

NOTICE OF REQUEST FOR PROPOSALS

Notice is given that the Central Vermont Supervisory Union (CVSU), consisting of the following districts and schools: Paine Mountain School District (which includes Northfield Middle High School, Northfield Elementary School, Williamstown Middle High School, and Williamstown Elementary School) and Echo Valley Community School District (which includes Orange Center School and Washington Village School), will receive proposals to provide Chromebooks within CVSU (“the Project”). CVSU is interested in purchasing Chromebook devices, cases, licensing, and warranty for all six schools in our district, to be billed to their respective school districts.

All proposals are due in the CVSU Office, 111B Brush Hill Road, Williamstown, VT 05679 no later than 1:00 PM on March 28, 2025. The proposals will remain unopened until the CVSU staff is ready to assess the bid responses. Bid award will be no later than April, 11, 2025.

Thank you for your interest in doing business with Central Vermont Supervisory Union.

Trey Cates
Central Vermont Supervisory Union, Director of Technology

Janet Stone
Central Vermont Supervisory Union, Director of Finance

SECTION 1**INFORMATION AND INSTRUCTIONS**

- 1. Submission Requirements:** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the Notice of RFP. All proposals received shall be marked **CVSU CHROMEBOOKS**. Proposers shall file all documents necessary to support their proposal and include them with their proposal.
- 2. Delivery of Proposals:** RFP's must be delivered by 1:00PM Eastern Time on **March 28, 2025** to the following address:

**CVSU – Attn: Trey Cates
111B Brush Hill Road
Williamstown, VT 05679**

The submittals should be clearly labeled as “**CVSU CHROMEBOOKS**”. It is the sole responsibility of the vendor to see that their RFP is received in the proper time. Any proposals received after the proposal **opening will not be accepted**.

- 3.** The responsibility for getting the proposal to the CVSU on or before 1:00 PM on **March 28, 2025** is solely and strictly the responsibility of the Vendor. The CVSU will in no way be responsible for delays caused by any occurrence. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time. Offers by any type of electronic communication will not be accepted.
- 4.** The CVSU does not warrant that all questions or inquiries will be answered. It is the sole responsibility of the PROPOSER to assure that they have received the entire Request for Proposal and any addenda or answers.
- 5.** Proposers will be notified by e-mail of any change in the specifications contained in this RFP.
- 6.** No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on CVSU. No employee of the CVSU is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

7. Conditions may change that would alter the requirements and no guarantee of volume exists.
8. The CVSU reserves the right to lease or purchase more or less than the quantity listed, depending upon actual requirements and budget restraints, at the unit costs as set forth in the Successful Vendor's proposal/contract(s).
9. **Right of Rejection and Clarification:** The CVSU reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award the purchase in the best interest of the CVSU. The CVSU reserves the right to waive any irregularities and technicalities. The CVSU is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
10. **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the CVSU may deem necessary to further evaluate the proposer's qualifications.
11. **Denial of Reimbursement:** CVSU will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
12. **Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of CVSU for the purpose of influencing consideration of this proposal.
13. **Right of Withdrawal:** Complete withdrawal or complete exchange of proposal is acceptable, if done before scheduled proposal opening.
14. **Right of Negotiation:** CVSU reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
15. **Right of Rejection of Lowest Fee Proposal:** CVSU is under no obligation to award this project to the proposer offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
16. **Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications to the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CVSU, and a description of the advantage to be gained or disadvantages to be incurred by the CVSU as a result of these exceptions.
17. **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by the proposers shall become the property of CVSU when received.
18. **Copies:** An original and two (2) copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

19. Proposal Format: Proposal shall be submitted in the following format and include the following information.

- a. Detailed description of equipment quoted.
- b. Costs and lease proposals per instructions in Section 2 & 3, signed by responsible party.
- c. References as requested

20. TAXES

CVSU is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award or performance of this contract.

21. ADVERSARIAL PARTIES

Any party responding to a bid, Request for Proposal, or quote for any contract with CVSU shall be required to disclose any current, adversarial litigation, contract dispute, or other adversarial proceeding against CVSU. Any such disclosure of current adversarial litigation, contract dispute or other adversarial proceeding against CVSU shall be considered a factor in determining the qualification, responsiveness and responsibility of such party in responding to a bid, quote, or Request for Proposal; and the matter shall be referred to the CVSU Attorney for investigation and recommendation to the Board prior to the award of any contract.

The Board shall consider the report and recommendation of the CVSU Attorney in determining the qualifications, responsiveness and responsibility of each such party in awarding any contract.

22. LICENSES AND PERMITS

The successful vendor or vendors shall furnish CVSU upon request any and all documentation regarding licenses, permits, certifications and/or registrations required by the laws and regulations of CVSU, the State of Vermont, and the United States of America.

The provider certifies that it is now and will remain in good standing with the aforementioned governmental agencies and that it will maintain its licenses, permits, certifications and/or registrations in force during the term of the contract/agreement with CVSU.

