

## Request for Proposal (RFP)

### Student Laptops

#### 1. Introduction

Avon Community School Corporation is seeking proposals for the supply of student laptops. The purpose of this RFP is to solicit proposals from qualified vendors to provide 1800 student laptops that meet the specifications outlined below.

#### 2. Project Overview

- **Total Quantity of Laptops:** 1800
- **Optional Imaging services:** Respondents may quote factory imaging services. Avon Community School corporation may or may not elect to use imaging services.
- **Delivery Details:** Avon Schools may request split shipment to two different delivery locations, Avon High School and Avon Middle School South. Delivery is expected as soon as possible after May 1, 2025. To reduce waste, bulk packaging (multiple laptops per box) is preferred if possible.

#### 3. Laptop Specifications

The laptops should meet or exceed the following specifications:

- **Screen Size:** 11 inches
- **Processor:** Intel N100
- **RAM:** 8 GB
- **Storage:** 128 GB drive
- **Operating System:** Windows 11
- **Warranty:** Avon Community Schools will evaluate pricing of standard warranty options for 1, 2, 3 and 4 years.

#### 4. Proposal Requirements

Vendors are required to submit the following information in their proposals:

- Detailed specifications of the laptops being proposed.
- Pricing for the laptops including any available discounts for bulk purchases.
- Warranty details and options.
- Delivery timeline and logistics.
- References from previous clients, preferably in the education sector.
- Any additional value-added services or features.

## **6. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Compliance with the specified laptop requirements.
- Cost-effectiveness and overall value.
- Warranty and support options.
- Vendor's experience and references.
- Delivery timeline.

## **7. Submission Instructions**

Proposals must be submitted by email to [jrbrames@avon-schools.org](mailto:jrbrames@avon-schools.org) by February 14, 2025. Late submissions will not be considered.

## **8. Contact Information**

For any questions or clarifications regarding this RFP, please contact:

Jason Brames  
Director of Technology  
Avon Community School Corporation  
[jrbrames@avon-schools.org](mailto:jrbrames@avon-schools.org)  
317-544-6000

## **9. Terms and Conditions**

- The school reserves the right to reject any or all proposals.
- The school is not obligated to accept the lowest bid.
- All proposals must be valid for a minimum of 90 days from the submission deadline.
- Avon Community School Corporation remits payment on Net 45 day terms from product delivery.