



SCHOOL DISTRICT TWO
HARRISON
Character Through Diversity, Challenge & Accomplishment

1:1 Computer RFP School Year 2018-2019

Harrison School District Two

1060 Harrison Road
Colorado Springs, CO 80905
Email: rfp@hsd2.org

Supervisor of Technology: Mike Peterson

Bids DUE DATE: February 25th, 2018

Table of Contents

- A. Introduction 3
 - Organization Background..... 3
 - Project Purpose..... 3
 - Project Scope 3
- B. Instruction to Bidders 3
 - Schedule for Bid & Evaluation Process 3
 - Withdrawal of Bid Proposals..... 3
 - Submission of Bid Proposals 4
 - Bid Opening..... 4
 - Questions 4
 - Price Policy 4
 - Notifications..... 4
 - Addendum or Supplement to Request for Proposal..... 5
 - Requirements of Bids/Proposals..... 5
- C. Award 5
 - Evaluation of Bid Proposals..... 5
 - RFP Cancellation 5
 - Oral Presentations/Live Demonstrations/Interviews/Site Visits 5
 - Best and Final Offers 6
 - Award of Contract..... 6
 - Timeline for Laptop Order 6
 - Warranties 6
 - Delivery Terms 6
 - Termination of Award for Cause..... 6
 - Acceptance of RFP Terms..... 7
 - Disclaimer..... 7
- D. Vendor Questionnaire..... 7
 - Company Overview 7
 - Customer References..... 7
- RFP SECTION #1 – 2-in-1 Tablet Device 8

A. Introduction

Organization Background

From its humble beginnings in 1874, Harrison School District Two has been committed to its enduring partnership with the community to educate its growing student population of 11,000. In the last several years, Harrison has been executing a widespread program of change in the District. Our achievements include increasing high school graduation rates and improving student progress as measured by CMAS longitudinal growth. Harrison District Two includes 13 elementary schools, one K-8 school, three middle schools, one career readiness academy, two high schools, four charter schools and a homeschool program.

Project Purpose

It is the purpose of this Request for Proposal (RFP) to provide Harrison School District Two with the 2018-19 school year 1:1 initiative laptops for freshman students at our two high schools.

Project Scope

A purchase of 550-650 laptop computers, configured as specified, delivered by June 16th, 2018.

B. Instruction to Bidders

Schedule for Bid & Evaluation Process

RFP distributed to vendors: 2/9/2018

Deadline for RFP responses: 2/25/2018 11:59 p.m. MST

Bid opening: 2/26/2018 1:00 p.m. MST

Bid award: 3/9/2018

Delivery of Laptop Order: No later than June 16th, 2018

Please put pricing on page one or two of your bid proposal. Please also respond to each individual specification and requirement in the RFP Section #1- Laptop Computer directly after the pricing information.

Late bids will be returned to the bidder unopened.

Withdrawal of Bid Proposals

Any bid proposal may be withdrawn prior to the closing for the opening of bids or authorized postponement thereof. No bid proposal shall be withdrawn for a period of 90 days after the actual opening without a written request explaining the cause for the withdrawal and without the written consent of the District after reviewing the cause.

Submission of Bid Proposals

Please submit your proposal, including all supporting documentation, by email to:

rfp@hsd2.org

Or by mail to:

Harrison School District Two
Technology Department
Attn: Mike Peterson
1060 Harrison Road
Colorado Springs, CO 80905

Bid Opening

At said place and time, bids will be publicly opened and read aloud by an employee or authorized representative of the District. Bids will be opened at the Harrison School District Two Technology Department at 2400 Slater Avenue, Colorado Springs, CO 80905 at 1:00 p.m. MST on February 26th, 2018. All interested parties are invited to attend. No other public disclosure will be made until after award of contract.

The Harrison School District Two Technology Department, hereto referred to as the District, reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The bidder to whom an award is made may be required to enter into a written contract with the District.

Questions

Please email rfp@hsd2.org if you have any questions.

Price Policy

Firm Price Proposal is requested.

Notifications

Vendors will be notified regarding the need for additional information or clarification on their proposal no later than close of business on the day prior to vendor selection. The bid will be awarded March 2nd, 2018. The winning bid will be notified via phone and email; all other bidders will be notified via email.

Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP, a modification notice will be posted on Vendor Registry and sent to the vendor e-mail list. Responses to inquiries will be posted here as well.

Requirements of Bids/Proposals

Shipping and Handling: Separately list shipping charges if not included in unit price.

Warranties or support: Please indicate the basic warranty included with the purchased equipment. Itemize any optional warranties or support available, and list the costs of warranty options not included separate from other pricing.

Sections: Vendors may submit more than one response. For example, if there are two models that fit the criteria, two responses may be submitted, and our team will evaluate each one.

C. Award

Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this request for proposals, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and District experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of the District.

RFP Cancellation

Harrison School District #2 (District) reserves the right to cancel this entire RFP or individual components at any time, without penalty.

