
- 2.3.3 The District is a self-service repair facility and utilizes a variety of warranty and repair options including self-maintainer, onsite next business day (NBD) technician/parts dispatch, return to depot (RTD), and ADP. The District desires to simplify and expedite repairs for highly efficient and effective service to students and staff.
- 2.3.4 The awarded Service Provider(s) must allow the District to complete warranty repairs. The District requires certification as a self-service repair facility (or authorized service provider) for devices in and out of warranty.
- 2.3.5 The District requires that up to six (6) District-level technicians be trained and certified, at no cost to the District, for servicing and repair of field replaceable units (FRU) for equipment listed in Section 8. All training must be available within ninety (90) days of contract award(s).
- 2.3.6 All the District technicians designated for FRU and Customer Replaceable Unit (CRU) servicing and repairs must be provided access to online resources for claims processing, parts requests, equipment returns, tracking, and reporting.
- 2.3.7 As part of their RFP response, Service Providers must submit a detailed, written summary of their Service Level Agreement (SLA) for ongoing technical support provided by manufacturer and manufacturer representatives, as well as, a sample SLA for review. Sample educational or governmental based SLA shall be provided if available.
- 2.3.7.1 This summary should include details for online, phone, and onsite support; technical updates and alerts; notification of changes in service levels; and issue escalation and resolution.
- 2.3.7.2 SLA shall designate at least one (1) designated point of contact for escalating repair and servicing issues. Designated point of contact must be available by office phone, cell phone and email.
- 2.3.7.3 If dedicated point of contact is out of the office, the District shall be provided with a backup point of contact (including an office phone number, cell phone number and email address).
- 2.3.7.4 SLA shall define response times, based on criticality levels and type of issue.

- 2.3.8 Service Providers must provide contact information for third-party repair and Service Providers. Provide a detailed description of the process for placing a service call to include associated response times. The process should include both online and voice (telephone) methods for requesting service; allow the originator online tracking of service requests (e.g., assigned personnel, arrival times, problem resolution, and closure); and provide online reporting capabilities.
- 2.3.9 Submit a written overview of how the District will order replacement parts and the anticipated lead-time required after the order is placed and before the parts are received by the District. Provide details on impacts to the District related to sourcing parts; for example: quantity limits, delivery times, shortages and backorders, and pricing (i.e., retail or discounted). Responses and cost proposals are to include a parts price lists of commonly used parts for each item specified that may not be covered by warranty and ADP (e.g., laptop batteries, screens and keyboards).
- 2.3.10 The District may elect to establish a critical-parts inventory for high-fail, high-volume items (e.g., batteries) to expedite repairs and return-to-service operations – especially during the summer from June 1 – July 31, with approximately 2,500 laptop repairs. Specifically address how your company can:
 - 2.3.10.1 Allocate parts to the District for summer repairs to avoid shortages and repair delays
 - 2.3.10.2 Supply a stock of most commonly needed parts for onsite repairs before summer repairs begin
 - 2.3.10.3 Expedite claims processing, depot returns, and parts delivery to the District to complete repairs within identified timeframe
 - 2.3.10.4 Assist the District in other ways to complete onsite summer repairs within identified timeframe
- 2.3.11 Specify if the above processes are included as part of your warranty/ADP services, or if it will be at additional cost to the District.
- 2.3.12 Specify OEM requirements for replacement parts, if applicable.
- 2.3.13 Specify the anticipated lifecycle and replacement costs for all battery units that have been proposed within the scope of the response on a per-unit basis.

2.4 Additional Requirements

- 2.4.1 **Waste Reduction:** As part of this proposal, the District is looking for solutions to reduce packaging waste. Please describe multi-unit packaging options, procedures for requesting such options, associated manufacturing timelines, and any delivery restrictions that impact delivery timeline, as well as any associated costs. Include solutions available to the District.

- 2.4.2 Asset Recovery: Provide your proposal on how you will assist the District with the disposal of obsolete equipment including but not limited to: recovery for mobile devices, laptops and tablets, desktops, LCD monitors, servers, switches, routers, as well as, options for LCD televisions, interactive white boards, and printers. The District expects to retire approximately 7,000 pieces of equipment per year. The District is interested in the capability of the Service Provider to provide a solution that will protect the District against wrongful disposal; including supplying the District with a letter of verification for all items processed by Service Provider.
- 2.4.3 Product Changes: The successful Service Provider(s) must provide current and future roadmap information to the Procurement and Information Technology departments on a quarterly basis, including, but not limited to the following items. Product changes must be approved by the District in writing prior to implementation and should be handled during the March 1st – March 20th model update window.
 - 2.4.3.1 New product information and release date timelines. The successful Service Provider(s) must provide current and future roadmap information to the Procurement and Information Technology departments on a quarterly basis, including, but not limited to the following items. All models submitted for inclusion in the Choice model should be available for April through March of the following calendar year. Changes in model information can be made during the March model refresh window. Any changes to model lines outside of the March window will result in the product line being removed from the menu of options until the next model refresh window. The following information should be submitted to the district during the March window.
 - 2.4.3.2 Price sheets showing price decreases on discontinued equipment
 - 2.4.3.3 Decreases on manufacturer's prices on equipment currently being manufactured
 - 2.4.3.4 System upgrades
 - 2.4.3.5 Current pricing and product lists
 - 2.4.3.6 Software upgrades
 - 2.4.3.7 Special sales and promotions
 - 2.4.3.8 Small pool or single unit available for testing and vetting when models change over time
- 2.4.4 Explain how the District can be alerted to new products. Beyond simple product and service roadmaps, where could the District optimize/maximize efforts for the benefit of both academic and operation needs?

