

Chromebook Cases RFP
Manchester City Schools
6/29/2016

Purpose

Manchester City Schools has released this Request for Proposal (RFP) to solicit prospective vendors to submit proposals to address MANCHESTER CITY SCHOOLS's Dell Chromebook needs. The school district is deploying 150 Dell Chromebook 11's for it's 1:1 project.

Disclaimers

- Vendor response to this RFP indicates that the company agrees that all materials associated with, attached to, or referenced by vendor's proposal may be incorporated into a subsequent contractual agreement between the company and MANCHESTER CITY SCHOOLS
- Vendors should treat the terms of this RFP and all other information provided by MANCHESTER CITY SCHOOLS in connection with this project as strictly confidential and proprietary.
- All costs associated with the preparation of a proposal are to be the responsibility of the vendor, and the submission of such proposal in no way obligates MANCHESTER CITY SCHOOLS to any vendor.
- Vendor response to this RFP indicates that this is not a contract or offer of business by MANCHESTER CITY SCHOOLS.
 - Order(s) shall be placed on cancelable purchase orders.
 - MANCHESTER CITY SCHOOLS has the right to reject any or all proposals submitted.
 - Pricing must be valid for **90-days** following the proposal submission deadline.
 - The district is obligated to no minimum purchases.

Taxes

MANCHESTER CITY SCHOOLS is tax exempt; therefore, proposals should not include any sales tax. The district will not pay property tax on any leased equipment.

Vendor Qualification and References

Depending on previous work experience with MANCHESTER CITY SCHOOLS, vendors may be asked to provide additional support materials to validate the company's ability to meet MANCHESTER CITY SCHOOLS's needs. References from other schools or businesses that use proposed products or services may also be requested.

This information may be requested at any time during the RFP process. When requested, this information should be provided within 4 business days. Failure to honor this request will cause the proposal to be subject to rejection.

Project Timeline

June 29 - RFP sent to Vendors

July 8 - Vendor proposals due from vendors

July 13 - Evaluation units/devices delivery due to MANCHESTER CITY SCHOOLS

July 14 - Decision from MANCHESTER CITY SCHOOLS

July 15 - Orders finalized

July 18 - Delivery window opens

July 29 - Delivery of all equipment due

When vendor is selected, the vendor must assist the district in creating a detailed project timeline to help ensure their product can be delivered by the above dates.

Submission Deadline

All responses to this RFP for equipment and services must be in hand by July 8, 2016 and labeled "Chromebook Cases RFP". Proposals must include product cost, shipping, and any other associated costs. Date of receipt may be no later than 3:00 P.M, CST, on Wednesday, July 8, 2016, to:

Manchester City Schools
Attn: Mark Howell
215 E. Fort St.
Manchester, TN 37355
931.728.2316 P
931.728.7075 F

Proposals may be faxed or e-mailed to howellm1@k12mcs.net. A verification email will be sent upon receiving the proposal. ■

Communication with the District

It is the responsibility of the vendor to inquire about any requirement of this RFP that is not understood. The district prefers vendor inquiries be made through email to howellm1@k12mcs.net. Responses to inquiries, if the responses change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The district will not be bound by oral responses to inquiries or written responses other than addenda.

In proposal, please provide the name, phone, and email of the company representative who will answer possible questions of clarification from MANCHESTER CITY SCHOOLS.

Evaluation Units

As a part of the decision-making process, the district requires the vendor to include the proposed device to be included with the RFP response for the district to evaluate.

Evaluation units should arrive no later than July 13, 2016. They can be delivered or shipped to:

Manchester City Schools
Attn: Mark Howell
215 E. Fort St
Manchester, TN 37355

Selection Criteria

The MANCHESTER CITY SCHOOLS Technology Staff will evaluate each submission to determine the best submission for the district's needs. Each device will be rated in the following categories:

- Durability
- Protection around all areas
- Cost
- Form/Functionality

Results Notification

MANCHESTER CITY SCHOOLS will inform the company or companies that has or have been selected after July 15, 2016. The contract(s) will be deemed as having been awarded when the formal notice of acceptance of the company's bid has been duly served upon the intended awardees by an officer, or agent, of the district duly authorized to give such notice. Please refrain from making inquiries about the evaluation of vendor's proposal before this date.

Shipping

The proposal must include the cost of shipping to various locations as noted on purchase orders. Ramp or lift gate services will be required at most buildings. All equipment quantities and orders will be finalized by July 15, 2016. All equipment must be delivered by July 29, 2016.

Approximation of Equipment to be purchased

Since purchasing is based on greatest need, vendors will be expected to provide best price for "each" unit. However, the district is obligated to no minimum purchasing requirements. The quantities provided are based on current building staff and student enrollment. If the cost of the vendor proposals exceeds the project's budget, some items will be removed or reduced in quantity.

Westwood Middle School

Approximate Quantity: 150 Dell Chromebook 11

Case Price: _____

Authorization Form

Please complete, sign, and return with submitted proposal.

Can vendor meet the delivery deadlines as specified? (Circle one) Yes No

Company Name: _____

Proposal Contact Name: _____

Proposal Contact Phone: _____

Proposal Contact Email: _____

Address: _____

Phone: _____

Federal ID #: _____

Authorized Company Signature: _____

Please Print Authorized Name: _____

Date: _____