



**LICKING HEIGHTS LOCAL SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)
FOR
CHROMEBOOK DEVICES**

PART I—GENERAL INFORMATION

BACKGROUND

The Licking Heights Local School District, one of the fastest growing public school districts in the state of Ohio serves approximately 4800 students across five buildings. Our district encompasses areas of Pataskala, Blacklick, Reynoldsburg, Jersey Township and New Albany with continual growth expected on the estimated 8,000 acres of undeveloped land. LH Schools is committed to excellence in education with aspirations of becoming a lighthouse destination for educators, students and community.

A new high school will be opening for the 2020-2021 school year, further expanding the district's total school building number to six. The district is seeking proposals for two thousand (2,000) Chromebook devices to be used by our students.

SERVICES SOLICITED

The LH schools is interested in pursuing a one to one environment for our students where each student has access to a Chromebook. The district currently has over 2,000 devices deployed among the five buildings. However, in order to achieve the one to one environment it desires, the district is seeking proposals for the additional 2,000 devices. Specifications for each device are listed within the Specification Section below.

Each vendor shall furnish the information required by the Contract Documents. The vendor shall sign the proposal, all addenda and the proposal sheet. The individual(s) signing the proposal must initial any corrections, erasures or changes. Proposals signed by an agent must be accompanied by evidence of the agent's authority unless such evidence has been previously furnished to the LH Schools.

- 1.1 LH Schools does not pay Federal Tax nor local retail sales or use tax. Tax exemption certificates will be provided upon request.
- 1.2 The vendor may offer an "equal" product or product exceeding Specifications as an alternate proposal. Final determination of whether or not an item is an "approved equal" remains with the LH Schools.
- 1.3 LH Schools expects that all proposals will remain valid for the term of this proposal.
- 1.4 Contract award to vendor(s) shall be a multi-year award as a phase in process is deemed most beneficial to the LH Schools.

- 1.5 LH Schools expressly reserves the right to:
- a) Waive minor deviations from the specifications when it is determined that the total cost to the LH Schools of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming proposal.
 - b) Waive any defect, irregularity or informality in any proposal procedure.
 - c) Reject any or all proposals.
 - d) Amend a proposal prior to proposal review date to extend or make changes to specifications.
 - e) Procure any item by other means.
 - f) Increase or decrease the quantity specified in the proposal, unless the offer specifies otherwise.

TIMEFRAME

All proposals shall be emailed to the following address by Friday, May 29, 2020 at 1:00pm:

Brittany Zeller @ Brittany.zeller@lhschools.org

If there are questions regarding this RFP process, please contact the Technology Supervisor, Mr. Darian Kovach via email at dkovach@lhschools.org

Proposals must be delivered to and received prior the deadline noted above. There will be no exceptions. Proposals received after the deadline will not be considered for procurement.

PAYMENT TERMS

Payment will be issued upon review and approval of invoice within 30 days.

PART II—PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposals (RFP) method of procurement, LH Schools is requesting proposals from companies/businesses (Respondents) for a total of two thousand Chromebook devices. The proposals should address the scope of services and specifications outlined in that specific section below.

NOTES TO ALL VENDORS

1. Vendor must keep LH Schools advised of any changes in order(s) status.
2. Questions regarding this proposal must be in writing and emailed to dkovach@lhschools.org
3. All pricing and any award under this RFP shall be good for LH School and any other entity purchasing through LH Schools.

SCOPE OF SERVICES

LH Schools wishes to maintain a relationship with a vendor for the maintenance and support of Chromebook devices. The selected vendor shall maintain all facets of our Chromebook devices, including, but not limited to:

- Timely warranty repairs
- White Glove Service
- 3 Year Accidental Damage Protection
- 3 Year Warranty

The vendor will also help facilitate a deployment plan and execute any needed preventative maintenance of the devices. The vendor will provide equipment as requested by the District for usage. All parts and labor required to install the equipment is to be included. Free pick-up and delivery by the vendor of equipment in need of repair is included as part of this proposal.

MAINTENANCE, PARTS AND REPAIR

The vendor shall maintain and repair all equipment, hardware and software throughout the life of this agreement. This includes, but is not limited to, all components of the individual devices. LH Schools reserves the right to have technical staff on-site to witness, and if desired, assist in the maintenance and troubleshooting procedures. This shall not relieve the chosen vendor from warranty and maintenance responsibility as defined in this RFP. On an annual basis, the vendor and the District shall review any additions or modifications to the devices, and if necessary, adjust contract cost to accommodate equipment added or removed. Should the vendor indicate that the amount of additional equipment brought online in a given year requires an adjustment to the maintenance contract, the District must be notified no less than sixty (60) days in advance of the contract renewal. The vendor shall provide an itemized list of the equipment added to the contract, along with a proposed adjustment to the contract to accommodate this equipment. The District shall have the option to accept these updates as presented, choose to maintain the

equipment on a time and materials basis, or exclude the equipment from this agreement entirely.