- 2.4.5 Partnerships: It is the intent of this RFP to leverage the experience of Service Providers to provide the District with ideas and solutions for the success of the District's computer technology needs. Include information about potential partners and third-party providers used to benefit the District in the support of manufacturer's equipment and services.
- 2.4.6 The District deploys and maintains an extremely complex infrastructure. Explain how your company and/or partners can assist in supporting the existing installed base of technology. How can you assist in the ongoing support of that core technology, from the endpoint to the data center, so that all tools reach maximum maturity?
- 2.4.7 Personal Purchases: It is the intent of the District to allow its employees to purchase manufacturer's equipment at discounted pricing for personal use, including but not limited to the hardware specifications in Section 8. Provide a detailed description of the employee purchase program and the process employees follow to purchase products. Include eligible products, warranty and damage protections, pricing, contact information, and any requirements for the District related to oversight of such program. Operating system software must be bundled with equipment. The District's Microsoft EES program does not provide operating system or productivity software licensing for personal devices.
- 2.4.7.1 Employees will be solely responsible for all taxes and shipping costs associated with the purchase. Employees are responsible for direct payment to awarded Service Provider(s).

2.5 Procurement and Delivery

- 2.5.1 Distribution: The District requests that manufacturers either use the "direct distribution channel" to sell directly to the District or distribute its products through VARs. Any VAR or Partner that the manufacturer chooses to work with MUST have local sales and local support personnel, within the State of Colorado.
- 2.5.2 Ordering Procedures: Service Providers shall provide a detailed process to be utilized by the District for ordering equipment based on standard configurations specified in Section 8. In addition, each Service Provider shall provide instructions for or information about the following:
- 2.5.2.1 Quotes for specialized or non-standard configurations: The District expects to have quotes returned no later than five (5) business days from original request. Provide an explanation of how this will be adhered to or offer a better turnaround time on quote requests.
- 2.5.2.2 Order processing through customizable online portals and standard turnaround times for order processing and delivery
- 2.5.2.3 Online order tracking and reporting based on Service Provider quote or the District purchase order numbers

2.5.2.4 Notifications about upgrades, new products, discontinued products (i.e., periodic roadmaps and timelines)

2.5.2.5 Historical ordering information with serial numbers based on the District's purchase order numbers or Service Provider order numbers

2.5.3 Delivery: The District has two (2) delivery options: delivery to the District's Central Warehouse Receiving or the District's Information Technology Center (ITC) building. Delivery location will be specified on the resulting purchase order(s).

2.5.3.1 All items delivered to the District should be completed between the hours of 7:30 a.m. – 12:00 p.m. and 12:30p.m. – 3:30 p.m. (MST), Monday through Friday, excluding holidays. Any deliveries made outside of this window will not be accepted. Any costs associated with deliveries that are not accepted will be the sole responsibility of the Service Provider.

2.5.3.2 Pricing and deliveries are to be FOB destination freight prepaid and shall require **inside delivery** unless otherwise specified in this solicitation. Title and risk of loss shall pass to the District upon inspection, acceptance and signature by the District at its designated point of delivery. Accordingly, the total unit cost of each item bid, shall include handling, shipping and freight charges. Inside delivery is required.

2.5.3.3 For Summer deliveries, forty-eight (48) hour advanced delivery notification prior to delivery must be given to designated District point of contact. Notification must include day(s) of delivery as well as delivery window and approximate time to offload the delivery. Delivery options may vary throughout the duration of this contract.

2.5.4 Summer Purchasing: Large numbers of mobile devices are purchased and deployed each Summer. Each year, the District will place orders for equipment by May 1. The District will accept deliveries during the hours identified in section 2.5.3.1 beginning July 1 and no later than July 10.

The deadline for delivery of Summer 2020 purchases must be completed no later than is July 10, 2020. Deliveries will not be accepted prior to July 1, 2020. District offices and facilities will be closed during the Independence Day Holiday on Friday, July 3, 2020. Deliveries cannot be made during the holiday closure.

