

Request for Proposal T-21003

Revision 003

Iowa City Community School District

Computer Purchase and Deployment

Prepared by: Josh Reynolds, Client Services Manager

1/21/2021

Updated: 2/9/2021

Bids Due:

2/26/2021

1.1 Purpose and Scope

The Iowa City Community School District seeks computers for its general student-use, staff-use, and 1:1 implementations, along with deployment support and other associated services. Specifically, the district requests proposals for purchase of approximately 1,940 Windows-based laptops, 16,675 student Chromebooks, 150 staff Chromebooks, 400 Windows-based desktops, and 260 Windows-based desktops with dedicated graphics, with the additional option to purchase 1,150 monitors and 100 USB-C docks. Bids must include a lease option as well as a purchase option. General information about the District can be found on the District's website at <https://www.iowacityschools.org>.

A copy of this Request for Proposal (RFP) may be obtained from the District's Technology & Innovation Website at <https://www.iowacityschools.org/Page/14398>.

Amendments to the RFP will be communicated via <https://www.iowacityschools.org/Page/14398> to proposers. For the purpose of this document the terms proposer, vendor, and contractor are those entities representing the submission of a response to this RFP.

1.2 Evaluation Process

The evaluators will consider how well the vendor's proposed solution meets the needs of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise, and complete so that the evaluators can adequately understand all aspects of the proposal in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest-cost bidder. Rather, it is intended to help the District select the right proposal that responds to the District's technical requirements, timeframes, and offers a combination of vendor experience, services, and cost-effectiveness. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFP provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal. No other source of information submitted, written or verbal will be considered part of your proposal.

At the completion of the RFP process, the Iowa City Community School District will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the needs of the District's criteria in design, cost, and vendor requirements and references.

1.2.1 Evaluation Phase 1: Basic Requirements

The first evaluation phase will be to determine whether proposals comply with the basic requirements of the RFP. This is a binary determination, with proposals either compliant or not. Bidders will not have the chance to amend a proposal following this determination, and questions regarding RFP requirements should be raised prior to the question due date and proposal submission. Proposals that meet basic RFP requirements will advance to phase 2 of the evaluation.

1.2.2 Evaluation Phase 2: Scoring

Scoring of proposals will be based upon the rubric below. The **total cost** category reflects the total cost in the submitted proposal, not including optional components. For example, a proposal that includes an optional laptop dock line item will be evaluated based upon the cost not including laptop docks, even if the District opts to purchase the optional laptop dock line item. The **four-year cost** category reflects any costs the District expects to incur

beyond those included in the proposal itself, including (but not limited to) training, licensing, support, and replacement parts. Please include in each proposal information that is relevant to the mitigation of these ongoing costs. The **suitability to district needs** category reflects the District evaluation team’s assessment of the value of the proposal, including (but not limited to) equipment quality, associated services, project timelines, vendor experience, vendor references, compatibility, warranty support, serviceability, and other factors.

Category	Points
Total Cost	45
Four-year cost	10
Suitability to District needs	45
TOTAL	100

1.2.3 Local Preference Points

In addition to the Phase 2 scoring rubric points allocation outlined above, vendors who believe they are eligible for local preference evaluation points must submit documentation showing clearly that their principal place of business is located within the applicable boundaries (see below). Proposals may receive **up to 10 additional points** due to local preference. The District reserves the right to request additional documentation establishing the principal place of business, such as tax forms and/or company formation documents.

Location	Additional Points (cumulative)
Within District boundaries	4
Within community boundaries (Coralville, Hills, Iowa City, North Liberty, University Heights) or unincorporated areas contiguous to these communities	3
Within Johnson County, Iowa	2
Within the State of Iowa	1

1.2.4 Lease Option Evaluation

Each bid will be evaluated based upon the scoring rubric above with and without an included lease option. In evaluating lease options, total lease costs - including finance costs, deposits, fees, and required maintenance contracts - will be included in the proposal evaluation. For the purposes of selecting a winning bid, the District will make a determination as to the proposal that offers the best value to the District, including or not including an optional lease agreement.

1.3 Schedule

Hard copy responses and related material must be delivered by 2/26/21, as specified in the RFP. Late responses will be rejected at the sole discretion of the Iowa City Community School District. All times are Central Time according to the National Institute of Standards and Technology.

