



Technology Department
8715 Holmes Road, Kansas City, MO 64131
Phone: (816) 349-3451
Fax: (816) 349-3414

Published: March 5, 2019

Responses Due: April 9, 2019, 12:00 noon, Central Standard Time

Submit proposal to: Center School District
Attn: Colleen McLain
8701 Holmes Road
Kansas City, MO 64131
Phone: (816) 349-3357
Email: cmclain@center.k12.mo.us

Purpose

The Center School District is requesting proposals for teacher laptop devices used to replace Center Middle School teacher workstations.

Background

The Center School District is seeking a Dell Latitude 3390 laptop to replace teacher workstations in one of our buildings. Once a decision is made, we will need to order and receive the fleet delivered this June, 2019.

Section 1

General Bidding Instructions and Conditions

Proposals must be submitted electronically, either through email or a delivered USB memory device, and received by **12:00 PM local time (CST) on Tuesday, April 9, 2019**. If desired, a postal or hand delivery should be mailed to:

Center School District
Attn: Colleen McLain
8701 Holmes Road
Kansas City, MO 64131
Phone: 816-349-3357
Email: cmclain@center.k12.mo.us

Proposals received after the exact time and date noted will NOT be considered.

Public opening will take place at 12:15 (CST) on Tuesday, April 9, 2019 at
Center School District
8701 Holmes Road
Kansas City, MO 64131

Section 2:

Terms and Conditions

1. Proponents may not amend their proposal after the closing date and time, unless as a result of negotiations commenced by the CSD, but may withdraw their proposal at any time.
2. E-mail transmitted proposals will be accepted under the following conditions:
 - a. the proposal is received before the submission deadline at the e-mail address stated;
 - b. the CSD will not accept liability for any claim, demand or other actions for any reason should the e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail system other than that stated herein, or for any other reasons.
3. All questions or inquiries concerning this Request for Proposals must be submitted to the e-mail address provided above no later than **Friday, March 29, 2019**. All submitted questions will be answered at https://v.gd/CSD_laptops.
4. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.
5. Any amendments or addendums made after the release of this bid may be found on our website at <http://www.center.k12.mo.us/our-district/business-office>
6. If a contract is to be awarded as a result of this Request for Proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to the CSD, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm, staff assigned and quality and content of the manner in which the services are proposed to be performed. The District may request additional information and/or an interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.
7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.
8. The contract will contain the relevant provisions of this Request for Proposals and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.
9. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
10. The CSD has the right to cancel this Request for Proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against the CSD as a consequence.
11. The CSD is not liable for any costs of preparation or presentation of proposals.
12. An evaluation committee will review each proposal. The CSD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
13. The proposal and accompanying documentation submitted by the proponents are the property of the CSD and will not be returned.
14. Vendor must notify CSD of any specific portions of proposals considered confidential. CSD will take reasonable efforts to protect the confidentiality of such material but makes no

guarantees that such material may be protected. Entire proposals designated as confidential may be rejected.

15. Vendor proposal in response to this RFP will be incorporated into the final agreement between CSD and the selected vendor. The submitted proposal at a minimum should include the following sections:
 - Itemized Pricing and Total Sheet Summary
 - Any exclusions
 - CSD and Vendor Responsibilities
 - Fees, Payments and any applicable Trade-in credits
 - Legal Terms and Conditions
15. Vendors must include references for projects of similar size and scope that have been completed within the past two years. These references must be schools, school district, higher education or business similar in size and contain the following:
 - Job Location
 - Contact name and telephone numbers
 - Dates of contract
 - Project description
 - Devices provided
16. All services must be provided solely by a single vendor.

Section 3:

Overview of Products and Expectation of Services to Be Provided:

1. **Fleet of laptops, approximately 70 total, with these (minimum) specifications. (Detail responses in section 6.)**
 - a) Dell Latitude 3390.
 - b) Windows operating system
 - c) Include various options of Intel processors. Minimum being quad core 2GHz.
 - d) 8gb RAM
 - e) 128gb SSD
 - f) 802.11ac
 - g) No CD drive is needed
 - h) 1 full size HDMI port; at least 2 USB ports
 - i) Battery needs to have a run time of at least 8 hours
 - j) Include options for an extended battery warranty
 - k) Please provide any options for software based or BIOS tracking of lost or missing devices.
 - l) Options for 4 year, all parts warranty. Please include any support, shipping expectations (next day, fees associated, etc), or reimbursement options. This could include parts only (where we do the labor), full coverage (where you do parts and labor), on site support, shipping devices in for repair, reimbursements to CSD for our labor, etc.
 - m) We likely will outright purchase these laptops. However, we would like to see an outline all possibilities for leasing options available through you.

Additional information:

The District reserves the right to increase or decrease the given quantity of laptops. In the event quantities are increased or decreased, the amount added or deducted shall be based upon unit price quoted.

The District would also like to reserve the right to purchase additional/spare devices for up to 90 days after the contract is signed where pricing is based upon unit price quoted.

