

Request for Proposal

Iowa City Community School District

Computer Purchase

Prepared by: Justin Miller, Technology Operations Manager
1/9/2019

Notice of Intent to Propose:
2/8/2019

Bids NOW Due:
3/13/2019

1.1 Purpose and Scope

The Iowa City Community School District seeks computers for its general student-use, staff-use, and 1:1 implementations, along with deployment support and other associated services. Specifically, the district requests proposals for purchase of approximately 100 Windows-based laptops, 3000 Chromebooks, and 120 Windows-based desktops (subject to revision), along with associated software and services such as Chrome OS Management licenses. Please note that the Windows laptops will be split, on a roughly-30/70 basis, between conventional Windows laptops and convertible form factor devices. Further, computer asset tagging services must be provided to meet district requirements. General information about the District can be found on the District's website at <http://www.iowacityschools.org>.

a. Supported by highly qualified and reliable vendor with experience in provision of hardware acquisition and deployment, computer imaging, and deployment support.

b. Easy to use and readily accepted.

c. All products and services must meet the technical, functionality, and support requirements detailed in this RFP.

A copy of this Request for Proposal (RFP) may be obtained from the District's Technology & Innovation Website at http://www.iowacityschools.org/pages/ICCSD/Departments/Information_Services/RFPs

Amendments to the RFP will be communicated via

www.iowacityschools.org/pages/ICCSD/Departments/Information_Services/RFPs to proposers. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFP.

1.2 Evaluation Process

The evaluators will consider how well the vendor's proposed solution meets the need of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal will be considered part of your proposal.

At the completion of the RFP process, the Iowa City Community School District will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the District's criteria in design, cost, and vendor requirements and references.

EVALUATION CRITERIA/WEIGHTING

Price	35%
Technical/Functionality Specifications	30%
Vendor Experience/Reputation	20%
Deployment Support Specifications	15%

1.3 Schedule

Hard copy responses and related material must be delivered by 3/13/2019, as specified in the RFP. Late responses will be rejected at the sole discretion of the Iowa City Community School District.

An approximate schedule for selection is as follows:

Issue RFP / Publish to the District Website	1/25/2019
Vendor Notice of Intent to Propose	2/15/2019
Suggested Date for Demo Unit Availability (Optional)	2/22/2019
Deadline for Questions	2/22/2019
Sealed Proposals Due	3/13/2019
Tentative Sealed Proposals Opened	3/14/2019
Tentative Vendor Selection	3/14/2019
Delivery Date	5/17/2019-5/31/2019

1.4 Notice of Intent to Propose

Those submitting proposals are required to submit a digital Letter of Intent no later than 2/15/2019 via e-mail Justin Miller at miller.justin@iowacityschools.org. Please identify the name, address, phone number, fax number, and e-mail address of the person who will serve as key contact for all correspondence regarding this RFP.

Submission of the Letter of Intent constitutes the vendor's acceptance of the procedures, evaluation criteria, and all administrative instructions of this RFP. Letters may be withdrawn at any time before the deadline for submission. A list of all vendors submitting a letter of intent will be available upon request.

1.5 Deadline for Questions

Questions with regard to the RFP maybe asked via email.

Official answers will be posted to www.iowacityschools.org for access by all proposing vendors.

In order to make information available to all proposing vendors, no questions will be answered past 2/22/19, as stated in schedule in Section 1.3.

1.6 RFP Submission

Please submit the proposal, in its entirety, to the contact and address below no later 3/13/2019. Sealed proposals must be submitted as a printed copy and digital copy on a flash drive.

Justin Miller
Technology Operations Manager
Iowa City Community School District
1725 North Dodge Street
Iowa City, Iowa 52245

Attn: Computer Purchase RFP

1.11 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that the proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.7 Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the Technology Operations Manager listed below. Unauthorized contact regarding this RFP with District employees will not help. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on e-mailed statements issued by the District Director of Technology & Innovation.

