

# Richmond Community Schools Student Laptop RFP Specifications

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Date: November 8, 2016

## Preamble

Richmond Community Schools has prepared the following specifications pursuant to its Request for Proposals (RFP) that has been advertised and will be processed according to the relevant provisions of Indiana Code 5-22-9, et. seq. Thus throughout these specifications the terms “bid” and “proposal” are synonymous as are also the terms “bidder” and “proposer”.

## Bid Overview

Richmond Community Schools is seeking proposals for its intended purchase of student laptop computer devices. Richmond Community Schools (RCS) is a public school corporation located in the City of Richmond, Wayne County, Indiana. It is the largest school district in Wayne County, Indiana and has approximately 4,800 students in grades Pre-school through Twelve.

All submitted proposals should be labeled “Sealed Laptop Bid Proposal” on the outside of the envelope and identifying the name of the proposer. Once submitted, proposals cannot be withdrawn for a period of sixty (60) days after submittal and opening and will be considered the property of RCS. The request for proposal does not commit the RCS to any specific course of action.

A **non-collusion affidavit** must be signed and submitted with your bid proposal. Addendum B includes an acceptable non-collusion affidavit.

## Scope of Work

Vendor will provide the following: **2900 Student laptops**.

RCS requires that shipment of all of the Student Laptops be coordinated so that delivery occurs at RCS’s designated locale in Richmond, Wayne County, Indiana, by no later than March 8, 2017.

## Bid Due Date and Time

In order to be considered, 2 sealed copies of each proposal must be received at the following address by December 6, 2016, 2:00 PM EST:

Office of Business Affairs  
C/o Mrs. Karen Scalf  
Richmond Community Schools  
300 Hub Etchison Parkway  
Richmond, IN 47374

A public opening of the proposals will take place at that time. Bidders are not required to be present at the opening.

## **Bid Questions or Clarifications**

Please address all questions and clarifications to the following:

Rob Tidrow, Chief Operations Officer  
Richmond Community Schools  
300 Hub Etchison Parkway  
Richmond, IN 47374  
E-mail: [tidrow@rcs.k12.in.us](mailto:tidrow@rcs.k12.in.us)  
Phone: 765-973-5400

## **District Terms**

Proposals will be date and time stamped upon receipt by RCS.

RCS reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, or request to re-bid and re-advertise for new bids. RCS further reserves the right to engage in discussions and/or negotiations with any proposer after the bid opening and prior to any contract award. In so doing, RCS may share the content of any voluntary alternative or additional proposal that is made by one bidder with other bidders in order to assure that the fairness required by IC 5-22-9-9(a). Criteria to be considered as factors in awarding a contract pursuant to the Request for Proposals are those set out in said RFP.

RCS reserves the right to prepare the final contract prepared in response to the RFP for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of these specifications, RCS's reasonable interpretation as to such difference shall be final and conclusive.

If the scope of the purchase changes substantially, RCS reserves the right to rebid the product or service.

Federal and State laws, Local ordinances and Board policies apply to contracted services.

## **Richmond Community Schools' Non-Discrimination Policy**

Richmond Community Schools is an equal opportunity employer.

It is a policy of Richmond Community Schools not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC 20-8-1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Richmond Community Schools compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the Director of Student Services (student/parent) or Director of Human Resources employee/applicant) 300 Hub Etchison Parkway, Richmond, Indiana, 47374, or to the Office for Civil Rights, US Department of Education, Washington, D.C.

Visit our Website at <http://www.rcs.k12.in.us/administration/departments/human-resources/non-discrimination-policy> for more information about our non-discrimination policy.

## Payment

RCS is exempt from sales tax and use taxes. Taxes shall not be listed in a proposal or on invoices. There shall be no hidden costs associated with this proposal. If the bidder foresees any additional or unexpected costs or charges to be made, those charges need to be identified in and fully explained as a part of the proposal.

## Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

- Only student laptops meeting or exceeding these bid specifications will be accepted. No substitutions will be accepted. However, reference by RCS or by a proposer to a particular brand name of product shall be interpreted as illustrative of a desired quality standard and shall not be construed to limit a proposal to only the designated brand or otherwise unduly impede the ability of a bidder to competitively respond to the RFP.
- All proposals shall conform to the material requirements listed in these Specifications.
- The selected vendor shall have the responsibility to ensure that the products that are delivered to RCS are compliant with the material aspects of these Specifications.
- The risk of loss or damage to any product that occurs during shipping or delivery shall remain with the vendor and shall so remain until acceptance of delivery by RCS.
- If a successful bidder's source reduces its price of any requested item prior to delivery to RCS, that price reduction shall be passed on to RCS.
- If the manufacturer of a contracted product releases a newer model version, or discontinues the current model, the vendor shall provide the newer or better model at the same or lesser price, so long as such newer or better model version is available for shipping before the date that the contracted version goods were scheduled to ship from the manufacturer.
- A bidder must provide at least three (3) references.
- Each bidder must provide a certified cashier's check or surety bid bond (cash deposits will not be accepted) in the amount of five (5%) of the lump sum proposal amount as a forfeitable bid security deposit to assure RCS that if the bidder is awarded the contract pursuant to the RFP, the bidder will enter into the contract. The successful vendor will also be required to post a five percent (5%) performance bond that will remain in effect until acceptance of job completion and final payment by RCS.
- In the event a bidder withdraws its bid or fails to execute a satisfactory contract within ten (10) business days after a contract has been awarded to such bidder by RCS, then RCS may declare the bidder's bid security deposit forfeited to RCS as liquidated damages, but not as a penalty.

## Bid Evaluation Criteria

The following are the Bid Evaluation Criteria to be used by RCS in considering all proposals and in making a contractual award.

### Evaluation of Proposals

School/Library: Richmond Community Schools

Responses for: Student Laptops

	Vendor Name:	Vendor Name:	Vendor Name:
	Date Proposal received:	Date Proposal received:	Date Proposal received:
1. Price* - 30 Points			
2. Compliance with specification or Bid document - 20 Points			
3. The level of service/support/maintenance provided in the proposed service without additional cost - 20 Points			
4. Satisfactory previous business/working relationship with the provider - 20 Points			
5. References from other school districts supporting satisfactory performance of the service from the vendor - 10 Points			
<b>Total: 100 Points</b>			

\*Price MUST be given more weight than any other single factor. Price must also be cost-effective.

## Unit Requirements

Laptops must meet or exceed the following specifications in the following subsections.

### Student Laptops

*Table 1: Student Laptops* includes specifications for the Student Laptops. Vendor must complete last two columns of the following specifications. Requirements and specifications are intended to define the level of quality and performance of the requested solution and not to be restrictive. Any variations from the requirements stated shall be fully explained and included with the proposal.

**Note:** After the table, there are two additional Bid Alternates (Alternate 1 and Alternate 2)

<b>Table 1: Student Laptops</b>				
Item	Specifications	Comments	Proposed Model Meets Specification YES or NO	Alternative
Quantity	2,900 laptops	Required		

Case	Ruggedized Design with sealed keyboard, double hinge, and rubberized bezel.	Or better		
Processor	X86 Architecture CPU at least 2.5Ghz	Or better		
Operating System	Windows 10 Professional 64bit English	Required		
Memory	4GB (1x4GB) 1600MHz DDR3L Memory (Expandable)	Or better		
Hard Drive	250GB 7200rpm Hard Drive	Or better		
Display	Minimum 11" HD (1366x768), Anti-Glare LCD, Camera, WLAN support	Or larger		
Wireless	Intel Dual Band (2.4GHz and 5GHz) Wireless-N 7265AGN 802.11a/b/g/n 2x2 + Bluetooth 4.0 LE	Required. Must support WEP, WPA, and WPA2		
Wired Connectivity	10/100/1000 Gigabit Ethernet embedded wired NIC	Required		
Battery	<ul style="list-style-type: none"> <li>• Primary 3-cell 38W/HR Battery</li> <li>• Minimum 8 hours run time</li> <li>• Energy Star compliant</li> </ul>	Or better		
Warranty	1 Year Hardware Service with Onsite Service After Remote Diagnosis	Or better		
Ports, Slots & Chassis	<ul style="list-style-type: none"> <li>• Combo headphone/microphone jack</li> <li>• SD 3.0 Memory card reader</li> <li>• 1 USB 3.0 and 1 USB 2.0</li> <li>• Full Size HDMI</li> <li>• Network connector (RJ-45)</li> <li>• AC Power</li> <li>• Lock slot</li> </ul>	Or better		
Audio	High Definition audio with built-in speakers	Or better		
Docking Options	Optional 3rd party docking	Optional		
Input	<ul style="list-style-type: none"> <li>• Single Pointing sealed non-backlit Keyboard</li> <li>• US Keyboard</li> <li>• Multi-touch sealed Touchpad</li> </ul>	Required		

