



**Unified School District 263**  
**628 East Mulvane Street**  
**Mulvane, Kansas 67110**

**Request for Proposal**  
Technology Purchases

**RFP Available**  
February 13, 2018

**Deadline for Submission**  
March 16, 2018 @ 3:00 PM

**Contact**  
Thomas Schmitz  
Technology Director  
E-MAIL: [tschmitz@usd263.org](mailto:tschmitz@usd263.org)  
PHONE: 316·777·3035  
FAX: 316·777·1103

# Technology Purchases Request for Proposal

## I. SUMMARY

- a. Mulvane Public School District USD 263 is soliciting sealed and written bids for the technology items listed in this document. Any proposal wishing to be considered must be received at Unified School District 263 Central Office (628 East Mulvane Street-Mulvane, KS 67110) by 3:00 PM on Friday, March 16, 2018 when the proposals will be publicly opened. Late proposals will not be considered. The District reserves the right to reject any and/or all proposals and waives any and/or all formalities. Questions and/or any requests for additional information should be directed to Thomas Schmitz using the contact information listed on the cover page of this proposal. The initial cost of the winning proposal(s) must include all licensing, maintenance and repairs, warranties, manufacture defects and accidental damage repair coverage, labeling, shipping and handling costs, other documentation, available software and firmware updates, support and training, and any other incidental cost associated with the installation, implementation, and usage of all aspects of the winning proposal(s) during its duration. Vendors are encouraged to submit multiple bids to include a bid(s) providing lowest comparable pricing on a purchase option and on a lease option for the requested Chromebooks and Windows laptops. Leasing options should be for 4 years with a buyout options at the end of the 4 year lease.

## II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

March 16, 2018 @ 3:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

## III. DESCRIPTION OF TECHNOLOGY NEEDS

ITEM	DESCRIPTION: MINIMUM SPECS	QUANTITY
Chromebooks	11.6", 32GB internal memory, 8GB RAM, flip design, 2 USB ports, dual web cam, mic & audio ports, 16 hour battery time, touch screen, bluetooth & wireless, 3 year manufacturer accidental warranty	560
Chromebook Management License	Chromebook management licenses for Google Admin Console	560
Chromebook Stay-in Cases	Durable, rigid, and slim profile with quality zipper and exterior pocket. Strong handle with no strap. Black with custom district logo and ID pocket.	560
Windows Laptops	Core i7, 16GB RAM, 14.5", bluetooth, wireless, 3 USB ports, mic and audio ports, 12 hour battery time, 256GB solid state drive, 3 year manufacturer accidental warranty. HDMI and VGA ports and LED screen preferred.	55
Projectors	Casio 3300 luma projector with HDMI, VGA, and audio ports. Current Casio model is XJ-F20XN.	21
Projector ceiling mounting kit	Chief Universal projector mount kit, 35' VGA cable, appropriate wall box and face plate to accommodate VGA, HDMI, and audio ports	3

#### IV. TERMS OF CONTRACT

- b. The vendor may submit a bid(s) to address any or all of the district's technology needs. The individual technology needs (listed on page 2 of this RFP) may be targeted separately, or in part, by any interested vendor's bid(s). **A unique and separate bid must be submitted for each technology need being addressed by each vendor.** The vendor is responsible for clearly identifying the technology need being targeted within each provided bid.
- c. Terminology or jargon may be used throughout this RFP to describe a solution, technology, or organization structure. All effort has been made to use a common vernacular that is commonly accepted in the IT industry. If there is confusion about the meaning of a particular term, questions can be submitted to Thomas Schmitz using the contact information listed on the cover page of this proposal. In no way will responses to these inquiries postpone or change the due date for proposals.
- d. Responses to this **RFP must be submitted in hard copy** to the attention of Thomas Schmitz using the mailing address listed on the cover page of this proposal. Only complete responses will be considered, omissions or errors will be the responsibility of the responding vendor. Please complete and attach the Cost Form located at the end of this document with any submitted bid(s) and bid documents.
- e. All district purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.
- f. Vendors are encouraged to submit multiple bids to include a bid(s) providing lowest comparable pricing on a **purchase option and on a lease option** for the requested Chromebooks and Windows laptops. Leasing options should be for 4 years with a buyout option at the end of the 4 year lease.
- g. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date, the equipment awarded in a contract is discontinued by the manufacturer, Mulvane Public School District USD 263 will be allowed to substitute at the same price with another model exceeding specifications in the awarded contract.

#### V. DELIVERY

Delivery, configuration, installation, and training will be **completed prior to June 15, 2018.**

#### VI. PRICE CHANGES

Prices may decrease any time after award.

VII. **CANCELLATION**

Should Mulvane Public School USD 263 experience a change in circumstance due to the decision of the District's funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 60 days advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

- a. The vendor fails to make delivery of goods or services as specified in this contract.
- b. The vendor fails to perform any of the provisions of this contract.
- c. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

VIII. **PROPOSAL COST**

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

IX. **VENDOR SELECTION**

The District may consider the following when selecting a vendor:

- a. The purchase price
- b. The reputation of the vendor and of the vendor's goods and services
- c. The extent to which the goods and services meet the District's needs
- d. The vendor's past relationship with the District
- e. The impact on the ability of the District to comply with laws and rules
- f. The total long term cost to the District to acquire the vendor's goods and services
- g. Any other relevant factors specifically listed in the request of bids or proposals

# Cost Form for RFP

(Shipping, freight, and any and all incidental costs must be included)

COMPANY NAME: \_\_\_\_\_

COMPANY PERSON OF CONTACT: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ITEM	DESCRIPTION: MINIMUM SPECS	QUANTITY	UNIT PRICE	TOTAL PRICE
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Chromebook Management License	Chromebook management licenses for Google Admin Console	560		
Chromebook Stay-in Cases	Durable, rigid, and slim profile with quality zipper and exterior pocket. Strong handle with no strap. Black with custom district logo and ID pocket.	560		
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