



CONCORD
COMMUNITY SCHOOLS
PREPARING ALL STUDENTS FOR SUCCESS

**Request for Proposal
for
Chromebook Purchasing**

April 10, 2018

INTRODUCTION

Concord Community Schools is located in Elkhart, Indiana. The corporation includes one high school, Concord High School; one junior high school, Concord Junior High School; one intermediate school, Concord Intermediate School; and four elementary schools, East Side Elementary, Ox Bow Elementary, South Side Elementary, and West Side Elementary. The 2017-18 student enrollment for the district is approximately 5400 students.

PURPOSE

Concord Community Schools is planning on purchasing 2750 Chromebooks in April 2018 for the junior high and high school students. This RFP is specifically for the Chromebooks for our junior high and high school students.

GENERAL TERMS AND CONDITIONS

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- A total of 2750 2-in-1 Touch Chromebooks are requested.
- Vendors may submit up to a maximum of three (3) device options.
- All proposals shall be sealed and delivered by Friday, April 27, 2018 at 10:00 AM EST to the address below:
Concord Community Schools
Attn: Bid for Chromebook Project
59040 Minuteman Way
Elkhart, IN 46517
- All 2750 Chromebooks are to be delivered to Concord Community Schools by May 30, 2018. This delivery date may be adjusted based on vendors availability of devices, with prior approval. Concord's preference is to have devices by May 30, 2018.
- Notification of delivery must be received 24 hours prior.
- Vendor to quote only brand new (no refurbished) Chromebooks.
- Be certain to quote on the exact quantity, services, and other items specified.
- The school corporation is tax exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
- All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt.
- The vendor shall include warranty information for all equipment offered with the proposal.
- The vendor shall include five references with the proposal.

CONTRACT AWARDS

The Owner reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of the Owner, best suited for use in said schools and the best value for the amount expended.

The Owner will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and the Owner shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between the Owner and the successful vendor(s) will be in form and substance acceptable to the Owner, and will include, but not be limited to, the specifications referenced below.

PROPOSAL SPECIFICATIONS

Scope of Project

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, the school corporation cannot accept any responsibility. It is assumed that the pricing submitted is the price you will be honor. Therefore you will be legally held to this price.
- All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices.
- The school corporation will not be responsible for any deliveries that are not signed for by an authorized employee or employee of the school's technology managed services provider.
- Provide Concord Community Schools with an excel file containing the following information.
 - Serial Number
 - MAC Address
- Concord Community Schools reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any in-formalities or irregularities therein. Concord Community Schools reserves the right to award any resultant contracts(s) as a whole or split award between competing parties. Concord Community Schools reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to the the Concord Community Schools. The Concord Community Schools reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. The Concord Community Schools reserves the right to determine if an alternate item(s) is equal to the specified item and will meet the Concord Community Schools requirements.

- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the government body, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below.

Requirement(s)	Points
Proposal Price	35
Production/Inventory/Delivery	25
Organizational Strength: (experience, etc.)	15
Organizational References	10
Budget Bundle Considerations	10
Proposal Submission: (followed guidelines)	5

- Any proposer who believes it is in entitled to an Indiana Small Business preference under IC 5-22-15-23, et al, shall submit all proof, materials, citations to Code Sections, etc, to prove that it qualifies in every way for such a preference under Indiana Codes, and submit a calculation of the effect of the preference upon the price. Failure to submit this information in its entirety will result in the proposer being found not eligible for the preference. Concord Community Schools reserves the right to accept or reject the proposer’s contention that it is entitled to this preference.
- Except for the designated contacts listed below in the General Rules section, Proposing Parties are not permitted to communicate with Concord Community Schools staff regarding this solicitation during the period between the RFP issue date and announcement of award.

Required Quote A - Qty 2750

2-in-1 Touch Chromebook, Intel Celeron N3350 or N3450U (DC, up to 2.4GHz, 2MB), 11.6” HD 1366x768 Touchscreen with World Facing Camera, mic, Google Chrome, 8GB (4GB Minimum) Memory, 32GB EMMC (Minimum), (2) USB-C ports, Intel Dual band wireless AC 7265 (802.11ac) 2x2 + Bluetooth 4.2, 3 Cell 42WHr battery, 1 Year Depot warranty.

