

Richland-Bean Blossom Community Schools

REQUEST FOR PROPOSAL (RFP)

Issue Date: 2/01/2016

Proposals Due: March 4, 2016 2:00 p.m. EST

Chromebook 1:1 devices

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through fair and competitive negotiations for Chromebooks 1:1 devices for the following schools:

Edgewood High School
Edgewood Junior High School

BACKGROUND

- Richland –Bean Blossom Community School Corporation will be soliciting sealed proposals for replacing our current 1:1 devices (iPads) with new 1:1 devices (Chromebooks) for the start of the 2016/2017 school year.
- RBBSC is asking pricing on two different models of Chromebooks. Vendors may submit bids for other Chromebook models that are equal in price, capabilities and durability of the listed models. If vendors choose to submit pricing for other Chromebook models they are still required to provide pricing for the two models listed.
- Any questions concerning technical specifications must be directed to Michael Bradburn, Director of Technology, Address: 600 S. Edgewood Dr. Ellettsville, IN 47429, Phone: 812-876-7100, or Email at mbradburn@rbbschools.net
- Proposal shall provide a separate section listing for each school/entity with all costs associated with the proposal for that school/entity.

Note: All requirements for this project may be found in the RFP which can be viewed at the following website:

www.rbbcs.k12.in.us

VENDOR REQUIREMENTS:

- **Quantity required – 1,579**
 - Edgewood High School – 820 (current student enrollment)
 - Edgewood Junior High School – 615 (current student enrollment)
 - 10% overage for students who will enroll at RBBSC after start of school year - 144
- **Model requirements:**
 - Lenovo N21
 - RAM – 4GB
 - Storage – 16GB

 - ASUS C100 Touchscreen Flipbook

- RAM – 4GB
- Storage – 16GB
- Touchscreen capable
- Flipbook – 360 degree capable

- **Licensing Requirements:**
 - 1,579 Chromebook Management Licenses

- **Pricing requirements:**
 - Cost of devices and licensing need to be shown as itemized for each device and the licensing.
 - Price to be shown as a total onetime payment for all devices and licensing
 - Price to be shown through lease options for all devices and licensing
 - Lease options need to be obtained from three separate leasing vendors if it is not possible to obtain pricing from three separate leasing vendors a statement will need to be added to the bid package that it was not possible to provide three separate leasing quotes.

- The Richland-Bean Blossom Community Schools and all proposers must adhere to and abide by the regulations set by Indiana Code Guidelines.
- Read and follow the RFP carefully.
- Local Purchasing Policy – Policy 6320 – Purchasing is available at www.neola.com/richland-IN/

DUE DATE

Proposals will be received in the Richland-Bean Blossom Community Schools Administration Building at the following address 600 S. Edgewood Drive, Ellettsville, IN 47429 until 2:00 p.m. EST on Friday, March 4, 2016. Proposals will be opened and publicly acknowledged at the hour of two o'clock p.m. EST at the Richland-Bean Blossom Community Schools Administration Building on March 4, 2016. The Richland-Bean Blossom Community School Board of Education reserves the right to reject any or all bids.

This project is subject to funding availability and is contingent upon the approval of the Richland – Bean Blossom School Board of Trustees.

Evaluation - Procedures for Evaluation

Richland-Bean Blossom Community Schools will utilize, but is not be limited to, the following criteria in reviewing and scoring the bids.

Weighted Evaluation Criteria Point Structure:

Price - 30

Technical Merit - 20

Service & Support Terms - 15

Installation - 10

Service Provider's Years of Experience in Designing and Implementing Proposed Service - 10

The School's Experience with Service Provider - 15

Total – 100

Schedule:

Bids Due to Corporation Office Friday, March 4, 2016

Bids review anticipated by March 7, 2016

Bid data to be processed and recommendation of vendor presented to School Board of Trustees by March 11, 2016

School Board of Trustees to review and finalize all data and recommendation of vendor and to give or deny approval of purchase of 1:1 devices on or by March 28, 2016

POINT OF CONTACT:

Any questions concerning technical specifications must be directed to:

Michael Bradburn, Director of Technology

Address: 600 S. Edgewood Dr. Ellettsville, IN 47429

Phone: 812-876-7100

Email: mbradburn@rbbschools.net

Disclaimer:

The Proposer shall indemnify, keep and hold harmless the Richland-Bean Blossom Community School Corporation, its officers, employees and agents against all injuries, deaths, losses, damages, claims suits liabilities, judgments, costs and expenses, of whatever kind, including but not limited to attorney's fees, which may accrue against the school corporation, its officers, employees and agents arising out of, as a result of, or in consequence of the acts of omissions of the Proposer in furtherance of the contract, including acts or omissions of the Proposer's employees, subcontractors, agents or officers, in the performance of the work covered by the contract.

