



METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP

Dr. Shawn A. Smith
Superintendent

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

February 13, 2019

RE: Request for Quotes (RFQ) to Purchase Surplus Technology Equipment

Dear Sir or Madam,

The Metropolitan School District of Lawrence Township (MSDLT, the District) desires to sell surplus technology equipment to interested and qualified vendors.

I cordially invite you to respond to MSDLT's attached request for quotes (RFQ) to purchase surplus technology equipment from the District. Please feel free to contact me with questions

Sincerely,

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

METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP RFQ FOR PURCHASING SURPLUS TECHNOLOGY EQUIPMENT

REQUESTING: Quote (1 original and one electronic; delivered as described in sections 1.3 and 4.2)

Issue Date: February 13, 2019

Bid opening: March 15, 2019 at 12:00 pm local time (EST)

Procurement Time Frame: Request for Quotes Issued: February 13, 2019
Request for Quotes Response Date: March 15, 2019
Award and Contract Execution: April 8, 2019 (tentative)

Requested Services: Purchase Surplus Equipment

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

Response Documents: Mailing Label
Response Cover Page
Vendor Response Forms
Detailed Pricing Forms
Reference Form
Sales Invoice/Order Form
Proposed Agreement

QUESTIONS: Vendors may submit any questions concerning this solicitation in writing until 5:00 pm on Friday, March 1, 2019. Vendors should send inquiries via email to Mike Bottorff, MSDLT Chief Technology Officer. The District will post written answers to questions, in the form of amendments to the RFP, on the official web site for this solicitation. 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.itschools.org/services/technologyservices/procurement>.

Contact for this request:

Mike Bottorff
Chief Technology Officer
317-423-8340
michaelbottorff@msdlt.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) recently retired various quantities of the following equipment.

- A. iPads
- B. Mac minis
- C. iMacs
- D. Windows Laptops
- E. Chromebooks
- F. Switches
- G. Desktop Computers
- H. Computer Monitors

The purpose of this Request for Quotes (RFQ) is to solicit sealed bids and sell surplus technology equipment through a fair and competitive process. The District intends to acquire the best possible price for these devices and invites appropriately qualified vendors to submit a quote for purchasing surplus equipment as described herein.

This document does not commit the District to sell the surplus equipment or to pay any costs incurred in the preparation of a response to 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 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.

1.3 Objective

MSDLT seeks vendor quotes for purchase of surplus technology equipment. Although the District prefers a small number of vendors, the best solution may require multiple vendors. As such, MSDLT will accept and consider quotes for purchasing one or more categories of equipment. Section 2 of this document provides details regarding the surplus equipment for sale. Vendor responses must meet MSDLT's requirements as described in the RFQ.

The District will evaluate vendor responses for each category of surplus equipment independently. For example, a vendor that submits a proposal for all equipment will receive an evaluation score for each equipment category and may only earn the highest score for one (or none at all). MSDLT reserves the right to select a single vendor for purchasing all surplus technology equipment or a separate vendor for each category depending on what best serves the District's interest (i.e., provides significant financial and/or operational benefits). Section 3 describes the evaluation criteria and process in further detail.

1.4 Request Timeline and Important Dates

The anticipated timeline for this RFP is as follows:

Issue Date	February 13, 2019
Vendor Pre-Response Meeting	February 27, 2019 8:30 a.m. local time (EST)
Vendor Onsite Walkthrough	February 27, 2019, 8:30 am local time (EST) Immediately following Pre-Response Meeting
Deadline for Written Questions	March 1, 2019
Vendor Response Deadline and Opening	March 15, 2019, 12:00 pm local time (EST)
Vendor Selection and Contract Award (tentative)	April 8, 2019
Equipment retrieval	April 2019

1.5 Pre-Response Meeting and Onsite Inspection

MSDLT will conduct a pre-response meeting and onsite inspection for vendors on February 27, 2019 at 8:30 am EST at the Lawrence Education and Community Center (LECC), 6501 Sunnyside Rd, Indianapolis, IN 46236. The District requires vendors to register for the pre-response meeting and onsite inspection by contacting Kim Wiggins via e-mail at kimwiggins@msdl.k12.in.us no later than 5:00 p.m. EST on February 26, 2019. Vendors may attend the pre-response meeting in person or via web conference.

