

Visions In Education
SAN JUAN UNIFIED SCHOOL DISTRICT



REQUEST FOR PROPOSAL
RFP-200910-02

Laptops and Related Services

Visions In Education
4800 Manzanita Avenue, Suite 19
Carmichael, CA 95608

Visions In Education
SAN JUAN UNIFIED SCHOOL DISTRICT

RFP Laptops and Related Services

TIME SCHEDULE

Solicit Proposals	January 15, 2010
Proposals Due Back	February 16, 2010
Purchase Order Released	March 15, 2010

Proposals must be received no later than February 16, 2010, by 4:30 p.m. Late proposals will not be accepted and will be returned unopened.
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A sealed RFP may be submitted in duplicate prior to the opening date by mailing or delivering to:

San Juan Unified School District
Attention: Tom Tafoya, Director of Business and Technology

Visions In Education
4800 Manzanita Avenue, Suite 19
Carmichael, CA 95609-0477

All questions regarding this RFP should be directed to:

Tony Cervo
Technology Specialist
Visions in Education Charter School
4800 Manzanita Avenue, Suite 17
Carmichael, CA 95608
Phone: (916) 971-5576
FAX: (916) 971-5335
Email: acervo@viedu.org
Website: <http://www.viedu.org>

REQUEST FOR PROPOSAL

Visions In Education San Juan Unified School District

The San Juan School District's Visions in Education Charter School (VIE) is accepting bids from vendors to provide 150 similarly configured laptop computers based upon pricing and shipping. These laptops will be utilized by a select group of VIE's teachers and students in a student laptop pilot program. Our teachers operate remotely as they provide instruction and services to students in their homes, libraries and other public locations. As such, we are looking for machines that will stand up to heavy use and the rigors of a mobile educational program.

The accompanying checklists and questions identify the desired features of the overall laptops and the specific features for desired components. Each vendor is to mark a "yes" or "no" answer to each requirement. A "yes" answer conveys that the computer currently has the feature as an operational component. Alternative solutions to a requirement should be identified in the "comments/alternate solutions" column for that requirement.

VIE is proud to serve more than 3,000 students across the nine county service area. The school services families, students, and teachers in Sacramento, Placer, Amador, El Dorado, San Joaquin, Yolo, Sutter, Contra Costa and Solano counties.

EVALUATION CRITERIA

Vendor must supply five (5) printed copies of its proposal and an electronic version attached in PDF format via email to ttafoya@sanjuan.edu referencing the RFP number in the subject line.

Award will be made to the vendor offering the proposal that is most advantageous to Visions In Education (VIE) and will be evaluated on the basis of the following criteria subject to administrative review:

1.	Brand Quality and Reputation	5 Points
2.	Warranty/Service/Support	5 Points
3.	Submittal Accuracy	5 Points
4.	Organization and References	5 Points
5.	Product Specifications (met or exceeded)	40 Points
6.	Purchase Price for similarly configured machine	40 Points

Vendor may submit documentation of each system they have available. Documentation can include any of the following: pictures of items, manuals, guides, on-line help captures and additional documentation that demonstrates the feature supported.

SAN JUAN UNIFIED SCHOOL DISTRICT
Technology Services

RFP Laptops and Related Services

TERMS AND CONDITIONS

Assignment of Rights or Obligations

These services or obligations may not be assigned to another company for the term of this agreement.

Compliance with Laws

This contract shall be in accordance with the laws in the State of California. All proposals shall comply with the current federal, state, local and other laws relative thereto.

Insurance Requirements

Within fifteen (15) consecutive calendar days of award of contract, the successful firm must furnish the district the certificates of insurance with a minimum \$1,000,000 limit for broad form comprehensive general liability (bodily injury, personal injury, property damage, and products), automobile liability, contractual liability, professional liability, and workers' compensation coverage in accordance with the limits required by the State of California.

Each insurance policy shall be endorsed to state the coverage shall not be suspended, voided, canceled, or reduced either in coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested.

Attorney Fees

In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum as the court may adjudge reasonable as to attorney's fees and costs.

Indemnity

The proposer shall indemnify and hold harmless the District from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it, by reason of any act or omission of the said proposal, his agents or employees, in the execution of the work or in consequence of any negligence or carelessness in guarding the same.