This RFP implies no obligation on the school corporation to accept any proposal or response submitted.

The school corporation reserves the right to award a contract to a single overall proposer for all services, or make awards on the basis of individual services or group of services, whichever shall be considered by the school corporation to be most advantageous or to constitute its best interest.

The proposal must guarantee performance sufficient to fulfill the needs of the district as requested within the RFP.

Forms 1-4 – following pages – are to be completed and submitted with proposals.

Form #1

**Richland Bean Blossom School Corporation
Proposer Information Form**

Legal Name of Proposer: _____

Legal Address: _____

City State Zip: _____

Telephone/FAX: _____

Email: _____

Statement by Proposer as to whether Proposer is the Sole Proprietor, a partnership, a Corporation, or any other legal entity:

Name of individual legally authorized to bind the Proposer to a contract:

(Please print or type) Title: _____

Signature _____

Form #2

Richland Bean Blossom School Corporation

Reference Form

All references must be from customers for whom your company has provided similar services as the Scope of Work detailed in this RFP. *(Invalid contact information will result in default of references and may cause the proposal to be disqualified.)*

Proposer: _____

3. Reference name:

Street Address _____
City, State & Zip _____
Contact Person Name _____ Phone _____
Describe specific job performed and date: _____

2. Reference name:

Street Address _____
City, State & Zip _____
Contact Person Name _____ Phone _____
Describe specific job performed and date: _____

3. Reference name:

Street Address _____
City, State & Zip _____
Contact Person Name _____ Phone _____
Describe specific job performed and date: _____

Non – Collusion Declaration

I, _____, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a false proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information of data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive bid.

_____ Date

_____ Name of Vendor

_____ Printed name of Authorized Company Representative

_____ Signature of Authorized Company Representative

Sworn to and Subscribed Before Me On This _____ Day of _____, 2016.

_____ Notary Public

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Proposer Certification

I hereby certify that I have read and understand the requirements of this Request for Proposals and, that I as respondent, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contracts(s) and/or other transactions required by award of this RFP.

Company _____

By (Print name) _____

Signature _____

Position _____

E-Mail _____

Office Phone _____ Cell Phone _____

Instructions:

The naming of a given manufacturer and model number is not intended to limit bidding but to establish the level of quality desired for the various items required. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.

Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.

Optional accessories necessary for the basic use of equipment shall be included in the base bid. Such accessories not necessary for the basic use but deemed desirable shall be included as an alternative bid with a complete description.

Each group of items or individual item, if classified in this way, shall constitute a separate bid. The School Board, however, may accept a combined bid for all items bid by one bidder.

Delivery date is a part of the bid and must be submitted at the time of bidding.

All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.

All bids shall be submitted in sealed envelopes clearly marked with the words "Bid Opening", the date and time of bid opening, the bid, and the name of the bidder.

In the event of discrepancies between the unit price and extension, the unit price shall prevail.

Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing, additional guarantees which will become a part of the bid and considered in making awards.

Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.

Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.

Each bid shall be accompanied by either a bond for the full amount of the bid or a cashier's check or letter of credit equal to ten percent (10%) of the total bid and a statement indicating no outstanding personal property tax obligations.

All necessary insurance certificates shall be supplied only when specifically requested.

No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.

The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.

The School Board reserves the right to:

- A. reject any or all bids without assigning any reason therefore;
- B. be the sole judge of equivalency;
- C. waive any bid requirement in accepting or rejecting bids.

Dated this 1st day of February , 2016.

BOARD OF SCHOOL TRUSTEES OF RICHLAND-BEAN BLOSSOM COMMUNITY
SCHOOL CORPORATION

Dana Robert Kerr, President