



ADDENDUM 1

RFP NUMBER:	TE1163 – Student Laptop Replacement
ADDENDUM NUMBER:	1
ADDENDUM ISSUED:	1/27/2026

I. QUESTIONS & ANSWERS

The following questions are as they were presented to Park Hill School District. The answers to said questions have been answered as completely and accurately as possible.

1. **Q1:** Could you please provide the delivery location and indicate any special delivery requirements, such as lift gate service, loading dock access, or inside delivery?

A1: The delivery address is 9501 N Seymour Ave Kansas City, MO 64153. We have a loading dock that can accommodate a full semi.

2. **Q2:** Would Park Hill School District consider extending the proposal submission deadline to February 18? Several new models will become available for quoting in mid-February, and the extension would allow us to provide the most up-to-date and compliant product options.

A2: No

3. **Q3:** Will the District be making a one-time purchase, or should vendors anticipate phased or multi-year purchases?

A3: We will make one large purchase but plan to purchase additional small quantities through the life of the device.

4. **Q4:** Firm shall provide where source equipment was purchased from, which will be verified by the manufacturer account manager. Is this requirement applicable only to resellers, or does it apply universally to all respondents?

A4: It's required by all vendors. This ensures that we are buying new devices and not refurbished/used devices.

5. **Q5:** The firm will provide full, detailed documentation of all aspects of the project. Could the District please provide additional details or an example of the type of documentation expected?



A5: Plans for delivery, green delivery, asset tag placement, and device information gathering (Serial Number, LAN MAC, and Asset tag).

6. **Q6:** Invoices shall be prepared and submitted to the Park Hill School District, 7703 NW Barry Rd., Kansas City, Missouri 64153. Invoices shall contain the following information: Purchase Order number, description of services, unit prices, and extended totals. Are invoices only accepted via mail or can they be submitted electronically?

A6: The invoice may be accepted electronically.

7. **Q7:** No Eligibility Letter was included. Please provide if it is applicable.

A7: ATTACHMENT A: MICROSOFT SHAPE THE FUTURE K-12 INSTITUTION ELIGIBILITY LETTER posted on the District's website <https://www.parkhill.k12.mo.us/requests-for-proposals>.

V. ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of Bid No. *TE1151: SmartNet Renewal* by his/her signature affixed hereto and shall attach this Addendum to the original bid submitted. Failure to sign and submit this addendum may render your bid Non-Responsive.

Certification by Bidder:

Signature: _____ Date: _____

Title: _____ Company: _____