Justin Miller
Technology Operations Manager
Iowa City Community School District

Preferred Contact Method is email: miller.justin@iowacityschools.org

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

1.9 RFP Revisions

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be communicated via email to all proposers.

1.10 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.11.1 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Iowa City Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply all supplies, equipment, accessories, and systems as described.

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

1.11.2 Contract Term

The initial term of this agreement shall be for twelve (12) calendar months, beginning on the commencement date. This annual contract comes with four (4) options to renew. Prior to the expiration of the initial term, the parties have the option to renew this agreement for a first annual renewal term of twelve (12) calendar months. Prior to the expiration of the first annual renewal term, the parties have the option to renew this agreement for a second annual renewal term of twelve (12) calendar months. Prior to the expiration of the second annual renewal term, the parties have the option to renew this agreement for a third annual renewal term of twelve (12) calendar months. Prior to the expiration of the third annual renewal term, the parties have the option to renew this agreement for a fourth annual renewal term of twelve (12) calendar months. Without further action by either party, this agreement will terminate at the end of the initial term or at the end of each annual renewal term. Each option to renew must be exercised prior to the beginning of each annual renewal term and is only effective upon adoption and approval by the Iowa City Community School District Board of Directors and the contractor in accordance with the terms of this contract.

1.11.3 Contract Amendments

Prior to the annual renewal dates listed above, the parties have the option to implement mutually-agreeable modifications to this agreement, including modification to model numbers, quantities, costs, and services provided. These modifications are

only effective upon approval of a modified agreement by the Iowa City Community School District Board of Directors.

1.12 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

1.13 Payment Terms and Conditions

The proposal must contain a fee schedule that includes line items for all components of the proposal, including equipment, installation, support fees, licenses, etc.

1.14 Improper Business Relationships

Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the District; any employee, officer, director, or principal of the vendor or the District; and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the District.

In the event the District disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the District reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

1.15 Compliance with Applicable Laws

The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant District policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in District buildings and on the grounds of District buildings pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the District, and all records relating to this engagement shall be retained for such period of time as required by law. Vendor shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

1.16 No Collusion

By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor.

Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to

submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

The person signing the Response Affidavit to the RFP certifies that he/she is fully informed of the accuracy of these statements.

1.17 Grievances

Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Stephen Murley, Superintendent of Schools, at the address set forth above. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.

1.18 RFP Compliance

Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendor shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The District reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the District, without liability, obligation, or commitment to any party, firm or organization. The District is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

The District is not liable for any costs incurred by the vendor prior to issuance of a valid and legally binding contract in accordance with Iowa law. The vendor will be compensated pursuant to the provisions of its contract with the District.

1.19 Mandatory Background Checks

If selected to provide products and/or services to the District pursuant to this RFP, the vendor shall participate in the District's background check process for any persons providing products or performing services on District property. The vendor must complete and submit the background check form, provided by the District, for each such individual, at least two weeks prior to that individual providing products or performing services on District property. The cost of each background check, approximately \$25, must be paid by the vendor to the District at the time the vendor submits the background check form. The District will provide to the vendor a badge for each individual approved through the background check process. The badge will include the name of the individual authorized to provide products or perform services on District property, the name of the vendor, and the school-year for which the authorization is valid. This badge, along with a government-issued photo identification, must be shown to District personnel upon request. The background check process must be repeated each school year. No persons who are not approved by the District shall be permitted to provide any products to, or perform any services for, the District on District property. Contracts with vendors who fail to comply with these requirements will be subject to immediate termination at the sole discretion of the District.

1.20 No Assignment

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the District.

1.21 Appropriation of Funds

Any agreements arising from this RFP will be subject to annual appropriation of funds by the District in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such an agreement, in this or any subsequent fiscal years, the agreement will be subject to modification or cancellation depending upon the extent of available funds. The District may cancel the agreement in its entirety without penalty, if funding is not available.

