



Oconee County Schools Request for Proposals (RFP)

FY23 Desktop Computers

RFP Number: Tech-FY23-006-Desktop-Computers

Proposal Due Date: December 2nd, at 2:30 PM
Oconee County Board of Education
Attn: Ryan White
OCS Devices Bid#: Tech-FY23-006-Desktop-Computers
35-A School Street, Watkinsville, GA 30677

INTRODUCTION: Oconee County Schools (OCS) is requesting proposals from contractors that have the capability to supply technology devices. The selection of the contractor to provide these services will be made following this process.

INSTRUCTIONS: Interested firms are to submit a sealed proposal to Oconee County Schools (OCS) as required by this RFP. It is the intent of OCS to award the contract to the firm that clearly demonstrates the ability to provide these services to high professional standards.

Three (3) hard copies (one original and two copies) of your proposal must be submitted by December 2nd, at 2:30 PM. An electronic copy may also be sent via email to (rwhite@oconeeschools.org and talexander@oconeeschools.org). Hard copies are to be sent to:

Oconee County Board of Education
Attn: Ryan White
OCS Devices Bid#: Tech-FY23-006-Desktop-Computers
35-A School Street, Watkinsville, GA 30677

All proposals must be clearly marked on the outside:
PROPOSAL FOR OCONEE COUNTY SCHOOLS
FY23 Desktop Computers
Bid#: Tech-FY23-006-Desktop-Computers

All proposals received after the designated time and date of the proposal opening will not be considered. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission.

To minimize the cost to the proposer in responding to this solicitation, you are encouraged to be brief and succinct, avoiding extravagant covers, bindings and photographs. OCS will not be responsible for any cost incurred by proposers in responding to this solicitation.

OCS reserves the right to reject any and all proposals, to evaluate proposals, and to accept portions of any proposal, and accept any proposal, which in its opinion, may be in the best interest of the OCS and reserves the right to waive any and all formalities.

Technical Questions: Technical questions relating to the RFP may be directed in writing via email to: Ryan White, Chief Technology Officer, rwhite@oconeeschools.org, by **5:00 PM, November 11th, 2022**. The District will provide written responses to those questions deemed appropriate to all companies by close of business **5:00 PM, November 18th, 2022**. There will **NOT** be a Mandatory Pre-Proposal meeting.

Errors in Proposals: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.

Compliance with Laws: The Proposer shall obtain and maintain all applicable contractor's licenses, a minimum of \$1,000,000 in liability insurance, \$1,000,000 General Aggregate Insurance, and worker's compensation insurance as required by OCS financial policies. The Proposer will comply with any and all other standards or regulations required by federal or state statutes or any ordinances and rules during the performance of any contract between the Proposer and OCS.

Withdrawal of Proposal: Any proposal may be withdrawn by written request received by OCS before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the proposer to submit a new proposal, providing the latter is timely received as provided herein.

Confidentiality of Documents: Upon receipt of a proposal by OCS, the proposal shall become the property of OCS without compensation to the proposer, for disposition or usage by OCS at its discretion. The details of the proposal documents will remain confidential to the extent possible until the final award.

Compensation: OCS has attempted to provide as much information about the scope of services as possible to enable firms to structure a most productive and cost effective offer. The subsequent contract between Oconee County Schools and the winning proposer will define compensation payments based upon the amount negotiated and term agreements between Oconee County Schools and the successful proposer. The winning proposal will result in a contract between the contractor and OCS. There will be only one contract with the winning proposer and that winning proposer will be responsible for paying any subcontractors and purchasing materials as outlined in the

submitted proposal.

Rejecting Proposals: OCS reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of OCS. Similarly, OCS is not bound to accept the lowest dollar proposal if the offer is not considered in OCS best interest.

Conflict of Interest: All respondents must provide a statement of disclosure, which will allow OCS to evaluate possible conflicts of interest. No person involved in making procurement decisions may have personal investments in any business entity which will create a substantial conflict between their private interests and their public duties.

Affirmation: All proposals must clearly state and affirm by signature that the proposer has read the RFP document, fully understands the requirements, has familiarized themselves with the conditions of the work, and will comply with these requirements, if awarded this work.

Notification: OCS will evaluate all the proposals and quickly select the winning proposal for approval by the Oconee Board of Education at the March Board of Education Meeting. All proposers will be notified by January 13th, 2022.

Proposal Requirements:

All Proposals shall be submitted using the attached Proposal Form and include the attached E-Verify Contractor Affidavit. In addition, responses shall include the following:

1. VENDOR QUALIFICATIONS

To ensure the integrity of the purchased products, only the manufacturer of the specified device or an authorized reseller of this manufacturer will be acceptable. If you are a reseller, you must submit a letter from the manufacturer specifying your status as an authorized reseller.

2. COST PROPOSAL /FEE

OCS requires a total cost or fee for this project in addition to the itemized list. A lump sum cost proposal to supply all equipment, materials, supplies, labor to complete the project, unless specifically noted to not be part of the project.

OCS requests a price breakdown with each proposal to generally follow those enumerated items in the project scope, plus any additional charges or items by the contractor. However, the bid must be a lump sum cost.