23. E-VERIFY AND NON-COLLUSION

The Proposer shall include in its proposal a Non-Collusion Affidavit and Employment Eligibility Verification Certification on the forms which are attached hereto.

24. USE OF CVSU'S NAME

Upon entering an agreement, the successful vendor or vendors agree not to use the name of CVSU in relation to the agreement with any commercial advertising, trade literature and/or press releases without prior written consent from CVSU.

25. INCORPORATED BY REFERENCE

This request for proposal (RFP) distributed by CVSU, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the CVSU as confidential will not be publicly disclosed.

26. CHOICE OF LAW AND VENUE

Any and all actions or proceedings arising out of, or related to, this RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Vermont. Submission of this proposal by vendor constitutes consent and stipulation to jurisdiction and venue in the courts of Vermont, concerning all litigation and proceedings arising out of or related to this RFP and any resulting contract.

27. Submittal of Qualifications: Proposers should submit experience and qualifications as described below. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

- a. Name, contact information and location of designated account manager, include qualifications, experience and number of years in business
- b. List of clients, include name of business, contact names and numbers who are using proposed equipment and the number of years as a client

28. Bidder Qualification and Experience: Bidders are required to furnish evidence that they have past experience in this type of work to include specific experience in furnishing proposed equipment. A minimum of three (3) references must be submitted with each bid.

Bidders must possess the necessary occupational license(s) to perform such work. Bidder should contact the Secretary of State for the State of Vermont to determine licenses necessary to perform such work in the State of Vermont.

- 29. Required Insurance:** Prior to the award, the successful bidder shall provide proof of insurance in an amount not less than as follows:

General Liability Coverage

Limits	Coverage Description
\$700,000	Each Occurrence – Bodily Injury and Property Damage
\$1,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$50,000	Fire Damage (any one fire)
\$10,000	Medical Expense (any one person)

Workers Compensation

Limits	Coverage Description
As Required	Workers' Compensation
\$500,000	Employer's Liability – Each Accident
\$500,000	Employer's Liability – Disease-Policy Limit
\$500,000	Employer's Liability – Disease-Each Employee

Umbrella / Excess

Limits	Coverage Description
\$700,000	Each Occurrence
\$1,000,000	Annual Aggregate
\$0	Retained Limit

CVSU may request to be an additional named insured on the policy.

- 30. Basis of Award:** Proposals will be evaluated according to the following criteria at a minimum:
- A. Ability of equipment to meet minimum specifications
 - B. Cost
 - C. Lease terms, rates, & conditions
 - D. Quality of service & level of guarantee
 - E. References

Proposals will be evaluated by the CVSU Director of Technology and Director of Finance. They may, at their option, request any or all proposers to provide on-site demonstrations of the proposed equipment.

- 30. Proposal Selection & Award Process:** Proposals will first be reviewed to determine if the mandatory requirements have been met. Responsiveness will be measured by the vendor's response to the stated requirements in the specifications. Failure to provide the mandatory requirements may result in the quote being rejected.

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. During the evaluation process, the CVSU may, at its discretion, request any one or all firms to make oral presentations to supplement their proposals. Such presentations will provide firms with an opportunity to answer any questions the CVSU may have on a firm's proposal. Not

all firms may be asked to make such oral presentations.

Proposals will be evaluated on the basis of the vendor's experience in providing similar service, experience, price, references provided and the ability of the vendor to meet the CVSU's reporting and scheduling requirements.

The CVSU reserves the right to negotiate the terms of the contract, including the award amount of this service contract, with the selected vendor prior to entering into a contract. The CVSU reserves the right to hold the bid of three (3) lowest vendors for a period of sixty (60) calendar days from and after the time of the opening.

31. DELIVERY

- a. All prices shall be F.O.B to CVSU schools in Vermont. Prices must include delivery. No additional monies will be paid for delivery.
- b. All equipment shall be new, assembled, serviced, adjusted, and demonstrated to the satisfaction of the CVSU that they are in perfect mechanical and operating condition.
- c. All equipment shall be F.O.B. to each school site in Vermont. The equipment will be accepted only after the delivery requirements have been met. The seller shall assume full responsibility for the equipment until accepted.

32. Contract Terms: For the purpose of this RFP, the contract will be a single purchase contract with lease agreement divided by quantity between the representative school districts.

33. Withholding Payment: In the event a contract is cancelled under any provision herein, the CVSU may withhold from the successful vendor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

34. Default and Termination of Contract: Should the successful vendor fail to correct any condition which is in violation of the terms of the contract(s), within 24 hours after having been notified by the CVSU, the CVSU may declare the contract(s) in default and terminate same immediately.

Continuous failure to comply with the terms of contract(s) or failure to correct problems brought to the attention of the successful vendor shall be grounds for the CVSU to terminate the contract(s).

Termination of Contract: The CVSU may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the CVSU exercise its right to cancel the contract such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.

