

Request for Proposal: 2023 Student Device Purchase

March 14, 2023



PAPILLION LA VISTA
COMMUNITY SCHOOLS

Be known for greatness

420 S. Washington Street
Papillion, NE 68046

<https://www.plcschools.org/rfp>

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Papillion La Vista Community Schools Request for Proposals: 2023 Student Device Purchase

Section 1: Proposal Overview and Details

1.a General Introduction and Scope

Papillion La Vista Community Schools (PLCS) is seeking proposals for the purchase of technology equipment to refresh a portion of the district's technology fleet. Equipment specifications and quantities desired can be found in Section 2 of this RFP document. PLCS will accept proposals from any viable, cost-effective vendor who can provide products that meet the specifications laid out in this RFP document.

The top vendor(s) may be asked to present their response to the District's staff in person.

1.b RFP Timeline

See Appendix A

1.c Pre-Bid Meeting/Video Conference Call

The District will hold a pre-bid meeting video conference call to review the scope of this RFP with prospective vendors and address any questions on Thursday, March 23, 2023 at 1:00 P.M. CST. Vendors are welcome to join via Zoom Video Conference or in person at the District Technology Training Center. Visuals may be referenced during the meeting, so if joining via Zoom it is recommended you join from a device with a screen via the link below.

Meeting Date/Time: Thursday, March 23, 2023 at 1:00 P.M. CST

Zoom Video Conference:

<https://plcschools.zoom.us/meeting/register/tJ0sc02oqi0qHN2013B7n-M6ufB86uJ7ljBN>

In Person:

PLCS Technology Training Center
420 S. Washington Street, Papillion, NE 68046

1.d Pre-Bid Walk Throughs

No pre-bid walk throughs are necessary for this purchase.

1.e Clarifications, Discrepancies, Omissions or Interpretations

Vendors shall promptly notify the District via email (technology@plcschools.org) of any ambiguity, inconsistency or error which they may discover upon examination of the RFP documentation. Vendors requesting clarification or interpretation of the RFP shall follow the guidelines specified in section 1.d "Vendor Questions and Clarifications" below.

Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with a successful vendor(s). It is the bidder's responsibility to assure that all addenda have been received and reviewed. Any addendums issued will be posted online under the Technology section of our RFP website at <https://www.plcschools.org/rfp>.

1.f Vendor Questions and Clarifications

All inquiries concerning this RFP will only be addressed in writing via email prior to the posted deadline below, or verbally at the pre-bid meeting. It is the responsibility of vendors to obtain any necessary additional information and clarification regarding this request for proposal. The District is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this request for proposal.

Final written questions should be addressed no later than Monday, March 27, 2023 at 12:00 P.M. CST to:

PLCS Technology Department
Attn: Lucas Bingham
Re: RFP for 2023 Student Device Purchase
E-Mail: technology@plcschools.org

Any inquiries received after March 27, 2023 will not be answered. All submitted questions and answers will be reviewed and a comprehensive list of all questions and answers will be posted online under the Technology section of our RFP website at <https://www.plcschools.org/rfp>. A full list of all questions and answers will be available by Tuesday, March 28, 2023 at 1:00 P.M. CST.

Post-bid questions: Vendors will have 24 hours after vendor selection is announced to raise any questions. The District will have the final authority to the resolution of all questions.

1.g Receipt of Proposals

All proposals must be received by 11:00 A.M. CST on Tuesday, April 4, 2023 at the Papillion La Vista Community Schools Central Office, 420 S. Washington Street, Papillion, NE 68046. At which time, proposals will be opened and reviewed publicly. Vendors are welcome to submit proposals prior to the start of the bid opening or via any of the alternate methods described below.

Proposals can be delivered during normal business hours, 7:30am – 4:30pm Monday – Friday or sent via the vendor’s preferred carrier if they are received by the deadline. The district is not responsible for any carrier delays, including inter-district mail delays. Inter-district mail can take 24+ hours to arrive at its destination within the District after being received by the District’s distribution center.

