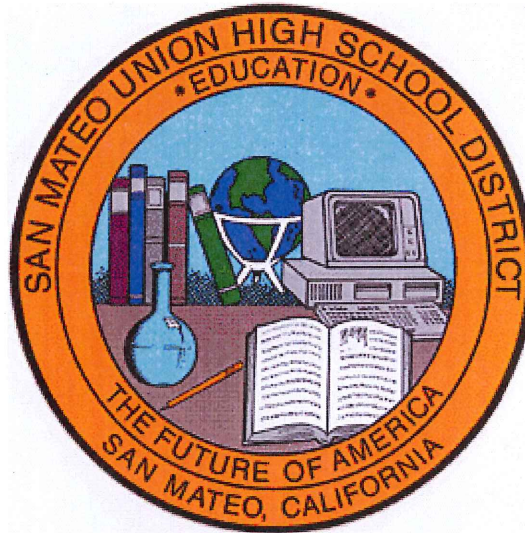


SAN MATEO UNION HIGH SCHOOL DISTRICT



REQUEST FOR PROPOSALS

Districtwide Laptop Computer Digital Learning Procurement

February 13, 2014

**Ken Demers
Director of Technology
Technical Support Group
San Mateo Union High School District
650 N. Delaware
San Mateo, CA 94401
650-558-2487
kdemers@smuhsd.org**

**NOTICE OF REQUEST FOR PROPOSALS
SAN MATEO UNION HIGH SCHOOL DISTRICT
DISTRICTWIDE LAPTOP COMPUTER DIGITAL LEARNING PROCUREMENT**

March 3, 2014

The San Mateo Union High School District ("District") invites proposals from qualified firms, partnerships, corporations, associations, or professional organizations ("Proposers") to provide a contract for the Districtwide Laptop Computer Digital Learning Procurement.

Proposers are invited to submit their proposals in response to this Request for Proposals ("RFP") as provided herein to:

**Ken Demers
Director of Technology
Technical Support Group
San Mateo Union High School District
650 N. Delaware
San Mateo, CA 94401
Phone: 650-558-2487
Fax: 650-589-1352
kdemers@smuhsd.org**

All responses are must be received in the District's offices by no later than **2:00 p.m. April 7, 2014.**

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have questions regarding the RFP, submit in writing via fax on or before March 18, 2014 at 2:00 PM to Ken Demers, Director of Technology.

This is a request for qualifications and proposals and is not an offer by the District to contract with any party responding to this RFP. The District reserves the right to cancel or withdraw this RFP or to reject all proposals and issue a new request for proposals.

Sincerely,

Ken Demers
Director of Technology
San Mateo Union High School District

Publication Dates: 1) March 4, 2014 2) March 5, 2014

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1. INTRODUCTION AND OBJECTIVE

The District is seeking a qualified vendor to provide proposals for the District's purchase of laptop computers for digital learning at the District's seven comprehensive high schools: Aragon High School, Burlingame High School, Capuchino High School, Hillsdale High School, Mills High School, Peninsula High School, San Mateo High School (the "Project"). The objective of the Project is to allow the District to procure "state of the art" laptop computers for digital learning at each of the District's seven comprehensive high schools. The District expects to procure up to a total of approximately 490 laptop computers for use at each of the seven comprehensive high schools by mid-May 2014. Proposers are requested to provide the unit cost for laptop computers that will be firm and valid for sixty (60) days following the District's selection of the qualified vendor. The District will take delivery of the laptop computers at its Technology Office located at Peninsula High School, 300 Piedmont, San Bruno, CA 94066. The District intends to purchase the laptop computers through multiple purchase orders, taking delivery on multiple dates between April 18, 2014 to May 15, 2014.

The Board of Trustees of the District ("Board") has made findings that the Project qualifies for procurement through a "competitive negotiations" process as provided in California Public Contract Code Section 20118.2(b). In awarding the contract for the Project, the District will consider, in addition to price, factors such as performance reliability, standardization, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors set forth in this RFP. The selection and evaluation criteria are in Section 7.

2. PROJECT SCOPE, LIMITATIONS AND RESTRICTIONS

2.1 Scope of Contract

The District seeks to contract with one (1) vendor to purchase laptop computers.

2.2 Limitations

The District reserves the right to withdraw or cancel this RFP and the right to reject all proposals. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFP.

2.3 Protest Rights and Procedures

No protest may be filed based on the District's cancellation or withdrawal of this RFP, or the District's rejection of all proposals. **Any protest must be in writing and received by the District Office before 5:00 p.m. no later three (3) working days following announcement of the results of the evaluation of proposals as provided in Section 7.** All protests must strictly comply with the following requirements:

- a. The protest must contain a complete statement of the basis for the protest, and all supporting documentation.

