Shawnee Mission School District
RFP 26-007 – Information Technology (IT) Asset Disposal Services
April 14, 2026

Addendum No. 6

The following response addresses question(s) submitted by vendor(s) on April 10, 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. What is the proposed start date for the vendor that is awarded the contract?

   The District currently anticipates that it will need to have iPads collected from elementary schools in late May or early June 2026, and the District hopes to have a contract that will commence by June 1, 2026 at the latest, although the contract commencement date is subject to change, based on District needs and the needed RFP proposal evaluation timeline.

2. Who is responsible for removing the Apple devices from the District's MDM?

   The District will remove Apple devices from the MDM once physical possession has been transferred and confirmed.

3. Please suggest your preference of submission. Would you prefer three separate Word files - Attachment B, Attachment C, and Attachment D – bundled into a single zip file, or would you like all the attachments combined into one single Word file?

   The District has no requirements regarding the submission format, so long as the requested information is provided; however, having the information in one document may be helpful to reviewers/evaluators.

4. Will sites consolidate assets into a central staging area, or is the vendor expected to collect from multiple rooms/buildings per site?

   Yes; sites consolidate into a central area at each location.

5. Do you have a specific pricing template that you would like vendors to use? Alternatively, would you prefer that we include the pricing directly in the COSTS (COMMISIONS, FEES, ETC.) section as outlined in Attachment B of the proposal response form?

The District does not have a specific pricing template for the RFP. Vendors are asked to provide pricing via the COSTS (COMMISIONS, FEES, ETC.) section as outlined in Attachment B of the proposal response form.

6. Do you prefer the redlined version for Attachment D terms and conditions or do you want the exception sheet?

   Either format is acceptable, so long as any exceptions to the listed terms and conditions are clearly identified.

7. Will the District provide pallets/gaylords, or should the vendor provide all collection containers?

   The selected service provider is asked to provide all collection containers.

8. Are devices enrolled in Apple School Manager/DEP and/or managed via MDM? If yes, what is the District's process/timing to release devices from management at the time of disposition?

   Yes; devices are released within 48 hours of being notified. Notification sent to the District should include the serial number, asset tag, and building of each device via a .csv file.

9. Can the District provide a list of all pickup locations (schools/sites), dock access constraints, delivery hours, and any blackout dates?

   Please see Attachment F of the RFP. Also, an outline of dock capabilities per site is listed at the end of this addendum. There are no current blackout dates, and delivery/pickup hours would be during regular business hours.

10. Who signs at pickup, and is a device-level manifest required onsite, or is carton/pallet-level acceptable with later reconciliation?

    A District building designee will sign. Subsequent carton/pallet-level reconciliation is usually acceptable.

11. How does the District intend to account for transition-related operational impacts in its best-value evaluation, such as onboarding effort, implementation time, coordination

across District sites, establishment of reporting and chain-of-custody workflows, and continuity-of-service risk?

Such factors will be subjectively evaluated by staff for the respective RPF criteria (see the evaluation process outlined in Addendum 5, Question 1).

12. Please clarify how the District will evaluate a proposer's ability to support year-round IT asset disposal needs outside the annual refresh cycle, including ad hoc pickups, handling of damaged or non-resale assets, urgent recovery requests, and service models that minimize the need for District staff to consolidate, package, or ship assets independently.

    Such factors will be subjectively evaluated by staff for the respective RPF criteria (see the evaluation process outlined in Addendum 5, Question 1).

13. When comparing proposals, how will the District account for included services that may reduce total District cost or staff effort, such as tubs/boxes, peripheral handling, case removal, or other bundled services not separately priced?

    Firms are asked to provide a flat cost per asset fee for performing the asset services outlined in the RFP, as well as any applicable recycling fees or any other applicable fees or commissions that might be charged to the District. Additional services outside the scope of work listed in the RFP may be listed as a separate, alternative price for the District's consideration. Also, alternative service proposal levels may result in higher scoring for the "Service Approach" criterion, or other applicable criteria.

14. Beyond the 2026 refresh estimates provided, is the District able to share any additional planning assumptions regarding the types of assets that may be included in future annual buyback cycles during the potential contract term?

    Future years may include high school (approximately 8,000) and middle school (approximately 4,000) MacBooks. Furthermore, iPads are typically replaced every 3 years and MacBooks every 4 years.

15. How many assets do you plan to collect in a crate/tub/container before collection so we can identify an appropriate size?

    This number is directly related to the size of the container provided and the size of the assets collected. Small or large containers, once full, will initiate a schedule for collection.

16. For security, should these containers be lockable or does the SMSD keep the containers in a locked closet or room?

    The security container should be lockable.

17. How many locations will require crates/tubs?

    Please see the RFP's Attachment F.

NOTE: In response to Question 6 above, below is an outline of District sites and their respective dock capabilities:

SCHOOL OR BUILDING	Is There A Raised Dock or Ground Level Requiring Lift Gate?
SM Early Childhood Ed Cntr	Raised dock
Arrowhead Day School	Lift Gate Required
Apache Elementary	Lift Needed
Belinder Elementary	no dock/lift gate req
Benninghoven Elementary	Ground/No lift needed
Bluejacket-Flint Elementary	Lift Gate Required
Briarwood Elementary	Ground/No lift needed
Broken Arrow Elementary	Ground Level
Brookridge Elementary	Lift Gate required
Brookwood Elementary	no dock/lift gate required
Comanche Elementary	Raised
Corinth Elementary	No lift needed
Crestview Elementary	lift gate needed
Diemer Elementary	Ground Level
East Antioch Elementary	ground level/no lift needed

Highlands Elementary	**ground level/ no lift needed**
Lenexa Hills Elementary	**Ground Level**
Marsh Elementary	**Ground Level**
McAuliffe Elementary	**Ground Level**
Merriam Park Elementary	**Raised Dock**
Mill Creek Elementary	**Ground Level**
Nieman Elementary	**Ground Level**
Oak Park - Carpenter Elementary	**Ground Level**
Overland Park Elementary	**Ground Level**
Pawnee Elementary	**No Dock**
Prairie Elementary	**Ground Level**
Rising Star Elementary	**Lift Gate Required**
Roesland Elementary	**Ground Level no lift gate**
Rosehill Elementary	**No Dock**
Rushton Elementary	**Ground Level**
Santa Fe Trail Elementary	**ground level**
Shawanoe Elementary	**ground level**
Sunflower Elementary	**Ground Level**
Tomahawk Elementary	**Ground level**
Trailwood Elementary	**Ground Level**
Westwood View Elementary	**Dock is a raise door**
Hocker Grove Middle School	**Ground level**
Indian Hills Middle School	**ground level**
Indian Woods Middle School	**ground level-lift gate required**
Trailridge Middle School	**ground level; no lift gate**
Westridge Middle School	**ground level lift required**
Horizons High School	**Ground level requires lift gate**
SM East High School	**Yes, liftgate needed**

SM North High School	**Ground Level**
SM Northwest High School	**Raised dock**
SM West High School	**Raised dock**
SM South High School	**Raised dock**

End of Addendum No. 6