

PROVISO TOWNSHIP HIGH SCHOOLS
District 209 – Cook County

8601 West Roosevelt Road
Forest Park, IL 60130



March 31, 2017

To Whom It May Concern:

The Board of Education of Proviso Township High Schools, District 209 is accepting Request for Proposals (RFP) from qualified vendors for the procurement of computers.

District 209 consists of three high schools, and draws students from 10 feeder communities. The district has an approximate enrollment of 4125 students.

All proposals must be submitted to the District 209 Business Office by **Thursday, April 20, 2017 at 10:00 a.m.** to the following address:

Attention: Sharon Palmer
Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130

Sincerely,

Sharon Palmer
Director of Accounting

INSTRUCTIONS TO APPLICANTS

1. Proposals are due Thursday, April 20, 2017 no later than 10:00 a.m. in the Business Office of:

Attention: Sharon Palmer, Director of Accounting
Proviso Township High Schools District 209
8601 W. Roosevelt Road
Forest Park, IL 60130

Any questions are to be directed to Ms. Sharon Palmer at spalmer@pths209.org.

2. Proposals are to be in sealed opaque envelopes, clearly marked **Computers** on the outside of the envelope. All proposal responses, inclusive of the required submissions and all other documentation, must be submitted in hard copy and either mailed, delivered by private carrier, or hand-delivered (no fax or electronic responses). Please provide the District with two (2) copies of your proposal plus the original.
3. The District requires that responses to this Request for Proposal (RFP) contain the following information:

Forms: Proposals are to be submitted on the enclosed official Request for Proposal Form. The Certificate of Compliance with Illinois Drug-Free Workplace Act and Sexual Harassment Policy need to be completed as well.

Cover Letter: The proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposed entity. Please include the information identified below:

Vendor Profile and Demographics: Provide a statement giving a brief history of your company, how it is organized, and how its available products and resources will be used to meet District 209's requirements and help achieve the business objectives stated above. The vendor shall submit the following information:

- a) The company's official name and address. The vendor shall also indicate what type of entity it is (i.e. a corporation or a partnership).
- b) The name, address and telephone number of the person who receives correspondence and who is authorized to make decisions or represent the vendor. Please state his or her capacity within the company.
- c) The total number of years the vendor has been in business and offering computer technology equipment and services and, if applicable, the number of years under the present business name.

- d) The number of years that the vendor has been providing the specific solution that forms part of its current proposal.
- e) A description of the vendor's operations: facilities, business and objectives, and the number of employees.

Pricing Summary Pages: Submit the designated pricing page.

References: List three (3) references, providing name, address, contact number, and email address. References to districts with high schools are preferred.

- 4. The Board reserves the right to accept or to reject any and all proposals, in whole or in part, to waive any irregularities therein, and to award the contract to other than the lowest proposer.
- 5. Proposals will be evaluated by a review committee. The evaluation of a proposal shall be based on a combination of factors including but not limited to the following: the number of requirements the proposal is able to satisfy, proposal price, references, professional competence, customer services, and any other factors considered to be in the school district's best interest.
- 6. The proposal may be awarded to one or more vendors.

Limitations of Proposals:

1. Proposals will be considered only if made without any connection with any other person or company submitting a proposal, if in all respects is fair and without collusion, and if no member of the Board nor other officer of District 209 is directly or indirectly interested in the proposal or in any portion of the profits thereof.
2. The proposer may withdraw or change a proposal if written notice of the withdrawal or change is received by the Board before the latest time specified for submission of proposals. Any change may be made only by substitution of another proposal.
3. Proposals received after the time specified in the invitation to quote will not be considered and shall be returned to the company. The method of transmittal of the proposal is a proposer's risk of untimely receipt by the Board.
4. The District is aware that information contained in the proposals indicates the vendor's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.
5. The District reserves the right to reject any and all proposals submitted, ask for more details or further clarification of any proposal, and select the proposal that best meets the needs of the District. The Board reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for the procurement of laptops, tablets, and desktops in accordance with specifications and requirements contained herein. This Request for Proposal (RFP) will require the vendor to provide all relevant information based on multiple configurations detailed within the RFP.

The RFP contains sufficient information and instructions to enable qualified proposers to prepare and submit proposals and supporting material. To be considered responsive, vendors must submit a complete RFP that satisfies all requirements as stated below. The Technology Department intends to procure solutions in May 2017.

Project Background

Proviso Township High Schools District 209 is a Grades 9-12 public school district consisting of three high schools with an enrollment of approximately 4125 students. District 209 is located in Cook County and services parts or all of the following communities: Forest Park, Hillside, Maywood, Broadview, Melrose Park, Northlake, Stone Park, Westchester, Berkeley and Bellwood.

Currently, District 209 uses Dell and Macbook laptops, Dell desktops, and iPads tablets. There are a variety of models and versions that are utilized across the district. The average age of teachers and administrative staff devices is 9 years. Often, there are incidents of these devices no longer being able to accept the latest software updates, running slowly, and having limitations of capacity and functionality.