1.22 District Property

All proposals become the property of the District and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the

written request of the vendor.

1.23 Insurance Requirements

The District will require the selected vendor to comply with the insurance requirements as outlined below. The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the District.

1.23.1 Scope of Insurance

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$ 500,000
Personal Injury	\$ 500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$ 50,000

Vehicle Liability

Bodily injury	\$ 50,000/ \$500,000
Property damage or single limit liability	\$ 100,000 \$ 500,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

1.23.2 Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured". The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

1.23.3 Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

1.23.4 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, contractor shall review coverage with the District's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

1.24 Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

1.25 Exceptions

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

1.26 Primary Provider of all Services

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

Section 2: Computer Purchase & Deployment: Project Requirements

The Iowa City Community School District is continuing its 1:1 Chromebook initiative in its secondary schools, and will require additional replacement machines. Further, the District is increasing the number of devices available in 3 elementary schools in line with its weighted resource allocation model. Also, the district needs a conventional and convertible windows based laptop to replace damaged devices. Finally, the district will be replacing several desktop computer labs with newer models to accommodate our PLTW program. Monitors are not required for the desktops. Exact hardware specs will be found in later sections. This project will include the purchase of the approximate quantities of the equipment types shown in the table below (quantities subject to change):

Device	Quantity
Windows Laptop (Conventional+ Convertible)	150
Windows Desktop	120
Chromebook	3000

2.1.1 Equipment/Software/Supply Specifications

All equipment submitted in response to this RFP must meet the minimum specifications listed below. **Please note that bidders may submit multiple proposals that include different equipment, or submit multiple alternatives as part of the same proposal.** For questions regarding these specifications, or to determine whether equipment meets the minimum specification, please contact the RFP administrator.

2.1.2 Windows Laptops

Vendors should submit two Windows laptop models, one of which must be a conventional laptop form factor, and the other a convertible laptop form factor. Acceptable designs for the convertible model include 180 degree rotating screens, 360 degree folding laptops, detachable screen laptops, slate tablets with magnetic keyboard and touchpad, or pivot and fold display laptops. Unacceptable variants include tablets with separate Bluetooth keyboards, tablets without a physical keyboard, or devices that do not fold flat. Windows software is not required to be installed as the district has volume licensing for OS installs.

- Processor: Minimum 8th-generation Intel Core i5 or Core M or later
- Memory: Minimum 16GB
- Storage: Minimum 256GB SSD
- Network: 802.11ac wireless
- Optical Drive: No minimum specification; not required
- Display (Conventional Laptop): 13.5" minimum, 1920x1080 resolution (or equivalent) minimum
- Display (Convertible Laptop): 13" minimum, 1920x1080 resolution (or equivalent) minimum
- Weight (Conventional Laptop): Must not exceed 4lb

- Weight (Convertible Laptop): Must not exceed 3.8lb
- USB: Must include at least USB 3.0 ports and at least one USB C port
- Video Ports: Must include either HDMI (including HDMI size variants), DisplayPort, or Mini DisplayPort
 - If device does not include a standard-sized HDMI port, bid should include an appropriate HDMI adapter
- Audio: Must include 3.5mm audio out
- Battery Life: Minimum 10 hours
- Touch Screen (Convertible Laptop): Must support both multi-touch and pen input; pen support must be in the form of active digitizer technology (such as Wacom, N-Trig, Surface Pen, etc.)
- Touch Screen (Conventional Laptop): not required
- Operating System: must support Windows 10
- Graphics: Integrated
- Camera: Must include at least one 720p camera
- Bluetooth: Supported
- Must support use of either a base station-style dock or a single-cable dock

