



Haywood County Schools
Request for Proposal
Proposal Name: HCS Devices and Peripherals 2022
RFP Posted: July 5, 2022
Deadline: July 14, 2022 at 5:00 PM

Project Background and Description

Haywood County Schools is accepting proposals for per unit pricing for desktops, laptops, chromebooks, carts, document cameras, projectors, and interactive boards/panels. Typically, we quote one item and then use the quote for multiple purchases as schools request them throughout the school year.

Quotes obtained from this RFP may be used for local, state, and/or federal purchases throughout the school year. Quotes must be valid for one year, if possible.

Scope of Work

The vendor shall:

1. Have previously secured a purchase contract of similar size and value.
2. Have been in the business of selling computers for a minimum of three (3) years.
3. Provide three (3) references from current customers that have made volume purchases similar in scope to this procurement. Each reference must contain the point-of-contact's name, physical address, and telephone number.
4. Be the manufacturer, or authorized to purchase products directly from the manufacturer, or a reseller authorized to purchase from a distributor that is factory-authorized to purchase products directly from a computer manufacturer.
5. Be the manufacturer or certified by the manufacturer of the item(s) to provide warranty and/or repair on the equipment included in the proposal.
6. Describe in detail any applicable self-maintainer, warranty or accidental damage protection. Include an estimated time for warranty repairs to be completed.
7. Provide only OEM power bricks and power cords.
8. Devices must have enterprise CAB files for imaging purposes.
9. Ship all devices and accessories to:
Instructional Technology Center
Attn: (Indicate PO#)
161 Bryson St.
Waynesville, NC 28786
10. Ship all interactive boards to the school site listed in the Purchase Order.
11. Include cost of shipping in the bid.
12. Include an estimated amount of time from receipt of PO to fulfillment of the order.
13. Consider any shortages of parts that might affect the ability to meet the shipping deadline. Include an explanation in the bid packet.

Device Specifications/Minimum Requirements

Following are the device specifications for each item. If bidding for multiple items, please list each item on a separate quote.

1) Desktop (new or refurbished)

Minimum specs: i5 (8th generation), 8GB RAM, 250GB HD, SSD, 802.11 ax wireless, graphics to support dual monitors or displays (include display adapter that would work with vga, dvi, or hdmi - for the purpose of using with a second monitor), include keyboard and mouse
6 year ADP warranty

2) Teacher Laptop (new or refurbished)

Minimum specs i5 (8th generation), 8GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, 13" screen, with touchscreen (include weight of device)
4 year ADP warranty

3) Teacher Laptop (new or refurbished)

Minimum specs i5 (8th generation), 8GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, 13" screen without touchscreen (include weight of device)
4 year ADP warranty

4) Administrator Laptop (new or refurbished)

Minimum specs i5 (8th generation) 16GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, 14" screen, with touchscreen (include weight of device)
4 year ADP warranty

5) Administrator Laptop (new or refurbished)

Minimum specs i5 (8th generation) 16GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, 14" screen , without touchscreen
4 year ADP warranty (include weight of device)

6) Administrator Laptop (new or refurbished)

Minimum specs i5 (8th generation), 16GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, keyboard with number pad, 15" screen, with touchscreen
4 year ADP warranty (include weight of device)

7) Administrator Laptop (new or refurbished)

Minimum specs i5 (8th generation), 16GB RAM, 250 GB HD, SSD, 802.11 ax wireless, camera, keyboard with number pad, 15" screen, without touchscreen
4 year ADP warranty (include weight of device)

8) Chromebooks

4GB memory, 32GB eMMC, Google Management, Auto Update Expiration date of June 2028 or later. We have historically purchased Lenovo and HP.
5 year ADP warranty

**Provide cost per unit for etching HCS logo as a separate line item. Logo should be no larger than 3"x3"

9) Chromebook Cart
holds 30 devices
cycle charging

10) Document Camera
We have historically used the Dukane 336B, the Elmo TT02s, and the Aver M17-13M. Specs for any new products should align with these models.

11) Data Projector
3700+ lumens, 4:3 aspect ratio, at least 2 HDMI and 1 VGA ports, can be mounted with universal projector mount

12) Projector bulb for the projector you quote

13) 77" Smart Interactive Whiteboard

14) 65" and 75" Smart Interactive Panels

Evaluation Criteria

This is a "BEST VALUE" procurement and as such, award will not necessarily be made to the Contractor submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal. The evaluation committee will evaluate and score each proposal in order to determine best value using the following predetermined criteria: unit price, hardware compatibility, support compatibility, ease of repair and warranty, relevant references, prior experience, response time, and additional costs associated with the purchase.

Timeline of Events:

RFP Posting	July 5, 2022
Proposals Due	July 14, 2021 @ 5:00 PM EST
Public Bid Opening	July 15, 2022 @ 10:00 AM EST Instructional Technology Center 161 Bryson St. Waynesville, NC 28786
Vendor Notification	By early August

Questions and Answers

Questions regarding the RFP must be submitted in writing to the following:

techdirector@haywood.k12.nc.us

Please include "RFP for Devices and Peripherals - June 2022" in the subject.

Questions and Answers will be posted at the following site:

<http://www.haywood.k12.nc.us/technology/rfp-faqs/>

Phone calls will not be accepted or returned.

Proposal Submission Requirements

Send only one fully executed, complete proposal to the email address or mailing address below. Faxed proposals will not be accepted.

By email (preferred): techdirector@haywood.k12.nc.us

By mail: Haywood County Schools
Instructional Technology Center
Attn: Kim Jackson
161 Bryson St.
Waynesville, NC 28786

Please include "RFP for Devices and Peripherals - June 2022" in the subject line of the email or on the envelope of a mailed proposal.

Deadline to submit a proposal is 5:00 PM on July 14, 2022. Proposals received after 5:00 PM on July 14, 2022 will be disqualified.

Rights of Rejection

The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this supplemental information in part or in its entirety. Any proposal received which does not meet the requirements of this supplemental information may be considered to be nonresponsive, and the proposal may be rejected. Prospective Vendors must comply with all of the terms of this supplemental information and all applicable State laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this supplemental information. Prospective Vendors may not restrict the rights of the District or otherwise qualify their proposals. If a proposer does so, the District may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected. The District reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the district. Where the District waives minor variances in proposals, such waiver does not modify the supplemental information requirements or excuse the Prospective Vendor from full compliance with the supplemental information. Notwithstanding any minor variance, the District may hold any Proposer to strict compliance with the supplemental information.

Haywood County Schools reserves the right to select the proposal which in its sole judgment best meets the needs, services and costs of the District.

Please remove all old addresses in your system and make a note of our new billing and shipping addresses.

Shipping:
Instructional Technology Center
161 Bryson St.
Waynesville, NC 28786

Billing:
Haywood County Schools
1233 N. Main St.
Waynesville, NC 28786

For ITC Use only - not to be submitted with RFP

Criteria	Explanation	Total
Unit Price (including warranty and shipping)	Score is ranked based on a cost comparison of each product.	20
Hardware Compatibility	Does the device meet RFP specifications	15
Support Compatibility	Ability of IT staff to setup and support equipment	15
Ease of repair and warranty	Ability of IT staff to repair or maintain equipment	10
Relevant References	Provided 3 references	10
Prior Experience	Previous experience with purchasing goods or services from vendor	10
Response Time	Time to receive shipments and warranty repairs	10
Additional Costs	Additional costs outside the unit price - (ex. Shipping for warranty repairs, shipping, etc.)	10