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225 E. 10TH STREET • BROOKVILLE, INDIANA 47012

Request for Proposal PreK-12 Teacher Desktop Computers

Date of Issue: March 21, 2024

Response Due Date: April 26, 2024 by 3:00 PM EDT

Introduction

Franklin County Community School Corporation (FCCSC) is located in Southeast Indiana. The district includes one high school, Franklin County High; one middle school, Franklin County Middle; three elementary schools, Brookville Elementary, Laurel Elementary, and Mt Carmel Elementary. The 2023-2024 student enrollment for the district is approximately 1,932 students.

Purpose

FCCSC is planning on purchasing 150 teacher desktop computers and 130 LED monitors for our teaching staff.

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 150 desktop computers and 130 LED monitors are requested.
- Vendors may submit up to a maximum of three (3) device options.
- All devices are to be delivered to FCCSC by June 1, 2024. This delivery date may be adjusted based on vendors' availability of devices, with prior approval although the preference is to have the equipment no later than July 1, 2024.
- Notification of delivery must be received 24 hours prior.
- Vendor to quote only new (not refurbished) equipment.
- Be certain to quote on the exact quantity specified.
- FCCSC 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.
- All proposals shall be submitted electronically by Friday, April 26, 2024, at 3:00 PM EDT to Toby Witt, EdTech Coordinator, at the email address tlwitt@fccsc.k12.in.us.

Contract Awards

FCCSC reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of FCCSC, best suited for use in said schools and the best value for the amount expended. FCCSC will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and FCCSC shall be the sole judge of such.

Proposal Specifications

- 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, FCCSC cannot accept any responsibility. It is assumed that the pricing submitted is the price you will 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.
- FCCSC will not be responsible for any deliveries that are not signed for by an authorized employee of the school district.
- Provide FCCSC with an electronic spreadsheet containing the following information.
 - Serial Number
 - MAC Address (if applicable)
- FCCSC 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 informalities or irregularities therein.
- FCCSC reserves the right to award any resultant contract(s) as a whole or split award between competing parties.
- FCCSC 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 FCCSC.
- FCCSC reserves the right to determine if an alternate item(s) is equal to the specified item and will meet FCCSC 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.

EVALUATION RUBRIC	
Criteria	Points
Price	40
Compliance with RFP document	30
Satisfactory/Previous working relationship with vendor.	15
References from other school districts supporting satisfactory performance of the service from the vendor.	10
Proposal Submission	5

Required Quote A – Quantity 150

Mini PC form factor, No OS preferred, VESA mount capable, VESA mount included, Intel Core i5 or better, 16GB RAM or higher, SSD/NVMe/M.2 drive 256 GB or larger, 6 USB A ports, 1 or more USB C ports, 2 HDMI ports, 1 audio/mic combination port, 1 Ethernet port, includes wired mouse and keyboard.

Optional Quote B – Quantity 150

Mini PC form factor, No OS preferred, VESA mount capable, VESA mount included, AMD Ryzen5 or better, 16GB RAM or higher, SSD/NVMe/M.2 drive 256 GB or larger, 6 USB A ports, 1 or more USB C ports, 2 HDMI ports, 1 audio/mic combination port, 1 Ethernet port, includes wired mouse and keyboard.

Required Quote C – Quantity 130

Minimum 24" LED monitor, 1080p resolution or better, HDMI connection, VESA mountable.

Required Quote D – Quantity 130

Minimum 24" LED monitor, 1080p resolution or better, HDMI connection, VESA mountable, **built-in speakers.**

Optional Quote D – Quantity 150

3-year extended warranty on mini pc hardware with device replacement.

Optional Quote E – Quantity 150

4-year extended warranty on mini pc hardware with device replacement.

Alternate device options can be submitted and will be evaluated against the rubric. FCCSC can deem them to be unacceptable for selection based upon the differences with the preferred device specifications.

Questions regarding the hardware specifications shall be directed to Rick Linville, Network Technician, at the email address rlinville@fccsc.k12.in.us.

Quote Submission

- All proposals shall be submitted electronically by Friday, April 26, 2024, at 3:00 PM EDT to the email address tlwitt@fccsc.k12.in.us.
- It is the responsibility of the vendor to ensure the receipt of their proposal by the school district.
- 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 forty-five (45) days from the proposal due date.
- Structure your proposal based on the information requested above. Please ensure 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 the sole discretion of FCCSC.
- FCCSC 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.
- 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.
- 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.
- The selected vendor(s) will indemnify FCCSC, 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 FCCSC's negligence.
- 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 FCCSC the quality of workmanship, materials, equipment, and service, FCCSC 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.
- FCCSC reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- 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 FCCSC.
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to FCCSC, taking into consideration price and other evaluation factors set forth in the specifications.
- FCCSC 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 FCCSC 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.
- All contact following the issuance of the RFP until submission of proposals is through the designated contacts listed below, Proposing Parties are not permitted to communicate with other FCCSC staff regarding this solicitation during the period between the RFP issue date and the announcement of the award.
- Reference checks will be conducted for the selected number of top-ranking vendors.