- 2.5.5 Shop Catalog/PunchOut: The District is in the pilot phase of implementing a shop catalog system called PunchOut in our financial system, Business Plus. This option would allow sites to log into Business Plus click on a link for a specific vendor and then be transferred to the vendor site for selection of approved items. Once the site selects the items they wish to move forward with they will check out and their order will “punch out” back into Business Plus for review/approval. Once review/approvals are obtained, the purchase order will be processed internally and sent to the vendor. Describe your company’s familiarity with punch out systems and any school district experience you currently have in this realm. If your company is an awarded vendor from this RFP process, describe what the process would look like (including approximate time frames) to implement a Punch Out/Shop Catalog for the selected devices.

2.6 School Testing and Choice Program

- 2.6.1 After the District reviews all responses for the RFP, the District shall request selected manufacturers provide a pool of thirty (30) sample devices for student use and three (3) sample devices for staff use devices for a checkout program that will last the length of the RFP process as well as initial and ongoing orders. These devices will be transported between buildings on Mobile Device Carts and will be used by teachers and students in classrooms for practical applications and testing. This program will inform choices made by site level decision makers by allowing firsthand experience with the options available to them within the School Choice model.
- 2.6.2 The District is requesting that devices chosen as part of this pilot/test process be made available in quantities of thirty (30) for student devices and three (3) for staff devices for extended testing in classrooms. Pilot/test devices need to be available to the District no later than May 22, 2019. This program is intended to allow buildings to check out carts of devices and allow people making choices within buildings to actively add these differing technologies to their classrooms before making a sitewide choice. This program is expected to be ongoing from year to year and keeping these small pools of devices up to date is critical to allowing buildings to collect relevant data.
- 2.6.2.1 Participation in this test process is optional and not required. If your company is interested in participating in the test process, please describe in detail how this program would work, including lead time needed to provide the requested devices, ownership, return of devices, associated costs, etc.
- 2.6.2.2 Service Providers who are not interested in participating in the checkout/test program shall identify this in their response and shall provide detailed specification sheets for each device.

- 2.6.3 Service Providers are encouraged, but not required to provide devices for the checkout/test program. Service Providers who are interested in providing devices for the checkout/test program should include in their response their interest in participating in the program and additional information on how devices will need to be formally requested. Service Providers who are not interested in participating in the checkout/test program shall identify this in their response and shall provide with their RFP response, detailed specification sheets for each device.
- 2.6.4 The District will accept model changes to all standing Choice Menu lines from March 1st through March 20th. All devices approved for the Choice Menu during this window must be available for purchase for the remainder of that calendar year.
- 2.6.5 If the renewal option is exercised, pilot/test devices will move to buildings set to choose their site-wide devices in the Summer 2021 window. Device choices for the second window can be updated with newer models by the manufacturer if desired and will continue to be used so long as the product line continues in the same form. Devices leaving product lines or being discontinued will be analyzed for the impacts of changes and model lineups will be updated. Service Providers can suggest new devices for inclusion in the program during the March model update window and will be analyzed inclusion.

3.0 REVIEW AND ASSESSMENT

- 3.1 A team consisting of District staff will be assembled to evaluate responses to this RFP, based on the criteria identified in section 3.5.
- 3.2 Service Providers will be evaluated on the criteria listed in the table below. These criteria will form one basis for review of the written proposals and interview session (if required).
- 3.3 The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.
- 3.4 Each responsive proposal will be evaluated on a cumulative point system.

3.5 Technical & Management Evaluation Table

	Qualification	Section	Standard	Score
1	Scope of Proposal	2.0 8.0	Does the proposal show an understanding of the overall project objective and desired outcomes for the District?	
2	Warranty & Damage Protection	2.3	Does proposal include written details about warranty and damage protection plans with associated per unit costs? Are copies of plans included as part of response? Does the Proposal offer Accidental Damage coverage?	
3	Repair Services	2.3	Does proposal acknowledge District's requirements as self-service repair facility and technician certifications for warranty period? Does it provide details about online resources to manage repairs, technical support and escalation procedures?	
4	Parts Sourcing	2.3	Does the proposal provide clear details for supplying parts to District in a timely manner to avoid repair delays, especially for high-volume summer repairs (June – July)?	
5	Procurement and Delivery	2.5	Does proposal acknowledge availability of equipment for one year? Does it provide information for placing orders and obtaining quotes for non-standard items?	
6	Summer Delivery	2.5	Does the Service Provider acknowledge and commit to the summer delivery schedule? Does it have resources to hold, deliver and/or distribute assets while conforming to the District's delivery specifications?	
7	Additional Requirements	2.4	Does the proposal provide solutions for additional requirements, especially waste reduction, asset recovery, and changes in products?	
8	Equipment	8.0	Does the proposal show a direct correlation to the stated District specifications in all categories? Do configurations meet or exceed technical specifications?	
9	Cost	9.0	Does unit pricing, including services, stay within budget constraints? How does cost proposal compare to other responses?	
10	Innovation	7.4.1.5	Does the RFP response offer unique and/or creative additions to potential classroom usage? Is there anything that stands out as a meaningful addition to learning?	

