



REQUEST FOR PROPOSAL

Staff Laptops

Request for Proposal No. 20210216S

Date of Issue: February 16, 2021

Proposal Closing Date: March 5, 2021, at 2:00 p.m. EST Proposal to be returned
PRIOR TO date and time above

INTRODUCTION

KIPP Philadelphia Public Schools (KPPS) is a charter network in Philadelphia, PA. KPPS includes one high school (KIPP DuBois Collegiate Academy), two middle schools (KIPP Philadelphia Preparatory Academy and KIPP West Philadelphia Preparatory Academy), and three elementary schools (KIPP Philadelphia Elementary Academy, KIPP West Philadelphia Elementary Academy and KIPP North Philadelphia Academy). The 2020-2021 student enrollment for the district is approximately 2,600 students.

PURPOSE

KPPS is planning on purchasing up to 200 laptops to be used by staff in distance and in-person learning for the 2021-22 school year.

GENERAL TERMS AND CONDITIONS

This document includes information to provide the vendor with enough information to quote fixed prices for equipment and delivery as specified.

- A total up to 200 laptops are requested.
 - Vendors can submit up to a maximum of three (3) additional device options.
 - All proposals shall be submitted electronically only by Friday, March 5, 2021, at 2:00 PM EST to the email address rfp@kippphiladelphia.org
 - All 200 laptops are to be delivered to KPPS by May 1, 2021. This delivery date may be adjusted based on vendors' availability of devices, with prior approval although the preference is to have the laptops by the beginning of May 2021.
 - Notification of delivery must be received 24 hours prior.
 - Vendor to quote only for purchase of new (not refurbished) laptops.
 - Be certain to quote on the exact quantity, services, and other items specified.
 - KPPS is tax-exempt and as such will not pay any sales, use or property tax. Tax exemption certificate available upon request.
 - All proposals submitted shall remain firm for a period of forty-five (45) days upon receipt.
 - The vendor shall include warranty information for all equipment offered with the proposal.
 - The vendor shall include a pricing summary on the first page of the proposal using Attachment A - Laptops Options. Descriptions must be included for each of the required options and for the laptop specifications.
 - The vendor shall include three (3) references for the proposal using Attachment B - References.
 - The vendor shall provide demo devices to be used for evaluation purposes upon request.
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CONTRACT AWARDS

KPPS reserves the right to make contract awards to the vendor or vendors whose system or components of the system is, in the opinion of KPPS, best suited for use in said schools and the best value for the amount expended.

KPPS will not necessarily be bound by the lowest bid. Quality, value, and performance of the system shall be considered at all times and KPPS shall be the sole judge of such.

The purchase, installation, support, and maintenance contracts between KPPS and the successful vendor(s) will be in form and substance acceptable to KPPS, and will include, but not be limited to, the specifications referenced below.

PROPOSAL SPECIFICATIONS

Scope of Project

- Read all the general conditions carefully before submitting your quote to be certain that you completely understand all requirements.
- Unit cost and extensions should be verified and thoroughly checked before submitting your quote. If an error is made on the unit pricing, KPPS cannot accept any responsibility. It is assumed that the pricing submitted is the price you will honor. Therefore, you will be legally held to this price.
- All packing slips and invoices must reference the purchase order number assigned to any items awarded to your company. Also, any back orders must be noted on invoices.
- KPPS will not be responsible for any deliveries that are not signed for by an authorized employee or employee of the school's technology managed services provider.
- Provide KPPS with an electronic Spreadsheet containing the following information.
 - Serial Number
 - MAC Address
 - Asset Tag
- KPPS reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. KPPS reserves the right to award any resultant contracts(s) as a whole or split award between competing parties. KPPS reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to KPPS. KPPS reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who

submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. KPPS reserves the right to determine if an alternate item(s) is equal to the specified item and will meet KPPS requirements.

- Awards will be made to the responsible and responsive proposer(s) whose bid or proposal meets the requirements and criteria set forth by the school system and whose offer is determined to be the most advantageous to the school, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract. Contract(s) shall be awarded to the person or entity that submits the best overall proposal as determined by the awarding authority using the criteria set forth below.

