



International Academy
of Flint

REQUEST FOR PROPOSAL (RFP)

TO PROVIDE TECHNOLOGY EQUIPMENT

RESPONSES DUE BY Friday, June 28, 2019

Delivery Information

By Mail To:

ATTN: Tony Daggett

International Academy of Flint

2820 S. Saginaw Street

Flint, MI 48503

Or by Email:

tdaggett@sabis.net

Contact Information

Tony Daggett

Tel: 810-600-5000

Email: tdaggett@sabis.net

THE ACADEMIES RESERVE THE RIGHT TO REJECT ANY AND/OR ALL PROPOSALS

NOTICE: The Academy does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities.

**International Academy of Flint
REQUEST FOR PROPOSAL (RFP)**

1.0 GENERAL

1.1 Overview

International Academy of Flint (The “Academy”) is a statutory public school academy created by the State of Michigan and functioning under the Michigan Revised School Code.

The Academy is governed by a Board consisting of appointed members, each elected for various terms. International Academy of Flint serves students in grades K-12.

1.2 Objectives

The objective of this Request for Proposal (RFP) is to solicit bids and establish a partnership with a vendor or multi vendors to provide technology equipment. The standard specifications are described below.

1.3 Scope

This RFP will select a vendor or multi vendors to provide technology equipment. The purchase may begin July 1, 2019.

1.4 Confidentiality

The information presented in this RFP and any subsequent information provided or received by The Academy or the prospective vendor/contractor will be treated as confidential. All parties agree that they will treat any and all information received as part of this RFP in the same manner as it treats its own internal confidential information.

2.0 BID PREPARATION

2.1 Mail or Deliver In person, and Email Finalized Documents to:

International Academy of Flint
ATTN: Tony Daggett
2820 S. Saginaw St
Flint MI 48503
Tel1: 810-600-5000
Email: tdaggett@sabis.net

2.2 Deadline for Submissions

Two (2) copies of each of your RFP responses, along with two (2) copies of pertinent technical specification materials, must be submitted on or before 12:00 PM **BY Friday, June 28, 2019**. Late responses will not be considered. Clear and concise thoughts are expected. Provide one (1) bound and one (1) unbound copy suitable for photocopying, & send by email (electronic copy) to email address above or by CD/DVD/USB.

2.3 Document Preparation

To ensure compliance, prospective suppliers are to state their degree of compliance with each numbered section within the RFP. The Equipment may be bid for each category completely separate from other categories or types.

2.4 Evidence of Vendor's Ongoing Stability

- Each bid should include a capability summary indicating the following:
- A financial stability summary (e.g. Annual Report, Dun & Brad Street report, etc.)
- Vendors and/or third parties support staff and locations
- Methods of charges
- A reference listing of current customers, to whom you are supplying personal computers, contact names, and phone numbers.
- A proof that vendor is insured and bonded.

2.5 Contacts for Information

All inquiries concerning this RFP should be directed to:

Contact Information

ATTN: Tony Daggett
2820 S. Saginaw St
Flint MI 48503
Tel1: 810-600-5000
Email: tdaggett@sabis.net

2.6 Evaluation Process

The Academy designated person will validate the evaluation of all proposed documents received at a public meeting of the Board of Directors.

Important factors to consider in the evaluation are: Price, Experience, Other Cost Factors, Timetable, & Local Vendor. Details are below.

Criteria Points Awarded

1) Price of the ELIGIBLE goods	40
2) Prior Experience including Past Performance	10
3) Other cost factors, including price of ineligible goods and services,	20
4) Timetable of Delivery of Product	20
5) Local vendor	10
Total	100

2.7 Rejection of Submission

- The Academy reserves the right to reject any and all submissions received.

- The Academy will not award a contract solely on the basis of this request and will not be liable for any cost of preparation or delivery associated with the response to the RFP.
- It is anticipated that The Academy will select a vendor from firms who provide written responses. An oral presentation by one or more firms may be required at the Academy's offices after written proposals are received. Please be prepared to make your presentation on short notice. Each vendor should be prepared to discuss and substantiate any of the areas of the proposal submitted. The receipt of a Request for Proposal and a submission of a written proposal by a vendor does not constitute obligation by The Academy for an interview.
- Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable laws concerning open records. Blanket requests for restrictions will be rejected.
- Award of this proposal is contingent upon appropriated funds within the school's operating budget for FY20
- Common bid disqualification reasons:
 - Service provider must register with the state procurement office.
 - Service provider must have a Service Provider Identification Number (SPIN).
 - Service provider must have an FCC Registration Number.
 - Service provider must be bonded.

