REQUEST FOR PROPOSAL (RFP)

Desktop Computer Equipment Procurement

MSD of Wayne Township

Indianapolis, Indiana

RFP Number: MSDoWTITS0001
Issue Date: May 29, 2026

MSD Wayne Township (the “Applicant”) is seeking proposals for the procurement and delivery of desktop computer equipment for use throughout the district. The Applicant seeks pricing for the products identified in Appendix A of this Request for Proposal (“RFP”).

The Applicant seeks an agreement that allows it to work with the selected vendor to adjust quantities and/or scale back or cancel the project entirely as needed based upon funding availability and/or the best interests of the Applicant.

The Applicant reserves the right to accept or reject any or all proposals, waive irregularities in proposals received, and award contracts in a manner deemed to be in the best interest of the district.

Project Scope

The Applicant seeks proposals for the purchase and delivery of desktop computer systems and related peripherals as outlined in Appendix A.

All equipment proposed must be new, factory-sealed equipment from the manufacturer. Refurbished, remanufactured, or gray-market equipment will not be accepted.

Equivalent products may be proposed; however, bidders must clearly identify all deviations from the specifications provided in Appendix A and provide supporting documentation demonstrating equivalency.

All correspondence should reference **RFP #MSDoWTITS0001** in the subject line.

Questions

Any questions related to the technical aspects of this document should be directed to:

Dr. Anthony Harvey
MSD Wayne Township
Email: kristin.diggs@wayne.k12.in.us and anthony.harvey@wayne.k12.in.us

Questions must be submitted no later than **Noon EST on June 22, 2026**.

Answers to any written questions or any additional information, revisions, or clarifications to the RFP will be provided in the form of an addendum distributed by the Applicant. It is the sole responsibility of the bidder to check for any addenda that may be issued.

Payment Terms

Upon receipt and verification of the items, payment will be issued. The MSD of Wayne Township generally adheres to Net 30 terms and conditions.

Response Format

Your response must include the following information:

1. Line-item pricing for each item listed in Appendix A. Any discounts applied to your proposal must be clearly reflected at the line-item level.
2. Manufacturer part numbers and complete product descriptions for all equipment proposed.
3. Estimated lead times for delivery.
4. Warranty information for all proposed equipment.
5. Two (2) reference sites where your company has provided similar products and/or services, including:
    - Business name
    - Contact name
    - Contact information
6. Preference will be given to references from K–12 school corporations or public entities.
7. A sample contract which includes the proposal requirements outlined herein.

Evaluation Criteria

The Applicant's review of information will be primarily focused on the substance of the details provided in response to the requirements herein, including, but not limited to:

- Compliance with specifications
- Technical suitability
- Pricing
- Delivery timelines
- Warranty and support
- Vendor experience and references
- Adherence to the response requirements

Cost will be the most heavily weighted evaluation factor.

Proposals must be prepared with specificity with regard to the products and services requested herein. Bids merely listing a general catalog of equipment and/or services available from a vendor, bids appearing to be automatically generated without specificity in relation to the requirements of this RFP, and bids missing substantial information but inviting the Applicant to contact the bidder to refine the bid and/or discuss specifics will not be considered valid bid responses and may be disqualified from consideration.

Proposal Delivery

Notice is hereby given that the Board of School Trustees of MSD Wayne Township Schools, Indianapolis, Indiana, will receive sealed bids at the MSD Wayne Township Education Center, 1220 S. High School Road, Indianapolis, IN 46241 until **2:00 PM EST on July 9th, 2026**, at which time they will be publicly opened and read aloud.

Envelopes containing bids shall be plainly marked:

"Desktop Computer Equipment Bid – RFP #MSDoWTITS0001"

Bids received after the designated time will be returned unopened.

Bidders must submit:

- One (1) hard copy of the proposal
  AND
- One (1) electronic version emailed to:
  kristin.diggs@wayne.k12.in.us and anthony.harvey@wayne.k12.in.us

The hard copy of the proposal must have the firm's name and address clearly indicated on the envelope.

Bids are to be addressed as follows:

MSD Wayne Township Education Center
Attn: Dr. Anthony Harvey – Desktop Computer Equipment Bid
1220 S. High School Road
Indianapolis, IN 46241

The MSD Wayne Board of School Trustees reserves the right to reject any and all bids and to waive informalities, irregularities, and errors in the bidding to the extent permitted by law. This includes the right to extend the date and time for receipt of bids.

In the event that a responsible bid is not received or if it is determined that the low bid received is too high, the bid received may be rejected and the project cancelled or rebid. Bids may not be withdrawn during the sixty (60) day period immediately following the date of receipt without the consent of MSD Wayne Township.

APPENDIX A

Equipment Specifications

Below is a reference of the type of products and capacities (or equivalent) to be supplied. Bidders should price separately and clearly indicate any substitutions or deviations from the specifications listed below.

For any products that have been updated or replaced by the manufacturer, bidders should offer the most comparable current model.

Qty	Product Description
600	Lenovo ThinkCentre M70q Gen 6 Tiny Desktop
	Intel® Core™ Ultra 5 225T Processor (E-cores up to 4.40GHz, 20MB Cache)
	Windows 11 Pro 64-bit English
	16GB Memory
	256GB SSD M.2 2280 PCIe Gen4 TLC Opal
	Intel® Integrated Graphics
	Integrated Ethernet
	135W Power Supply
	3-Year On-site Warranty
	USB Keyboard and Mouse
	Traditional Black – English (US)
	USB Calliope Configuration