

Request for Proposal for Technology Equipment
Commonwealth High School
5112 Central Ave., Charlotte, NC 28205

RFP No: 701.001.A

OVERVIEW

In conformity with the procurement guidelines for using federal funds, Commonwealth High School "School" is seeking proposals for technology equipment from qualified vendors. All prospective bidders must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

Purpose and Description:

Purpose

To acquire workstations and laptops to upgrade classrooms' technology.

Descriptions

Workstations and laptops:

- 50 mini workstation (HP Pro Min 400 G9 or equal)
 - Intel Pentium Gold G7400T 2C 3.10G 35W or better
 - 8GB (2x4GB) DDR4 3200 SODIMM
 - 256GB PCIe 2280 NVMe TLC SSD
 - FreeDos
 - USB Keyboard
 - USB Optical Mouse
 - 21.5" – 22" – Full HD monitor
 - Mounting Bracket
 - 3-year Warranty – Next Business Day Onsite

- 64 laptops (Dell or equal)
 - 14-inch laptop
 - Windows 11
 - 32GB
 - 512GB Solid State Drive
 - i7 Processor or higher
 - 1- year warranty
 - Camera
 - No touch screen.

Scope

The scope of this project needs to include delivery and specifications needed to satisfy Commonwealth technology needs. All costs must be itemized to include an explanation of all fees and costs. The selected bidder will be responsible for committing to timeframes and schedules based on deadlines that will be established. Contract terms and conditions (if applicable) will be negotiated upon selection of the winning bid.

Right to Reject Any and All Proposals

Commonwealth High School reserves the right to accept or reject any or all proposals in whole or in part or waive any irregularities in any proposal received. The School shall be the sole judge of the competency and responsibility of the Respondent. The submission of a proposal by a Respondent is acknowledgement of this right.

Respondent Selection/Contract Award

Commonwealth High School reserves the right to make the award to the Respondent who submits the proposal which meets the requirements, set forth herein and best meets the needs of the School after taking into consideration all of the aforementioned factors. The School also reserves the right to select portions of a proposal, or to reject any and all proposals.

Appeal Process

Unsuccessful bidders have the right to submit a written appeal of the procurement award to the Principal within five (5) business days from receipt of the bid notice for one or more of the following reasons.

1. The school and/or management did not follow the procurement process detailed herein.
2. The school and/or management company based its decision on factors beyond the factors specified herein.
3. A representative of the school and/or the management company that participated in the decision had a conflict of interest.

The written appeal must specify one or more of the above reasons with objective facts and any relevant evidence to support each of the objective facts. If the School does not receive a written appeal consistent with the requirements herein within five (5) business days from an unsuccessful bidder's receipt of the bid notice, the procurement decision will be final.

Termination

Commonwealth High School and/or management company reserves the right to terminate any contract and/or agreement with any Respondent, even the apparent winner.

Bid Package Requirements

No bid will be accepted from, or contract awarded to a Respondent:

1. No contract shall be awarded to a vendor included on the federally debarred bidder's list.
2. Who has not successfully performed one project of similar character and scope of the proposed work.
3. Does not provide all required documentation as required by this RFP.

TIMELINE

All prospective Respondents wishing to provide a proposal for this RFP must submit their responses to ATTN: **Sheila Huff** at sheila.huff@als-education.com and **Jonathan Kay** at jonathan.kay@als-education.com

Proposals will only be received until **March 17, 2023 at 01:00 PM EST**. Proposals received after this time will not be considered for award. Respondents will provide the RFP number and bid time in the subject line of the email.

All inquiries for this RFP will be directed to **Sheila Huff** at sheila.huff@als-education.com and **Jonathan Kay** at jonathan.kay@als-education.com. The deadline for all questions regarding this RFP will be **March 10, 2023 at 3:00 PM EST**.

*Times and dates are subject to change

EVALUATION CRITERIA

Commonwealth High School and management company will evaluate each bid based on the following criteria. Final decision will be determined by the highest weighted average.

1. **Price (40%)** – The price will be the highest weighted factor.
2. **Experience (20%)** – The School and management company will evaluate the prospective Respondent's experience based on, but not limited to, the Respondent's ability to successfully satisfy the equipment need(s), and prior history.
3. **Accuracy of Response (20%)** – The School and management company will evaluate the prospective Respondents proposal response for, but not limited to, completeness of proposal package, Service Agreement, amendments and/or exceptions to the requested service(s).
4. **Qualifications (20%)** – The School and management company will evaluate the prospective Respondents qualifications based on, but not limited to, technical expertise.