

REQUEST FOR PROPOSAL
Jefferson HS Lab Computers

Jefferson R-VII School District is requesting competitive proposals from vendors for the purchase of 55-personal computers. Vendors must comply with all terms and conditions described in this document.

Proposals will be accepted no later than 2:00 p.m. CST, December 1, 2020. Proposals received after this time may not be considered. All questions concerning this request may be directed to Wayne Donjon, r7technology@jr7.k12.mo.us.

Mark all documents *RFP JHS Lab Computers*. Mail or deliver all proposals and accessory documents to:

Jefferson R-VII School District
Attn: Technology Department
1250 Dooling Hollow Rd.
Festus, MO 63028

Proposals must be signed in the space provided below. Jefferson R-VII School District reserves the right to accept or reject any or all proposals and to award a contract in the best interests of the district. Additionally, the District reserves the right to increase/decrease the number of personal computers ordered. The District will provide notice to the winning vendor of the number at the time the final order is placed.

By signing this proposal, you acknowledge that I have read the terms and conditions of this Request for Proposal (RFP) and submit for consideration the attached proposal and exhibits, if any.

By signing this proposal, I acknowledge that there is no conflict of interest as defined in the district's policy for Request for Proposals found in District policies. Policies may be found at https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=242&Sch=242.

By signing this proposal, the vendor agrees to the District policies on bidding found in District Policy.

Vendor Name: _____

Vendor Contact (Name & Email): _____

Vendor Telephone: _____

REQUEST FOR PROPOSAL

Lab Computers

OVERVIEW

Project Name: JHS Lab Computer Refresh - 2020
RFP Identifier: RFP JHS Personal Computers - 2020
RFP Release Date: November 2, 2020
RFP Due Date: December 1, 2020

SCOPE

Requested Services

The RFP issued by Jefferson R-VII School District is to solicit proposals from qualified firms to supply new staff personal computers. If there is a piece of hardware or additional service such as a buyback program or white glove service that you feel may be a better fit for our organization you may bid that device as an alternate option. Please provide both lease and/or purchase options with your bid (if possible).

Hardware (Minimum Requirements):

Personal Computers – 55ea

- RAM: Minimum 8GB RAM (max 32GB)
- Form Factor: Small Form Factor desktop
- Display Ports: VGA, Displayport, and/or HDMI
- Hard Drive Capacity: Minimum 500GB (7200 spindle speed)
- Networking: Gb Ethernet
- Operating System: Windows 10 Pro (64-bit)
- Processor: Minimum Quad Core i5/3.2GHz 64-bit processor
- Optical Drive: DVD/RW+
- Energy Star Certified
- Ports: 3.5mm Mic/headphones/speaker
- Expansion Slots: 1x PCIe (minimum)
- USB Keyboard and mouse
- Warranty: 1 year minimum

Note: We are open to all manufacturers, however, the District prefers Lenovo.

Delivery:

Estimated delivery date(s), if known

Software:

Licensing - N/A

Purchase Terms:

Please provide outright purchase terms (total price for all hardware and services).

Purchase Terms:

Purchase terms are subject to the standard Net 30 payment terms after delivery.

Hardware MUST be new equipment. The District will reject any bids for refurbished Personal computers. Other services such as professional development, warranties, training, and software that may be beneficial to the District will be considered if added to the bids as a separate alternative option.

ABOUT THE JEFFERSON R-VII SCHOOL DISTRICT

For a full description of Jefferson R-VII School District, its mission, demographics, and vision can be found at <http://www.jr7.k12.mo.us>.

INSTRUCTIONS TO THE VENDOR

Communication/Questions

Vendors are expected to raise any questions, or additions they may have concerning the RFP document as soon as they become aware of them. Any questions or requests for clarifications can be directed to Wayne Donjon, r7technology@jr7.k12.mo.us. The subject line of the email must be labeled "RFP JHS Lab Computers - 2020 – Question." The only contact allowed with Jefferson R-VII School District staff is Wayne Donjon as stated above.

Calendar of Events

The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

Issue RFP: November 2, 2020

Proposal Due Date: December 1, 2020 2:00 p.m. CST

Delivery Due Date: On or around July 1, 2021

Submission of the Response

Respondents must submit to:

Jefferson R-VII School District
Attn: Technology Department
1250 Dooling Hollow Rd.
Festus, MO 63028

Email: r7technology@jr7.k12.mo.us

Proposals will be accepted no later than 2:00 p.m. CST, December 1, 2020. Proposals received after this time may not be accepted. Proposals shall be deemed accepted (1) when received by hand by a Jefferson R-VII School District Technology Employee or Central Office employee, or (2) received in the Jefferson R-VII School District Central Office employee or (3) when received by Email to r7technology@jr7.k12.mo.us and acknowledged by an Email reply prior to 2:00 p.m. CST, December 1, 2020.

All mailed or delivered responses must be packaged, sealed, and show the following information on the outside of the package: respondent's name, address, and the request for proposal number and title.

Evaluation Criteria

A Jefferson R-VII School District evaluation committee will be established to evaluate proposers' responses to each of the RFP requirements. However, after opening of responses, Jefferson R-VII School District reserves the right to waive irregularities in any proposal and/ or, to request clarifying information it deems appropriate from one or more respondents. Proposals will be evaluated based on the following criteria: Cost pricing of proposed services and expected delivery dates.

Qualifications/ Experience

Experience in providing requested services to similar entities. Responsiveness, clarity, completeness, and relevance of vendor's response, references, satisfaction of past customers, etc.

PROPOSAL FORMAT AND CONTENT

Response Organization

Cover Page

The Jefferson R-VII School District cover page must be completed by a vendor representative authorized to make contractual obligations and submitted. Please include all contact information.

By submitting the cover page, you are acknowledging and accepting the terms outlined in the RFP and the District's RFP Policy for bidding.

Vendor Qualifications and References

Provide a brief description of the vendor, including history; number of years the vendor has been in business; type of services provided and legal status of vendor organization, i.e. corporation, partnership, etc. Include documentation to verify the proposer's capacity of adequate financial support, assets, and organization to provide the products and services required in this RFP.

Vendor References

Vendor shall provide at least two client references including the names of the individual(s) you would propose Jefferson R-VII School District to contact, together with Email addresses, phone numbers and company names and addresses.

Jefferson R-VII School District reserves the right to contact or visit any party listed as a reference that has previously used, or is presently using your products or services in a manner similar to those proposed by the vendor. Jefferson R-VII School District also

reserves the right to use other sources to obtain information about the proposed products and services.

RFP Response (Price Information)

Respondents should clearly state their firm's pricing structure within their proposal. All fees, charges, billing rates, etc. should be explained in detail. Please itemize the proposal outlining all equipment and charges. Charges must be tied to deliverables, which must be identified. Jefferson R-VII School District does not reimburse for vendor out-of-pocket cost. Jefferson R-VII School District does not pay in advance for services. Jefferson R-VII School District is exempt from sales and use tax by state statute.

Additional Materials, Brochures, Etc.

Please only include relevant and necessary information.

Award

Jefferson R-VII School District reserves the right to determine which vendor, in its sole judgment; best meets the District's needs. The Jefferson R-VII School District reserves the right to reject any bid. Bids will be opened at 2:30pm December 1, 2020.

Vendor Payment

Jefferson R-VII School District will provide payment based on the agreed terms of the project. Project must meet the satisfaction of Jefferson R-VII School District prior to the release of payment.