An approximate schedule for selection is as follows:

Event	Deadline
RFP published	1/14/2021
Date for Demo Unit Availability	1/28/2021
Site visits (if requested)	1/28/2021
RFP questions due	2/16/2021

	11:59 AM
RFP answers/addendum published	2/19/2021
Proposal submission deadline	2/26/2021 5:00 PM
Proposals Opened	2/26/2021 5:00 PM

1.4 Deadline for Questions

All questions regarding this RFP must be submitted via email to Josh Reynolds, reynolds.joshua@iowacityschools.org. The subject of the email must be “RFP T-21003 Question” (without the quotes). Questions will be answered in a posting on the RFP website by 2/19/2021. In order to make information available to all proposing vendors, no questions will be answered after 2/19/2021, as stated in schedule in Section 1.3.

1.5 RFP Submission

Please submit the proposal, in its entirety, to the contact and address below no later than 2/26/2021. Proposals must be submitted as a hard copy and as an electronic copy via Email to Josh Reynolds, reynolds.joshua@iowacityschools.org or on a USB drive. The subject of the email must be “RFP T-21003 Response”.

Proposals and USB drives may be mailed to:

Josh Reynolds
Client Services Manager
Iowa City Community School District
1725 North Dodge Street
Iowa City, Iowa 52245
Attn: Computer Purchase RFP

Proposers may request that the District provide confirmation of receipt of mailed documents or storage devices.

1.6 Proposal Validity Period

Submission of the proposal will signify the vendor's agreement that the proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.

1.7 Vendor Communication

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the Client Services Manager listed below. Unauthorized contact regarding this RFP with District employees is not advisable and will not be taken into consideration as part of the RFP proposal process. Any oral communications will be considered unofficial and non-binding to the District.

Vendors should rely only on e-mailed statements issued by the Client Services Manager.

Josh Reynolds
Client Services Manager

Iowa City Community School District
Email: reynolds.joshua@iowacityschools.org

1.8 Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

1.9 RFP Revisions

The District reserves the right to change the schedule or issue amendments to the RFP at any time. The District also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be communicated via email to all proposers.

1.10 Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

1.11.1 Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Iowa City Community School District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply all supplies, equipment, accessories, and systems as described.

Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

1.11.2 Contract Term

The initial term of this agreement shall be for twelve (12) calendar months, beginning on the commencement date.

1.11.3 Contract Amendments

The parties have the option to implement mutually-agreeable modifications to this agreement, including modification to model numbers, quantities, costs, and services provided. These modifications are only effective upon approval of a modified agreement by the Iowa City Community School District Board of Directors.

1.12 Contract Award and Execution

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District on terms similar to those presented in the copy of the District's standard Professional Services Agreement. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed agreement may be incurred before the vendor has received a fully executed contract or purchase order.

1.13 Payment Terms and Conditions

The proposal must contain a fee schedule that includes line items for all components of the proposal, including equipment, installation, support fees, licenses, etc.

1.14 Improper Business Relationships

Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the District; any employee, officer, director, or principal of the vendor or the District; and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the District.

In the event the District disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the District reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

1.15 Compliance with Applicable Laws

The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant District policies and procedures that apply to the scope of work, including but not limited to prohibitions on smoking in District buildings and on the grounds of District buildings pursuant to the Iowa Smoke Free Air Act and restrictions on sex offenders. Any authorized auditor or government representative shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the District, and all records relating to this engagement shall be retained for such period of time as required by law. Vendors shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

1.16 No Collusion

By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor.

Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

The person signing the Response Affidavit to the RFP certifies that he/she is fully informed of the accuracy of these statements.

1.17 Grievances

Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Matt Degner, Superintendent of Schools, at the address set forth above. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.

1.18 RFP Compliance

Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendors shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The District reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the District, without liability, obligation, or commitment to any party, firm or organization. The District is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

The District is not liable for any costs incurred by the vendor prior to issuance of a valid and legally binding contract in accordance with Iowa law. The vendor will be compensated pursuant to the provisions of its contract with the District.

1.19 Mandatory Background Checks

If selected to provide products and/or services to the District pursuant to this RFP, the vendor shall participate in the District's background check process for any persons providing products or performing services on District property. The vendor must complete and submit the background check form, provided by the District, for each such individual, at least two weeks prior to that individual providing products or performing services on District property. The cost of each background check, approximately \$25, must be paid by the vendor to the District at the time the vendor submits the background check form. The District will provide to the vendor a badge for each individual approved through the background check process. The badge will include the name of the individual authorized to provide products or perform services on District property, the name of the vendor, and the school-year for which the authorization is valid. This badge, along with a government-issued photo identification, must be shown to District personnel upon request. The background check process must be repeated each school year. No persons who are not approved by the District shall be permitted to provide any products to, or perform any services for, the District on District property. Contracts with vendors who fail to comply with these requirements will be subject to immediate termination at the sole discretion of the District.

