



REQUEST FOR PROPOSAL

FY 25 Chromebook Purchase

Issued by: Windham Northeast Supervisory Union (WNESU)

Issue Date: February 18, 2025

Submission Deadline: February 28, 2025, at 4:00 PM (Eastern Time)

1. Introduction

Windham Northeast Supervisory Union (WNESU) is seeking proposals from qualified vendors to supply Chromebooks, protective cases, and associated services. This Request for Proposals (RFP) covers two separate batches of Chromebooks—one non-touch batch requiring four-year Accidental Damage Protection (ADP) and one touch-enabled batch that does not require ADP. This RFP outlines detailed specifications for each batch, as well as required services such as white glove setup, packaging, and delivery.

2. Submission Details

- **RFP Title:** WNESU Chromebook Procurement, 2024–2025
- **Submission Deadline:** 4:00 PM on February 28, 2025
- **Submission Method:**
 - Email proposals in PDF format to: richard.adams@wnesu.com
 - Include “Chromebook RFP Proposal” in the email subject line.
- **Validity:** Proposals must remain valid for at least 60 days from the submission deadline.

3. Requirements

3.1 Batch 1: Non-Touch Chromebooks

- **Quantity:** 140 units
- **Preferred Model:** HP G9 EE (or comparable device)
- **Memory:** Minimum 8 GB RAM preferred
- **Accidental Damage Protection (ADP):** 4-year coverage
- **Chrome Device Management Licensing:** One license per Chromebook

3.2 Batch 2: Touch-Enabled Chromebooks

- **Quantity:** 50 units
- **Preferred Model:** HP Fortis x360 (or comparable device)
- **Memory:** Minimum 8 GB RAM preferred



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- **Chrome Device Management Licensing:** One license per Chromebook
- **ADP Coverage:** Not required for this batch

3.3 Accessories and Services for Both Batches

1. Protective Cases

- Preferred: UZBL Hard Shell Case, MaxCases ExtremeShell, or district-approved equivalent
- Devices should be shipped with cases installed as part of white glove services.

2. White Glove Services

- **Unboxing and Setup:** Devices unboxed and enrolled into WNESU's Google Admin console.
- **Asset Tagging:** District-provided asset tags affixed to each Chromebook.
- **Packaging:** Reduced or simplified packaging to minimize waste.
- **Documentation:** Provide a spreadsheet listing model, serial number, asset tag, and Wi-Fi MAC address for each unit.

3. Shipping and Delivery

- Delivery Location: 406 High School Rd., Westminster, VT
- Must include **liftgate service** and entry delivery.
- Delivery must be coordinated with WNESU technology staff.

4. Warranty

- Standard manufacturer's warranty for Chromebooks and accessories.
- For non-touch units, ADP coverage must be explicitly detailed (4-year term).

4. Evaluation Criteria

The WNESU evaluation committee will consider the following factors:

1. **Product Compliance:** Alignment with the required specifications.
2. **Cost-Effectiveness and Value:** Overall price, including any volume or educational discounts.
3. **Vendor Experience and Reputation:** Proven track record with K–12 institutions and Chromebooks.
4. **Delivery and Implementation Timeline:** Ability to meet WNESU's deployment schedule.
5. **Warranty and Support:** Thoroughness and quality of coverage.



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The district reserves the right to seek clarification or request additional information from any vendor.

5. Proposal Structure

Proposals should include, at minimum, the following sections:

1. **Cover Letter**
 - Brief introduction of the vendor, contact person, and summary of the bid.
2. **Product and Service Offerings**
 - Detailed descriptions and technical specs for the proposed Chromebook models and cases.
 - Explanation of white glove services and any additional services offered.
3. **Pricing**
 - Itemized list (per unit cost, licensing cost, white glove service cost, ADP cost, shipping, etc.).
 - Highlight any volume discounts, educational discounts, or special promotions.
4. **Implementation Plan**
 - Proposed timeline for delivery after award.
 - Anticipated date range for completion of white glove services and final delivery to WNESU.
5. **Warranty and Support**
 - Manufacturer warranty information (term, coverage details).
 - ADP coverage details for non-touch units (term, covered incidents, claim process).
 - Support channels for after-sale service and escalation process.
6. **References (Optional)**
 - List of recent K–12 clients or similar projects, if applicable.

6. Terms and Conditions

1. **Proposal Validity:** Proposals must be valid for a period of at least 60 days from the submission deadline.
2. **Right to Reject or Accept:** WNESU reserves the right to accept or reject any proposal in whole or in part without cause.
3. **Negotiation:** WNESU may negotiate with the selected vendor to adjust quantities, pricing, or terms.
4. **Costs Incurred:** All expenses related to the preparation and submission of a proposal are the vendor's responsibility.



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5. **Addenda and Amendments:** WNESU reserves the right to issue written addenda or amendments to this RFP.
6. **Regulatory Compliance:**
 - All proposals must comply with applicable local, state, and federal laws/regulations governing public procurement, including (as applicable) those related to fair labor, equal employment opportunity, and minority business enterprises.
 - Vendors must not be debarred or suspended from conducting business with federal or state agencies.
7. **Award Notification:** WNESU expects to notify all responding vendors of the results within a reasonable period after the submission deadline.

7. Submission Instructions

- **Submission Deadline:** 4:00 PM on February 28, 2025
- **Electronic Submission:** Proposals must be submitted in PDF format to richard.adams@wnesu.com, with the subject line "Chromebook RFP Proposal."
- **Late Submissions:** Any proposal received after 4:00 PM on the due date may be disqualified.

8. Questions

For any questions regarding this RFP, please contact:

- **Name:** Richard Adams, Director of Technology
- **Email:** richard.adams@wnesu.com
- **Phone:** (802) 460-1238