- b. The party filing the protest must have actually submitted a proposal for the Project. A Proposer may not rely on the protest submitted by another Proposer, but must timely pursue its own protest.
- c. The protest must include the name, address and telephone number of the person representing the protesting Proposer if different from the protesting Proposer.
- d. The Proposer filing the protest must concurrently transmit a copy of the protest document and all supporting documentation, as required above, to all other Proposers with a direct financial interest which may be affected by the outcome of the protest, including all other Proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- e. The Proposer whose proposal has been protested may submit a written response to the protest. Such response shall be submitted to the District no later than 5 p.m., no later than two (2) working days after the deadline for submission of the protest or other receipt of the protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting Proposer and to all other Proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- f. The procedure and time limits set forth in this section are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. The Proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. A Proposer may not rely on a protest submitted by another Proposer, but must timely pursue its own protest.
- g. A "working day" for purposes of this section means a weekday during which the District's office is open and conducting business, regardless of whether or not school is in session.

The District reserves the right to shorten the time period for submitting and responding to a protest, whenever the District or its designee determines it is in the District's best interest to do so. Prospective Proposers will be notified by addenda of any such change.

2.4 Restriction on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFP, and ending on the date of selection of the vendor, no person, or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact any person within the District to engage in discussion of the process of selection, except for the District designee for questions as provided in this RFP.

3. GUIDELINES FOR PROPOSAL SUBMITTAL

Each proposal submitted in response to this RFP must be submitted in accordance with the following instructions:

3.1 RFP Schedule and Milestones:

<u>Milestone</u>	<u>Date</u>
Request for Proposals (RFP) issued	March 4, 2014
Written questions due	March 18, 2014
Answers delivered by District	March 24, 2014
Proposals due	April 7, 2014
Proposers notified of results	April 9, 2014
Board selects vendor and unit pricing	April 17, 2014
Notice of selection of vendor issued	April 18, 2014
Purchase orders finalized and signed	Beginning April 18, 2014 through May 15, 2014
Delivery of laptop computers to District	Beginning April 18, 2014 through May 15, 2014

3.2 General Requirements:

1. Each Proposer must be qualified as set forth in this RFP in order to be considered a qualified Proposer. Each Proposer must set forth in detail the qualifications the Proposer possesses to complete the Project. The District will only evaluate proposals from qualified Proposers.
2. Proposals in response to this RFP must be submitted in writing and signed by an authorized officer of the Proposer.
3. Proposals submitted in response to this RFP must be as specific as possible when responding to the identified areas enabling the District to understand the overall proposal. The District reserves the right to request clarification and/or additional information from any Proposer. The District reserves the right, at its sole discretion, to waive any proposal irregularity that is not prejudicial to the other proposers. The District reserves the right to change key dates and actions as the need arises and will issue addenda to this RFP concerning such changes.
4. Each Proposer must submit five (5) signed and bound copies of the proposals in response to this RFP and must be received in the offices of the District no later than 2:00 P.M. on April 7, 2014.

Proposals submitted after this date cannot be accepted and will be returned to the Proposer unopened.

3.3 Requests for Information

Any questions relative to this RFP must be in writing and directed to Ken Demers, Director of Technology as set forth in the Notice of RFP.

3.4 Proposal Form

Proposals must be in substantial compliance with the requirements in Section 5. All items on the form should be typewritten. Numbers should be stated in figures, and the signatures of all

individuals must be in long hand. The completed form should be without interlineations, alterations, or erasures.

3.5 Execution of Forms

Each Proposal must give the full business address of the Proposer and must be signed by the Proposer or Proposer's authorized representative with his or her usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the person signing on behalf of the Proposer shall be furnished. Failure to properly sign required forms may result in rejection of the proposal. All proposals must include the Proposer's license number(s) and expiration date(s).

3.6 Withdrawal of Proposals

Proposals may be withdrawn by the Proposers prior to the time fixed for reviewing proposals, except as permitted pursuant to Public Contract Code section 5103.

3.7 Addenda or Bulletins

Any addenda or bulletins issued prior to the deadline for submission of proposals shall form a part of the RFP issued to Proposers for the preparation of their proposals and shall constitute a part of the Contract Documents.

3.8 Rejection of Proposals and Selection of Vendor

The District reserves the right to waive any irregularities in a proposal, the right to accept or reject any and all proposals, or to accept or reject any portion or combination thereof, or to abandon the Project, when to do so is in its own best interest. The Board intends to select the vendor at the April 17, 2014 Board meeting based on the District's determination of the proposal that is the Best Value to the District and in compliance with the requirements of this RFP. The time for selecting the vendor may be extended by the Board.