1.20 No Assignment

A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the District.

1.21 Appropriation of Funds

Any agreements arising from this RFP will be subject to appropriation of funds by the District in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such an agreement, in this or any subsequent fiscal years, the agreement will be subject to modification or cancellation depending upon the extent of available funds. The District may cancel the agreement in its entirety without penalty, if funding is not available, or choose not to award the purchase to any bidder.

1.22 District Property

All proposals become the property of the District and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by

interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the vendor.

1.23 Insurance Requirements

The District will require the selected vendor to comply with the insurance requirements as outlined below.

The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the District.

1.23.1 Scope of Insurance

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$ 500,000
Personal Injury	\$ 500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$ 50,000
Vehicle Liability	
Bodily injury	\$ 50,000/ \$500,000
Property damage or single limit liability	\$ 100,000 \$ 500,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

1.23.2 Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured". The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

1.23.3 Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

1.23.4 Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, the contractor shall review coverage with the District's Risk Manager and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Risk Manager.

1.24 Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

1.25 Exceptions

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options. Note that alternatives may not be deemed acceptable by the District, and may disqualify the bid during the phase 1 evaluation process.

1.26 Primary Provider of All Services

If a vendor's proposal includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation, and acceptance testing of the items proposed to be supplied by its subcontractor.

Section 2: Scope of Work: Project Requirements

2.1 Intent

The District intends to procure 1,940 Windows-based laptops, 16,675 student Chromebooks, 150 staff Chromebooks, 400 Windows-based desktops, and 260 Windows-based desktops with dedicated graphics, with the additional option to purchase 1,050 monitors and 100 USB-C docs. The District expects the selected vendor to provide such products and/or services on or about May 31st, 2021.

The District expects its vendor of the purchased equipment to be highly experienced, a leader and innovator, and able to provide comprehensive products and/or services in the relevant areas. Further, the District requires that the products and/or services be delivered consistently and be of the highest quality. The District has a large, diverse, and complex school operation that may encompass a number of areas where the products and/or services are to be provided. To properly assist the District, the selected vendor and its officers and employees providing products and/or services to the District must have extensive knowledge and experience in providing the products and/or services to similar operations.

2.1.1 Equipment/Software/Supply Specifications

All equipment submitted in response to this RFP must meet the minimum specifications listed below. **Please note that bidders may submit multiple proposals that include different equipment, or submit multiple alternatives as part of the same proposal.** For questions regarding these specifications, or to determine whether equipment meets the minimum specification, please contact the RFP administrator.

2.1.2 Student Chromebooks

- Operating System: Must support Chrome OS updates through at least June, 2027 (published by Google)
- Form Factor: must be a laptop (convertible or standard) form factor, including attached touchscreen and keyboard
- Display: Minimum 11.6” with 1366x768 resolution (or better)
- Memory: Minimum 4GB
- Storage: Minimum 16GB
- USB: Minimum 1 USB 3.0 ports
- Video Out: HDMI or optional HDMI adapter
- Audio: Minimum 3.5mm audio out
- Network: Minimum 802.11ac
- Bluetooth: Supported
- Webcam: Minimum 720p camera; ability to record front facing with a second rear-facing camera will be preferred.
- Touch Display: Required
- Pen Input: Not required, but may be bid as primary or as an alternate option
- Weight: Maximum 3lb
- Power adapter must be a USB-C adapter

2.1.3 Staff Chromebooks

- Operating System: Must support Chrome OS updates through at least June, 2026 (published by Google)
- Form Factor: must be a Chromebook form factor, including attached touch screen and keyboard
- Display: Minimum 13.3” with 1920x1080 resolution (or better)
- Processor: Minimum Intel Core m3 (equivalent or better)
- Memory: Minimum 8 GB
- Storage: Minimum 64 GB
- USB: Minimum 1 USB 3.0 ports
- Video Out: HDMI or optional HDMI adapter
- Audio: Minimum 3.5mm audio out
- Network: 802.11ac
- Bluetooth: Supported
- Webcam: Minimum 720p camera; ability to record front facing with a second rear-facing camera will be preferred.
- Touch Display: Required
- Pen Input: Not required, but may be bid as primary or as an alternate option
- Power adapter must be a USB-C adapter

2.1.4 Windows Laptops

Vendors should submit a Windows laptop, which must be a convertible laptop form factor. Acceptable designs for the convertible model include 180 degree rotating screens, 360 degree folding laptops, detachable screen laptops, slate tablets with magnetic keyboard and touchpad, or pivot-and-fold display laptops. Unacceptable variants include tablets with separate Bluetooth keyboards, tablets without a physical keyboard, or devices that do not fold flat.