Proposal Acceptance or Rejection

This request for proposal (RFP) does not commit the San Juan Unified School District to award a contract, to pay any cost incurred in the preparation of a proposal or to procure contract for services or supplies. The district reserved the right to accept or reject any or all proposals received in response to this request, to negotiate terms that will be in the best interest of the district, or cancel in whole or in part this RFP.

All submitted proposals and information included therein shall become public records upon delivery to the San Juan Unified School District. All firms submitting a proposal should note that the execution of any contract would be contingent upon governing Board Approval.

Compliance with Laws

All proposals shall comply with current federal, state, and other laws relative thereto.

Applicable Law/Venue

Disputes related to the terms of the Agreement shall be governed by the laws of the state of California, without regard to choice of law principles. The parties agree that any litigation brought in connection with this Agreement shall be brought only in the state courts for the state of California, in Sacramento, or in a federal district court covering Sacramento.

Labor Discrimination

Attention is directed to Section 1735 of the Labor Code, of the State of California, which reads as follows: "No discrimination shall be made in the employment of persons upon public works because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status or sex of such persons except as provided in Section 12940 of the Government Code."

Termination

The district reserves the right to cancel the bid for any cause prior to the issuance of a purchase order.

Proposal Cost

The dollar cost bid should contain all pricing information relative to performing the engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. The San Juan Unified School District and Visions in Education (VIE) will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid.

Bid negotiation

VIE reserves the right to negotiate with the selected vendor(s). The successful vendor(s) may be asked to participate in negotiations and asked to revise their proposals based on these negotiations (actual quantities ordered may change depending upon final business considerations).

Equipment evaluation

VIE requests an evaluation model be submitted with proposal documents as proposed. Vendor should include return box and shipping label. Failure to provide a similarly configured evaluation model will result in immediate rejection from RFP process. VIE commits to return the machine in working condition within 30 days from proposal approved by San Juan Unified School District Board of Education. VIE reserves the right to install an alternate operating system on the demo unit.

Fair price agreement

The price to be paid by Visions in Education shall be that contained in the proposal which the vendor warrants to be no higher than the vendor's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event the vendor breaches this warranty, the prices of the items shall be reduced to the vendor's current prices on orders by others or VIE may cancel/disqualify the bid.

INSTRUCTIONS

Ink or Typewritten

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the proposal.

Signature Verification

To be considered for award, each proposal must be signed by a legally authorized representative.

Sealed Proposals

Proposals must be submitted in a sealed envelope. This RFP contains a document titled "Proposal", which should be detached and used as a cover sheet to your Proposal (see last page). Telephone, telegraphic, facsimile, electronic, and late proposals will not be considered.

Examination of Contract Documents

It is the responsibility of your firm to thoroughly examine and be familiar with the contract documents. The failure or neglect of the company to receive or examine any of the contract documents shall in no way relieve them from any obligations with respect to the RFP. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

Proposal Documents

Failure to completely execute and submit the required documents and evaluation model before the bid submittal deadline will render a proposal non-responsive.

Formation of Contract

A signed proposal and written acceptance by the San Juan Unified School District shall constitute a binding contract.

Informed Proposer

It will be your responsibility to be fully informed as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the financial advisory services firm's own risk and relief cannot be secured on the plea of error.

Contacts for Information

Proposers may contact Tom Tafoya, Director of Business and Technology for visits to Visions In Education for purposes of familiarization and evaluation of the correct processes. Visits shall be made by appointment only during normal business hours. Visits will be permitted to the extent that they do not unduly interfere with the conduct of business.

Number of Copies

Please submit 5 copies of the proposal. Also, send an electronic copy in PDF format via email to ttafoya@sanjuan.edu with the RFP number included in the subject line.

Proposal Withdrawals

An authorized representative may withdraw the proposal only by written request received before the submittal deadline.

Consideration disclaimer

VIE reserves the right to consider proposals based on their relative merit, risk, and value to the school. (Please reference evaluation criteria).