3.9 Taxes

Taxes shall be included in the proposal prices. The District will pay only the State sales and use taxes. Federal excise taxes are not applicable to school districts.

3.10 RFP Exceptions

All exceptions which are taken in response to this RFP must be stated clearly. The taking of RFP exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the Proposer. Allowance of exceptions will be determined by the Board, whose decisions shall be final. Any RFP exceptions or additional conditions requested after RFP closure, which are not detailed within the RFP response, may result in disqualification of the Proposer. No oral or telephonic modification of any proposal submitted will be considered and a sealed telegraphic

modification may be considered only if received prior to opening of proposals. Faxed proposals or modifications will not be accepted.

3.11 Discounts

Any discounts which the Proposer desires to provide the District must be stated clearly on the proposal form so that the District can calculate properly the net price of the proposal. Offers of discounts not delineated on the proposal form will not be considered by the District in the determination of Best Value.

3.12 Quantities

The quantities shown are approximate. The District reserves the right to increase or decrease quantities as desired.

3.13 Prices

Contractors must quote prices F.O.B. unless otherwise noted. Prices should be stated in the units specified and contractors should quote each item separately. Price shall be firm for a period of sixty (60) days from selection of vendor.

3.14 Samples

On request, samples of the products being proposed shall be furnished to the District.

3.15 Special Brand Names/Substitutions

In describing any item, the use of a manufacturer or special brand does not restrict proposing to that manufacturer or special brand, but is intended only to indicate quality and type of item desired, except in those instances where the product is designated to match others in use on a particular public improvement either completed or in the course of completion or as otherwise provided in subdivision (b) of Section 3400 of the Public Contract Code, contractors may furnish any material, product, thing or service of comparable quality or utility. Substitute products will be considered either prior to or after the award of the contract in accordance with Section 3400 of the Public Contract Code and as set forth in the Contract Documents. All data substantiating the proposed substitute as an "equal" item must be submitted with the written request for substitution. The District reserves the right to make all decisions on product and vendor selection.

3.16 Container Costs and Delivery

All costs for containers shall be borne by the vendor. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, handling, processing and labeling. Packages shall be so constructed in ensure safe transportation to point of delivery.

3.17 Governing Law and Venue

In the event of any dispute, the purchase order and related matters, including this RFP, shall be governed by and construed in accordance with the laws of the State of California, with venue in San Mateo County.

4. TECHNICAL SPECIFICATIONS OF LAPTOP COMPUTERS

The laptop computers must meet the minimum specifications contained in Attachment A, which is incorporated by reference herein.

5. PROPOSAL FORMAT AND CONTENTS

5.1 Scope of Proposal

Proposals are to be submitted in the format outlined below, with each part completed in full. Each of the parts described below are to be index tabbed and be on a separate page. Each page is to state clearly the name of the Proposer. Each proposal is to be reviewed to determine if it is complete, prior to the actual evaluation. The District reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the RFP contained herein. A proposal may be considered non-responsive if it includes extraneous information not specifically requested in this section; the clarity and succinctness of responses will be valued over sheer volume.

Format of Bid Proposals to be as follows:

- Cover Letter
- Table of Contents
- Executive Summary of Proposal
- Part I - Experience and Qualifications
- Part II - Project Description
- Part III – Project Costs and Pricing
- Part IV - Schedule for Project Completion
- Part V – Purchase Orders
- Part VI - References
- Part VII - Certification of Accuracy of Information and Original Signatures

5.2 Executive Summary Of Bid Proposal

The Proposal is to include a brief executive summary that states the overall approach to the execution of the Project.

5.3 Part I - Experience And Qualifications

Proposals will be evaluated, in part, based on Proposer's experience and qualifications in meeting large laptop computer specifications and delivery orders of similar size and scope of the

Project. Any brochures, boilerplates, or ancillary materials, if appropriate, should be included in the appendix section of the Proposal.

1. Complete profile of Business Organization
2. Provide resumes of the responsible individual for each functional area in the Proposal submitted.
3. List location of the home office that will be utilized for the Project. Identify what functions will be performed at which offices if multiple offices are involved in Project delivery.
4. List credit and financial references.
5. List technical references for which major team members have provided worked on projects similar to the Project.

5.4 Part II - Project Description

The Proposer must provide a complete and detailed description of how the Proposer intends to satisfy the purpose and Technical Specifications for the Project. Proposer will be responsible for compliance with all Federal, State, and Local laws, ordinances, rules, regulations, and orders in the delivery of the Project.