Oral Presentations/Live Demonstrations/Interviews/Site Visits

Offerors may be invited to provide live an oral presentation, demonstrations, participate in in-person interviews, and/or to make their offices available for a site visit by the evaluation committee. Such presentations and/or site visits will be at the Offeror's expense.

Best and Final Offers

The District may, at its sole discretion, either accept an Offeror's initial proposal by award of a contract or enter into discussions with Offerors whose proposals are deemed to be reasonably likely of being considered for award. In conducting discussions, there shall be no disclosure of any pricing information derived from proposals submitted by a competing Offeror. Offeror(s) may be invited to submit a "Best and Final Offer" to the District for consideration. Best and Final Offers will be made at the Offeror's expense.

Award of Contract

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to the District, price and other factors being considered. The District reserves the right to reject any and all bids or part thereof and waive any irregularities.

Timeline for Laptop Order

Start time to begin fulfilling the requirements of the order shall begin after District Bid Award. The District will work with the winning vendor to establish a timeline for delivery in segments, as needed, with a final delivery date of remaining units no later than June 16, 2018.

Warranties

This solicitation and resulting bid award and purchase order are subject to the implied warranties and remedies of the UCC.

Delivery Terms

FOB Destination. If laptops are delivered and signed for but then are DOA (Dead On Arrival) when booted up, it will be the responsibility of the vendor to remedy the problem. If laptops are signed for at delivery and then have damage not visible to the outside of the packages, it will be the responsibility of the vendor to remedy the problem.

Termination of Award for Cause

If through any cause, the successful Bidder shall fail to fulfill in a timely and proper manner its obligations or if the successful Bidder shall violate any of the covenants, agreements, or stipulations of the award, the District shall thereupon have the right to terminate the award by giving thirty (30) days advance written notice to the successful Bidder of such termination. In that event, all finished or unfinished services, reports or other materials prepared by the successful Bidder shall, at the option of the District, become property of the District, and the successful Bidder shall be entitled to receive just, equitable compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the successful Bidder shall not be relieved of liability to the District for damage sustained by the School District by virtue of breach of the award by the successful Bidder. The District may withhold any payments to the successful Bidder until the exact amount of damages due the District from the successful Bidder can be determined.

Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of the Offeror shall indicate acknowledgment of this condition. Signature shall be that of a person legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variation between its proposal and the State's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

Disclaimer

Harrison School District reserves the right to modify quantities within reason. The purchase of the above goods or services is contingent upon available funding. A Colorado constitutional amendment prohibits public schools and libraries from entering into multiple-year financial obligations, such as multi-year contracts, without pre-allocation of the funds unless the local voters have previously approved such an obligation. (Colorado Constitution, Article X, Section 20(4)(b)).

However, funding agreements, including multi-year contracts, that are subject to annual appropriations by a governing board, such as a school board, generally are allowed and are not subject to this constitutional provision since the governing board decides each year to make a particular expenditure.

D. Vendor Questionnaire

Company Overview

Provide contact information for the principal individual(s) to be contacted regarding the information in this RFP.

Customer References

Please provide 3 references of past clients that we may contact as references. Include the company names, addresses, phone numbers and contact persons.

RFP SECTION #1 – 2-in-1 Tablet Device

Please provide a bid/proposal (via email-preferred) for the following items by **February 25th, 2018 by 11:59 p.m.** MST. The contact for coordination of this proposal at Harrison School District Two Technology Department is Mike Peterson.

Email address for submissions: rfp@hsd2.org

Quantity: 550-650 **Delivery date: by June 16th, 2018**

Only new laptops will be considered

Minimum/Preferred Specifications

- 2-in-1 Device with Digital Inking and Active Pen
- Windows 10 64-Bit Professional License
- Quad core Intel Celeron minimum/Intel Core i3 Processor preferred
- 128GB or larger Solid State Drive (SSD) or M.2 SSD
- 4 GB RAM or higher
- 11-13" screen size
- 802.11ac wireless required with backwards compatibility to 802.11n
- Specify included warranty
- Provide pricing for 4 year parts warranty, if not the base warranty
- 4 year accidental damage warranty preferred; if an accidental damage warranty is not included in the unit price, please indicate if one can be purchased after delivery and whether that payment can be annual rather than one up front sum. Also provide, if available, the option to pool a smaller number of ADP warranties.

Deployment Requirements:

Upon delivery, all laptops must already be configured to our specifications. Please include any cost for these services, if any, in the bid. These specifications include the following:

- BIOS settings
 - Administrator password set
 - Boot order = USB, Hard Drive, Network
 - Password Changes disabled (require admin password to set system password)
 - NIC must be Enabled with PXE
 - Wake-on-LAN enabled
- Asset report in spreadsheet form to include the following minimum details
 - Service Tag / Serial #
 - Wired and wireless MAC address
 - Asset type (Desktop or Notebook)
 - Manufacturer
 - Model
 - Our PO number for each order