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A. Vendor Services

Requirements:

Req Num	Requirement	M = Mandatory D = Desired	Comments/Alternative Solution
1.	ALL purchased equipment must be delivered by no later than April 15, 2010.	M	
2.	Vendor must provide a representative who is available M-F, during normal business hours to answer any proposal questions.	M	
3.	Vendor will provide basic warranty services for computers, parts, and labor for no less than 3 years from purchase date.	M	
4.	Vendor will provide "optional" warranty services for computers, parts, and labor for no less than 3 years from purchase date which covers "no-fault".	D	
5.	All purchased equipment will be shipped in one shipment of 150 units and should arrive no later than April 15, 2010.	M	
6.	Any and all shipping charges, state fees, taxes, and miscellaneous charges will be noted in cost.	M	
7.	Upon delivery, all components must be have an unobstructed view of the bar coded serial number for purposes of inventory control.	M	
8.	Optionally, vendor will provide trade-in credit for up to 500 brand new (in the box) Viewsonic VG730M-3 17-inch LCD monitors. (Current retail value is \$170, for reference. If providing trade in credit, please specify qty of monitors and amount of credit per monitor.)	D	

Comments:

1. Failure to abide by requirement #1 will result in a credit of 10% of the remaining undelivered equipment cost.
2. Failure to abide by requirement #5 will result in a \$500 credit per incident.

3. Failure to abide by requirement #7 will result in a \$5 credit charge per component with blocked serial numbers / barcodes.
4. Vendor may propose up to 3 different package options for computer systems.

B. Required Proposal Format

In addition to the provided survey of terms and agreements, the vendor must attach a pricing sheet that describes the laptop computer system packages. The attachment must contain (1) an Item Description section and (2) an Item Cost section. In the Item Description section, the vendor should include detailed computer package specifications. Alternative specification options should be noted for comparisons based on price and quality.

The Item Description section should also separate computer packages from accessories. The Item Cost section should include price information on the computer systems based on the package option.

C. Computer System Requirements

Note: Exceeding minimum requirements weighs favorably if met cost effectively.

Req Num	Requirement	M = Mandatory D = Desired	Comments/Alternative Solution
1.	System Type: Laptop Laptop type: notebook, mini notebook, or netbook (5.5 lbs. or less) Screen type: wide-screen	M	
2.	Processor: Intel Atom or better, or comparable AMD processor (1.6 Ghz or better) Front Side Bus speed: 533Mhz or higher	M	Overall system performance and price/performance ratio will be taken into account.
3.	Cache Memory: Cache size 512KB L2 or higher	M	
4.	RAM: Installed size 1 GB min, DDR2 SDRAM (or higher)	M	
5.	Hard Drive: 80 GB min (5400rpm minimum)	M	
6.	(Optional) Optical Storage: CD-RW/DVD-ROM Combo (min., may be external)	D	
7.	Display Type: 10.1 in LED (minimum) Widescreen Display: Yes	M	
8.	Networking: Built-in Ethernet (10/100 or higher) Built-in Wireless (802.11g or higher)	M	
9.	Required Ports: 2 USB 2.0 ports (min.) External monitor (VGA, DVI, mini DisplayPort, etc.)	M	
10.	Battery features and capacity: Minimum 2.5 hour battery life	M	

11.	Service & support type: 1 year parts and labor (minimum)	M	
12.	OS Provided Software: Ubuntu Linux, Mac OS X, or no operating system installed *	M	
13.	Communication and Collaboration: Built-in Web Cam and microphone for face to face messaging (1 megapixel minimum)	M	
14.	Optional Expansion/Connectivity: 1 FireWire 400 port (min.) - optional PCMCIA or ExpressCard slot for expansion (optional, for cellular internet cards) Built-in Bluetooth 2.0 – optional Built-in multi card reader – optional	D	

Comments* If no OS installed, or any version of Windows OS installed, must have Ubuntu Linux drivers available either on CD/DVD or available via the web. We will be installing Ubuntu on these machines.

Visions In Education
SAN JUAN UNIFIED SCHOOL DISTRICT

RFP

PROPOSAL

TO THE HONORABLE BOARD OF EDUCATION OF THE SAN JUAN UNIFIED SCHOOL DISTRICT,
SACRAMENTO COUNTY, CALIFORNIA

In compliance with the request for proposal described herein, the undersigned firm hereby proposes and agrees to provide the required services.

Dated _____, 2010

Firm: _____

By: _____

Title: _____

Address: _____

Telephone: _____