4.0 REFERENCES

4.1 The Project Manager may check references using the following criteria for the top ranked Service Provider(s). The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Are you pleased with the Service Provider’s performance? Would you continue to exercise your contract with this provider, if given a choice?
Thoroughness	Does the Service Provider follow through with the project in the exact manner agreed upon, keeping you informed of status, and on-schedule? Is there connectivity between the sale, services provided, and final results?
Knowledge of Endpoint Devices	Is there an understanding of professional practices and procedures? Are the specifications complete, thorough and accurate? Are the products the right “fit” for your students and staff?
Reporting	Are the Service Provider’s reports thorough and complete? Do they address your needs? Are they customizable? Do they extend beyond generic or canned reports?
Specific contract requirements	Is the Service Provider able to meet required schedules? Are the products/services accurate, complete and professional? Is there a dedicated representative?
Cost	Did Service Provider work with you to find configuration(s) to best match technical specifications and stay within budget constraints? How did the addition of services affect per unit costs? Did Service Provider maintain prices as product lines changed throughout the contract period?

5.0 INSURANCE

Service Provider shall procure and maintain the required insurance specified below for the duration of this Contract, which insurance shall be written for not less than the amounts specified or greater if required by law. Specified coverages and amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. If not otherwise required by law, lower amounts may be acceptable upon review and written approval by the District's Director of Records and Risk Management. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Service Provider shall furnish the District's Director of Records and Risk Management with certificates of the required insurance prior to the District's approval and signing of this Contract, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Contract. Any insurance and/or self-insurance carried by the District is excess of the coverage extended to the District by Service Provider. Service Provider shall provide at least thirty (30) days' advance written notice to the District prior to cancellation or change of coverage. The insurance requirements specified in this section 5.0 shall not reduce the indemnification liability that Service Provider has assumed in section 5.1 below.

Commercial General Liability

- a. Each Occurrence Bodily Injury & Property Damage \$1,000,000
- b. Each Event Personal Injury \$1,000,000
- c. General Aggregate \$2,000,000
- d. Coverage must be written on an "occurrence" basis
- e. Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance

Commercial Automobile Liability Providing Coverage for Owned, Non-Owned, and Leased or Hired Vehicles (Only if Service Provider Operates Vehicles in Performing Any Services Under This Contract)

- a. Bodily Injury & Property Damage Combined Single Limit \$1,000,000
- b. Medical Payment Coverage \$5,000
- c. Poudre School District and its elected officials and employees shall be named as additional insureds; copy of policy endorsement must be attached to the Certificate of Insurance

Workers' Compensation and Employers' Liability*

- a. State of Colorado Statutory
- b. Employer's Liability \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee
- c. Waiver of subrogation in favor of Poudre School District R-1; copy of policy endorsement must be attached to the Certificate of Insurance
- d. This requirement shall not apply if Service Provider is exempt under the Colorado Workers' Compensation Act **AND** if Service Provider has a current Workers' Compensation Coverage Rejection on file with the Colorado Department of Labor and Employment, Division of Worker's Compensation.

5.1 Indemnification

Service Provider shall indemnify and hold harmless the District and the District's Board members, employees, representatives and agents from and against any and all liability arising from any suit, action, grievance, charge or proceeding brought in connection with or related to Service Provider's operations, provision of Services and/or conduct of any of its employees, volunteers, agents or representatives. The indemnification and hold harmless obligation hereunder shall include all attorney fees, costs and expenses incurred by the District and/or the District's Board members, employees, representatives and/or agents in defense of said suits, actions, grievances, charges and/or proceedings. Nothing in this section 5.1 or otherwise in this Contract shall be construed in any way or applied in any manner as a compromise or waiver of the District's rights and protections under the Colorado Constitution or the Colorado Governmental Immunity Act.

6.0 PROPOSAL CERTIFICATION

REQUEST FOR PROPOSAL
PROGRAM REFRESH FOR
ENDPOINT DEVICES
RFP# 19-680-006

The District will only accept and consider electronically submitted proposals from Service Providers, which must be submitted and received in the www.bidnetdirect.com electronic solicitation portal on or before **Monday, April 22, 2019 2:00 p.m. MST.**

The undersigned hereby affirms that:

- Service Provider is a duly authorized agent of the company issuing this proposal and that all information provided in the proposal is true and accurate.
- Service Provider has read the conditions and technical specifications, which were made available to the company in conjunction with this RFP, and fully understands and accepts these terms unless specific variations have been expressly listed in the proposal.
- Service Provider will adhere to all terms and conditions and provide, at a minimum, all services as expressed in the RFP and/or the Service Provider’s proposal responding to the RFP.
- Service Provider meets or exceeds all of the required criteria as specified by this RFP, or if not, has submitted a Justification for Consideration addressing any failure to meet the criteria.
- Service Provider’s proposal is being offered independently of any other Service Provider and in full compliance with the terms specified in the RFP.
- Service Provider will accept any awards made to it, contingent on contract negotiation, as a result of this RFP for a minimum of ninety (90) calendar days following the date and time of the RFP opening.

