

**iPad Cases RFP**

**Manchester City Schools**

**7/08/2015**

## **Purpose**

Manchester City Schools has released this Request for Proposal (RFP) to solicit prospective vendors to submit proposals to address MANCHESTER CITY SCHOOLS's Apple iPad w/Retina (4), and Apple iPad Air (1) devices. Cases must be able to protect devices from drops of at least 6ft and meet or exceed Military 810G drop/shock tests

## **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.
- 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**

July 8 - RFP sent to Vendors

July 15 - Vendor proposals due from vendors

July 15 - Evaluation units/devices delivery due to MANCHESTER CITY SCHOOLS

July 16 - Decision from MANCHESTER CITY SCHOOLS

July 17 - Orders finalized

July 20 - Delivery window opens

July 27 - 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 15, 2015 and labeled "iPad 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 15, 2015, to:

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

Proposals may be faxed or e-mailed to [howellm1@k12mcs.net](mailto: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](mailto: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. The district already has samples from MAX Cases, UZBL, and Otterbox. No samples from these vendors are needed.

Evaluation units should arrive no later than July 15, 2015. 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
- Color selection

### **Results Notification**

MANCHESTER CITY SCHOOLS will inform the company or companies that has or have been selected after July 15, 2015. 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 17, 2015. All equipment must be delivered by July 27, 2015.

### **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: 270 iPad w/Retina

**Case Price:** \_\_\_\_\_

Approximate Quantity: 135 iPad Air (1)

**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: \_\_\_\_\_

**Complete Cost of products as described above including shipping**

**to:**

215 E. Fort Street

Manchester, TN 37355

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