E-mailed electronic submissions will be allowed in PDF format only. Electronic submissions should be emailed to technology@plcschools.org. E-mailed documents will be time-stamped from the receiving computer. The district is not responsible for submissions not received on time due to technical difficulties by either party.

Summary of Acceptable Submission Methods

Method	Information
Mail/Carrier	PLCS Technology Department Attn: Lucas Bingham Re: 2023 Student Device Purchase 420 S. Washington Street Papillion, NE 68046
E-Mail (PDF)	PLCS Technology Department Attn: Lucas Bingham Subject: 2023 Student Device Purchase E-Mail: technology@plcschools.org
In Person	Business Hours: 7:30am – 4:30pm M-F 420 S. Washington Street Papillion, NE 68046 NOTE: Guests will need to enter via the secure entrance on the South side of the building.

All proposals received after 11:00 A.M. CST on Tuesday, April 4, 2023 will not receive consideration.

Proposals are public record and shall not be considered proprietary or confidential.

Vendor responses must include at least one copy of Appendix B filled out.

All responses pricing shall be held for a period of 60 days after the scheduled closing time of this RFP.

It is anticipated and acceptable for vendors to provide multiple options that meet the requirements outlined in this RFP. For example, vendors could submit pricing on multiple device models for consideration. Copy and fill out a separate Appendix B with full details for each option proposed.

Please Include the items listed below in all proposal submissions (if submitting hard copies, please include two originals).

Proposal Submission Checklist:

- Bid Proposal Form(s) – All of Appendix B (required)
- Vendor References – Appendix D (required)
- Delivery Details - Appendix F (required)
- Specification or cut sheet(s) on the proposed services/products
- Any relevant support information
- Any relevant service information
- Any additional relevant information

1.h Acceptance and Proposal Opening

Once proposals are opened, they become property of PLCS and will not be returned. This RFP does not commit the District to award a contract. The District reserves the right to reject any and all proposals, and at its discretion, may withdraw or amend this RFP at any time. All vendors responding to this RFP will be notified, in writing, once an award decision has been determined.

Proposals will be opened at the Papillion La Vista Community Schools Central Office (420 S. Washington Street, Papillion, NE 68046) on Tuesday April 4, 2023 at 11:00 A.M. CST. This is a public meeting and any interested parties may attend the proposal opening in person or virtually. NOTE: Guests attending in person will need to enter via the secure entrance on the South side of the building.

Opening Date/Time: Tuesday, April 4, 2023 at 11:00 A.M. CST

Zoom Video Conference:

Topic: 2023 Student Device Purchase RFP Opening
Time: Tuesday April 4, 2023 11:00 AM Central Time (US and Canada)

https://plcschools.zoom.us/meeting/register/tJUvcOqhpjMtGNbLMH_1bocx8Ddm5UL9wvli

1.i Contractual Obligations

The requirements contained in this Request for Proposal are a part of the terms and conditions of any future agreement(s) with prospective vendor(s). Any deviations from the Request for Proposal must be clearly defined by the vendor(s) in its proposal, and if accepted by the District, will become part of the agreement. Any specifically defined deviations must not conflict with the basic nature of the Request for Proposal or mandatory requirements.

The terms and conditions contained within this RFP will always supersede any future contractual language or agreements with selected vendor(s).

1.j Subcontractors

The district intends to select one primary vendor/contractor to award the project to. If a contractor is not able to fulfill all portions of the job, they are responsible for obtaining and providing pricing from qualified subcontractors to include with their bid response. Subcontractors must be identified in appendix D and approved by PLCS.

If the vendor is approved to utilize subcontractor(s) for any part of the contract or services, it is the vendor's responsibility to supervise the subcontractor's performance and to ensure that the subcontractor meets all bid requirements. Failure to do so may result in termination of the bid.

This specific RFP is for hardware and associated licensing/software only. It is not anticipated subcontractors would be needed for this purchase.

Successful vendor/bidder shall not assign the contract to another vendor without prior consent of the School District.