2.1.3 Windows Desktops

- Processor: Minimum 8th-generation Intel Core i5 or later
- Memory: Minimum 16GB
 - Must be user-replaceable
- Storage: Minimum 1TB
 - Must be user-replaceable
- Network: 802.11ac wireless and 1Gb LAN
- Optical Drive: Minimum DVD-RW (internal or USB-connected)
- Acceptable Form Factors: Desktop, Micro-tower, Mini-tower, Micro-desktop
- USB: Must include at least four USB 3.0 ports
- Display Ports: Must include either HDMI (including HDMI size variants), DisplayPort, or Mini DisplayPort
- Audio: Must include 3.5mm audio out
- Input: Must include USB optical mouse and USB keyboard
- Operating System: must support Windows 10
- Graphics: Discrete card required, minimum of 2GB RAM

2.1.5 Chromebooks

- Support Life: must be certified as supported by Google until 2023 (minimum)
- Operating System: Must support Chrome OS
- Form Factor: must be a Chromebook form factor, including attached screen and keyboard
- Display: Minimum 11.6" with 1366x768 resolution (or equivalent)
- Memory: Minimum 4GB
- Storage: Minimum 16GB
- Battery Life: Minimum 12 hours
- USB: Minimum 2 USB ports
- Video Out: Minimum HDMI or DisplayPort, including all size variants
- Audio: Minimum 3.5mm audio out
- Network: 802.11ac
- Bluetooth: Supported
- Webcam: Minimum 720p camera; ability to record front or rear preferred
- Touch Display: Should be bid as primary or as an alternate option
- Pen Input: Not required, but may be bid as primary or as an alternate option
- Weight: Maximum 3lb
- Management: Must include Chrome OS management license (may be bid as line-item component)

2.2 Deployment Support

Vendor must agree to the following:

- Vendor will provide asset tagging services using the conventions and materials specified by the District
 - The District will provide tags, and will specify where the asset tag should be placed on each model. District-provided asset tags include a bar code which may facilitate the inventory-creation process for the Vendor. Vendors must include all required forms necessary to facilitate this process. Inventory records must be provided to the District in Excel or CSV format at least two business days prior to delivery.
- Vendor will provide the following delivery services for devices:
 - Vendor will deliver all devices between May 17th and May 31st.
 - Devices will be received at the Education Service Center at 1725 N. Dodge St. Iowa City IA 52245.

2.3 Price Stability

The District must have the option to purchase additional (and identical) devices, subject to availability, at the same or lower cost during the 12-month period following the initial purchase. The District is willing to negotiate purchase windows or other forms of purchase consolidation for mid-year purchases. In no case shall a price higher than contract price be paid for equipment proposed.

Section 3: Device Purchase and Deployment RFP Response Documents

3.1 Vendor Information and Project Team

Vendor must provide a description of the firm, the knowledge, experience, and resources it has available to execute the scope of work set forth in this RFP, and the process by which it proposes to do so, and attach this information as Tab 2 of its proposal. If applicable, vendor should also include information relating to state or local preference under Section 3.2.1 of this RFP, or status as a certified targeted small business, minority-owned business, and/or female-owned business. Vendor must also complete the following required information about the Project Team proposed to provide the work, and include this Project Team in Tab 2 of its proposal:

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____
Address: _____
Phone: _____
E-Mail: _____
Professional Biography: _____

Name: _____
Title: _____
Address: _____
Phone: _____
E-Mail: _____
Professional Biography: _____

3.2 References Vendor must complete the following required references for similar products/services provided by Vendor to at least three clients in the past five years, and attach these references as Tab 3 of its proposal:

Client 1: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

Client 2: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

Client 3: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

3.3 Response Affidavit

Vendor must fully execute the following affidavit (including notarization), and attach this affidavit as Tab 4 of its proposal:

(To Be Completed, Signed and Notarized, and Attached to Proposal as Tab 4)

Affidavit of _____ [Name of Vendor]

State of _____)

County of _____)

I, the undersigned, being first duly sworn on oath, state that I am the _____ [title] of _____ [name of firm], and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) and amount of this proposal.

