REQUEST FOR PROPOSALS –
Lenovo Chromebooks
Mascenic School District
16 School Street
Greenville, New
Hampshire

Issue Date: May 18th, 2017.
Due Date: June 1st, 2017, 4 PM Eastern

REQUEST FOR PROPOSALS (RFP) LENOVO CHROMEBOOKS

The Mascenic School District has a need to replace 330 older Samsung Chromebook systems with model and specifications outlined in Appendix B of this RFP. This RFP is contingent on obtaining satisfactory lease financing from a 3rd party leasing agency.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for the Request for Proposals:

RFP Release Date: May 18th, 2017.
Proposals Due: June 1st, 2017, 4 PM Eastern

PROJECT BACKGROUND

Mascenic School District is a district located in Southern New Hampshire and contains three schools with a population of approximately 1121 students and over 100 staff members. The Boynton Middle School has approximately 310 students and a Chromebook for every student. Our 2013 Samsung Chromebooks are being returned to the vendor at the completion of a 4 year lease in August 2017. The district and staff have decided on the N23 Lenovo, as specified in Appendix B, as the Samsung replacement. The district would be expecting to take delivery after July 1st, 2017, which is the new school fiscal year.

RFP PROCESS/PROPOSAL PROCEDURE

Proposals should include the names and addresses of all corporate officers submitting the proposal and should be printed able to fit on 8 ½" x 11" papers. There is no page limit. Exhibits, including renderings and visuals, can be presented. These may be submitted in printed format, email or on disk as an addendum.

The two (2) hard copies of the proposal submission with attachments with a completed Certification of Non-Collusion (see Appendix A) and Appendix B should be submitted in a sealed envelope with the following information written on the outside:

Firm name, address and contact information (name, phone number)
Mascenic School District: Chromebook Proposal

Proposals must be submitted to:
Attn: Matt Ballou, Director of Technology
Mascenic School District
16 School Street, Greenville, NH 03048.

Or Email above with attachments to: rfp@mascenic.org

(No phone calls please).

Proposals are due by 4:00 p.m. on June 1st, 2017. Please note that this schedule is subject to change as necessary.

All bidders must complete the Appendix B worksheet provided in this package. Appendix B includes the minimum specifications the school district requires for laptops. Appendix B must have proper dollar figures attached. However, the Mascenic School District reserves the right to make substitutes if a product becomes unavailable or because of unforeseen technical issues that may arise that would preclude the use of a product.

The proposal must include descriptions of similar or relevant projects with contact information for each project. Any additional information that the proposer deems relevant should be included.

All bidders will be notified after school board approval of winning bid, via posting on website.

EVALUATION AND SELECTION PROCEDURE

Proposals will be evaluated for completeness by the Director of Technology and Business Administrator. Complete proposals will be submitted to the school board for evaluation and approval.

The Mascenic School District will only consider proposals that meet satisfactory levels of the above criteria. The Mascenic School District is not required to accept the proposal that includes the lowest fee. The Mascenic School District's acceptance of a proposal does not imply that every element of that proposal has been accepted. Proposals that do not meet these requirements will not be evaluated.

This RFP is contingent on obtaining satisfactory lease financing from a 3rd party leasing agency.

OTHER GENERAL RFP REQUIREMENTS AND CONDITIONS

The Mascenic School District reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. Proposers should submit their best proposals initially, since negotiations will not take place.

The Mascenic School District is not liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. A proposer may submit a modified proposal to replace all or any portion of a proposal submitted up until the proposal submission deadline. The school district will only consider the latest version of the proposal. Late proposals and late modifications will not be considered for evaluation. Proposers may withdraw their proposals from consideration at any time before the proposal deadline. To withdraw a proposal, the proposer must provide the Mascenic School District with written notification. Following the award of this contract to the successful bidder, the Mascenic School district may, in its sole discretion, negotiate various changes in the scope of the project including changes in materials or methods used in the execution of the job. These changes shall not require the rebidding of the project.

All Requests for Proposals submission materials become the property of the Mascenic School District.

Appendix A.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that:

1. The proposal has been created in good faith;

2. The proposal has been created and submitted without collusion or fraud with any other person or entity;

3. All statements of fact in the proposal are true;

4. The proposal was not created in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

5. The vendor has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the Mascenic School District or of any other vendor or anyone else interested in the proposed contract.

_____ _____

Signature of Authorized Representative Date

Appendix B.

	Requested Minimum Specifications	Vendor Provided Information
Manufacturer	Lenovo N23 (or newer)	
Processor	2.6 GHZ (or higher)	
CPU	Intel N3060 Dual-Core 1.6 GHZ (or higher)	
Hard Drive	16 GB EMMC (or higher)	
Display	11.6”HD TN Antiglare Display	
Memory	4 GB Memory	
Warranty	1 Year (or more)	
Shipping Cost Per Unit	*Vendor Provided*	
Restocking Fee	(Yes/No)	
Chrome Device Management License (Perpetual)	1 per unit	
Number of Units	330	
Total Cost of RFP	*Vendor Provided*	