



METROPOLITAN SCHOOL DISTRICT  
**LAWRENCE TOWNSHIP**

**Dr. Shawn A. Smith**  
**Superintendent**

Lawrence Education & Community Center  
6501 Sunnyside Road  
Indianapolis, IN 46236  
**(317) 423-8200**

March 6, 2019

**RE: Request for Quotes (RFQ) for Student Chromebooks**

Dear Sir or Madam,

The Metropolitan School District of Lawrence Township (MSDLT, the District) desires to acquire vendor quotes for, and subsequently purchase, student Chromebooks and associated services.

I cordially invite you to respond to MSDLT's attached Request for Quotes (RFQ) for Student Chromebooks.

Sincerely,

Michael S Bottorff  
Chief Technology Officer  
Metropolitan School District of Lawrence Township

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## **METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP RFQ FOR STUDENT CHROMEBOOKS**

**REQUESTING:** **Quote** (1 electronic; delivered as described in sections 1.4 and 4.2)

**Issue Date:** March 6, 2019

**Bid opening:** March 22, 2019 at 9:00 am local time (EST)

**Procurement Time Frame:** Request for Proposals Issued: March 6, 2019  
Request for Proposals Response Date: March 22, 2019  
Award and Contract Execution: April 8, 2019 (tentative)

**Requested Products:** Student Chromebooks and associated services

**Enclosures:** 1.0 Purpose and Background  
2.0 Scope of Procurement  
3.0 Evaluation Criteria and Vendor Selection  
4.0 Proposal Format and Content

**Response Documents:** Cover Letter  
Vendor Response Forms  
Detailed Pricing Forms  
Reference Forms  
Formal Quotes  
Equipment Specifications and Warranty Information  
Additional information as requested

**QUESTIONS:** Vendors may submit any questions concerning this solicitation in writing until 9:00 am pm on Friday, March 15, 2019. Vendors should send inquiries via email to Mike Bottorff, MSDLT Chief Technology Officer. The District will distribute written answers to questions, directly to vendors by the end of day on March 15, 2019. Contact with anyone other than the Chief Technology Officer for matters pertaining to this solicitation during the solicitation process is prohibited. The bidder is responsible for reviewing all amendments and related documents.

**Official site for all RFP documents:** <http://www.ltschools.org/services/technology-services/procurement>.

Contact for this request:

Mike Bottorff  
Chief Technology Officer  
317-423-8340  
[michaelbottorff@msdl.t.k12.in.us](mailto:michaelbottorff@msdl.t.k12.in.us)

## 1.0 PURPOSE AND BACKGROUND

### 1.1 Purpose of this Request for Quotes (RFQ)

Metropolitan School District of Lawrence Township (MSDLT, the District) seeks quotes to purchase student Chromebooks, extended warranties and associated Chrome management licenses. The purpose of this RFQ is to solicit quotes and select a vendor through fair and competitive evaluation. This RFQ represents a set of requirements and will assist MSDLT in gathering adequate information to make an informed purchase decision.

This document does not commit MSDLT to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to make any agreements in relation to the services and/or goods described in this RFQ. Metropolitan School District of Lawrence Township reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

### 1.2 General Background

The ninth largest and fastest growing school district in the state, Metropolitan School District of Lawrence Township serves approximately 16,000 students across four Early Learning Centers, eleven Elementary Schools, two Middle Schools, two High Schools, a Center for Innovation and Technology, and an alternative setting high school. MSDLT strives to be the district of destination, a reputation built over the years based on the district's award-winning staff, accomplished administrators, high-achieving students, supportive community, and innovative educational programs. Visit our website at [www.LTschools.org](http://www.LTschools.org).

### 1.3 Procurement Objectives

MSDLT seeks vendor quotes for purchasing student Chromebooks, extended warranties and associated Chrome management licenses. The District currently maintains a 1:1 student computing environment using Chromebooks in grades 3-12. Each year, MSDLT purchases new devices for students in grades 5 and 9 to support a four-year replacement cycle.

MSDLT's current student computing environment consists of Dell, HP and Lenovo Chromebooks. The District desires to continue utilizing equipment from one of those three manufacturers and MSDLT staff narrowed the scope of this purchase to a limited number of devices. Section 2 details the District's desired product and service specifications and vendor responses must meet these requirements. With this RFQ, the District intends to identify a preferred Chromebook, and associated resale vendor, for the 2019-20 device replacement cycle.

### 1.4 Request Timeline and Important Dates

The anticipated timeline for this RFQ is as follows:

Issue Date	March 6, 2019
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Deadline for Written Questions	March 15, 2019 9:00 am local time (EST)
Response to Written Questions	March 15, 2019 ~5:00pm local time (EST)
<b>Vendor Response Deadline</b>	<b>March 22, 2019</b> <b>9:00 am local time (EST)</b>
Vendor Selection and Award (tentative)	April 8, 2019

Vendors must submit any written questions concerning this Request for Quotes to Mike Bottorff, Chief Technology Officer, by email at [michaelbottorff@msdl.k12.in.us](mailto:michaelbottorff@msdl.k12.in.us) no later than 9:00 am local time (EST) on March 15, 2019.