2.8 Rejection Notification

Suppliers submitting unaccepted or rejected documents will be notified within thirty (30) days of RFP Deadline, and may come in person to re-claim their document within thirty (30) days of this notification.

3.0 TERMS AND CONDITIONS

3.1 Payments

Payment for products received will be made by The Academy within the time frame that is negotiated between the supplier and The Academy after purchase and/or delivery completion.

3.2 Price Changes

It is expected that the responding vendors agree to pass along International Academy of Flint ALL additional manufacturer discounts, manufacturer price reductions, and relevant specialized pricing programs for which The Academy may be eligible between the date of bidding and delivery of services. The Academy should be made aware of these pricing changes in writing within two weeks of price change to coordinate our purchase with the improved pricing. Since The Academy is an educational institution, the prices must include the academic discount.

4.0 E-RATE REQUIREMENTS

The purchase is not e-rate eligible.

5.0 CONDITIONS, CONTRACT and BILLING

5.1 The Academy reserve the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual Academy

needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.

- Academy intends to award a single contract for all equipment/services in Appendix A; however the Academy reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals;

5.2 Timeline for Purchase of Equipment

The purchase of equipment will be made after July 1, 2019.

5.3 Equipment Substitution

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the Academy to ensure substitution is suitable for the purposes of the Academy's use.

6.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- Provide proof that the Vendor and all subcontractors are authorized to do business in Michigan.
- Provide the names and contact information of at least 3 current Michigan K-12 clients of similar size to the Academy that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the Academy if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- Provide contact name and contact information for person authorized to negotiate terms and conditions.
- Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in June – July 2019 in order to assist with the completion of the Academy's purchase.

7.0 PRICING AND PAYMENT TERMS

7.1 Pricing page must include:

- (1) Specific Products.
- (2) Breakdown of price/cost or percentage for each product.
- (3) Quantity, description and price of each component.
- (4) Charges and payment terms.
- (5) Warranty.

7.2 International Academy of Flint reserves the right to reduce or increase the type of product

requested, and negotiate other payment options with the company after proposal acceptance.

7.3 Award of this proposal is contingent upon the approval of funding from the Academy.

8.0 **TIMELINE SCHEDULE**

Milestones

- Delivery of RFP Response
- Selection of Offers
- Purchase and Delivery

Completion Date

June 28, 2019
June 28, 2019
July 1, 2019 and after

9.0 **BID REQUIREMENTS:**

9.1 The Project location for the Academy are as follows:

1. International Academy of Flint – 2820 S. Saginaw Street, Flint, MI 48503

9.2 For proposals to be considered, RESPONDENTS:

- a. Must submit a complete response to this RFP.
- b. Proposals must be signed by an official authorized to bind the firm to its provisions.
- c. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the period must be until August 31, 2019.
- d. Proposals must include a Time Table Projection.
- f. Proposals must include Terms and Conditions.
- g. Proposals must include Contact persons.
- h. Proposals must include at least three references with contact names and phone numbers. References must be users of the same products proposed and installed within the past two years. References from educational institutions are preferred.
- i. Vendors are required to comply with all USF, USAC, SLD, FCC, the State of Michigan and local regulations, including but not limited to Recruitment and document retention requirements.
- j. Submit a timely proposal.
- k. The proposal must include all of the required information.
- l. Bidder must indicate their willingness to be bound by the terms of the RFP.
- m. Bids must include line itemization of all components.
- n. All quotes must be submitted with the understanding that implementation may be dependent upon school funding.
- o. The Academy reserves the right to: to accept or reject any or all quotations without assigning any reason thereto

10.0 **STANDARD SPECIFICATIONS**

10.1 **Expectation**

- International Academy of Flint is requesting discount rates (including any **non-profit educational discounts**).
- International Academy of Flint expects that all equipment will be fully inspected and tested, including any installation, by the manufacturer or selected supplier at their site PRIOR to shipment to the location of the Academy.
- All bids must match size, shapes, and layout provided in the bid. If standard product offerings do not supply an exact match, specials must be obtained from the respective manufacturer.
- Acceptable standard products to be used are as noted in the specifications or other comparable products. Final selection to be determined by The Academy.

10.2 **Specifications:**

The supply of technology equipment. International Academy of Flint may consider comparable products in lieu of the specified items as may be necessary.

The following are the specifications in which the Academy is interested:

10.2.1 **Requested Technology Services & Equipment**

International Academy of Flint

We invite vendors to submit proposals to provide **Lenovo Tab 4 10” Tablets**

Proposal Delivery: Deliver two (2) hard copies (in person) OR one (1) soft copy (by email) of your proposal to the address provided in the cover first page no later than 12:00pm Eastern Time on Friday, June 7, 2019.