Security	TPM 1.2	Required		
AC Power and Charging Options	Must include one power adapter per laptop	Required		
Shipping	<ul style="list-style-type: none"> <li>Shipping costs included in the price.</li> <li>Units may be delivered to multiple locations</li> </ul>	Required		

Additional laptops requirements include but not limited to the following:

- Must support Microsoft Active Directory and SCCM
- Must support Meraki wireless technologies
- Must provide mobility and ease of use while providing durability and serviceability

### **Bid Alternate 1: Student Laptops with Solid State Hard Drive**

For Bid Alternate 1, in place of the Hard Drive: 250GB 7200rpm Hard Drive, cost out the student laptop to include the following component:

- Hard Drive: 60GB solid state internal hard drive

### **Bid Alternate 2: Student Laptops with 8GB RAM**

For Bid Alternate 2, in place of the Memory: 4GB (1x4GB) 1600MHz DDR3L Memory, cost out the student laptop to include the following component:

- Memory: 8GB 1600MHz DDR3L memory

### **Bid Alternate 3: Student Laptops with Lightspeed Management Bundle**

For Bid Alternate 3, for each device we need four year license for Lightspeed Systems, Inc. Management Bundle for Windows including the following features: Admin/teacher dashboards, Office 365 single sign-on, Mixed Windows & multi-OS support, Lock devices for testing, Push apps & policies, Report on devices, & 24/7/365 support.

## **Required Proposal Format and Content**

In order to be considered, 2 sealed copies of the bid proposal must be received at the following address by December 6, 2016, 2:00 PM EST:

Office of Business Affairs  
C/O Mrs. Karen Scalf  
Richmond Community Schools  
300 Hub Etchison Parkway  
Richmond, IN 47374

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid Cover Sheet
2. Letter of Interest

3. Profile and Experience
4. Project Costs
5. References
6. Other Acknowledgements and Agreements
7. Non-Collusion Affidavit

### Section 1: Bid Cover Sheet

Fill out completely the Bid Cover Sheet which is shown on Addendum A of this document. Place said cover sheet as the first page of the proposal that has been prepared for consideration.

### Section 2: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the proposer.

### Section 3: Profile and Experience

Outline company history, scope of services offered, size of the vendor, and location. Give additional detail that the company feels may elaborate on profile and experience.

### Section 4: Project Costs

Submit the company's total project costs for student laptops. Budget must contain a breakdown associated with the items shown in the following table (*Table 3: Laptop Costs*) based on the laptop specifications found in the earlier sections titled "Student Laptops".

<b>Table 3: Laptop Costs</b>		
<b>Item</b>	<b>Cost Per Device</b>	<b>Total</b>
Student Laptops		
Student Laptops with Alternate 1		
Student Laptops with Alternate 2		

### Section 5: References

At least three references must be provided, of which two must be schools where you have provided comparable scope of products. Those projects must have been completed within the last three years. These references must be for devices provided by the proposer, not by individuals within the entity comprising the proposer who may have worked on devices or projects while at another company. Use the format below.

<b>School or Organization</b>	<b>Contact Name and Position</b>	<b>Contact Phone Number</b>	<b>Contact E-Mail Address</b>	<b>Project Completion Date</b>

You may include additional schools or organizations as references.

### **Section 6: Other Acknowledgements and Agreements**

Vendor shall acknowledge and agree to the following items:

1. Vendor must provide a detail inventory sheet in electronic format (Microsoft Excel .XLS format) and hard copy format that includes serial numbers of all devices.

### **Section 7: Non-Collusion Affidavit**

A non-collusion affidavit must be signed and submitted with your bid proposal. Addendum B includes an acceptable non-collusion affidavit.



# Addendum A: Bid Cover Sheet

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## **Bid Proposal Submitted By**

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Company Name

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Authorized Name/Title (printed)

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Authorized Signature

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Contact Person for the Bid/Quote/Proposal process

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Date

---

Telephone

---

E-Mail Address

# Addendum B: Non-Collusion Affidavit

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**Richmond Community Schools  
Non-Collusion Affidavit**

State of Indiana )

\_\_\_\_\_ County )

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any similarly situated<sup>1</sup> person, representative, firm or company relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

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Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_  
Notary Public

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> For purposes of these Specifications, a “similarly situated” entity would be one in the same role in the chain of manufacture, distribution or sub-distribution as the proposer. That is, a local distributor would be free to confer with its regional distributor for purposes of pricing a proposed product but not with other local distributors of the same or competing products; a regional distributor choosing to engage in direct bidding would be free to consult with its product manufacturer for purposes of pricing a proposed product but not with other regional distributors of the same or of a competitive product.