- Processor: Minimum 10th or 11th Generation Intel Core i5
- Memory: Minimum 8GB
- Storage: Minimum 256GB SSD
- Network: 802.11ac wireless
- Optical Drive: No minimum specification; not required
- Display (Convertible Laptop): 13.3” to 14.5”, 1920x1080 resolution or better
- USB: Must include at least 1 USB 3.0 port and at least 1 USB-C port
- Video Ports: Must include HDMI (including HDMI size variants)
 - If device does not include a standard-sized HDMI port, bid should include an appropriate HDMI adapter
- Audio: Must include 3.5mm audio out
- Battery Life: Minimum 10 hours
- Touch Screen: Must support both multi-touch and pen input; pen support must be in the form of active digitizer technology
- Operating System: must support Windows 10
- Graphics: Integrated
- Camera: Must include at least one 720p camera
- Bluetooth: Supported
- Must support use of a USB-C dock
- Power adapter must be a USB-C adapter

2.1.5 Windows Desktops with Dedicated Graphics

- Processor: Minimum 10th or 11th Generation Intel Core i5
- Graphics: Dedicated; Minimum RTX 2060 or equivalent
- Memory: Minimum 16GB
 - Must be user-replaceable
- Storage: Minimum 256GB SSD
 - Must be user-replaceable
- Network: 802.11ac wireless and 1Gb LAN
- USB: Must include at least 3 USB 3.0 ports and 1 USB-C port
- Display Ports: Must include either HDMI, DisplayPort, or Mini DisplayPort
- Audio: Must include 3.5mm audio out
- Bluetooth: Supported
- Input: Must include USB optical mouse and USB keyboard
- Operating System: must support Windows 10

2.1.6 Windows Desktops

- Processor: Minimum 10th or 11th Generation Intel Core i5
- Graphics: Integrated
- Memory: Minimum 16GB
 - Must be user-replaceable
- Storage: Minimum 256GB SSD
 - Must be user-replaceable
- Network: 802.11ac wireless and 1Gb LAN
- Acceptable Form Factors: Micro-tower, Mini-tower, Micro-desktop
- USB: Must include at least 3 USB 3.0 ports and 1 USB-C port
- Display Ports: Must include HDMI port
- Audio: Must include 3.5mm audio out
- Bluetooth: Supported
- Input: Must include USB optical mouse and USB keyboard
- Operating System: Must support Windows 10

2.1.7 Monitors

- 24-inch display
- 1920x1080 Resolution (or better)
- Connectivity: Minimum HDMI (1)
- VESA mounting option

2.1.8 USB-C Docks

- Connectivity: Minimum HDMI (1)
- USB: Must include at least 2 USB 3.0 ports and 1 USB-C port
- Must provide laptop power via USB-C connector

2.2 Price Stability

The District must have the option to purchase additional (and identical) devices, subject to availability, at the same or lower cost during the 12-month period following the initial purchase. The District is willing to negotiate purchase windows or other forms of purchase consolidation for mid-year purchases. In no case shall a price higher than contract price be paid for equipment proposed.

2.3 Training & Support

Vendors must provide access to vendor authorized certifications as part of the agreement.

2.4 Lease Option

All proposals must include the option for the District to lease equipment, in addition to the option to purchase equipment outright. Lease terms must be included in the proposal, and the District requires that lease agreements do not include or require an extended warranty or maintenance plan, as the District uses hardware repair insurance to cover the cost of maintaining equipment. All leases should be for 4 years, with a buyout option at the end of the lease. Proposals must include information regarding the lease agreement specifics, including, but not limited to, lease servicer, total cost to the District, fees or penalties, conditions, management requirements, replacement requirements, and renewal options.

Section 3: Device Purchase and Deployment RFP Response Documents

3.1 Vendor Information and Project Team

Vendor must provide a description of the firm, the knowledge, experience, and resources it has available to execute the scope of work set forth in this RFP, and the process by which it proposes to do so, and attach this information as Tab 2 of its proposal. If applicable, the vendor should also include information relating to state or local preference under this RFP, or status as a certified targeted small business, minority-owned business, and/or female-owned business. Vendor must also complete the following required information about the Project Team proposed to provide the work, and include this Project Team in Tab 2 of its proposal:

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

3.2 References Vendor must complete the following required references for similar products/services provided by Vendor to at least three clients in the past five years, and attach these references as Tab 3 of its proposal:

Client 1: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

Client 2: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description of Project: _____

3.3 Response Affidavit

Vendor must fully execute the following affidavit (including notarization), and attach this affidavit as Tab 4 of its proposal:

(To Be Completed, Signed and Notarized, and Attached to Proposal as Tab 4)

Affidavit of _____ [Name of Vendor]

State of _____)

County of _____)

I, the undersigned, being first duly sworn on oath, state that I am the _____ [title] of _____ [name of firm], and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) and amount of this proposal.