Vendors must briefly describe their trouble reporting and resolution procedure. Copies of actual procedures or policies are not required with the Proposal, but may be requested prior to or any time after award. Vendors must briefly describe their customer support services philosophy. Vendors must describe any other outside resources available to the vendor for performance of the system. This could include strategic partners, consultants and Sub-Contractors. Vendors must submit a list of assigned staff, their qualifications, relevant training (including industry and manufacturer certifications, and personnel training such as supervisor or foreman training), and experience.

REFERENCES

Vendors must submit three (3) references from previous projects similar in scope and complexity to that described in this RFP that the vendor has performed in the last three years. Include sufficient variety to cover all types of projects required by this RFP. Include a brief narrative describing the project(s) performed for each reference. Project scope and complexity should be similar to that required by this RFP. Include also the customer's information as below:

Organization Name

Contact Person Name and Title

Contact Phone Number

Contact Address

Brief Description of Contract

COST

Cost schedules being proposed are to be comprehensive and are to include all components and services necessary to meet the requirements of this RFP. Costs not identified cannot be added or considered at a later time and will not be accepted in the final contract. The Vendor is to provide detailed pricing for each item or service necessary to comply with the requirements of this RFP.

SPECIFICATIONS

The following are *minimum* requirements for devices:

- 11'-11.6" Touchscreen
- Intel/Celeron CPU

- 4 GB DDR4 RAM
32 GB Flash Memory
UHD Graphics
- 3-year warranty
- Individual device security
- 3-year ADP (Accidental Damage Protection)
- Google Management license for each device
- White Glove Service

WHO IS ELIGIBLE TO RESPOND?

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. By submitting a proposal respondent represents to LH Schools that it meets the following requirements:

- Is able to comply with the required or proposed RFP
- Has a satisfactory record of integrity and ethics
- Be otherwise qualified and eligible to receive an award
- Be in good standing with the applicable national or state associations

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the LH Schools procurement policies and general terms as follows:

- 1) LH Schools reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety by this Request for Proposal, or make multiple or partial awards.
- 2) Offers given LH Schools shall be analyzed for what is in the best interest of the Organization and a selection of products shall be made that can include the RFP response offer in its entirety or just a partial acceptance of any package or offer by the awarded vendor/vendors at LH's discretion.
- 3) Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of this RFP

- 4) When submitting proposals, it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- 5) Proposals may be withdrawn only by delivery of a written request to LH Schools prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- 6) Proposals received will become a part of the LH Schools' official files without further obligation to the respondents.
- 7) The contents of a successful Proposal may become a contractual obligation if selected for funding. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. LH Schools reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's ability to meet the terms and conditions of this RFP or if adequate funding is not received.
- 8) A response does not commit LH Schools to award a purchase agreement or a contract. The District does not commit to a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by LH Schools.
- 9) LH Schools reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- 10) Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of LH Schools, or to any consultant, employee, or member of LH Schools for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- 11) No employee, officer or member of LH Schools shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- 12) The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

SELECTION CRITERIA

In evaluating proposals, the following considerations will be taken into account for the award recommendations:

- Contract Price
- Reputation of the vendor and of the vendor’s goods and services
- Quality of vendor’s good or services
- Extent to which the goods or services meet the LH Schools’ needs
- Vendor’s service and delivery capabilities
- Vendor’s past relationship with LH Schools
- Warranty and warranty service history
- Probability of continuous availability
- Any other relevant factor specifically listed in RFP

LH Schools’ staff will review the proposals received to determine if they qualify under the RFP specifications. For proposals to be considered and evaluated for selection, the following requirements must be met:

1. The Proposal must be submitted by the due date and time.
2. The Proposal must be complete with original signatures.
3. The Proposal must be for the specific services requested and described in the RFP packet.
4. The Proposal must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked as original) and three copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. LH Schools staff may exclude from further consideration for contract award any non-qualified proposal or portion of a proposal.

EVALUATION

The evaluation criteria and the relative weights for scoring are provided below. The evaluation team will consider these elements in the evaluation process. **Purchase price is not the only criteria that will be used in the evaluation process.**

RANKING CRITERIA	POINTS (TOTAL 100)
1. Contract Price	25

2. Quality of Devices	20
3. References and Past Performance	20
4. Service and Support	20
5. Ease of Use	15
TOTAL	100

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification. LH Schools may enter into negotiations with the highest ranking respondent. If LH Schools is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order for the ranking until a contract is reached or LH Schools has rejected all proposals.

LH Schools reserves the right to request Best and Final Offers from all qualified respondents.

PROPOSAL SUBMISSION/FORMAT

SUBMISSION ADDRESS

All proposals must be clearly marked with the vendor’s name and address. Proposal packages must be delivered to and received prior to the deadline.

Brittany Zeller, Administrative Assistant to the Assistant Superintendent

brittany.zeller@lhschools.org

FORMAT

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet on next page.

Chromebook Devices

A Proposal Submitted in Response to

LH Schools

Request for Proposals for Chromebook Devices

Submitted by:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

Page/items to return include:

- Title Page
- Table of Contents
- Business Identification
- Description/Narrative of Services
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References
- Cost

Documentation must be complete. Please also ensure the name and full address of the firm is provided.