



REQUEST FOR PROPOSAL

for

Student Chromebooks 2024

Proposals due May 6th, 2024 at 12:00 PM CST

at the office of:

School District of Crandon
Technology Department
9750 US Hwy. 8 West
Crandon, WI 54520
Attention: David Moon, Director of Technology
Email Submission: moondavi@sdofcrandon.com

Release Date: **April 8th, 2024**

INVITATION TO SUBMIT
A PROPOSAL

The School District of Crandon (hereafter to be referred to as the “District”) invites your firm to submit a proposal for 225 Chromebooks as described in the accompanying specifications.

All proposals shall be marked as:

Student Chromebook RFP 2024

More information can be obtained from the District by contacting:

David Moon
Director of Technology
School District of Crandon
9750 US Hwy. 8 West
Crandon, WI 54520
715-478-6128
moondavi@sdoofcrandon.com

The district reserves the right to accept or reject all, or any part of, all proposals.

Sincerely,

David Moon
Director of Technology

PROPOSAL OVERVIEW

1. Objectives

The District is accepting proposals to replace HP Chromebook computers with newer Chromebook models for our students. These Chromebooks are used by District students for day to day learning. A significant aspect of any proposal will be the procedures used to file warranty claims and conduct repairs on Chromebooks. The District is seeking to purchase new equipment that meets the technical standards and conditions set forth in this document. Multiple models may be submitted for consideration but should meet the technical specifications required by the District.

The primary goal of this document is to receive pricing and warranty information available to the District on Chromebook models as outlined in the technical specifications. This information will allow the District to evaluate various current technology providers and complete the process to select the best vendor to meet our needs, if any.

Technical Specifications

<i>Description</i>	<i>Minimum Requirement</i>
Storage	64GB or greater
Memory	8 GB RAM
Processor	Intel Celeron or equivalent
Ports	(2) - USB-C, USB 3.0, HDMI, Headphone – <u>2 USB C ports to charge the device required</u>
Battery	Extended life battery - internal 10 hour run time minimum
Screen	11" anti-glare screen size – Non-Touch
Webcam	Yes
Audio	Built-in Microphone, Speakers
Keyboard	Standard – Spill Proof / Education
Wireless	Wi-Fi 6 or greater – <u>6E Preferred</u> & Bluetooth 5.2 or greater
Power adapter	Power Brick and Cord - USB - C
Battery Warranty	Preferred - 4 year
Warranty Process	Depot and one day delivery on parts, 2-way shipping paid, option for in house repairs
Pre-deployment	White glove Services (Unboxing / Asset Tagging / Enrollment to Google Admin/ Delivery / etc.).

Purchase terms

- 1. All Proposals should include the price to purchase the equipment upfront.**

Demonstration Model

- 1. All Proposals must include the ability of District staff to examine a demo model of equipment specified in the proposal.**
- 2. All costs for shipping and returning the demo model will be assumed by the vendor.**

Product Availability

Products that are submitted for bids must be available to be onsite prior to July 31st, 2024 and invoiced after to July 1st, 2024.

PROPOSAL INSTRUCTIONS

1. Inquiries

Questions can be submitted via e-mail. The parties mentioned will review and consolidate inquiries received before the deadline, prepare answers, and provide them to the vendor.

- 2. Proposal Deadline:** The proposal is due to the District no later than 12:00pm May 6th, 2024. This inquiry procedure provides the only means by which a vendor may request substantive changes in, or amendments to, these Specifications including the mandatory contract terms.

3. Proposal Submission Requirements

A. Proposal Format

To facilitate the analysis of responses to this RFP, vendors are required to prepare their RFP responses in accordance with the instructions outlined in this section. Vendors whose RFP responses deviate from these instructions may be considered non-responsive and disqualified.

Vendors shall prepare RFP responses as simply as possible and provide a straightforward, concise description of its capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables shall be numbered and clearly labeled. The proposal must be organized into the following sections:

Section	Title
Title Page	
Letter of Transmittal	
Table of Contents	
1.0	Executive Summary
2.0	Company Background
3.0	Warranty
4.0	5 Client References –Education Field only
5.0	Technical Specifications of the Chromebook
6.0	Itemized Costs (Pricing sheet)
7.0	Pricing Terms and Conditions

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

B. *Executive Summary*

This part of the response to the RFP should be limited to a brief narrative highlighting the vendor’s proposal. The summary should contain as little technical jargon as possible and be oriented toward non-technical personnel. Please do not include cost quotations in this section.

C. *Company background*

The District seeks information about each vendor in order to evaluate the company's stability and ability to support the commitments set forth in response to this RFP. The District at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company’s background, including:

- Company’s mission or vision statement.
- Length of time the company has been in business.
- Percentage of business in public sector/government municipalities.
- Number of public sector or related organizations running the company’s hardware, software or services.

D. Maintenance Program(s)

The District desires to partner with a technology company providing top-quality customer services. Please provide information about the support your organization provides, including:

- Phone and web-based help
- Tracking system for ensuring requests are promptly addressed
- 2-way shipping required
- On-site support for Chromebook maintenance and repair

E. Client References

Every vendor must provide at least five client references, preferably organizations similar in size and complexity to the District. Information should include at the minimum: name of client reference, title, address, and telephone number. If the implementation provider is a separate company, references must be provided for both. All references will be contacted should your company be elevated to the short-list of vendors.

F. Itemized Costs

The District reserves the right to contact vendors for cost and scope clarification at any time during the selection process. Please provide as much detail as possible. All Proposals must be firm for 60 days from the due date.

G. Maintenance contract Terms and Conditions

The vendor is to provide an example lease agreement with the response. The life of the contract will be set at four years. The lease will not auto-renew at the conclusion of the term.

H. Anticipated Delivery Date

The vendor is to provide an anticipated delivery date for the devices that are quoted.

4. Vendor Qualifications

A contract shall be awarded only to a responsible vendor with previous experience, skilled personnel and the financial ability to supply the requested equipment. The District reserves the right to reject any proposal if evidence indicates that the vendor is not properly qualified to carry out the obligations of the contract. Vendors must ensure continued maintenance and support of all computers by the vendor's trained and certified personnel or as outlined in warranty agreements, and available parts for the entire length of the contractual period chosen.

5. Exception

All exceptions or deviations to the specifications for services, equipment, or support shall be clearly identified and referenced within the Proposal response.

6. Rejection/Acceptance

The District reserves the right to accept or reject any proposal. Upon acceptance of the proposal by the District, the vendor will assume all maintenance responsibilities defined in the vendor proposal upon delivery, if applicable.

7. Award of Contract

An electronic notification indicating vendor acceptance will be issued to the vendor(s) selected by the District as a result of the Proposal Specifications process. This letter will state that the vendor has been selected to supply the computers defined in the vendor proposal and that a contract will be awarded upon, and only upon, successful negotiation with the vendor. The selected vendor shall be considered the prime contractor and shall assume total responsibility of the maintenance services as identified in the proposal.

8. Costs

No costs or expenses incurred by vendors in responding to this RFP or by participating in this competitive process will be charged to the District.