Shawnee Mission School District
RFP 26-007 – Information Technology (IT) Asset Disposal Services
March 30, 2026

Addendum No. 1

The following response addresses question(s) submitted by vendor(s) on March 26, 2026; responses to the question(s) are indicated in **bold**. If you feel that a question has not been addressed, please contact Reed Beebe at purchasing@smsd.org as soon as possible.

1. Is the equipment engraved?

   No; the District's IT assets are not engraved.

2. Are chargers and cases included?

   When possible, yes, charges and cases are included.

3. I see that sending packing materials throughout the year is sometimes required. Does the District have the ability to palletize the equipment or do we need to provide white glove service where we come, pack it up and bring it back to our facility?

   For the larger "Buyback" process, the District does not remove, box, or palette the devices. The current service provider provides a palette at the desired sites, and then boxes and stores the devices on the palette prior to subsequent pickup by the service provider. For smaller, ongoing asset disposal, the current service provider provides the District with a collection tub at the desired sites, and picks up the tube as requested by the District (usually when the tub is full); the District places devices in these tubs as needed, with no assistance from the service provider. The District has found this current service approach effective for its needs.

4. Is this the first time the District has sought bids like this for ITAD services?

   This is the first time that the District has issued a public Request for Proposal (RFP) for ITAD services. In 2017, the District made a good faith effort to identify firms interested in providing ITAD services before entering a contract with the current service provider, which appeared to be the only feasible local firm in the contemporary ITAD service market. Following current District procurement practices and changes in the ITAD service market, the District publicly issued the current RFP for ITAD services.

5. Would it be possible to meet with District staff to have a discovery discussion about the District and its ITAD service needs?

   The District will not be meeting with vendors prior to the RFP proposal due date; all questions from vendors will be addressed via addenda, as outlined in the RFP. Following initial evaluation of the proposals, the District may follow up with select vendors for direct discussions, as outlined in the RFP.

6. What information is available to the public regarding the current contract?

   The District will not be sharing the contract with the current ITAD service provider via the RFP process; however, the contract is a public record and may be requested via the Kansas Open Records Act (KORA). Firms that would like to submit a KORA request for the current contract may email Kristin Babcock at kristinbabcock@smsd.org.

7. What is the condition of assets?

   The asset conditions vary depending on the individual asset and asset type. Using iPads as an example, the District has new iPads and it has iPads that been in use for more than three years. For the larger Apple refreshes, most iPads and MacBooks have spent the entirety of their service housed in a protective Brenthaven case.

8. Do any of the devices have device lock currently?

   Yes; however, the District's Apple devices are managed via Mobile Device Management (MDM) so removing them from the MDM allows for the device lock to be automatically cleared.

End of Addendum No. 1