Company Name: _____

Signature of Agent: _____

Printed Name: _____

Title: _____

E-mail address: _____

Phone number: _____

Contact Person: _____
(if different from Agent – include email address and phone number)

NOTE: Proposals submitted without the signature of an authorized agent of the company may be considered non-responsive and ineligible for the award.

7.0 MODEL FORMAT OF PROPOSAL

To simplify the review process and obtain the maximum degree of comparability, proposals **must** be organized in the manner specified below:

7.1 Title Page

7.1.1 Show the RFP subject, the name of the proposing Service Provider, local address, telephone number, name of the contact person and the date.

7.2 Table of Contents

7.2.1 Include a clear identification of the material by section and by page number.

7.3 Letter of Transmittal – Limit to three (3) pages.

7.3.1 Briefly state the Service Provider's understanding of the work to be done. Make a positive statement that deadlines specified in the RFP will be met.

7.3.2 State the names of the persons who will be authorized to make representations for the Service Provider, their titles, addresses, phone numbers, and email addresses.

7.4 Proposer's Approach

7.4.1 Submit a work plan to accomplish the scope and questions defined in the **Scope of Work** (Section 2.0) meeting the established critical deadlines for delivery.

7.4.1.1 Responses should be formatted in order, labeled as such, and follow the exact sequence of the RFP Scope section.

7.4.1.2 Clarification questions and requests for information requested throughout the solicitation shall be clearly labeled with the section and subsection number and then include the Service Provider's response/requested information.

7.4.1.3 Any and all assumptions shall be clearly stated in the Service Provider's response. Assumptions that are not clearly indicated, but raised later in the award process, may be grounds for the Service Provider's response to be considered non-responsive.

7.4.1.4 No open-ended paragraphs or non-sequential responses will be accepted.

7.4.1.5 Provide information detailing unique, innovative and/or creative additions on the proposed devices that may have the potential to positively impact classroom learning.

7.5 References

7.5.1 Provide references (organization names, contact names, addresses, email addresses and phone numbers), as requested in section 1.14.

7.6 **Proposal Certification Form**

7.6.1 Submit the completed Form (Section 6.0).

7.7 **Cost Proposal**

7.7.1 Submit the information requested in Section 9.0. Cost summary table and supporting documentation shall be clearly labeled with: RFP 19-680-006.

7.7.2 Identify lead time needed for a June 1, 2020 delivery date for Summer orders.

7.7.3 Identify lead time needed for a July 1, 2020 delivery date for Summer orders.

8.0 **SPECIFICATIONS**

8.1 The District is looking into moving to a “Choice” based model for schools. The District may award to one (1) or more Service Providers per device type. **Service Providers are not required to submit on all device types.** Device types include:

8.1.1 Windows Laptops

8.1.2 Windows Desktops

8.1.3 iOS, ChromeOS and WindowsOS Tablets

8.1.4 Chromebook (Laptops)

8.2 Students are primary recipients of mobile devices. The District requires devices that are lightweight, durable, reliable, and low cost with long battery life. Devices must be “business” or “educational” class models. Consumer-class models are not acceptable. The specific needs of the devices being requested are included with the individual device type requests.

8.3 The District intends to use its Microsoft Enrollment for Education Solutions (EES) licensing to upgrade Windows operating systems. Quote relevant devices with least-expensive Windows 10 operating system (e.g. Home Edition).

8.4 Submit line-item prices for listed options for each device type. The cost range for student devices should stay close to or under \$500 per unit. Staff devices should remain close to or under \$1,000 per unit. Service Providers are not required to submit on all device types. Providers should reflect the most accurate portrayal of the device types being presented.

8.5 The following tables contain *minimum* technical specifications. Qualified Service Providers may submit proposals for up to three (3) models of each device that *meet or exceed* the technical specifications. Service Providers may provide one (1) model each for the cart, monitors and docking station.