1.k Contingencies

This RFP should not be considered as a contract to purchase goods or services but is a Request for Proposals in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of an agreement based on the RFP response(s) that are pursued should PLCS decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify the RFP response submission from consideration.

Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions will be accepted if created in PDF format and emailed to

technology@plcschools.org by the due date and time as specified herein. Date and time stamp of the receiving computer will govern all emailed submissions. Vendors will be considered non responsive if the above requirements are not submitted as requested.

The School District reserves the right to accept or reject any or all bids and any part thereof and to waive all technicalities or resubmit for new proposals through a revised RFP. Awards will be made in the best interest of the District. PLCS also reserves the right to adjust, add or remove materials or quantities from the final agreements. Vendors shall hold their submitted pricing firm regardless of final quantities purchased.

PLCS may, at its discretion, choose to cancel its offer for the purchase of goods or services requested in this RFP if there is a reduction in funding, there are changes in the physical structure of a school (i.e., renovations, demolitions), drastic reductions in enrollment, or for any other reason.

In the event there are PLCS budget restraints, or any other reasons, PLCS reserves the right to re-negotiate costs with any selected vendor(s). The total quantities of items or scope of services purchased may change. PLCS has provided information to best describe the scope of this RFP.

1.l Billing and Payment Terms

All invoices must include an itemized list of charges. The district will accept and make payments on progress invoices for this project to pay for portions of the project as they are completed. Invoices are expected to be received by our accounts payable department no later than the 15th of each month. Expenses are reviewed by our Board of Education at their first meeting which is held on the second Monday of each month. Once approved, checks are mailed on Tuesday morning following said board meeting.

The district is not interested in financing/leasing opportunities for this purchase. Pricing of products should not be contingent on financing with any financial institution.

The DUNS Number for SCHOOL DIST NO 27 PAPILLI is 075780530.

1.m Project Schedule and Delivery

PLCS expects delivery of equipment by June 15, 2023, unless otherwise noted in writing. Delivery of any raw materials should be included and account for delivery service to the address below. Note: there is a dock available at this location.

PLCS Warehouse & Distribution Center
8130 Giles Road
La Vista, NE 68128

PLCS recognizes the COVID-19 worldwide pandemic has had ongoing impacts on materials availability. The District should be kept apprised of any potential delays or known issues with meeting the June 15, 2023 deadline for this project. Vendors should provide anticipated lead times with responses. Include a copy of Appendix F outlining delivery details with all responses.

1.n Taxes

PLCS is a governmental subdivision and is exempt from local, state, and federal taxes (05-0601969). Tax exemption certificates will be furnished as needed. Any applicable fees (such as Universal Service fees) should be clearly outlined and itemized on invoices.

PLCS, a governmental subdivision, is also exempt from the payment of Federal excise tax. Bidders should exclude excise tax on all taxable items in their bid submissions. A Federal Excise Tax Certificate will be furnished for all taxable items. Please indicate on your bid the items requiring the exemption certificate.

1.o Award Criteria and Evaluation Process

PLCS reserves the right to be the sole judge of what is in the best interest of The District. In addition to cost, quality, service, support, vendor history and other items may be considered as contributing factors for award of any final contract. Please refer to Appendix C for further details regarding the evaluation process.

1.p Exclusion of Persons with Criminal Records

Papillion La Vista Community Schools requires that firms agree to not assign any individual or agent to any work on an awarded project, requiring work on a PLCS school site, with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives, including but not limited to any of the following: (a) a felony; (b) rape, including statutory rape, or any other sexual assault; (c) sexual conduct with a minor of any kind; (d) abuse of a minor or child of any kind; (e) endangerment of a child or debauching a minor; (f) public indecency; (g) prostitution, pandering, or keeping a place of prostitution; (h) assault or battery; (i) kidnapping, false imprisonment or abduction; (j) child pornography; or (k) any offense in which a minor was a victim or a witness.