3. CONTACT INFORMATION

All proposals must include the following contact and authorization information:

- Company Name
- Mailing Address
- Street Address
- Office and Cell Phone
- Fax Number
- Email Address
- Authorized Signee and Title
- Printed Name and Title
- Signature of Authorized Signee and Date Affirming the Proposal

4. ANSWERS TO QUESTIONS

All proposals must include answers to the questions listed in the “PROJECT SCOPE” section of this RFP.

Evaluation

All bids submitted will be evaluated according to the criteria listed below. If any of the required elements, such as manufacturer’s reseller certificate, are missing, inaccurate, or altered, the entire submittal will be rejected as incomplete.

Category	Weight
Ability to meet required needs/Ease of Use	45%
Cost	20%
Reporting, analytics, and data visualization	20%
Support and training	10%
References and experience	5%

Payments

All requests for payment must be made to the Oconee County Schools for review, for approval, and for payment. All invoices must include “Net 30” terms.

Tax Exempt Status

The District is exempt from the payment of State Sales Tax. No such taxes should be included in the bid.

Project Scope:

Hardware:

The Oconee County Schools District is seeking RFP's for desktop computers

Licensing Issues:

Each Windows desktop shall come with one Microsoft Windows license.

Demo Units:

The Oconee County Schools invites vendors to submit demonstration units of their proposed workstations, provided these demonstration units are provided at no cost to the system, including shipping and return shipping. These units will need to be received at the following address:

Oconee County Schools
Attn: Terresa Alexander
35-A School Street
Watkinsville, GA 30677

Vendor Warranty

The Oconee County Schools shall be allowed to be a self-maintainer. Any registration cost associated with being a self-maintainer will be borne by the reseller or the manufacturer. After being certified by the computer manufacturer as a self-maintainer, the Oconee County Schools may choose to complete any warranty repairs itself.

The vendor must pay for all shipping to and from the Oconee County Schools. Of all components that are replaced under the warranty program, the replacement components must be of the same capabilities or greater and, if it is a processor or motherboard, must be the same manufacturer. All components, whether original to the computer or warranty replacements, must be "new," or "authentic," or refurbished by the manufacturer. All refurbished equipment must have the same or better functionality and same or better quality as the original equipment that came with the computer and will not invalidate the original warranty.

General Delivery and Installation Requirements

The vendor will be responsible for all shipping costs. Delivery **MUST BE** on or before May 1st, 2023.

Proposal Requirements and Format

Please provide descriptions and answers to the following:

- 1) Product
 - a) Provide detail product information proposed models, including end of production and end of life
 - b) Warranty terms and conditions
- 2) Cost
 - a) Provide pricing for warranties as described above
 - b) Provide detailed pricing for the device, licenses, services, and fees
- 3) Support
 - a) Describe support processes and/or procedures for handling both warranty and non-warranty claims
 - b) Describe any deployment services and associated costs offered for purchases such as:
 - i) Asset tagging
 - ii) Enrollment
 - c) Logistical, warehousing, and delivery capabilities
 - d) Requirements for self-maintenance option
- 3) Delivery
 - a) Delivery of devices will take place at multiple campuses

Desktop Computers
QTY 252

Requirements:

Intel i5 or AMD Ryzen 5 processor

16GB DDR4 Memory

256GB SSD minimum

3 USB ports minimum (at least 1 USB 3.1 & 1 USB C)

Microsoft® Windows® Licensing

Asset tag of device

Must provide a single Excel .csv export of all devices with PO number, serial numbers, asset tag, MAC address, and campus prior to delivery. This information needs to be a single line/record per device. Multiple lines per device will not be accepted.

Enrollment into Microsoft Azure AD (line item separately)

Integrated 10/100/1000 gigabit ethernet

HDMI port

19" or larger screen

Headphone port

Mouse

Keyboard

Micro ATX case

Preferred:

“Off the shelf” model preferred over custom configuration

NVM/M.2 SSD drive instead of SATA-based drive



Oconee County Schools Proposal Form

Project Name: FY23 Desktop Computers

RFP Number: Tech-FY23-006-Desktop-Computers

In compliance with your Advertisement for Proposal and the Proposal Documents, the undersigned Proposer,

Legal Name of Proposer

Address of Proposer

Address of Proposer

Telephone of Proposer

having carefully examined the site and Proposal Documents, including any Addenda thereto, for the: FY22 Desktop Computers, proposes and agrees, if this proposal is accepted, to enter into a contract with the Owner to perform the Work including all services, supervision, labor, equipment and material in conformance with the contract documents, in the time stated therein, for the lump sum of:

A. LUMP SUM PROPOSAL:

_____ dollars
[written in words]

(\$ _____).

The undersigned Proposer hereby acknowledges receipt of the following

Addenda

Date

Initial Received:

By submission of this Proposal, the Proposer certifies that this Proposal has been derived independently, without consultation, communication or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor. The Proposer hereby certifies that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same Work and is in all respects fair and without collusion or fraud. The Proposer agrees to abide by all conditions of the Proposal.

Respectfully submitted,

Typed Name of Proposer

Title of Proposer

By _____ [Seal]
Signature

Georgia License No

Date of Execution