8.5.1 - Laptop: 11" Non-Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 11.6" Non-touch Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics – 1366 x 768 resolution
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- HDMI Output
- 8+ hours battery life
- Microsoft Windows 10
- 4-year warranty and repair service

Options Pricing

- 8GB RAM
- RJ-45 (Ethernet 10/100/1000)
- 4-year Accidental Damage Protection (ADP)
- Battery replacement

8.5.2 - Laptop: 11" Touch Screen (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 11.6" Touch Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics – 1366 x 768 resolution
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- HDMI Output
- 8+ hours battery life
- Microsoft Windows 10
- 4-year warranty and repair service

Options Pricing

- 8GB RAM
- RJ-45 (Ethernet 10/100/1000)
- 4-year Accidental Damage Protection (ADP)
- Battery Replacement
- Active Stylus Pen
- Forward Facing Keyboard Camera

8.5.3 - Laptop: 13" Non-Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13.3" Non-touch Display
- Intel Core i3 processor
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- HDMI Output
- 8+ hours battery life
- Microsoft Windows 10
- 4-year warranty and repair service + Accidental Damage Protection

Options Pricing

- 4-year warranty and repair service without Accidental Damage Protection
- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- 8GB RAM

8.5.4 - Laptop: 13" Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13.3" Touch Display
- Intel Core i3 processor
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- HDMI Output
- 8+ hours battery life
- Microsoft Windows 10
- 4-year warranty and repair service + Accidental Damage Protection

Options Pricing

- Active stylus/pen
- 4-year warranty and repair service without Accidental Damage Protection
- Battery Replacement
- 8GB RAM
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera

8.5.5 - Laptop: 2-in-1 (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 9.4" Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- Microsoft Windows 10
- 4-year warranty and repair service + Accidental Damage Protection
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing

Options Pricing

- Active stylus/pen
- Battery Replacement
- 8GB RAM
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera

8.5.6 - Laptop: 2-in-1 (Staff) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13" Display
- Intel Core i3 Series Processor
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 8GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size); USB-C (Minimum one)
- 8+ hours battery life
- 4-year warranty and repair service + Accidental Damage Protection
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing
- Compatible with the docking station referenced in 8.5.24

Options Pricing

- Warranty and repair service without Accidental Damage Protection
- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera
- Active Stylus Pen

8.5.7 - Laptop: Non-Touch Laptop (Staff) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13" Display
- Intel Core i3 Series Processor
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 8GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size); USB-C (Minimum one)
- 8+ hours battery life
- A minimum of a 3-year warranty and repair service + Accidental Damage Protection
- Compatible with the docking station referenced in 8.5.24

Options Pricing

- Warranty and repair service without Accidental Damage Protection
- RJ-45 (Ethernet 10/100/1000)
- Battery Replacement

8.5.8 - Tablet: iOS Tablet (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 9.0" Display
- 16GB Solid State Drive (SSD)
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- 8+ hours battery life
- A minimum of a 3-year warranty and repair service + Accidental Damage Protection
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing

Options Pricing

- Warranty and repair service without Accidental Damage Protection
- Battery Replacement

8.5.9 - Tablet: iOS Tablet (Staff) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 10.0" Display
- 16GB Solid State Drive (SSD)
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- 8+ hours battery life
- A minimum of a 3-year warranty and repair service + Accidental Damage Protection
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing

Options Pricing

- Warranty and repair service without Accidental Damage Protection
- Battery Replacement

8.5.10 - Windows Tablet (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 9.4" Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1920 x 1080 resolution
- 64GB Solid State Drive (SSD)
- 4GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size); USB-C (Minimum one, preferred)
- 8+ hours battery life
- 4-year warranty and repair service + Accidental Damage Protection
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing

Options Pricing

- Active stylus/pen
- Warranty and repair service without Accidental Damage Protection
- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera

8.5.11 - Tablet: Windows Tablet (Staff) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 9.4" Display
- Intel i3 Processor – 7th Generation
- HD graphics - 1920 x 1080 resolution
- 128GB Solid State Drive (SSD)
- 8GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2) – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size); USB-C (Minimum one, preferred)
- 8+ hours battery life
- 4-year warranty and repair service + Accidental Damage Protection
- Active Stylus/Pen
- For devices without a mounted keyboard, a Wired Keyboard or Wired Keyboard Accessory must be included in pricing

Options Pricing

- Warranty and repair service without Accidental Damage Protection
- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera

8.5.12 - Chromebook: 11" Non-Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 11" Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1360 x 768 resolution
- 32GB Solid State Drive (SSD)
- 4GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2), Miracast capable – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- 4-year warranty preferred

Options Pricing

- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- 4-year Accidental Damage Protection

8.5.13 - Chromebook: 11" Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 11" Touch Screen Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1360 x 768 resolution
- 32GB Solid State Drive (SSD)
- 4GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2), Miracast capable – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- 4-year warranty preferred

Options Pricing

- Active Stylus/Pen
- RJ-45 (Ethernet 10/100/1000)
- Battery Replacement
- 4-year Accidental Damage Protection
- Forward Facing Keyboard Camera

