



Quincy Public School District 172

4/2/2024

Quincy Public Schools is planning to purchase replacement laptops for district staff.

As an entity interested in providing these services, please prepare a proposal to provide the devices and requested support including timeline, cost, and deliverables. The following RFP includes the goals of our organization and describes the purpose of the refresh, the desired device model, specifications, accessories, and service. We understand that details may be subject to change upon vendor recommendation and / or research of more optimal solutions. In your proposal, please feel free to suggest alternatives where noted.

Table of Contents

- Guide to this RFP2
- Project Overview.....2
- Project Goals2
- Scope of Work2
- Requirements.....2
- Budget3
- Project Timeline3
- Criteria for Selection.....3
- Response Submission4
- Costs Associated with Preparation of the Vendor’s Response4
- Interpretation and Changes.....4
- Questions.....4
- Proposal Binding Period.....4
- Omissions4
- Price Quotations4
- Evaluation of Responses4
- References5
- Right to Reject5
- Additional Services5
- Clarifications of Proposal5
- Competency of Vendors.....5
- Prevailing Wages Apply6
- No Bid-Rigging.....6
- Non-Discrimination.....6
- Insurance Requirements6
- Termination of Contract.....6
- Compliance Form7



Guide to this RFP

Our expectation is that this document will convey the specifics for the refresh devices. Please feel free to email dan@qps.org with questions or comments.

Project Overview

Quincy Public Schools is seeking six hundred ten (610) premium grade business laptops and one hundred (100) docking stations for QPS staff. The desired laptop is a Lenovo T14 Gen 4. Further device specifications are outlined in this document.

Project Goals

Our district staff depend on their district-provided laptop for teaching, administration, business operations, etc... The device should have adequate processing power, durability, and battery life. We believe the outlined device meets all these criteria.

Scope of Work

- *Project timeline with major tasks and milestones.*
- *Project budget by line item.*
- *All Requirements addressed.*

Requirements

LAPTOP REQUIREMENTS. ALL SPECIFICATIONS EQUIVALENT OR BETTER THAN:

- *Lenovo T14 Gen 4 form factor*
- *Intel i5-1335U Processor*
- *1920 x 1200 Touch Screen*
- *Windows 11 Pro 64*
- *16GB memory*
- *512GB SSD M.2 2242 PCIe Gen4 TLC Opal*
- *BT 5.1 or above*
- *Wi-Fi 6e 2x2 AX*
- *RJ-45 Ethernet Port*
- *4-Cell Li-Pol 52.5Wh Battery*
- *Backlit Keyboard*



LAPTOP WARRANTY AND SERVICE EQUIVALENT OR BETTER THAN:

- 3 Year Parts and Service
- 3 Year Accidental Damage Protection

DOCK SPECIFICATIONS:

- Thunderbolt 4
- At least 1x HDMI port
- At least 1x DisplayPort
- At least 3x USB-A Ports
- At least 1x USB-C Data/Charging Port
- RJ-45 Ethernet Port
- At least 65W charging power

Budget

The district’s goal is to choose a vendor that delivers the most relevant solution for the most reasonable price. The pricing model will be a lease, paid annually, with a \$1 buyout. As stated, the quantity of laptops needed is 610.

The district would like to spend approximately \$1,000 per laptop and approximately \$200 per dock.

Project Timeline

Event	Date
1. Release of RFP	April 2, 2024
2. Deadline for Proposal Submission	April 12, 2024
3. Evaluation of Responses	April 15, 2024
4. Vendor Chosen	April 19, 2024
5. Board approval	April 24, 2024
6. Purchase/execution of lease	May 1, 2024
7. Delivery of all services and equipment on or before	June 30, 2024

Criteria for Selection

The vendor will be chosen based on, in no particular order:

- Conformance to RFP requirements
- Price
- Vendor reputation



Response Submission

Responses to this RFP must be submitted in electronic format to:

Quincy Public Schools
Daniel Ware, IT Coordinator
dan@qps.org

All bids must be submitted no later than 5:00 p.m. on April 12, 2024. It is the sole responsibility of the respondents to ensure that their bid responses arrive in a timely manner. Quincy Public Schools reserves the right to reject all late arrivals. Responses must be for the entire project. No substitutions or partial RFP's will be allowed. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract.