5.5 Part III – Project Costs And Pricing

The Proposer is to include cost and pricing information for the Project, and shall, at a minimum, include the following pricing information:

1. Unit cost of laptop computers, including delivery to District's Technology Office located at Peninsula High School, 300 Piedmont San Bruno, CA 94066.
2. Discounts of unit cost of equipment based on delivered quantities.
3. Warranty services for computers, parts and labor for no less than 1 year from purchase date.
4. Optional warranty services for computers, parts, and labor for no less than 3 years from purchase date with optional "no fault" coverage.

5.6 Part IV – Schedule for Project Completion

The successful vendor will be required to deliver purchased laptops to the District's Technology Office located at Peninsula High School. The District expects to take delivery of purchased laptops beginning April 18, 2014 through May 15, 2014, subject to the District reserving the right to extend delivery dates if in the best interest of the District.

5.7 Part V – Purchase Orders

The Proposer must submit a complete purchase order form for the laptop computers. Upon District execution of the purchase order, the purchase order shall become a binding contract. The purchase order form at minimum must contain the following terms:

1. Pricing per unit and all other direct or indirect costs.
2. Delivery costs, if any.
3. Delivery location.
4. Delivery date.

5.8 Part VI – References

Proposers must provide the contact persons including name, address, email, telephones, and fax numbers for a minimum of three reference projects.

5.9 Part VII – Certification Of Accuracy Of Information And Original Signatures

Proposers must submit as part of their proposal a signed statement under penalty of perjury that the information in the proposal is true and correct as of the date of submission of the proposal.

6. PROPOSER QUALIFICATIONS

Proposers will be qualified and eligible to have their proposals to this RFP reviewed and evaluated only if they are qualified based on review of pertinent information in the proposal as set forth in Section 5.3.

7. SELECTION AND EVALUATION CRITERIA (QUALIFIED PROPOSERS ONLY)

Proposers who are determined to be “Qualified” will have their proposals reviewed and evaluated. The maximum total scoring value of any proposal is 100 points. The District will select the Proposer whose proposal received the highest point value based on the following evaluation criteria.

7.1 Price (Maximum 30 points)

The price evaluation shall be objective and determined by assigning the Proposer with the lowest discounted unit price the maximum price points; i.e., 30, and assigning proportionately lower price scores to higher prices using the following formula:

- $(\text{lowest discounted unit price proposal} / \text{evaluated price proposal}) \times 30 = \text{assigned points}$

For example, if the lowest discounted unit price proposal is \$1000 per laptop computer, the Proposer shall receive 30 points. If the next lowest discounted unit price is \$1,200, the Proposer shall receive 25 points based on the following calculation:

$$\$1,000/\$1,200 \text{ (x) } 30 = 25 \text{ price points (rounded)}$$

7.2 Vendor Reputation, financial status and company success history (Maximum 10 points)

- References
- Financial records
- Similar project history and experience

7.3 Vendor expertise and resources (Maximum 20 points)

- Internal organization experience with similar projects
- Available suppliers, materials
- Location of office(s)

7.4 Quality of vendor products and extent of product and service integration (Maximum 10 points)

- Brand quality and reputation
- Supplier and product relationships
- Warranty and service

7.5 Quality of bid proposal submission (Maximum 30 points)

- Responsiveness to proposal format as set forth in Section 5
- Project schedule and delivery

ATTACHMENT A

Minimum Laptop/Netbook Requirements	
Minimum Laptop Screen Size (Inches)	Greater than or equal to 11.6 inches
Laptop Display Type	LED-backlit display
Laptop Memory RAM (GB)	4
Laptop Memory Expandable	6GB
Laptop Hard Drive Capacity (GB)	500
Laptop Hard Drive Type	SSD or HDD
Laptop Hard Drive Speed	5400RPM
Laptop Processor Speed	> 1.2GHz
Laptop Network Card	802.11b/g/n
Bluetooth Compatibility	Yes
Laptop Operating System	Windows 8.1 Enterprise, (Optional- downgradable to Windows7)
Laptop Extra Features	Full-size Keyboard
Laptop Other ports	(1) Headphone Jack/ Ethernet LAN/ Full RJ45
Laptop USB Slots	(1) USB 3.0, (1) USB 2.0
Video Graphics Memory	512MB or better
Laptop Audio	Two integrated speakers, Integrated digital microphone
Laptop Color	Silver or Black

Laptop Webcam	HD webcam (1280 x 720) or better
Laptop Battery Life	5 hours of battery life or better
Laptop Battery Type	Lithium 6 cell
Laptop Warranty	1 year warranty with the possible addition of a 3 year warranty
Laptop Use	Heavy, School Environment/ Rugged
Laptop Refurbished	No
Laptop Style	Laptop/Notebook
Touch Screen Enabled	Yes
Ability to be Imaged/ cloned for mass deployment (Ghost)	Yes