

MORGAN LOCAL SCHOOLS

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Request for Proposal (RFP)

Morgan Local School District is seeking proposals for the purchase of the following items:

- **HP Elite Small Form Factor 800 G9 PC**
- **24" or 27" Monitors**

Proposal Submission Deadline

All proposals must be submitted January 31, 2024 by 3pm EST.

Proposal Submission Instructions

Submit proposals via email to jjohnson@morganschools.org.

Project Requirements

HP Elite Small Form Factor 800 G9 PC - Customizable

- Quantity: 175 units
- Model: HP Elite Small Form Factor 800 G9 PC i5 or better CPU
- 16GB RAM minimum
- 500GB SSD minimum and graphics card with 4GB RAM minimum if possible

24" or 27" Monitors

- Quantity: 175 units
- Size: 24 inches or 27 inches
- Provide specifications for the proposed monitors, including model numbers, resolution, and connectivity options.

Shipping & Installation

- A price to ship all units (if any)

Vendor Qualifications

Vendors must provide the following information:

- Company profile
- Experience in supplying similar products and services
- References from at least three clients for whom similar products and services have been provided

Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Compliance with specifications
2. Cost competitiveness
3. Warranty and support offerings
4. Vendor qualifications and experience

Budget

Include your best and final cost proposal for the entire project, including all items and services mentioned above.

Terms and Conditions

- The vendor must comply with all relevant laws and regulations.
- Payment terms and conditions should be included in the proposal.
- Delivery timelines must be specified.

Proposal Submission Contact

For questions and clarification regarding this RFP, contact Dr. Jim Johnson at jjohnson@morganschools.org.

Important Dates

- Proposal Submission Deadline: January 31, 2024 by 3pm EST.
- Vendor Selection by February 10, 2024 by 3pm EST

Morgan Local School District reserves the right to reject any or all proposals and to negotiate changes to proposals that appear promising.

Thank you for your interest in this project.

Jim Johnson, Ph.D.
Director of Testing & Educational Technology
Morgan Local School District