The Vendor shall certify that it shall not assign any individual or agent to work on any PLCS property with a criminal record of a serious nature as defined by PLCS policy, regulations, practices or directives. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional authorization or consent necessary to assure compliance with this requirement; to actively continue and implement this policy throughout the contract period and to require implementation of this policy by any

subcontractors and/or agents involved by the Vendor in the performance of the contract. Vendor authorizes and gives consent, and agrees to cooperate in obtaining any additional background check authorization or consent necessary to assure compliance with this requirement.

1.q Assurance of Non-Collusion

The bidder's submission of its bid response is the bidder's representation and guarantee to the Papillion La Vista School District that the prices quoted have been arrived at without collusion with any other eligible bidders and without an attempt to preclude Papillion La Vista School District from obtaining the lowest possible competitive price, influencing the prices quoted by any other eligible bidder or discouraging other potential bidders from bidding.

1.r Failure to Perform

In the event the successful bidder fails to perform in good faith or in accordance with the terms and conditions of this bid, the bid shall be terminated, and the School District may award the bid to another vendor.

1.s Notice of Non-Discrimination

The Papillion La Vista Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Trent Steele, Director of Secondary Human Resources and Student Services, 420 South Washington Street, Papillion, NE 68046 (402) 537-6214 (trent.steele@plcschools.org).

Employees and Others: Dr. Kati Settles, Assistant Superintendent Human Resources, 420 South Washington Street, Papillion, NE 68046 (402) 537-6206 (kati.settles@plcschools.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street #320, Kansas City, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Section 2: Product Specifications and Quantities

2.a Item #1 - Student Chromebooks - Minimum Requirements

The requirements outlined below are the **minimum requirements** the District is seeking for hardware replacement.

- **Central Processing Unit (CPU)**
 - Intel Processor Preferred
 - Minimum of 2 cores
 - Chipset specifications must be included in quote
- **RAM**
 - Minimum 4 GB Installed
- **Storage**
 - Minimum of 32 GB Solid State/Flash Storage
- **AC/Power, Charging and Battery Life**
 - USB-C Charging, ability to charge on any available USB-C port preferred
 - Minimum 8 Hour Battery Life (based on continuous use)
 - Spare charger pricing should be included
 - Preference of UL and Energy-Star Certification
- **Screen Size and Resolution**
 - Non-Touch/Clamshell Design
 - Minimum Screen Size of 11.6”
 - Maximum Screen Size of 13.3”
 - Minimum Screen Resolution 16:9 Ratio (1366 x 768 pixels)
- **Camera Capabilities**
 - Front Facing HD Camera
- **Network**
 - Wi-Fi 6 (Dual Band 802.11ax) Compatibility
 - Must be compatible with Dynamic Frequency Selection (DFS) Wi-Fi Channels
 - Intel chipset required
 - Wireless chipset specifications must be included with response
- **Bluetooth**
 - Bluetooth wireless connectivity (Bluetooth 5.2)
- **Audio**
 - Built in speakers and microphone

- **I/O Connectivity**
 - At least one USB-C Port
 - Video Output – via USB-C or HDMI
 - At least one USB 3.2 Port
 - Separate Microphone and Headphone Ports or Mic/Headphone Combo Port

- **Warranty**
 - 1 Year Parts and Labor Included
 - Include option for 2, 3, and 4 year warranty as separate upgrade costs
 - Self-maintenance program for fleet required, must include no charge next-day delivery to PLCS facility. First year of self-maintainer program fees must be included.
 - Response must include warranty coverage details
 - Manufacture hardware support must be available for 4 years from date of product shipment to PLCS

- **Parts Availability**
 - Identify source(s) for replacement parts (screen, cases, keyboards, trackpads, batteries, etc.)
 - Provide OEM parts price list and source for all replaceable parts with current pricing
 - Parts must be available for 4 years from date of product shipment to PLCS

- **Weight**
 - Less than 4.0 pounds
 - Less than 3.5 pounds preferred

- **Keyboard**
 - Attached/built in standard 74-key keyboard
 - Spill resistant design preferred
 - Keyboard must be a separate and serviceable part (separate from palmrest)