Vendors must submit any written questions concerning this Request for Proposals to Mike Bottorff, Chief Technology Officer, by email at michaelbottorff@msdl.k12.in.us no later than 5:00 pm EST on March 1, 2018.

The District will provide answers to questions from the pre-response meeting and the onsite walkthrough as well as vendor written questions in the form of an Addendum. **It is the responsibility of all potential vendors to check the official web site for any Addenda and to ensure signed Addenda are included in their formal response to this solicitation.**

2.0 EQUIPMENT DESCRIPTION

Metropolitan School District of Lawrence Township seeks to sell surplus technology devices. This section summarizes the equipment for sale.

2.1 Equipment

Most devices no longer have the appropriate power and charging cables and the District cannot confirm the quantity with 100% accuracy as the technology department added and removed some devices from the surplus inventory after the initial audit.

Quantity	Device	Description
~631	iPad 2	A1395 -16GB, wireless only, purchased in 2013
~280	iPad 4	A1458 - 16GB, wireless only, purchased in 2014
~5	Mac Minis no Monitor	A1347 model Macmini6,1 - i5 processor, 4 GB RAM, 500GB hard drive, purchased in 2013
~30	Mac Minis with ViewSonic 22" Monitors	A1347 – model Macmini6,1 - i5 processor, 4 GB RAM, 500GB hard drive - Purchased 2013 ViewSonic VA2249S model VS15451
~33	Mac Minis with Acer 23"Monitors	A1347 - model Macmini6,1 - i5 processor, 4 GB RAM, 500GB hard drive - Purchased 2013 Acer V236HL
~4	iMac – 27"	A1312100-240V – i5 processor, 8 GB RAM, 500GB hard drive, Purchased 2012
~33	iMac – 21.5"	2013 A1418100-240V – i5 processor, 8 GB RAM, 500GB hard drive - Purchased 2014
~39	iMac – 20.1"	20" A1224 – Core 2 duo 2.4, 4 GB RAM, 250GB hard drive, Purchased 2008
~33	iMac – 24"	24" A1225 - Core 2 duo 2.4, 4 GB RAM, 250GB hard drive – Purchased 2008
~959	Lenovo X131 Laptops	X131 Windows Laptop, purchased in 2012, 4 GB memory 200 GB hard drive.
~341	Lenovo 11e Chromebooks	11e Chromebook, purchased in 2015, 4 GB ram, and

3	Cisco Catalyst 2950	WS-C2950G-48-EL
1	Cisco Catalyst 2960-S	WS-C2960S-48-LPS-L
2	Cisco Catalyst 2960-S	WS-C2960S-48-TS-L
12	Cisco Catalyst 2960 X	WS-C2960X-48FPS-L
8	Cisco Catalyst 2960 X	WS-C2960X-48TS-L
2	Cisco Catalyst 3500	WS-C3548-XL-EN
2	Cisco Catalyst 3500	WS-C3524-XL-EN
1	Cisco Catalyst 3550	WS-C3550-24PWR
13	Cisco Catalyst 3560	WS-3560-48PS-S
13	Cisco Catalyst 3560-X	WS-C3560X-48PF-LV02
3	Cisco Catalyst 3560-E	WS-C3560-48PD-F
3	Cisco Catalyst C2980G-A	WS-C2980G SERIES
1	A. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 2 –WS-X4248-RJ21V 3 - WS-X4148-RJ21
1	B. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 1 – WS-X4248-RJ21V 3 - WS-X4148-RJ21 1 – WS-X4548-GB-RJ45V
1	C. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 1 – WS-X4248-RJ21V 4 - WS-X4148-RJ21
1	D. Cisco Catalyst 4506 Chassis	WS-C45061 – WS-4558-GB-RJ45V 1 – WS-X4248-RJ21V 3 - WS-X4148-RJ21
1	E. Cisco Catalyst 4506 Chassis	WS-C4506 1 - Supervisor – WS-X4013+V02 1 –WS-X4248-RJ21V 3 - WS-X4148-RJ21