The District will publish answers to written questions by approximately 5:00 pm on March 15, 2019 on the official website for this procurement. **It is the responsibility of all potential vendors to check the official website for any Addenda and/or responses to written questions.**

Vendor must submit their responses as described in Section 4 of this RFQ.

## 2.0 SCOPE OF PROCUREMENT

Metropolitan School District of Lawrence Township seeks quotes to purchase student Chromebooks, extended warranties and associated Chrome management licenses. This section describes MSDLT's requirements and specifications.

### 2.1 Delivery Timeline

The District anticipates formally placing an order for the services and equipment described in this RFQ on April 9, 2019 or shortly thereafter, following approval by MSDLT's Board of Education on April 8, 2019. The successful vendor must guarantee delivery of the desired equipment within 35 business days (7 weeks) of the formal order.

### 2.2 Equipment

MSDLT selected three preferred Chromebook manufacturers and two potential tiers of devices. The District requires a dual-camera device and desires a solution with 8 GB LPDDR4 memory, but the latter option may exceed the District's available budget. Thus, MSDLT must evaluate both 4 GB LPDDR4 and 8 GB LPDDR4 Chromebooks.

#### Dell Option

- Dell Chromebook 3100 2-in-1 Education, 11.6" Touchscreen – Intel Celeron N4000 – 4 GB LPDDR4 – 32 GB eMMC SSD – Intel HD Graphics – Dual Camera (includes rear/world facing camera) – Order code: s001c31002n111usr
- Dell Chromebook 3100 2-in-1 Education, 11.6" Touchscreen – Intel Celeron N4000 – 8 GB LPDDR4 – 32 GB eMMC SSD – Intel HD Graphics – Dual Camera (includes rear/world facing camera) – Order code: TBD (unavailable on RFQ publication date)
- *Four (4) years mail-in service (extended warranty) – Info/SKU: [G5QQPAG][823-5386][823-5392]*
- *Extended Battery Service for Years 2 and 3 of System Life – Info/SKU: GU2NXMI][815-2817]*

#### HP Option

- HP Chromebook x360 11 G2 EE, 11.6" Touchscreen – Intel Celeron N4100 with Intel UHD Graphics 600 – 4 GB LPDDR4 – 32 GB eMMC SSD – Dual Camera (includes rear/world-facing camera)
- HP Chromebook x360 11 G2 EE, 11.6" Touchscreen – Intel Celeron N4100 with Intel UHD Graphics 600 – 8 GB LPDDR4 – 32 GB eMMC SSD – Dual Camera (includes rear/world-facing camera)
- *HP 4 Year Pickup And Return Hardware Support For Notebooks – Part: U9DQ4E*
- *HP 4 Year Pickup And Return Hardware Support For – Part: U9UX0E*

## Lenovo Option

- Lenovo 2019 500e Chromebook 2<sup>nd</sup> Gen, 11.6" Touchscreen – Intel Celeron N4100 – 4 GB LPDDR4 – 32 GB eMMC SSD – Dual Camera (includes rear/world-facing camera) – Model: 81MC000US
- Lenovo 2019 500e Chromebook 2<sup>nd</sup> Gen, 11.6" Touchscreen – Intel Celeron N4100 – 8 GB LPDDR4 – 32 GB eMMC SSD – Dual Camera (includes rear/world-facing camera) – Model: 81MC003US
- *Lenovo 4 Year Mail-in (extended) School Term Warranty – Part: 5WS0Q13677*

Vendors must submit pricing for both 4 GB LPDDR4 and 8 GB LPDDR options of a given model, including the associated four-year extended warranties and Google Chrome Management licenses. Vendors may submit quotes for Chromebooks from more than one manufacturer. In this case, MSDLT will evaluate each set of two quotes independently.

### 2.3 Quantity

MSDLT desires to purchase a minimum of 2737 Chromebooks, with associated four-year extended warranties and Google Chrome Management licenses. Vendor quotes should reflect this precise amount. Regardless, the District reserves the right to adjust quantities before executing any purchase agreement to meet the needs of the corporation.

### 2.4 Extended Warranty

Vendors must include four-year extended warranty pricing appropriate for each proposed Chromebook model in their quotes. MSDLT completes in-house warranty repairs for all student computing devices. Vendors must also provide detailed information about the parts acquisition, repair process and reimbursement rates associated with the proposed warranty program(s).

### 2.5 Accidental Damage Protection (optional)

Although MSDLT does not require accidental damage protection for the desired student Chromebooks, vendors may include price information for this optional service in the Detailed Pricing Forms as well as associated documentation. Currently, the District pays to repair damaged devices with a combination of capital project funds and student fees. However, MSDLT may consider accidental damage programs in the future and maintains an interest in value-added service offerings.

**The District retains the right to select all, none or any selected portion of the proposed services.**

### 3.0 EVALUATION CRITERIA AND VENDOR SELECTION

#### 3.1 Evaluation Criteria and Process

The District’s evaluation team will select a preferred Chromebook and vendor based almost exclusively on cost. The table below outlines the selection criteria.