I hereby certify that the following statements are true and correct:

- _____ [name of firm] is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to any municipality in Iowa or the state of Iowa.
- No fictitious name of any entity or person has been used in this proposal, and no unidentified third party will have an interest in any resulting contract or in the performance of any work under this proposal.
- _____ [name of firm] does not do business as or operate under any fictitious name, other than _____.
- No director, officer, or employee of the Iowa City Community School District, or their spouse, dependent child(ren), or any business with which they are associated, will receive any monetary benefit or financial gain with regard to this proposal or resulting contract.
- The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, contractor, service provider, or any other competitor.
- Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed to any other vendor or service provider or competitor, and will not be knowingly disclosed, directly or indirectly, prior to the proposal opening date and time.
- No attempt has been made or will be made by me or my firm to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.
- My firm has only presented one proposal in response to this RFP.
- This proposal is made in good faith.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been convicted of a felony within the past five (5) years, which felony is related in any way to providing the products and/or services referenced in this RFP, or to the competency of the firm to perform under any resulting contract.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees are not currently subject to any litigation, administrative proceeding, or investigation and have not in the past five (5) years been subject to any litigation, administrative proceeding, or investigation or been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract, except as follows:

[Please explain]

- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been debarred, suspended, or otherwise excluded from or ineligible to participate in any procurement or non-procurement programs or other assistance programs or activities with the state or federal government, including but not limited to exclusion as identified by the U.S. General Service Administration Office of Acquisition Policy or similar body.

I state that _____ [name of firm] acknowledges and understands that the above representations in this Affidavit are important and material and will be relied upon by the Iowa City Community School District, in awarding the contract for which this bid/proposal is submitted. I and my firm understand that any misstatement or omission in this Affidavit may be treated by the Iowa City Community School District as a fraudulent misrepresentation or concealment of the true facts relating to this proposal. Any such misstatement or omission in this Affidavit will be grounds for disqualification and/or immediate termination of any resulting contract at the sole discretion of the Iowa City Community School District.

Sworn and subscribed to this ____ day of _____, 20__.

_____[Name of Vendor]

Signature: _____

Printed Name and Title: _____

Notary Public

My Commission Expires: _____

3.4: Disclosure Information

Vendor must submit disclosure information on vendor letterhead regarding any potentially improper business relationships

as described in Section 1.14 of this RFP, including all officers and key employees of the Vendor, and attach this document as part of its proposal.

3.5 Itemized Responses

Vendor must provide its Itemized Responses and/or Exceptions to this RFP by using and referencing the same numbering scheme as in the RFP, and attach such responses as part of its proposal.

**Iowa City Community School District
Computer Purchase and Deployment Proposal Form**

This form is to be attached to the requested information in the Request for Proposal Document

We submit the following proposal for Iowa City Community Schools:

Contractor: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Contact E-Mail: _____

Phone #: _____ Fax #: _____

Proposed Equipment

NOTE: The District strongly encourages vendors to make demonstration units available to the District at the vendor's earliest convenience, in order to allow for full assessment of features, functionality, and other comparative characteristics. Further, **please attach specification sheets and detailed service descriptions and conditions to this form.**

Proposed Windows Laptop (Conventional) Model: _____

Proposed Windows Laptop (Convertible) Model: _____

Proposed Windows Desktop Model: _____

Proposed Chromebook Model(s): _____

Proposal Costs (per-item and total, based upon anticipated quantities stated in Section 2):

NOTE: Vendors are encouraged to submit a detailed pricing sheet that explains models selected, pricing options, volume pricing, etc.

Windows Laptop (Conventional): _____

Windows Laptop (Convertible): _____

Windows Desktop: _____

Chromebook: _____

Iowa City Community Schools will request that all contractors
fill out an "Iowa Contractor's Statement"
so the district can re-coup "sales tax paid by contractors"