- **Trackpad**
 - Multi-Touch
 - Spill resistant design preferred

- **Operating System**
 - Must run most recent version of Chrome OS
 - Must denote whether unit is currently supported to run Android Applications from the Google Play Store
 - Device must receive Google updates for 4+ years after purchase date (June 1, 2027)

- **Build Quality**
 - Response should include any relevant test results on information or durability (including but not limited to information on drop testing, screen breakage, protection against key removal, hinge testing, etc.)
 - If requested, respondents should be prepared to provide an in-person or video recorded disassembly (full technician teardown) of each quoted Chromebook

- **Management Capability**
 - Chrome OS Management license quote for each Chromebook should be included as a separate line item

- **Model Specification**
 - Must be from the current product line and not a discontinued model. Preference will be extended to “enterprise” rather than “consumer” models. Designation of “enterprise” recognizes such attributes as consistency of components, extended lifecycle, system manageability, common peripherals, system security and ruggedized design as well as support length for the model.
 - Model in the quote needs to be available for purchase in similar quantities through September 1, 2023.
 - Proposed model should be in new/factory sealed condition and not refurbished. Refurbished, remanufactured, recycled or reconditioned units will not be accepted, even if units are factory certified.

- **Value Add Components**
 - Vendors may include accessories, products or services that may provide additional value as optional items within responses

- **Evaluation Units**
 - Evaluation units of submitted/quoted devices **must** be made available to PLCS by April 4, 2023.
 - Evaluation units must be delivered to:
 - Papillion La Vista Community Schools
 - Attn: Technology Department
 - RE: 2023 Student Device Purchase RFP
 - 243 W Grant Street
 - Papillion, NE 68046
 - Return shipping costs on all evaluation units provided must be prepaid by the vendor
 - Shipping information (including serial numbers) should be provided by emailing technology@plcschools.org. It is also recommended to clearly label the vendor submitting the unit on the shipping package along with any other relevant information so PLCS can easily track who provided each unit for evaluation.

2.b Item #2 – Chromebook Cases

Below are the minimum technical specifications for a potential Chromebook case accessory purchase. Vendor responses shall notate any exception or explanation to each of the specifications in this section.

All proposals which are highly equivalent to Gumdrop Slimtech will be considered.

General Case Specifications

- Primarily provide coverage for the edges of device
- Preference given to grip/silicone material
- Durable and impact-resistant

Form Factor and Coverage

- Case must fit proposed Chromebook or vendors only bidding cases can provide multiple options for various 11.6" or 13.3" Chromebooks models
- Transparent color or window for asset tag visibility to the PLCS asset tag number affixed to the bottom of the device

Button, Power and Port Accessibility

- Case must allow full access to all ports on the device.

Warranty

- Minimum 1 Year Warranty Included
- Response must include warranty coverage details

Evaluation Units

- Evaluation units of submitted/quoted cases **must** be made available to PLCS by April 4, 2023.
- Evaluation units must be delivered to:
Papillion La Vista Community Schools
Attn: Technology Department
RE: 2023 Student Device Purchase RFP
243 W Grant Street
Papillion, NE 68046
- Return shipping costs on all evaluation units provided must be prepaid by the vendor. Shipping information (including serial numbers) should be provided by emailing technology@plcschools.org. It is also recommended to clearly label the vendor submitting the unit on the shipping package along with any other relevant information so PLCS can easily track who provided each unit for evaluation.