Section 4:

Timeline

Release of RFP to Vendors	3/5/2019
Site Survey/Vendor’s Conference	<i>Optional, call for appointment</i>
Deadline for Questions Regarding RFP	3/29/2019, 4:00 pm central time
Responses Received from Proposers	4/9/2019, 12:00 noon central time
Public Opening of Responses	4/9/2019, 12:15 pm central time
Evaluation of Responses	4/9/2019 - 4/15/2019
Recommendation to Board of Education	4/16/2019
Contract Approval by Board of Education	4/22/2019
Post Contract Award Design Meeting	TBD, if needed
Project Purchase date	June 2019

Section 5:

Evaluation Criteria

1. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply the District with the device solution identified herein.
2. Evaluation -- All proposals will be evaluated according to the point schedule listed below.
 - o Response to RFP’s requests, implementation, and services
 - o Response to questions
 - o Strength of references
 - o Pricing
 - o Service level agreements and support resources
 - o Overall understanding, quality and content of proposal

Note: The District reserves the right, at its sole discretion, to include any optional costs provided in the Pricing section to calculate the pricing score. Scores are used solely as a guide in the evaluation of proposals, and the Proposer with the highest score is not necessarily guaranteed an award of the contract. The final decision to award a contract rests with the Board of Education.

Section 6:

Detailed options/responses:

Center's minimum spec requests are as follows:

- Windows operating system
- 8gb RAM
- 128gb SSD
- 802.11ac
- No CD drive is needed
- 1 full size HDMI port; at least 2 USB ports
- Durable, rugged device that will hold up to everyday student use.

a) Please outline your specs of your proposal here:

Detail explanation of your specs:

b) Battery needs to have a run time of at least 8 hours.

Explanation:

c) We would like to see your options available for an extended battery warranty.

Options:

d) Please provide any options for software based or BIOS tracking of lost or missing devices.

Options:

e) We would like options for various Intel processors. Minimum being i5 8250U CPU @ 1.60GHz.

Options:

f) Options for 4 year, all parts warranty. Please include any support, shipping expectations (next day, fees associated, etc), or reimbursement options. This could include parts only (where we do the labor), full coverage (where you do parts and labor), on site support, shipping devices in for repair, reimbursements to CSD for our labor, etc.

Options:

g) It's possible we will lease these laptops. Please outline any possibilities for leasing options available through you.

Explanation:

h) Are there any exclusions we need to know about?

Explanation:

Section 7:

Pricing

A. Basic pricing for options designated by the District. Please price out:

	Proposer's option 1	Proposer's option 2	Proposer's option 3
Laptop			
Accidental damage			
All parts warranty			
Grand Total			

B. Additional Costs (if any) -- Provide detailed prices for any additional costs associated with this project. Clearly indicate each additional cost if it is required, optional or an alternative. Describe any additional cost in terms of initial or recurring and include a clear description including product, description, quantity, etc. The District reserves the right to reasonably allocate such additional costs over multiple years for purposes of comparing multi-year proposals.

Part Number	Description	Unit Price	Quantity	Extended Price

			Total Price	

Section 8:

References

- A. Include three references in the requested format that closely meet or exceed the following requirements:
 - a. References in the K-12 industry are strongly encouraged.
 - b. Support that occurred within the last three years are preferred.
 - c. The Proposer sold the devices at the reference’s location.
 - d. The reference’s request correlates to the product, or something similar, provided in this RFP.
 - e. References will be contacted, so please verify the contact information before submitting.

B. Reference format:

Reference 1	
Organization Name	
Mailing Address Line 1	
Mailing Address Line 2	
City	
State	
Zip Code	
Contact Person Name	
Contact Person Title	
Contact Person Phone Number	
Contact Person E-mail Address	
Device Sell Date	
Number of Users	
Specific Device Model that was sold	

Reference 2	
Organization Name	
Mailing Address Line 1	
Mailing Address Line 2	
City	
State	
Zip Code	

Contact Person Name	
Contact Person Title	
Contact Person Phone Number	
Contact Person E-mail Address	
Device Sell Date	
Number of Users	
Specific Device Model that was sold	

Reference 3	
Organization Name	
Mailing Address Line 1	
Mailing Address Line 2	
City	
State	
Zip Code	
Contact Person Name	
Contact Person Title	
Contact Person Phone Number	
Contact Person E-mail Address	
Device Sell Date	
Number of Users	
Specific Device Model that was sold	

Section 9:

Deviations

- A. List any deviations or exceptions from the requirements of this RFP. Please include illustrated descriptions of all RFP items that are deviations from specified items.

Section 10:

Signatures

In compliance with this Request for Proposal, any addenda thereto, and subject to all terms, conditions, and provisions thereof, the undersigned offers and agrees, if the Proposal is accepted, to furnish any or all of the items or services listed herein at the price and terms stated.

Authorized Person Signature	
Signature:	Date:

Authorized Person Contact Information (please print)	
Name:	
Title:	
Phone Number:	
E-mail Address:	