I hereby certify that the following statements are true and correct:

- _____ [name of firm] is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to any municipality in Iowa or the state of Iowa.
- No fictitious name of any entity or person has been used in this proposal, and no unidentified third party will have an interest in any resulting contract or in the performance of any work under this proposal.
- _____ [name of firm] does not do business as or operate under any fictitious name, other than _____.
- No director, officer, or employee of the Iowa City Community School District, or their spouse, dependent child(ren), or any business with which they are associated, will receive any monetary benefit or financial gain with regard to this proposal or resulting contract.
- The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, contractor, service provider, or any other competitor.
- Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed to any other vendor or service provider or competitor, and will not be knowingly disclosed, directly or indirectly, prior to the proposal opening date and time.
- No attempt has been made or will be made by me or my firm to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.
- My firm has only presented one proposal in response to this RFP.
- This proposal is made in good faith.

- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been convicted of a felony within the past five (5) years, which felony is related in any way to providing the products and/or services referenced in this RFP, or to the competency of the firm to perform under any resulting contract.

- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees are not currently subject to any litigation, administrative proceeding, or investigation and have not in the past five (5) years been subject to any litigation, administrative proceeding, or investigation or been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract, except as follows:

[Please explain]

- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been debarred, suspended, or otherwise excluded from or ineligible to participate in any procurement or nonprocurement programs or other assistance programs or activities with the state or federal government, including but not limited to exclusion as identified by the U.S. General Service Administration Office of Acquisition Policy or similar body.

I state that _____ [name of firm] acknowledges and understands that the above representations in this Affidavit are important and material and will be relied upon by the Iowa City Community School District, in awarding the contract for which this bid/proposal is submitted. I and my firm understand that any misstatement or omission in this Affidavit may be treated by the Iowa City Community School District as a fraudulent misrepresentation or concealment of the true facts relating to this proposal. Any such misstatement or omission in this Affidavit will be grounds for disqualification and/or immediate termination of any resulting contract at the sole discretion of the Iowa City Community School District.

Sworn and subscribed to this ____ day of _____, 20__.

_____ [Name of Vendor]

Signature: _____

Printed Name and Title: _____

Notary Public

My Commission Expires: _____

3.4: Disclosure Information

Vendor must submit disclosure information on vendor letterhead regarding any potentially improper business relationships as described in this RFP, including all officers and key employees of the Vendor, and attach this document as part of its proposal.

3.5 Itemized Responses

Vendor must provide its Itemized Responses and/or Exceptions to this RFP by using and referencing the same numbering scheme as in the RFP, and attach such responses as part of its proposal.

Iowa City Community School District

Computer Purchase and Deployment Proposal Form

This form is to be attached to the requested information in the Request for Proposal Document

We submit the following proposal for Iowa City Community Schools:

Contractor: _____

Address: _____

City, State, Zip: _____

Authorized Signature: _____

Contact E-Mail: _____

Phone #: _____ Fax #: _____

Proposed Equipment

NOTE: The District strongly encourages vendors to make demonstration units available to the District at the vendor's earliest convenience, in order to allow for full assessment of features, functionality, and other comparative characteristics. Further, **please attach specification sheets and detailed service descriptions and conditions to this form. This form may be completed multiple times if submitting alternate equipment.**

Proposed Student Chromebook Model: _____

Proposed Teacher Chromebook Model: _____

Proposed Windows Laptop Model: _____

Proposed Windows Desktop (Dedicated Graphics) Model: _____

Proposed Windows Desktop Model: _____

Proposed Monitors Model: _____

Proposed USB-C Dock Model: _____

Proposal Costs (per-item and total, based upon anticipated quantities stated in Section 2):

NOTE: Vendors are encouraged to submit a detailed pricing sheet that explains models selected, pricing options, volume pricing, etc.

Student Chromebook: _____

Teacher Chromebook: _____

Windows Laptop (Convertible): _____

Windows Desktop with Dedicated Graphics: _____

Windows Desktop: _____

Monitors: _____

USB-C Docks: _____

Grand Total for Device Purchase RFP T-21003: _____

All proposals must include a lease option. This should be submitted along with the full proposal.