**Criteria**

<b>Phase</b>	<b>Weight</b>	<b>Criterion</b>
<b>1: Administrative Screening</b>	<b>Pass/Fail</b>	Minimum Requirements
<b>2: Response Evaluation</b>	95%	Cost
	2%	Technical Specifications
	3%	Warranty Coverage
	<b>100%</b>	<b>Total</b>

#### 3.2 Administrative Screening

Prior to evaluation, MSDLT’s evaluation team will review responses for completeness and adherence to the required format as described in Section 4 of this RFQ. The District may reject quotes that fail this administrative screening.

#### 3.3 Response Evaluation

The District will evaluate the remaining responses using the three criteria described below.

- Cost (95%)  
MSDLT seeks the best value solution and will evaluate vendor responses based on unit cost. The District will use information provided by vendors in the Detailed Pricing Forms (Part 5) to calculate and evaluate this criterion.
- Technical Specifications (2%)  
Although MSDLT identified three preferred Chromebook models, each manufacturer’s line has minor differences. For example, some offer slightly faster processor speed, touch screen capabilities, and/or more extensive durability features. The District’s evaluation team will emphasize this criterion particularly if the lowest cost vendor proposals are nearly identical in price.
- Warranty Coverage (3%)  
MSDLT will account for the price of the four-year extended warranty as part of the cost criterion. This criterion will account for any subtle difference in the scope or extent of warranty repair coverage, including reimbursement rates for in-house warranty repairs and number of repairs allowed per year.

### **3.4 Competitive Negotiation**

Metropolitan School District of Lawrence Township reserves the right to request clarification, conduct discussions with vendors, to request revisions and/or waive minor informalities. The District also retains the right to negotiate final purchase terms and conditions with one or more of the most responsive vendors as solely determined by the District. Finally, MSDLT may discard all vendor responses if none meet the stated minimum requirements or if none are deemed in the best interests of the District.

### **3.5 Best and Final Offer**

The District may issue a written request for Best and Final Offers (BAFO). The request shall set forth the date, time, and place for the submission of the BAFO. In this case, if vendors do not submit a notice of withdrawal or a BAFO, MSDLT will construe their immediate previous offer as the Best and Final Offer. The BAFO process may include an interview and/or a presentation to the District's evaluation team.



## **4.0 RESPONSE FORMAT AND CONTENT**

### **4.1 General Directions**

This RFQ contains all the information and forms necessary to complete and submit a formal response. All responses and accompanying documentation submitted will become the property of Metropolitan School District of Lawrence Township at the time responses are submitted.

Vendors should account for the following parameters:

- Responses to this RFQ do not bind the vendor or MSDLT to any sale or agreement, implied or otherwise.
- All responses and accompanying documentation submitted will become the property of Metropolitan School District of Lawrence Township.

### **4.2 Required Response Format**

Vendors must submit one original and one electronic copy of the proposal by the due date indicated on the cover page of this RFQ. To assist in the evaluation process, all responses must follow the format outlined below. Submissions in any other format may be considered non-responsive and rejected.

#### **4.2.1 Response Cover Page**

This form must be completed and signed by a person authorized to make a binding offer for the vendor. Submissions that fail to include an originally signed Response Cover Page may be deemed non-responsive and rejected.

#### **4.2.2 Vendor Response Forms**

Vendors must complete the vendor response forms (Part 4) in their entirety and submit them in their native electronic format (Microsoft Word). Instructions for completing these forms are included within the document.

#### **4.2.3 Detailed Pricing Forms**

Vendors must complete the detailed pricing forms (Part 5) in their entirety and submit them in their native electronic format (Microsoft Excel). Instructions for completing these forms are included within the document. These forms streamline MSDLT's cost analysis and evaluation process.

#### **4.2.4 Reference Form**

Vendors must complete and submit the reference form in its native electronic format (Microsoft Word). Vendors must provide references from at least three (3) organizations for which they have provided similar services. The District strongly encourages vendors to submit similarly situated references.

#### **4.2.5 Formal Quotes**

Vendors must submit a separate quote for each model of device included in their proposal. Vendors must submit quotes in a standard electronic format (e.g., PDF, MS Word). Each vendor may submit quotes for multiple equipment devices and/or manufacturers. Thus, MSDLT anticipates each vendor response to include two, four or six formal quotes.

Quotes must also include the specified four-year extended warranties and Google Management Console licenses at the same quantity. Information contained in formal quote should match information provided in Part 5 Detailed Pricing Forms.

#### **4.2.6 Equipment Technical Specifications and Warranty Information**

Vendors must submit marketing materials/brochures, technical specifications and/or end user guides for all proposed devices. Vendors must also submit detailed information about the specified extended warranty option(s) and the in-house warranty repair model (e.g., part acquisition, repair process, reimbursement rate). Vendors shall submit all of this documentation in a standard electronic format (e.g., PDF, MS Word).