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Request for Proposal (RFP)

Project Overview

Morgan Local School District invites qualified vendors to submit proposals for the purchase of video conferencing equipment and accessories. The objective is to acquire 150 sets of Poly Studio X30 video conferencing devices, mounting kits, webcams, headsets, and associated service agreements.

Proposal Submission Deadline

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

Proposal Submission Instructions

Submit proposals via email to jjohnson@morganschools.org.

Project Requirements

Poly Studio X30 - Video Conferencing Device

- Quantity: 150 units
- Zoom Certified
- Manufacturer Part Number (MPN): 2200-85980-001

Poly Video Conferencing Mounting Kit

- Quantity: 150 units
- Compatible with Poly Studio X series X30
- MPN: 2215-86512-001

Poly+ Extended Service Agreement - Studio X30

- Quantity: 150 units
- Advance hardware replacement
- Duration: 3 years
- Shipment P/N: 2200-85980-001
- MPN: 487P-85980-312

Poly Studio P5 - Webcam

- Quantity: 150 units
- Color, 720p, 1080p
- Audio: USB 2.0
- MPN: 2200-87070-001

Poly+ Extended Service Agreement - Studio P5

- Quantity: 150 units
- Advance hardware replacement
- Duration: 3 years
- Shipment
- For P/N: 2200-87070-001
- MPN: 487P-87070-312

Poly Blackwire 8225 - Headset

- Quantity: 150 units
- On-ear, wired
- Active noise canceling
- USB-A
- Zoom Certified
- MPN: 214406-01

Poly+ Extended Service Agreement - Blackwire 8225

- Quantity: 150 units
- Advance hardware replacement
- Duration: 3 years
- Shipment
- For P/N: 214406-01
- MPN: 487P-BLKWIRE-312

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 [insert contact person] at [insert contact email] or [insert contact phone number].

Important Dates

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

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.