1. Minimum of 99, maximum of 209 - Lenovo Tab 4 10” Tablets. 2GB of RAM and 32GB of internal storage. Specific preferred model: ZA2J0143US
2. Minimum of 99, maximum of 209 - Please provide two case quotes, at least one of which is a “folio” style case.
3. Extended Warranty. Provide pricing for 1, 2, and 3 year accidental damage.

The cases and extended warranties will be optional items. International Academy of Flint may or may not purchase cases and/or warranty with the tablets.

Note that your proposal should provide a separate quote for different products and an estimate of other charges such as Taxes and Surcharges. Also note that the Academy is a State Educational Institutions and is exempt from State Sales Taxes.

Award of this proposal is contingent upon appropriated funding. **International Academy of Flint in conjunction with the successful bidder will act in a reasonable manner and comply with the state of Michigan requirements as described under Section 254 of the Communications Act of 1934, as amended, 47 C. F. R. #254, and competitive bidding requirements contained in 47 C. F. R. #54.504.** The service provider and/or its agent should comply with the **the state of Michigan** rules and requirements. **Valid Period of Offer:** The pricing, terms, and conditions stated in your response must remain valid through August 2019.

Confidentiality/Non-Disclosure: The information contained in this RFP (or accumulated through other written or verbal communication) is confidential. It is for proposal purposes only and is not to be disclosed or used for any other purpose.

FURNISHING ACQUISITION:

10.3 Furnishings Technical Documentation

The bidders are to provide technical, installation and care documentation on all Equipment that are bid.

10.4 Additional Information

In your RFP response please also include a complete product/equipment specification information sheet on all items and parts for which you are providing pricing.

10.5 Delivery Dates

Universal/Star International Academies expects fast, efficient, and accurate processing of all order releases and delivery and installation of furnishings as ordered. All Internal Connections Other than Basic Maintenance is to be provided during July 1, 2017 and September 30, 2018 or earlier as long as it satisfies USAC requirements. Basic Maintenance, Internet & Telecommunication Services are to be provided throughout the school year between July 1, 2017 & June 30, 2018, or longer depending on contract length.

10.6 Guidelines

10.6.1 A specific Purchase Order will be issued for the minimum number of equipment to be ordered. Any additional equipment may be ordered within 60 days of the original order.

10.6.2 Equipment meeting the above specifications will be tested and shipped as a complete unit by the selected supplier within an agreed upon schedule. Supply or installation of the equipment can be quoted separately.

10.6.3 New Equipment that is DOA either upon receipt or within the first thirty- (30) days will be shipped back at suppliers' expense. DOA includes any hardware defects preventing complete functioning in our environment. The supplier will replace the defective unit, or provide an equivalent loaner unit, within three (3) business days after receiving the defective unit.

Supplier will issue a credit for the DOA unit upon receipt of said unit.

If a replacement part is all that is required, the supplier would ship and deliver the part overnight.

10.6.4 Universal/Star International Academies will receive notification of supplier cannot meet its expected delivery dates on above orders. Supplier will provide the Academies with updated dates as often as necessary until ordered unit(s) be delivered.

10.6.5 If equipment is delivered with different specifications of the Academies' order; the supplier will incur all costs associated with correcting the problem.

10.6.6 The Academies will incur the costs of rectifying any problem with an incorrectly placed order.

11.0 TECHNICAL SUPPORT

11.1 Guidelines

11.1.1 Please provide a detailed listing, description, and pricing of all available support options including the various levels of on-site support, drop ship support, installation and time & material support.

11.1.2 If equipment (within the warranty period) is non-functional due to a failure of one or more of its components, the Academies' Chief Technology Officer will contact the supplier for a replacement component. Please specify if it is possible, and in what time frame the technician can be dispatched to resolve the problem while the unit is under warranty.
The supplier will incur the cost of the replacement part.

11.1.3 Universal/Star International Academies must be provided with technical and installation documentation for all ordered items.

11.1.4 It would be desirable for Universal/Star International Academies to be provided with an on-line bulletin board system containing information on offered items.

11.1.5 The supplier will contact Universal/Star International Academies immediately in writing if equipment changes are being considered for the standard specifications outlined in section 7.2 of this document.

12.0 WARRANTY

12.1 The Academies requires all units to have a manufacturer and/or supplier warranty. At least one year warranty is required. Please specify the type (i.e. parts only, specific parts, etc.) of support provided (i.e. On-site Support, Phone Support, etc.), guaranteed response time, and length of warranty for each type of furnishing that is being bid.