35. Compliance with Laws: In connection with the furnishing of equipment, supplies or performance of work under the contract, the consultant agrees to comply with all applicable Federal, State, and CVSU laws, ordinances and regulations. Proposers must possess the necessary occupational license(s) to perform such work.

- 36. Equal Employment Opportunity:** The Equal Employment Opportunity Statement included herein is a condition of the bid. The contract must be signed by the successful bidder and the CVSU; and the successful bidder must comply with the equal employment opportunity condition in the execution of the contract.
- 37. Indemnification:** The successful vendor shall indemnify and hold harmless the CVSU and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
- In any and all claims against the CVSU, or any of their agents or employees by any employee of the successful vendor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful vendor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Act.
- 38. Contact with CVSU Employees:** To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries in writing by 4:30 PM on **March 24, 2025**
- 39. Conflict of Interest:** All vendors/contractors must disclose with their proposal the name of any officer, director, co-owner, or agent who is also an employee of CVSU, or the spouse or relative of an employee of CVSU.
- 40. Inquiries:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package.

Questions regarding this request for proposal should be directed to:

Trey Cates
CVSU Director of Technology
Phone: 802-433-7087
email: tcates@cvsu.org

SECTION 2

SCOPE OF PROJECT

1. PURPOSE

CVSU is seeking to lease for three years (with the option to purchase at the end of lease) specific HP Chromebooks with MaxCase Rugged Cases, Google Console Licensing, and a 3 year ADP warranty to provide 1 device per student in our K-12 student body.

2. EQUIPMENT DETAILS

CVSU is looking to purchase the following equipment & services:

Category:	Model:	Details:
DEVICE	9R398UT#ABA	<ul style="list-style-type: none"> • HP Fortis Fx36011G5 N100 11 8GB/64 PC • Power - 45 W USB Type-C™ adapter • Display - 11.6 inch diagonal, HD (1366 x 768), touch, BrightView, 250 nits, 50% NTSC • Wireless - Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card • Warranty - 1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair.
EXTENDED WARRANTY	U67XTE	HP 3y Offsite w/ADP Notebook
CONSOLE LICENSING	J0X44AAE	HP EDU Google Chrome Mgmt Console E-LTU
CASE	HP-ESF-FX3CB-G5-GRY	MaxCases Extreme Shell-F2 Slide Case for HP Fortis X360 11 G5 (Gray/Clear)

3. LEASE TERMS

- CVSU desires to lease the equipment in this project for 3 years, with the option to purchase all equipment at the end of the lease at the price of \$1.00 per unit.
- Lease quotes should be prepared according to the equipment volume for the entire CVSU but **separated for billing purposes according to school districts.**
- Lease quotes should include options for annual and bi-annual payments.
- Initial lease payments should begin no earlier than 30 days after receipt of equipment.

4. QUANTITY AND LOCATION

PAINE MOUNTAIN SCHOOL DISTRICT:

School:	Unit Quantity:
Northfield Elementary School 10 Cross Street, Northfield, VT 05663	231
Northfield Middle High School 37 Cross Street, Northfield, VT 05663	300
Williamstown Elementary School 100 Brush Hill Rd, Williamstown, VT 05679	202
Williamstown Middle High School 120 Hebert Road, Williamstown, VT 05679	294

ECHO VALLEY COMMUNITY SCHOOL DISTRICT:

School:	Unit Quantity:
Orange Center School 357 Route 302, East Barre, VT 05649	92
Washington Village School 72 School Lane Washington, VT 05675	112

TOTAL DEVICE UNITS FOR CVSU: 1231

5. DELIVERY DETAILS

All items in this project should be priced for inside delivery to the following locations in the noted quantity. There are no loading docks at any of our locations. Delivery should include liftgate delivery at the main entrance of each location.

6. SUBSTITUTIONS

CVSU will only consider alternate device and case models AFTER the responder has first provided a proposal for the initially requested equipment in the RFP. Alternate equipment proposals must be submitted with this RFP and must have equal or better specifications.

7. REFERENCES

The proposer should submit a minimum of three references of companies currently doing business with the proposer's company. The reference should include a contact person, phone number and length of relationship. The references should be of similar size and nature with the CVSU's operation.

8. SAMPLES

Proposers may be requested to provide samples of alternate equipment.

SECTION 3

PROPOSAL

Proposals should include the following information:

- Chromebook Model and Features
- Case Model and Features
- Chrome Console Licensing Detail
- 3-year, mail in, Accidental Damage Protection Warranty Detail
- Lease terms including all fees, terms, rates, and payment schedule.
- The following vendor information and signature:

VENDOR INFORMATION

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE NO: _____ **FAX NO:** _____

E-MAIL ADDRESS: _____

WEB SITE: _____

I have read and understood the requirements set forth in this RFP and agree to comply except as noted. The fee proposal includes all fees for work as described in Section 2, Scope of Work. Additional pages may be used to show detail of unit costs and options.

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

TAXPAYER IDENTIFICATION NO: _____

DATE: _____