8.5.14 - Chromebook: 13" Non-Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13" Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1360 x 768 resolution
- 32GB Solid State Drive (SSD)
- 4GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2), Miracast capable – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- 4-year warranty preferred

Options Pricing

- 4-year Accidental Damage Protection
- RJ-45 (Ethernet 10/100/1000)
- Battery Replacement

8.5.15 - Chromebook: 13" Touch (Student) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13" Touch Enabled Display
- Intel Celeron or Pentium processor – 4-core, N-series
- HD graphics - 1360 x 768 resolution
- 32GB Solid State Drive (SSD)
- 4GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2), Miracast capable – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- 4-year warranty preferred

Options Pricing

- 4-year Accidental Damage Protection
- Active Stylus/Pen
- RJ-45 (Ethernet 10/100/1000)
- Battery Replacement
- Forward Facing Keyboard Camera

8.5.16 - Chromebook: Staff Device - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- 13" Touch Enabled Display
- Active Pen/Stylus
- Intel i3 Processor – 7th Generation
- HD graphics – 1920 x 1080 resolution
- 64GB Solid State Drive (SSD)
- 8GB RAM – single slot preferred
- Intel Dual Band Wireless 802.11AC Wi-Fi + Bluetooth 4.0 (2x2), Miracast capable – wireless indicator light preferred
- Multimedia (speakers, 3.5mm combo headphone/microphone jack, webcam)
- USB 3.0 (minimum two, full size)
- 8+ hours battery life
- 4-year warranty preferred

Options Pricing

- 4-year Accidental Damage Protection
- Battery Replacement
- RJ-45 (Ethernet 10/100/1000)
- Forward Facing Keyboard Camera

8.5.17 - Desktop: Small Form Factor (SFF) - Specifications

Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications. Please also provide pricing for optional items listed:

Minimum Specifications

- Small Form Factor (SFF)
- Intel Core i3 Processor
- Integrated HD Graphics
- 128GB Solid State Drive (SSD)
- 4GB RAM – single slot
- RJ-45 (Ethernet 10/100/1000)
- Audio (internal speaker, 3.5mm combo headphone/microphone jack)
- USB 3.0 (minimum four, two front/two rear)
- HDMI and DisplayPort video outputs
- 4-year warranty and repair service

Options Pricing

- 8GB RAM
- 8X DVD +/- RW optical drive with mounting kit

8.5.18 - Workstation – Adobe - Specifications

Device(s) proposed in this category must run Adobe Creative Cloud Suite, AutoDesk, and SolidWorks in an instructional environment. Devices presented for this category should exceed the minimum required specification for Adobe Creative Cloud Suite. Qualified Service Providers may submit proposals for up to (3) three models that *meet or exceed* the following *minimum* specifications:

Minimum Specifications

- Intel Core i5 Processor
- Discrete Graphics Card, 2GB or better
- 256GB Solid State Drive (SSD)
- 16GB RAM – two slots, 2 expansion slots are preferred for a total of 4
- RJ-45 (Ethernet 10/100/1000)
- Audio (internal speaker, 3.5mm combo headphone/microphone jack)
- USB 3.0 (minimum six, two front/four rear)
- 4-year warranty and repair service

Options Pricing

- Intel i7 Processor
- Discrete Graphics Card – 4GB or better

8.5.19 – Workstation – VR - Specifications

This device category is intended to meet the medium- and long-term needs of Virtual Reality (VR) equipment being added to schools for educational purposes. Laptops and Desktops are accepted. Qualified Service Providers may submit proposals for up to three (3) models that *meet or exceed* the following *minimum* specifications:

Minimum Specifications

- Intel Core i5 Processor
- Discrete Graphics Card, 4GB or better, Nvidia Preferred
- 512GB Solid State Drive (SSD)
- 16GB RAM – two slots, 2 expansion slots are preferred for a total of 4
- RJ-45 (Ethernet 10/100/1000)
- Audio (internal speaker, 3.5mm combo headphone/microphone jack)
- USB 3.0 (minimum six, two front/four rear)
- 4-year warranty and repair service

Options Pricing

- Intel i7 Processor
- Discrete Graphics Card – 8GB or better

8.5.20 - Monitor: Non-Touch 22" - Specifications

Qualified Service Providers may submit proposals for up to one (1) model that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with Desktop specifications:

Minimum Specifications

- 22" LED-backlit LCD, adjustable
- 21" viewable area, minimum
- Widescreen
- 1920 x 1080 native resolution (60 Hz)
- Input connectors: HDMI, DisplayPort, VGA
- 4-year warranty

8.5.21 - Monitor: Non-Touch 24" - Specifications

Qualified Service Providers may submit proposals for up to one (1) model that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with Desktop specifications:

Minimum Specifications

- 24" LED-backlit LCD, adjustable
- 23" viewable area, minimum
- Widescreen
- 1920 x 1080 native resolution (60 Hz)
- Input connectors: HDMI, DisplayPort, VGA
- 4-year warranty

8.5.22 - Monitor: Touch 22" - Specifications

Qualified Service Providers may submit proposals for up to one (1) model that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with Desktop specifications.