Appendix A – RFP Timeline

RFP 2023 Student Device Purchase

Item	Date/Information
RFP Posting:	Tuesday, March 14, 2023 https://www.plcschools.org/rfp
Public Notice	Papillion Times on Wednesday, March 15, 2023
Pre-Bid Meeting: <small>Attend in person or via videoconference.</small>	Thursday, March 23, 2023 at 1:00 P.M. CST https://plcschools.zoom.us/meeting/register/tJ0sc02oqj0qHN2013B7n-M6ufB86uJ7ljBN or in person at District Technology Training Center 420 S. Washington Street, Papillion, NE 68046
Written Questions Due:	Monday, March 27, 2023 at 12:00 P.M. CST
Question Responses:	Full list available after Tuesday, March 28, 2023 at 1:00 P.M. CST by visiting: https://www.plcschools.org/rfp
RFP Due By:	Tuesday, April 4, 2023 (21 Days Open) 11:00 A.M. CST Papillion La Vista Community Schools Attn: Technology Department, RFP 2023 Student Device Purchase 420 S. Washington Street, Papillion, NE 68046 technology@plcschools.org
RFP Opening: <small>RFP submissions will be opened at this time. This is a public meeting. Interested parties may attend the proposal opening.</small>	Tuesday, April 4, 2023 at 11:00 A.M. CST https://plcschools.zoom.us/meeting/register/tJUvc0qhpiMtGNbLMH_1bocx8Ddm5UL9wvli or in person at Papillion La Vista Community Schools Central Office 420 S. Washington Street, Papillion, NE 68046 NOTE: Guests will need to enter via the secure entrance on the South side of the building.
Intent to Award:	After Monday April 10th, 2023
Projected Order Date:	After Monday April 10th, 2023
Delivery Details	See Appendix F

March 2023						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Appendix B – Vendor RFP Response Sheet

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COMPLETED APPENDIX B REQUIRED FOR RFP SUBMISSION

Please complete a copy of the response sheet , one per unit being proposed, and utilize it for submitting pricing and options with the required information/signatures included in Appendix B.

Item #1 - Student Chromebook

Brand and Model Quoted: _____

Quantity Desired: Provide your proposal pricing based on a quantity of 1000-1700 units

Unit Price Item #1:

\$ _____

Upgrade Price for 3 Year Warranty:

\$ _____

Upgrade Price for 2 Year Warranty:

\$ _____

Upgrade Price for 4 Year Warranty:

\$ _____

Chrome OS Management License Cost (per unit):

\$ _____

Spare Charger Cost (per unit):

\$ _____

Chromebook model supports Android Apps/Google Play Store? Yes No

Self Maintenance Program Available? Yes No

First Year Cost of Self Maintenance Program Included? Yes No

Source(s) for OEM replacement parts provided? Yes No

OEM parts price list for all replaceable parts provided? Yes No

Hardware support available 4 years from date of product shipment? Yes No

NOTE: APPENDIX B CONTINUES ON NEXT PAGE

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Item #2 – Chromebook Cases

Vendor Bidding on Item? **Yes** **No**

Brand and Model Quoted? _____

Quantity Desired: Provide your proposal pricing based on a quantity of 1200-1900 units

Unit Price Item #2: \$ _____

NOTE: APPENDIX B CONTINUES ON NEXT PAGE

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FINAL SUBMISSION SIGNATURE (REQUIRED)

I/We, the undersigned, hereby propose to furnish the herein described devices and/or services to/for the Papillion La Vista Community Schools, Papillion, NE, in accordance with the specifications as presented in this RFP for the consideration of the amount set forth in the pricing schedule submitted above.

ADDENDA RECEIPT

The receipt of any addenda (if applicable) is hereby acknowledged. Failure of any vendor to receive any addenda or interpretation shall not relieve the vendor from obligations specified in the RFP or its addenda. All addenda shall become part of the final contract document.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Vendor must certify to the best of its knowledge and belief, the vendor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy. The requested transaction is void if the vendor has been debarred, suspended, proposed for debarment or otherwise ineligible for the award of contracts by any federal agency.

The district will be using federal funds to assist in paying for this project. Therefore, Davis-Bacon Act rules for the award winner will apply and a contract including Davis-Bacon language will need to be signed.

Vendor	Telephone
Prepared By	Street Address
Position	City, State Zip Code
Date	Email

Vendor Authorized Signature

Appendix C - Evaluation Rubric

1. Cost of eligible service, equipment and/or maintenance.....40 points

Cost of service will be released at time of bid opening. Points will be awarded during the evaluation of the proposal(s).

2. Capacity of Vendor.....10 points

Capacity of vendor to provide solution, including but not limited to:

- (a) Does the vendor already have positive relationships with other educational entities?
- (b) Can the vendor show history that they have solutions deployed at or above the scale that is being requested?
- (c) Has the vendor successfully met product delivery timelines for other similar projects?