Requirement(s)	Points
Proposal Price	40
Production/Inventory/Delivery	30
Organizational Strength: (experience, etc.)	10
Organizational References	10
Prep and White Glove Service	5
Proposal Submission: (followed guidelines)	5

Required Quote A – Qty. 200

Include both a touch screen and non touch screen option with the following specifications:

Minimum: 15” HD screen, mic, camera, Windows 10 Pro 64, 16 GB Memory, 256 SSD, (2) USB ports, Intel Core i5, latest Bluetooth, 10+ hour battery, 1 Year Depot warranty.

Preferred devices:

- Dell

Alternate laptop options can be submitted and will be evaluated against the rubric. KPPS can deem them to be unacceptable for selection based upon the differences with the preferred device specifications.

Required Quote B – Qty. 200

Windows 10 Pro 64

All quotes should include detailed line items and subtotals along with the total purchase price.

QUOTE SUBMISSION

- All proposals shall be submitted electronically only by Friday, March 5, 2021 at 2:00 PM EST to the email address rfp@kippphiladelphia.org
- It is the responsibility of the vendor to ensure the receipt of their proposal by KPPS.
- All proposals should include a pricing summary on the first page of the proposal using Attachment E. Descriptions must be included for each of the required options and for the laptop specifications.
- All quotes should include detailed line items and subtotals along with the total purchase price. All proposals must indicate that they are valid for no less than forty-five (45) days from the proposal due date.
- The bidder's written proposal will be the basis for selection. However, following initial screening of all quotes received, KPPS may request additional information, clarification, or an on-site presentation.
- Structure your proposal based on the information requested above. Please ensure to address each section and item; it is your responsibility to address all questions in this quote. Failure to address all aspects of this quote may result in disqualification at the sole discretion of KPPS.
- KPPS reserves the right to accept or reject any or all proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein. KPPS reserves the right to award any resultant contract(s) as a whole or split award between competing parties. KPPS reserves the right to evaluate the proposal for each item separately. Selection of a proposal does not mean that all aspects of the proposal are acceptable to KPPS. KPPS reserves the right to discuss proposals and negotiate modification of the proposal prices, terms, quantity, and conditions with any responsive, responsible quoting party who submits a proposal determined to be reasonably susceptible of being selected for the award, in conjunction with the award criteria contained herein, prior to the selection of the accepted proposal and/or the execution of a contract, to ensure satisfactory procurement. KPPS reserves the right to determine if an alternate item(s) is equal to the specified item and will meet KPPS requirements.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- By submitting a quote, the Bidder represents it has read and clearly understands this RFP and it is capable of providing the required services on the agreed contract commencement date.
- Vendors are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the quote.
- Each proposal shall be made on the form provided and signed by the individual authorized to make such a proposal.
- The selected vendor(s) will indemnify KPPS, and its agents and employees, against damages, losses, and expenses (including attorney's fees and expenses) occurring in connection with or in any way incident to or, arising out of the performance, delivery, occupancy, service, operation, or performance of work in connection with any legal agreement/contract arising from the provider(s) response to this bid, except for matters caused solely by KPPS's negligence.
- The vendor must complete a Non-Collusion Affidavit.
- Failure to submit a quote response on time may constitute grounds for the rejection of the quote.

GENERAL RULES APPLICABLE TO THE SELECTION PROCESS

- Each proposer will be treated equally and fairly, with decisions being made on the stated criteria in meeting the stated goals in this RFP.

- For the purpose of assuring KPPS of the quality of workmanship, materials, equipment, and service, KPPS will retain the right to qualify or disqualify vendors on the basis of available information covering their service and the suitability of their quotes for the project.
- All equipment and service as specified herein will be made by a reputable experienced company and shall conform to the specifications.
- KPPS reserves the right to accept or reject any quotes, or part thereof, and to award the contract to other than the low quotes.
- Vendor shall submit three (3) references which will be included in the proposal using Appendix B – References.
- The quotes will be considered and awarded not solely on price, but also in conjunction with specifications and evaluation of references. All vendors will be advised on the decision as soon as the quotes have been awarded by KPPS
- Award will be made to one or more vendors whose proposal is determined in writing to be the most advantageous to KPPS, taking into consideration price and other evaluation factors set forth in the specifications.
- KPPS reserves the right to reject any or all quotes and/or at its discretion allow for the correction or withdrawal of inadvertently erroneous quotes before or after a bid award.