District 209 intends to purchase approximately 282 laptops/tablets and 150 desktops, although the final purchase number may change at the district's discretion. District 209 intends to choose devices that provide best price/performance ratio for two categories of users: standard and power users. District 209 is also seeking partner(s) that will meet the district's requirements and demonstrate the ability to have a continued relationship in the years to come.

Board Goals

District 209's Board of Education has adopted the goals of enhancing academic achievement, ensuring effective and efficient operations, and empowering students, families, and communities. Technology hardware is a critical component of the strategic objectives that support these goals. All proposed solutions must be business class solutions in order to ensure the technology is utilized as a tool to facilitate and enhance teaching and support. The technology implemented must enable District 209 to achieve the aforementioned goals.

Solution Vision

Provide laptops, tablets, and desktops to be used administratively as well as a tool to enhance teaching and learning. The equipment should contain proper features to allow for integration with future technologies.

Solution Requirements

The vendor is solely responsible to deliver a fully functional solution meeting the requirements described herein. If the vendor regards the technical requirements as insufficient, he or she can offer equipment that will achieve the collective goals.

Hardware maintenance for each of the proposed solutions will be submitted for 3-year warranty, and 8x5xNBD (on-site). Accidental damage protection services should be included.

Pricing must be honored for at least 1 full year following the award date.

After the award of the contract, the awarded vendor is responsible for any necessary item not brought to the attention of District 209 before the award.

Hardware Requirements

Laptops/Tablets (Apple, Dell, Lenovo, and Microsoft only.)

The solution must also meet the following minimum requirements:

- Operating System: Windows 10 or Apple OSX
- Style: 2-in-1 tablet capable devices (stylus/pen function preferred)
- Processor: i7 Core Processor, 2.0 GHz minimum
- Hard drive: SSD Minimum 256 GB
- Memory: 16 GB, up to 32 GB
- Input Devices: 101/102 compatible keyboard with touchpad
- NIC: Integrated or available with an adapter
- Wireless: 802.11ac (802.11a/b/g/n compatible)
- Display: HD graphic card preferred
- Display: Minimum 13 in, Maximum 15 in
- Ports & Docks: 3 integrated USB 3.0 ports, 1 HDMI port, integrated headphone out and microphone jacks, 1 RJ-45 (desired)
- Audio: Integrated stereo speakers
- Battery: 7 hours minimum
- Camera: Integrated camera
- Tracking: Lost/Stolen device tracking

Windows devices MUST be certified by Microsoft to be able to run Windows 10 Enterprise.

Laptop/Tablet Solution Pricing

Please provide proposed costs:

Please indicate the make/model you are proposing: _____

Cost per unit: \$ _____

Warranty cost: \$ _____

Accidental coverage cost: \$ _____

Lost/Stolen device tracking cost: \$ _____

Total cost per unit \$ _____

Delivery cost for 282 devices \$ _____

Total cost for laptops/tablets \$ _____

Additional optional configurations:

Optional Configuration Description	Cost
1.	\$
2.	\$
3.	\$
4.	\$

Firm Name

Date

Desktops (Apple, Dell, Lenovo, and Microsoft only.)

The solution must also meet the following minimum requirements:

- Operating System: Windows 10 or Apple OSX
- Style: Small form factor preferred
- Processor: i7 Core Processor, 3.0 GHz minimum
- Hard drive: Minimum 500 GB
- Memory: 16 GB, up to 32 GB
- DVD: 16X DVD+/-RW, dual layer, optical drive
- NIC: Integrated network card
- Mouse: USB optical scroll mouse preferred
- Keyboard: USB standard keyboard preferred
- Wireless: 802.11ac (802.11a/b/g/n compatible)
- Display: HD graphic card
- Ports: 1 Display port, 3 integrated USB 3.0 ports, integrated headphone out and microphone jacks
- Audio: Integrated stereo speakers
- Battery: 7 hours minimum
- Camera: Integrated camera

Windows devices MUST be certified by Microsoft to be able to run Windows 10 Enterprise.

Desktop Solution Pricing Solutions

Please provide proposed costs:

Please indicate the make/model you are proposing: _____

Cost per unit: \$ _____

Warranty cost: \$ _____

Accidental coverage cost: \$ _____

Lost/Stolen device tracking cost: \$ _____

Total cost per unit: \$ _____

Delivery cost for 150 devices: \$ _____

Total cost for desktops: \$ _____

Additional optional configurations:

Optional Configuration Description	Cost
1.	\$
2.	\$
3.	\$
4.	\$

Firm Name

Date

General Specifications

- 1) Devices proposed must be fully functional. The cost of any omissions will be the responsibility of the vendor.
- 2) All computer components contained therein must be new. The bidding of refurbished or remanufactured devices is not permitted. All devices must have the same internal components from the same manufacturer, unless otherwise specified.
- 3) All prices to include delivery to Proviso East, Proviso West and the Proviso Math and Science Academy.
- 4) Delivery of all equipment is required within three (3) weeks after a purchase order has been issued. Invoices will need to be received prior to June 5, 2017.
- 5) All pricing on proposed items shall be held without increase for at least one year from award date. If during this period the manufacturer's price decreases, it shall be the responsibility of the vendor to pass on any applicable decrease to the District in the event a purchase order has been received by the vendor or is pending.
- 6) Awarded Vendor will be required to honor prices as they appear on the pricing sheets, despite whatever arrangements the respondent may have with the manufacturer. For this reason, respondents are encouraged to very carefully check pricing and placement of prices on the pricing sheet when responding to this RFP.
- 7) Quantities indicated in the RFP are approximations. The District shall have the right to order more or less than the quantities indicated at the prices stipulated. Awarded vendor must hold all pricing firm, however, for at least one year after award in the event the District chooses to purchase additional units.
- 8) The District will have the right to award any options from the pricing sheets deemed to be in its best interest.
- 9) Successful respondent must maintain internal and external sales representation to insure that all segments of the District are fully serviced with respect to sales, service, and technical support and guidance.
- 10) Successful respondent shall issue full credit and pay return shipping charges for any items shipped in error or received defective or damaged.
- 11) Respondents shall include pricing for a 3-year parts and labor on-site next business day warranty where indicated.

- 12) Warranty service must be provided by ONE local manufacturer-authorized single point of contact for the company. The warranty company used may NOT be a dispatcher for multiple service providers. Respondents shall provide exact details of warranty processing procedures.
- 13) Complete system and all components purchased through this RFP are to be covered by the warranty, including, but not limited to: system, monitor, keyboard, mouse, speakers.
- 14) Successful vendor will be required to submit written verification of manufacturer's on-site NBD parts and labor warranty (or written verification that any warranty option chosen by the District is backed by the manufacturer).
- 15) No verbal agreement or understanding with any officer, agent, or employee of the District, either before or after the execution of the contract, shall alter, amend, modify, or rescind any of the terms or provisions contained in any of the contract documents. Any changes must be authorized in writing.

Instructions to Vendors

RFP Questions and Clarifications

Vendors shall aggregate their requests for clarification and submit them via e-mail to spalmer@pths209.org. Contact should be made no later than 4:00p on April 10, 2017. Such requests for clarification, and District 209's response, will be supplied in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

RFP Response Format

Vendors must address all information specified by this RFP. All questions must be answered completely. District 209 reserves the right to verify any information contained in the vendor's RFP response, and to request additional information after the RFP response has been received. Any supplemental information that you provide must be in writing and will become part of your proposal.

Proposal Evaluation

The evaluation process will comprise of:

- a) A preliminary examination to determine substantial commercial and technical responsiveness and relevant experience.
- b) A detailed technical evaluation to determine conformity to the requirements.
- c) A possible vendor presentation

- d) After completing the evaluation phase of the process, District 209 will enter into contract/financial negotiations with identified vendors. The final selection will be based on the satisfactory outcome of these negotiations.

Sample of Proposed Devices

Vendor needs to submit sample of proposed devices by April 17, 2017. Please contact Tracy Avant-Bey at tavant-bey@pths209.org to schedule a time to deliver the devices for review. Samples will be returned to vendor after testing. Vendors might be asked to demonstrate certain features. Exact configuration sample models are required.

Vendor Operational Requirements

- a) The vendor must be flexible in modifying their project plan timeframe to meet the District's project demands. The project must be completed within the published timeframe.
- b) District 209 recognizes that this project involves significant technical capability for successful completion. Any information provided by District 209 with regard to this project is strictly confidential and shall not be disclosed to third parties.
- c) Any information provided by District 209 or any vendor prior to the release of this RFP, verbally or in writing, is considered preliminary and is not binding for District 209 or the vendor.
- d) The solution integration and interoperation may necessitate some changes on the District 209's existing information technology systems. In such case, the proposed changes have to be reviewed and approved by the appropriate District 209 staff.
- e) The vendor must ensure integrated operability between the newly installed solution and District 209's existing information resources.
- f) It is not the intent of this specification to describe all technical requirements essential to operation, installation, and management of the solution, nor to set forth those requirements adequately covered by applicable codes, industry standards, and accepted trade practices. It's the vendor's responsibility to implement and deliver a fully functioning, complete, optimized system that meets the criteria of all objectives, technical and functional requirements.

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.314) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

(Vendors With 25 or More Employees)

CERTIFICATE OF COMPLIANCE WITH

ILLINOIS DRUG-FREE WORKPLACE ACT

_____ (Vendor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., ch. 127, par. 132.313) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Name of Firm/Individual

By: _____
Signature

Title

Date

CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State law; (3) a description of sexual harassment, utilizing examples; (4) an internal complaint process including penalties; (5) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (6) direction on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Firm/Individual

By: _____
Signature

Title

Date