

Request for Proposal: Chromebooks

January 23, 2020

Elkhorn Public Schools
20650 Glenn Street
Elkhorn, NE 68022

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Overview

Elkhorn Public Schools (EPS) is seeking proposals for 1800 Chromebooks for student use.

Vendors will have 24 hours after vendor selection is announced to raise any questions. Questions will be addressed via the web site posting answers to all questions. The District will have the final authority to the resolution of all questions.

Equipment will be shipped to the Elkhorn Public Schools warehouse located at 20720 Glenn Street, Elkhorn, NE 68022.

Proposals are due in either hardcopy or in electronic form (PDF format) on or before **February 6th, 2020 at 12:00 pm CST** at Elkhorn Public Schools, Attn: Kevin Gross, 20650 Glenn Street, Elkhorn, NE 68022 or emailed to techrfp@epsne.org. E-mailed proposal documents will be time-stamped from the receiving computer.

Proposal opening to be on **February 6th, 2020 at 1:00 pm CST** at Elkhorn Public Schools Teacher Training and Conference Center 20650 Glenn Street, Elkhorn, NE. Questions should be addressed, no later than January 30th, to:

Kevin Gross | Ph: 402.289.2579 | Email: techrfp@epsne.org

Questions and Answers will be posted on district website (<http://www.elkhornweb.org/programs/technology/rfps>) by February 3rd.

SCHEDULE

<u>Event</u>	<u>Date</u>
Release of RFP	January 23, 2020
Deadline for Questions	January 30, 2020
Answers to Questions	February 3, 2020
Responses Due From Vendors	February 6, 2020, 12:00 PM
Proposal Opening	February 6, 2020, 1:00 PM
RFP Decision Release	February 7, 2020

1.1 Product Specifications

Elkhorn Public Schools is seeking proposals for 1800 Chromebooks for student use, with the minimum specifications as described in the table below. All Chromebooks must be new and not refurbished units.

Item	Minimum Specification
CPU	Intel or AMD
Local Storage	16GB Minimum, 32GB Option
Memory	4 GB, 8GB Option
Screen Type	Non-Touch, Touch Screen Option
Screen Size	11 inch
Screen Resolution	1366 x 768
Wireless	802.11ac (2x2)
Chrome Auto Update Expiration Date	No sooner than summer 2025 Auto Update Policy Website
Additional Requirements	3.5mm Out, Webcam, 1 year warranty

2.1 Pricing Structure

Vendors are required to breakdown the purchase by item as outlined in Appendix A. Vendors are required to complete Appendix A as part of their proposal.

2.2 Delivery Timeline

All products must be delivered within 90 days of a signed contract.

3.1 Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Kevin Gross, Elkhorn Public Schools, techrfp@epsne.org. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with the successful vendor(s).

4.1 Contingencies

This RFP should not be considered as a Contract to purchase goods or services, but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Elkhorn Public Schools decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement.

Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions will be accepted if created in PDF format and emailed to techrfp@epsne.org by the due date and time as specified herein. Date and time stamp of receiving computer will govern all emails. Vendors will be considered non-responsive if the above requirements are not submitted as requested. The Elkhorn Public Schools has the right to reject all submitted proposals and request new proposals through a revised RFP.

5.1 Vendor Questions and Clarifications

Questions should be addressed, no later than January 30th, to:
Kevin Gross | Ph: 402.289.2579 | Email: techrfp@epsne.org

Questions and Answers will be posted on the district website
(<http://www.elkhornweb.org/programs/technology/rfps>) by February 3rd.

Appendix B Evaluation Rubric

Evaluation Criteria: The following criteria will be used to evaluate this RFP and to select a vendor.

1. Cost..... 50 points

Cost of equipment will be released at time of proposal opening. Points will be awarded during the evaluation of the proposal(s).

2. Specifications and Performance..... 20 points

Specifications and performance is very important. Points will be awarded during the evaluation of the proposal(s). Zero (0) points will be awarded for low specifications/performance and twenty (20) points will be awarded for high specifications/performance.

3. Device Quality/Reliability..... 10 points

Device quality will be evaluated on its durability of the screen, trackpad, keyboard, etc.

4. Device Serviceability..... 10 points

Device will be evaluated on the ease of performing routine maintenance.

5. Current Relationship with District Personnel..... 5 points

Working relationships with existing vendors are important to the success and support of any project to the district. During the evaluation of the proposal(s), points will be awarded for strong and positive relationships with the vendors. Points will be awarded based on the vendor's past history of services and support to the district, or in the event of not having done business with EPS, consideration will be given based on your working relationships with other school districts.

6. References..... 5 points

References score will be determined using the following criteria:

- a. References given in the RFP
- b. Known other users of the device
- c. Personal experiences