

**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

REQUEST FOR PROPOSALS ON  
CHROMEBOOKS AND CHROMEBOOK SUPPORT 2024

1. The St. Tammany Parish School Board (STPSB) will receive written proposals until 4:00 PM on Monday, March 4, 2024. All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the **outside**: “REQUEST FOR PROPOSALS CHROMEBOOKS AND CHROMEBOOK SUPPORT – RFP #181.” All proposals arriving after the above date and hour will not be considered.
2. Proposals may be also submitted electronically at [www.centralbidding.com](http://www.centralbidding.com).
3. You may find related proposal materials including detailed specifications necessary to complete your Request for Proposal at [www.centralbidding.com](http://www.centralbidding.com) and/or [www.stpsb.org/bids](http://www.stpsb.org/bids).
4. An original, six (6) copies and an electronic copy (i.e., flash drive, USB drive, CD, etc.) of the proposal shall be submitted. The enclosed Proposal Information Form must be completed and returned with your proposal (ATTACHMENT A). **Proposals submitted without this form will be considered “non-responsive.”** All costs associated with developing, preparing, copying, and participating in the proposal process are entirely the responsibility of the proposer. The STPSB will not in any way be responsible for expenses incurred by prospective proposers.
5. The attached STPSB Contract Addendum (ATTACHMENT B) must be completed and submitted with your proposal. Proposals submitted without this form will be considered “non-responsive.”
6. The attached Affidavit (ATTACHMENT C) must be fully executed, notarized, and submitted with your proposal. Proposals submitted without this form will be considered “non-responsive.” The original fully executed form should be received in our office by 4:00 PM on Monday, March 11, 2024, but shall be received prior to award.
7. The attached Certification Regarding Lobbying (Attachment D), Debarment and Suspension Certification Form (Attachment E), and Non-Collusion Statement (Attachment F), must be completed and signed by an authorized company official. Proposals submitted without these forms will be considered “non-responsive.”
8. All attachments, must be fully executed and included with your submittal. Failure to comply with this requirement will cause your proposal to be deemed non-responsive.

9. Seed unit(s) must be provided for evaluation purposes to compare and evaluate the unit's performance, reliability, durability and battery life in the STPSB technology environment. Seed units shall be labeled to show the name brand, RFP #, Manufacturer and Proposing Vendor Information. Failure to submit seed sample may be sole cause for rejection of proposal. Seed units will be returned, upon request from the vendor. **The seed unit(s) must be received no later than the scheduled RFP opening and delivered to the I.T. Department located at 215 17<sup>th</sup> Avenue Covington, LA 70433.**
10. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations.
11. Proposals should be prepared in a concise and economical manner; and need not contain any special bindings, materials, promotional materials, etc. Proposal emphasis should be given to completeness and clarity of content.
12. The following, at a minimum, shall be included utilizing the same format and order of major headings as defined:
  - 1) Executive Summary
  - 2) Company Profile
  - 3) References
  - 4) Product Information
  - 5) On-going Support Services
  - 6) Extended On-Going Support Services
  - 7) Response Time
  - 8) Terms and Conditions
  - 9) Cost Quotation
13. The specifications do not claim to include every possible piece of equipment or software that may be necessary. Vendors are obligated to inform the STPSB and include in the response, any components that may be necessary for a successful and complete solution.
14. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and:
  - a. Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
  - b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence

\$1,000,000.00, Property Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.

- c. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements \$1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

15. It is the intent of the specifications to invite proposals on high quality merchandise. Mentioning a brand, manufacturer, and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.
16. Sales tax IS NOT to be included in your proposal price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.
17. In accordance with Revised Statute 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.
18. Questions regarding this RFP will be accepted until Tuesday, February 27, 2024 at 4:00 PM via email to at [purchasing@stpsb.org](mailto:purchasing@stpsb.org).
19. Questions concerning RFP submittal may be directed at the Purchasing Department at [purchasing@stpsb.org](mailto:purchasing@stpsb.org) or via telephone at (985) 898-3224.



---

FRANK J. JABBIA  
Superintendent