3. Features.....10 points

All documented features/requirements in the RFP will be evaluated and points awarded as such. Points will not be awarded for features that are not included in the cost of the product as presented in the RFP.

4. Support.....10 points

Technical support will be evaluated on responsiveness, past experiences, ease of use, communication and how access to engineering level support is routed. Support may be contacted to assist in the evaluation of its capabilities.

5. Project Management.....10 points

The vendor's experience and history in project management will be evaluated, and points awarded on the ability and history of the vendor's capacity to successfully complete projects of this size and scope.

6. Reliability.....10 points

Reliability score will be determined using the following criteria:

- (a) References given in the RFP and subcontractor qualifications
- (b) Known other vendor customers
- (c) Past District experiences

7. References.....10 points

References will be contacted, and points awarded on their responses.

Appendix D - References & Subcontractors

COMPLETED APPENDIX D REQUIRED FOR RFP SUBMISSION

References

Please provide a minimum of three references with responses.

Organization	Contact Name	Phone	Email

Subcontractors

All subcontractors must be approved by Papillion La Vista Community Schools. If you intend to use any subcontractors, identify them here.

Subcontractor	Contact Name	Phone	Email

Appendix E – Terms and Conditions

Vendor responses are not required to include Appendix E. However, any selected vendor(s) will be required to fill out Appendix E to enter into an agreement with PLCS. This is a copy included for informational purposes.

AGREEMENT TO INCORPORATE RFP TERMS AND CONDITIONS for PLCS 2023 Student Device Purchase RFP.

This agreement is between PAPHILLION LA VISTA COMMUNITY SCHOOLS and _____ (herein called the Vendor).

1. Agreements

Vendor agrees to furnish all labor, materials, tools, equipment, services, transportation, supervision and miscellaneous expense required to install, setup, configure, test, repair and maintain the service as well as agrees to all Terms and Conditions contained within this RFP as prepared by the Papillion La Vista Community Schools, dated March 22, 2023. These terms and conditions were made fully available throughout the RFP process and prior to the submission deadline. Services will be provided under the following conditions:

- A. All terms, conditions and requirements of the final Request for Proposal document will be incorporated and attached to any final contract or agreement between the Vendor and Papillion La Vista Community Schools.
- B. The terms and conditions contained within the original RFP will always supersede any future contractual or agreement language.
- C. Any discrepancies, deviations or conflicts between any agreements will always be settled by the original terms, conditions and requirements set forth by Papillion La Vista Community Schools in its RFP documentation. The intent of this is to ensure the basic nature of the original RFP and its mandatory requirements are met.
- D. Any deviations from the RFP that were clearly defined by the Vendor in its proposal, if accepted by the District, will become part of the agreement.
- E. This agreement will be in effect for the duration of any potential lease or purchase term length.

Authorized Vendor Signature

SIGNED: _____ DATE: _____

PRINTED NAME: _____

Authorized Papillion La Vista Community Schools Signature

SIGNED: _____ DATE: _____

PRINTED NAME: _____

Appendix F – Delivery Details

COMPLETED APPENDIX F REQUIRED FOR RFP SUBMISSION

PLCS expects delivery of equipment by June 15, 2023, unless otherwise noted in writing. Delivery of any raw materials should be included and account for delivery service to the address below. Note: there **is** a dock available at this location.

PLCS Warehouse & Distribution Center
8130 Giles Road
La Vista, NE 68128

PLCS recognizes the COVID-19 worldwide pandemic has had ongoing impacts on materials availability. The District should be kept apprised of any potential delays or known issues with meeting the June 15, 2023 deadline for this project. Vendors should provide anticipated lead times with responses.

Yes (Initial)	No (Initial)	I acknowledge the delivery expectation and at the time of submission am able to meet the expectation based on the quantity of units anticipated being purchased that is in this RFP. Additional information can be provided below. If “No’ is selected, additional information is required.

Please provide any notes on anticipated lead time of product(s) you are proposing:
