



iPad and Chromebook Devices RFP

Compass Academy

Charter School

6/26/2018

Purpose

Compass Academy Charter School (“Compass”) has released this Request for Proposal (RFP) to solicit prospective vendors to submit proposals to address Compass’ Chromebook and Apple iPad devices.

Disclaimers

- Vendor response to this RFP indicates that the company agrees that all materials associated with, attached to, or referenced by vendor’s proposal may be incorporated into a subsequent contractual agreement between the company and Compass.
- Vendors should treat the terms of this RFP and all other information provided by Compass in connection with this project as strictly confidential and proprietary.
- All costs associated with the preparation of a proposal are to be the responsibility of the vendor, and the submission of such proposal in no way obligates Compass to any vendor.
- Vendor response to this RFP indicates that this is not a contract or offer of business by Compass.
- Order(s) shall be placed on cancelable purchase orders.
- Compass has the right to reject any or all proposals submitted.
- Pricing must be valid for **60-days** following the proposal submission deadline.
- The district is obligated to no minimum purchases.
- **Vendor’s bid may be selected by device. (ex.: Vendor A could be selected for one device and not for other devices)**

Taxes

Compass is tax exempt; therefore, proposals should not include any sales tax. The district will not pay property tax on any leased equipment.

Vendor Qualification and References

Depending on previous work experience with Compass, vendors may be asked to provide additional support materials to validate the company’s ability to meet Compass’ needs. References from other schools or businesses that use proposed products or services may also be requested.

This information may be requested at any time during the RFP process. When requested, this information should be provided within 4 business days. Failure to honor this request will cause the proposal to be subject to rejection.

Project Timeline

June 26th - RFP sent to Vendors and advertised in local media

August 1st - Vendor proposals due from vendors

August 2nd - Presentation to board

August 2nd - Decision from Compass Board

August 7th - All Orders finalized

August 9th - Delivery window opens

August 22nd - Delivery of all equipment due

When vendor is selected, the vendor must assist the district in creating a detailed project timeline to help ensure their product can be delivered by the above dates.

Submission Deadline

All responses to this RFP for equipment and services must be submitted electronically via email to jcarpenter@mycacs.org. Proposals must include the device that the vendor is submitting for bid. Date of receipt may be no later than 10:00 A.M., CST, on Wednesday, August 1, 2018.

The consideration of proposals submitted after the deadline may only be granted by the Compass Board.

Communication with the District

It is the responsibility of the vendor to inquire about any requirement of this RFP that is not understood. The district prefers vendor inquiries be made through email to jcarpenter@mycacs.org. Responses to inquiries, if the responses change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The district will not be bound by oral responses to inquiries or written responses other than addenda.

In proposal, please provide the name, phone, and email of the company representative who will answer possible questions of clarification from Compass.

Evaluation Units

As a part of the decision-making process, the district may require the vendor to include the proposed device to be included with the RFP response for the district to evaluate. Vendors providing evaluation units for proposed solutions for the devices listed below should provide, at a minimum, evaluation units for 30 days.

Evaluation units should arrive no later than August 1, 2018. They can be delivered or shipped to:

Compass Academy Charter School
Attn: Jonathan Carpenter
5530 Billy Hext Rd
Odessa, TX 79765

Selection Criteria

The Compass Technology Staff will evaluate each submission to determine the best submission for the district's needs. Each device will be rated in the following categories:

- Durability
- Cost
- Form/Functionality

Results Notification

Compass will inform the company or companies that has or have been selected after the next regular or special Board meeting after the proposal submission deadline. The contract(s) will be deemed as having been awarded when the formal notice of acceptance of the company's bid has been duly served upon the intended awardees by an officer, or agent, of the district duly authorized to give such notice. Please refrain from making inquiries about the evaluation of vendor's proposal before August 7, 2018.

Shipping

The proposal must include the cost of shipping to various locations as noted on purchase orders. Ramp or lift gate services will be required at most buildings. All equipment quantities and orders will be finalized by August 7, 2018. Unless otherwise agreed upon in writing by Compass Technology Staff, all equipment must be delivered by August 22, 2018.

Approximation of Equipment to be purchased

Since purchasing is based on greatest need, vendors will be expected to provide best price for "each" unit. However, the district is obligated to no minimum purchasing requirements. The quantities provided are based on current student enrollment. If the cost of the vendor proposals exceeds the project's budget, some items may be removed or reduced in quantity.

Compass Middle and High School Student Chromebooks

Approximate Quantity: 460 Chromebooks, Lenovo 100e or equivalent
(11.6" display, 4GB RAM, 16GB or 32GB storage)
460 Rugged Protective Cases
16 Charging Carts (30- or 40-slot)

Student Chromebook Price: _____

Chromebook License Price: _____

Student Case Price: _____

Student Charging Carts Price: _____

Compass Student Apple iPads

Approximate Quantity: 460 iPads (6th Generation, Space Grey, 32GB storage)
460 Rugged Protective Cases
16 Charging Carts (30- or 40-slot, Pre-configured)

Student Apple iPad Price: _____

Student Case Price: _____

Student Charging Carts Price: _____

Authorization Form

Please complete, sign, and return with submitted proposal.

Can vendor meet the delivery deadlines as specified? (Circle one) Yes No

Company Name: _____

Proposal Contact Name: _____

Proposal Contact Phone: _____

Proposal Contact Email: _____

Address: _____

Phone: _____

Federal ID #: _____

Authorized Company Signature: _____

Please Print Authorized Name: _____

Date: _____