

**REQUEST FOR QUOTES –  
ASUS Chromebooks  
Mascenic School District  
16 School Street  
Greenville, New  
Hampshire**

Issue Date: June 5th, 2018.

Due Date: June 14th, 2018, 4 PM Eastern

**REQUEST FOR QUOTE (RFQ) CHROMEBOOKS**

The Mascenic School District has a need for 176 ASUS Chromebook systems with model and specifications outlined in Appendix B of this RFQ.

**REQUEST FOR Quotes TIMETABLE**

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

RFQ Release Date: June 5th, 2018.

Quotes Due: June 14th, 2018, 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 district is implementing web based curriculum and textbooks with personalized learning for students. In order access the online curriculum and resources, the school requires 87 Chromebooks for the 3rd Grade students at Highbridge Elementary and 89 Chromebooks for the Mascenic Regional High School, specifications for these Chromebooks are outlined in Appendix B.

**RFQ PROCESS/PROPOSAL PROCEDURE**

Quotes 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

Quotes 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](mailto:RFP@mascenic.org)**

(No phone calls please).

Quotes are due by 4:00 p.m. on June 14th, 2018. 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.

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**

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

The Mascenic School District will only consider quotes 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. Quotes that do not meet these requirements will not be evaluated.

### **OTHER GENERAL RFQ REQUIREMENTS AND CONDITIONS**

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

The Mascenic School District is not liable for any costs incurred by proposers in the preparation of quotes 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 quotes and late modifications will not be considered for evaluation. Proposers may withdraw their quotes 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 quotes 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.

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Signature of Authorized Representative

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Date

## **Appendix B.**

	Requested Minimum Specifications	Vendor Provided Information
Manufacturer	ASUS Chromebook C202SA (or newer)	
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	<i>Vendor Provided</i>	
Restocking Fee	(Yes/No)	
Chrome Device		
Management License		
(Perpetual)	1 per unit	
Number of Units	176	
Total Cost of RFQ	<i>Vendor Provided</i>	