Required Quote B - Qty 2750

Google Management Console license

Required Quote C - Qty 2750

Full-coverage protective case for the 2-in-1 touchscreen Chromebook with World Facing Camera. The preferred case is the Max Extreme case 2-in-1 Chromebook. Alternative quotes for protective cases must be equivalent or better. Provide information about the guarantee/warranty of all cases quoted.

Required Quote D - Qty 2750

Active EMR Pen

Required Quote E - Qty 2750

A warranty must be included that will protect all 2750 devices from hardware failure or accidental damage up to 4 years. This protection may come from the manufacturer or a third party. Please be sure to explain the details of the warranty plan in the proposal (i.e. What does unlimited mean? Is there a dollar amount limit? Is there a limit on the number of claims per device per calendar year? What is the cost per device per year?)

Alternate Quote F - Qty 2750

Prepare 2750 Chromebooks for immediate deployment in School systems environment. Join Chromebooks to School domain, label and organize according to school specifications.

All quotes should include detailed line items and subtotals along with the total purchase price.

IMPLEMENTATION TIMELINE

First advertisement date: April 10, 2018

Proposal Due Date: April 27, 2018 - 10:00am EST

Expected Date of Contract Award: May 7, 2018

QUOTE SUBMISSION

1. Proposals must be sealed and delivered via US Mail or Overnight. Use the following information for submitting proposals.
Concord Community Schools
Attn: Bid for Chromebook Project
59040 Minuteman Way
Elkhart, IN 46517
2. It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
3. Proposals must be received by **10:00 AM EST Friday, April 27, 2018**. Proposals will be opened at the following location:
Concord Community Schools
59040 Minuteman Way
Elkhart, IN 46517
4. All proposals should include a pricing summary on the the first page of the proposal using the template provided at the end of this document.

5. All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than sixty (60) days from the proposal due date.
6. The bidder's written proposal will be the basis for selection. However, following an initial screening of all quotes received, Concord Community Schools may request additional information, clarification, or an on-site presentation.
7. Structure your proposal based on the information requested above. Please insure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at sole discretion of Concord Community Schools.
8. Concord Community Schools reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any in-formalities or irregularities therein. Concord Community Schools reserves the right to award any resultant contract(s) as a whole or split award between competing parties. Concord Community Schools reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to the the Concord Community Schools. The Concord Community Schools reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. The Concord Community Schools reserves the right to determine if an alternate item(s) is equal to the specified item and will meet the Concord Community Schools requirements.
9. Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
10. By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
11. Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal. Each proposal must be accompanied by the following:
 - a. An executed non-collusion affidavit;
 - b. Bid security - either an acceptable bid bond or a certified check in the amount not less than three percent (3%) of the highest bid, payable to Concord Community Schools.

12. The bid security of all unsuccessful proposers will be returned promptly after an award has been made, or in the event that all proposals are rejected. The bid security of the successful proposer(s) shall be held until the delivery and completion of the contract to the satisfaction of the School Corporation. Payment will be held for 30 days following the satisfactory completion of the contract.
13. The selected vendor(s) will indemnify Concord Community Schools, the State of Indiana, and the agents and employees of either, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by the school corporation's negligence.
14. Vendor must fill out Non-Collusion Affidavit, the Statement of Experience, and Oath and Affirmation form at the end of this document.
15. Failure to submit a quote response on time may constitute grounds for the rejection of the quote.

GENERAL RULES APPLICABLE TO THE SELECTION PROCESS

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.
- For the purpose of assuring the Concord Community Schools of the quality of workmanship, materials, equipment and service, the school corporation will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- The school corporation reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendor shall submit five references which will be included in the proposal.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by the school corporation.

