



Request for Proposals

Student Chromebooks

Issued: Tuesday, March 19, 2024

Deadline: Thursday, April 11, 2024 – 3:00 p.m. Central

Overview

The Poplar Bluff R-I School District (the "District") seeks proposals from qualified vendors for the purchase of student Chromebooks.

Proposal Requirements

- The specifications outlined in this document are the minimum requirements. Vendors unable to meet the exact specifications may propose equivalent or superior alternatives, which will be considered during the evaluation process.
- Vendors must be authorized dealers for the proposed products and must demonstrate the capacity to provide or arrange service during the warranty period.
- Delivery and shipment estimates should be clearly indicated in the proposal. All associated fees and delivery costs must be included.

Local Vendor/Product Preference

In alignment with the Board of Education's Business Procedures, the district will grant a seven percent (7%) preference to bidders located within the Poplar Bluff R-I School District for items with a total cost of \$25,000 or less.

Proposal Deadline

Proposals will be accepted until 3:00 P.M. Central on Thursday, April 11, 2024. Proposals should be marked "Technology RFP Submission" and submitted in a sealed envelope to:

Aaron Badgley
Poplar Bluff R-1 School District
1110 N. Westwood Blvd.
Poplar Bluff, MO 63901

Delivery Requirements

Proposals must include all shipping and handling charges associated with the delivery of the products. Please note that the delivery location specified below does not have access to freight docks or forklifts. Consequently, delivery must include a truck equipped with a lift gate or another method to unload the product to ground level.

Delivery location:

Poplar Bluff School District
Administration Office
1110 N. Westwood Blvd.
Poplar Bluff, MO 63901

Delivery Estimates

All bids must provide estimated shipment and arrival dates for the products, assuming notification of the winning bid occurs immediately after Board approval at the next regularly scheduled Board of Education meeting.

Evaluation

In evaluating any aspect of a proposal, the District may consider previous dealings with each vendor, references from the vendor's customers, inspections of other equipment provided by the vendor, and any other information the District obtains regarding the vendor, or that the District deems relevant.

1. Responses from vendors will be evaluated on the basis of criteria that include the following:
 - a. Overall cost to the District, whether direct or indirect.
 - b. Delivery and/or lead-time required for receipt of goods.
 - c. The District's opinion regarding the degree of responsibility of the vendor. The responsibility of the Vendor will be determined pursuant to the criteria contained in subparagraph III.
2. The timeliness, nature, and number of any exceptions taken by the vendor to the bid will be considered by the District in evaluating a response. Any one of these criteria alone, or in combination, may provide a basis for not accepting the vendor's response.
3. A responsible vendor is one who, in the opinion of the District, possesses the skill, experience, ability, integrity, and financial and other resources necessary for providing the equipment. In evaluating a vendor's responsibility, or in evaluating any other aspect of the response, the District may consider previous dealing with the District, references from the vendor's customers, inspections of other equipment supplied by the vendor, and any other information the District obtains regarding the vendor or that the District deems relevant.

Award of Contract

The contract will be awarded to the bidder whose proposal adheres to the specifications outlined in this document and is deemed most advantageous to the District, considering price and other factors. The District reserves the right to reject any and all bids or parts thereof. The successful bidder must be able to submit invoices with serial numbers for each item purchased.

Item Specifications

The following specifications are minimum system requirements for all bids. Proposals must be for new/current model equipment. Any bid that does not meet the minimum specifications listed below will be rejected. Equivalent models from other vendors will be considered – preference, however, will be given to models that are specifically designed for educational use and have additional features built-in for durability and strength.

- Device: 11” Chromebook
- Quantity: 400
- Specific Model: HP Chromebook 11 G9 EE (or functionally equivalent)
 - Intel Celeron processor
 - 4GB memory
 - 16GB storage minimum
 - 11.6” Non-touch LCD
 - Google Chrome OS Management Console License (include in bid pricing)

Policy Statement

The Poplar Bluff School District does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

It is the District’s practice not to procure goods or services or make contract purchases from an individual or establishment included on the GSA List of Parties Excluded from Federal Procurement or Non-procurement Programs.

Additional Information

For additional information or clarification on bidding requirements contact Aaron Badgley, Chief Technology Officer, by e-mail at aaronbadgley@pb.k12.mo.us.