Costs Associated with Preparation of the Vendor's Response

The Quincy Public School System will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

Interpretation and Changes

The intent of this RFP is to communicate the Quincy Public School Systems' requirements to any qualified and interested vendor. The Quincy Public School System may make corrections, or changes to the RFP. Any changes, additions, modifications to the bid request will be posted to the Quincy webpage www.qps.org. It is the vendor's responsibility to check for modifications.

Questions

Vendors that have questions regarding bid specifications must submit their questions to the **District IT Coordinator, Daniel Ware**, at dan@qps.org, not later than **Thursday, April 11, 2024**.

Proposal Binding Period

Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least ninety (90) business days from the issuance date of The Vendor's response.

Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manual, tools, and the provision of all labor and services necessary or proper for the completion of the work.

Evaluation of Responses

The Quincy Public School System may, at its discretion and at no fee to The Quincy Public School System, communicate with any Vendor during response evaluation for the purpose of clarifying statements/details in the response. Each proposal will be evaluated based on criteria and priorities defined by the Quincy Public School System. Proposals will first be screened based upon compliance with the base requirements.



References

The Quincy Public School System requests references from at least two (2) institutions that are clients of The Vendor. These references will be evaluated based on items such as:

- Institution similarities in size to Quincy Public Schools
- Institution's similar needs in device type/purpose
- Institution's experience with purchasing/support/communication with The Vendor

Right to Reject

The Quincy Public School System reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Quincy Public School System reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Quincy Public School System reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the Quincy Public School System is not in a position to adequately perform the contract.

The Quincy Public Schools reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the school system. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Quincy Public School System.

Additional Services

Any requirement or service not met by the proposed solution must be clearly identified along with pricing for additional features and/or services.

Clarifications of Proposal

The District reserves the right to discuss bids with each broker to clarify any ambiguous points. The school board reserves the right to accept or reject any or all quotes and to waive any technicalities in the proposals, and to accept the proposals deemed to be the most advantageous to the School Board.

Vendor Description

Please provide an overview of your company with annual sales and school district success stories.

Competency of Vendors

Bids will be considered only from firms that are regularly engaged in the business of providing the goods and/or services described in this document for at least three years; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated. The terms "equipment" and "organization" as used herein shall be construed to mean a fully equipped and well-established company in line with the best business practices in the industry as determined by the District. In making the award, the District may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a Vendor, including past performance (experience) with the District and other similar customers. A record of nonperformance or poor performance may disqualify a Bidder from the award.



Prevailing Wages Apply

The vendor agrees to pay all workers on this project and prevailing wages for Adams County, Illinois. The prevailing wage schedule is available from the Adams County, Illinois Courthouse and is on-line.

No Bid-Rigging

Vendors must certify that they have not been convicted of bid tampering or rigging and they are not compensating any employee or consultant of the Quincy Public School District 172 on this or any other project.

Non-Discrimination

Vendors shall not discriminate against any of their workers or anyone regarding race, creed, gender, or other factors and will provide equal opportunity without discrimination in its business activities.

Insurance Requirements

The successful vendor agrees to indemnify, defend and hold harmless the Quincy Public School District 172, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful vendor.

Termination of Contract

Termination of Contract: The Quincy Public School District 172 reserves the right to terminate the contract/purchase order or managed lease immediately if the vendor discontinues or abandons operations; if adjudged bankrupt or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds. Failure of the vendor to comply with any section or part of this contract/purchase order will be considered grounds for immediate termination of the contract/purchase order by the Quincy Public School District 172.

Notwithstanding anything to the contrary contained in the contract/purchase order between the Quincy Public School District 172 and the vendor, the Quincy Public School District 172 may, without prejudice to any other rights it may have, terminate the contract/purchase order for convenience and without cause, by giving thirty (30) days written notice to the vendor.



Compliance Form

The execution of this form certifies understanding and compliance with the terms and conditions as outlined in this document.

PROPOSAL SUBMITTED BY:

Company

Address

City

State

Zip

Daytime Telephone #

After Hour Telephone #

Contact Person (Please print or type)

Name of Authorized Agent or Officer

Title

Signature of Authorized Agent or Officer

Date