- Vendors shall furnish school corporation with brochures, documentation and specification sheets, if requested.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to the school corporation, taking into consideration price and other evaluation factors set forth in the specifications.
- The school corporation reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.
- The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by the school corporation official who is authorized to issue orders.
- Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.
- The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.
- All contact following issuance of the RFP until submission of proposals is through the designated contacts listed below, Proposing Parties are not permitted to communicate with other Concord Community Schools staff regarding this solicitation during the period between the RFP issue date and announcement of award.
 - Technical/Proposal Specific Questions:
 - Mike Sumpter (574) 875-5162 ext. 80004 or msumpter@concord.k12.in.us
 - Financial/Procurement/Legal Questions:
 - Becky Smith (574) 875-5162 ext. 80003 or bsmith@concord.k12.in.us
- Reference checks will be conducted for the selected number of top-ranking vendors.

**Concord Community Schools Chromebook Purchasing Request for Proposal
(Complete and include as first pages in your proposal.)**

Contact Information:

Quote Date:	
Company Name:	
Address:	
Sales Rep. Email Address	
Sales Rep Phone Number	

Device Options:

Device Option #1	Unit Price	Total Price (Qty 2750)
2-in-1 touch Chromebook Brand Specs		
Google Management Console license		
Full coverage protective case (Max Extreme Case preferred)		
Active EMR pen for touchscreen Chromebook		
Extended Warranty up to 4 years		
<u>Alternate:</u> prepare Chromebooks and join to Concord domain, labeled and organized by building		
TOTAL		

Device Option #2	Unit Price	Total Price (Qty 2750)
2-in-1 touch Chromebook Brand Specs		
Google Management Console license		
Full coverage protective case (Max Extreme Case preferred)		
Active EMR pen for touchscreen Chromebook		
Extended Warranty up to 4 years		
<u>Alternate</u> : prepare Chromebooks and join to Concord domain, labeled and organized by building		
TOTAL		

Device Option #3	Unit Price	Total Price (Qty 2750)
2-in-1 touch Chromebook Brand Specs		
Google Management Console license		
Full coverage protective case (Max Extreme Case preferred)		
Active EMR pen for touchscreen Chromebook		
Extended Warranty up to 4 years		
<u>Alternate</u> : prepare Chromebooks and join to Concord domain, labeled and organized by building		
TOTAL		

Non-Collusion Affidavit

Authorized Signature: _____

Date: _____

(To be executed by the Proposer and submitted with the Proposal.)

Project: Chromebooks Bid

Request for Proposals Chromebooks

I, _____, declare as follows:

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

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf

I declare under penalty of perjury under the laws of the State of Indiana that the foregoing is true and correct.

Executed this _____ day of _____ 2018, at _____, Indiana.

Signature

STATEMENT OF EXPERIENCE/REFERENCES
Concord Community Schools
Request for Proposals Chromebooks

1. Name of Firm: _____

2. Address of Firm: _____

3. Telephone: _____ Age of Firm: _____

Fax: _____ License: _____

4. Type of Organization: _____

Officers or Principals of Firm:

NAME

ADDRESS

PHONE #

_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Have you ever failed to complete any work awarded to you? _____

If so, note when, where and why: _____

6. Experience record of key staff:

NAME

POSITION

YEARS EXP.

Please describe the experience your firm has with the Project:

8. Please indicate the earliest date that your firm can have 2750 Chromebooks prepped:

9. Please list specific experience your firm has with the Project:

10. Please list five references:

1. _____
2. _____
3. _____
4. _____
5. _____

Declaration Signature

I, (name) _____, declare that as (title) _____ of

(company) _____, I am the party making the Statement of Experience and

that I have read such statement and know the contents thereof. The same is true of my knowledge.

I declare under penalty of perjury under the laws of the State of Indiana that the

foregoing is true and correct.

Signature _____ Date _____

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the all of the proposal documents submitted herein are true and correct.

Dated this: _____

Organization

Title of Person Signing

Signature

Notary public

State of: _____

County of _____, SS

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing documents are true and correct.

Subscribed and sworn to me this _____ day of _____, 2018.

Notary Public

Printed Name: _____

County of Residence _____

My Commission Expires: _____

(Seal)