The contract shall be deemed to have been awarded when a purchase order for designated services has been issued by KPPS official who is authorized to issue orders.

Any quote may be rejected if it contains any alterations or erasures without being properly initialed by the person submitting the bid.

The vendor shall submit an invoice upon acceptance of completed services, payment will be made within Forty-Five (45) days.

All contact following the issuance of the RFP until submission of proposals is through the designated contacts listed below, Proposing Parties are not permitted to communicate with other KPPS staff regarding this solicitation during the period between the RFP issue date and the announcement of the award. Questions can and will only be addressed using rfp@kippphiladelphia.org.

Reference checks may be conducted for the selected number of top-ranking vendors

Appendix A: Contact

Proposer Contact Information:

Company Name: _____		
Contact Person: _____		
Billing Address: _____ _____		
City:	State: _____ _____	Zip: _____
Phone Number:	_____	_____
Fax Number:	_____	_____
E-mail:	_____	_____



Appendix B: References

Reference 1:

School Name:	_
Contact Person:	_
Contact Phone:	_
Contact E-Mail	_

Reference 2:

School Name:	_
Contact Person:	_
Contact Phone:	_
Contact E-Mail	_

Reference 3:

School Name:	_
Contact Person:	_
Contact Phone:	_
Contact E-Mail	_

Appendix C: Non-Collusion

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. ss 1161 Et. Seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connections with the prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of completion.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of: _____ County of: ____

Contract/Bid No. _____

I state that I am _____ of _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount

of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor. Bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid
- (5) _____, it affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representation are material and important, and will be relied on by KIPP Philadelphia Public Schools in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from KIPP Philadelphia Public Schools of the true facts relating to the submission of bids for this contract.

(Official Signature and Company Position}

Date

Appendix D: Bid Cover Sheet

RFP: KPPS20210216S - Staff Laptop

Proposer:

Company Name:
City, State

Is this a Complete or Partial bid (Complete = pricing provided for all items):

<input type="checkbox"/> Complete	<input type="checkbox"/> Partial
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Affirmations:

Please affirm the following statements by writing “YES” next to each statement.

	Proposer agrees to all requirements as listed in the RFP.
	Proposer is an authorized distributor of all proposed equipment and will provide proof of same upon request.

Proposer Signature:

In submitting a response to this document, the proposer acknowledges acceptance of all sections of the entire document and has clearly delineated any exceptions:

Signature:	_____
Printed Name:	_____
Title:	_____
Date:	_____

Total Primary Proposal Pricing (total of all items priced in RFP for proposed)

\$	_____
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Appendix E: Vendor Response Information and Proposal Specifications

Description	Quantity	Unit Cost	Total Cost
Brand: Model: Mfg#:	200		
Windows License	200		
Depot Warranty or Self Maintainer Warranty Options (up to three years)	200		
Accidental Damage Warranty Options (up to three years)	200		

Device Specifications:

Provide a detailed device specification:

Device Demo Unit:

KPPS may request a demo unit be available for a 30-day period upon request. Are you able to meet this request? For which device model(s)?

Delivery Plan:

Specific the time from order to delivery.

Depot Warranty Information:

Provide a detailed description of options for depot warranty service. Include self-maintainer information if the vendor offers this option. Outline the process and timeline for sending a device or multiple devices in for service. Make sure to include shipping information and any costs the district is responsible for covering.

Accidental Damage Warranty

Provide a detailed description of options for Accidental Damage Warranty service. Outline the process and timeline for sending a device or multiple devices in for service. Make sure to include shipping information and any costs the district is responsible for covering