Minimum Specifications

- 22" LED-backlit LCD, adjustable, Touch Enabled
- 21" viewable area, minimum
- Widescreen
- 1920 x 1080 native resolution (60 Hz)
- Input connectors: HDMI, DisplayPort, VGA
- 4-year warranty

8.5.23 - Monitor: Touch 24" - Specifications

Qualified Service Providers may submit proposals for up to one (1) model that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with Desktop specifications:

Minimum Specifications

- 24" LED-backlit LCD, adjustable, Touch Enabled
- 23" viewable area, minimum
- Widescreen
- 1920 x 1080 native resolution (60 Hz)
- Input connectors: HDMI, DisplayPort, VGA
- 4-year warranty

8.5.24 - Staff Device Docking Station - Specifications

Qualified Service Providers may submit proposals for up to one (1) model that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with Desktop specifications:

Minimum Specifications

- Two (2) Video outputs; HDMI and DisplayPort preferred
- USB-C, Compatibility with USB-A preferred
- RJ-45 (Ethernet 10/100/1000)
- Audio (internal speaker, 3.5mm combo headphone/microphone jack)
- USB Ports min 4 (2 USB 3.0 or better)
- Charging Capable
- Backwards compatibility wo USB-A highly preferred, charging with USB-A no required

8.5.25 - Mobile Device Cart - Specifications

Qualified Service Providers may submit proposals for up to one (1) models that *meets or exceeds* the following *minimum* specifications. Proposals must be compatible with devices listed in sections 8.5.1-8.5.16.

Minimum Specifications

- Thirty (30) Device Slots
- Power Control
- Standard US 110V AC Compatible
- Securable Door Mechanism

9.0 COST PROPOSAL

- 9.1 List base price, options pricing, freight, warranty and Accidental Damage Protection (as appropriate) as separate line items within the price quotes.
- 9.2 Clearly describe how unit pricing is affected by Service Provider partnership discounts (e.g., Microsoft Shape the Future) and bulk orders.
- 9.3 Explain how per unit costs change, if applicable, for on-going purchases after the initial purchase has been made for the District's Summer deployment.
- 9.4 Submit primary and alternate quote(s) for those units that indicate optional specifications.
- 9.5 The table below is the cost summary table. Service Providers shall use the table below (or an expanded table containing the same column and row names) and shall submit this information along with their proposal. Service Providers may include additional supporting cost documentation (if needed) in addition to the table below in section 9.6.

9.6 Cost Summary Table

Line	Item	Base Unit Price	Warranty Cost Including ADP	Warranty Cost Not Including ADP	Battery Replacement Warranty Cost
8.5.1	Laptop, non-touch: 11" Student				
8.5.2	Laptop, touch: 11" Student				
8.5.3	Laptop, non-touch: 13" Student				
8.5.4	Laptop, touch: 13" Student				
8.5.5	Laptop, 2-in-1: Student				
8.5.6	Laptop, 2-in-1: 13" Staff				
8.5.7	Laptop, non-touch: 13" Staff				
8.5.8	iOS Tablet: 9" Student				
8.5.9	iOS Tablet: 10" Staff				
8.5.10	Windows Tablet: 9.4" Student				
8.5.11	Windows Tablet: 9.4" Staff				
8.5.12	Chromebook, non-touch: 11" Student				
8.5.13	Chromebook, touch: 11" Student				
8.5.14	Chromebook, non-touch: 13" Student				
8.5.15	Chromebook, touch: 13" Student				
8.5.16	Chromebook, touch: 13" Staff				
8.5.17	Desktop: Small Form Factor (SFF)				
8.5.18	Workstation – Adobe Specs.				
8.5.19	Workstation – VR Specs.				
8.5.20	Monitor: non-touch 22"				
8.5.21	Monitor: non-touch 24"				
8.5.22	Monitor: touch 22"				
8.5.23	Monitor: touch 24"				
8.5.24	Docking Station: Staff				
8.5.25	Mobile Device Cart				

10.0 CONTRACT

- 10.1 The District is willing to review and consider governmental and/or K-12 education Service Provider contracts or a negotiated version of the Service Provider contracts. Service Providers shall provide the proposed contract mechanism for District review as an exhibit to their response. After review of Service Provider contract, the District may negotiate the proposed contract or may incorporate terms from the Service Provider contract into a District generated contract.
- 10.2 Once the evaluation of the responses received has concluded and the intent to award is issued to the recommended Service Provider(s), the recommended Service Provider(s) will have seven (7) business days to successfully negotiate a contract with the District.