1	F. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 1 – WS-X4248-RJ21V 4 - WS-X4148-RJ21
1	G. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 1 – WS-X4248-RJ21V 3 - WS-X4148-RJ21
1	H. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 2 – WS-X4248-RJ21V 1 - WS-X4148-RJ21
1	I. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WS-X4013+V02 1 – WS-X4248-RJ21V 3 - WS-X4148-RJ21 1 – WS-X4548-GB-RJ45V
1	J. Cisco Catalyst 4506 Chassis	WS-C4506 1 Supervisor – WSX45-SUP-6-E 1 – WS-X4306-GB 3 - WS-X4148-RJ45V 1 – WS-X4548-GB-RJ45V
1	A. Cisco Catalyst 4510R Chassis	WS- C4510R 1 Supervisor – WSX45-SUP-6-E 1 – WS-X4248-RJ21V 4 - WS-X4148-RJ21
1	B. Cisco Catalyst 4510R Chassis	WS- C4510R 1 Supervisor – WSX45-SUP-6-E 1 – WS-X4548-GB-RJ45V 2 – WS-X4248-RJ21V 5 - WS-X4148-RJ21
1	C. Cisco Catalyst 4510R Chassis	WS- C4510R 1 Supervisor – WS-X4013+V02 1 – WS-X4548-GB-RJ45V 3 – WS-X4248-RJ21V 3 - WS-X4148-RJ21
~2406	Lenovo ThinkCentre M72e Desktops	ThinkCentre M72e, purchased in 2013, 8 GB ram, 500 GB Hard Drive Power Cords are not included with the device.

~100	Lenovo ThinkStation E31 Desktops	ThinkStation E31 model 162, purchased in 2014, 8 GB ram, 500 GB Hard Drive Power Cords are not included with the device.
~590	Lenovo 19" Computer Monitors	ThinkVision Model LT1952 purchased in 2013

MSDLT utilized Apple’s engraving program to etch “MSD of Lawrence Township” on the back of each iPad. MSDLT’s technology department staff removed mobile device management, Apple’s Device Enrollment Program, iCloud and/or passcode locks from the iPads and restored them original factory settings. However, most iPads no longer have the original AC adapter or 30-pin/USB charging cable. MSDLT utilized cases to protect the iPads, no longer needs them, and will include them in the sale if requested.

MSDLT students and staff used the iPads in classroom settings for 5 years, the iMacs and Mac Minis in computer labs for 4 years or more and the Lenovo Desktop computers and monitors in classrooms and labs for 6 years. Students used the Lenovo X131 Chromebooks as 1:1 devices for 4 years and the Lenovo 11e laptops and Chromebooks in classroom settings for 5 years. MSDLT’s technology department maintained the Cisco switches in corporation data frames. The Cisco switches vary in age from 1 to 15 years.

Although MSDLT verified the working condition of all equipment listed herein, the District will not make any additional effort to repair apparently damaged or non-functioning devices. Based on input from various vendors, MSDLT will accept bids containing a payment in full “as-is” price, a 25% upon retrieval and 75% following successful testing price, and a 0% upon retrieval and full payment following successful testing price. The District’s evaluation team will select a preferred payment option separately for each category of surplus equipment sold.

The selected vendor(s) must also provide the District with certification verifying that all purchased equipment was either responsibly recycled (e.g., R2, ISO 14001, e-Stewards) or prepared for resale after erasing all data using an international data wiping standard (e.g., U.S. Department of Defense 5220.28-STD, Pfitzner Algorithm, Germany VSITR, Gutmann MFM).

Vendors not currently certified, but in the process of earning an applicable e-Recycling or data destruction certification (e.g., R2, e-Stewards, Pfitzner Algorithm, Germany VSITR, Gutmann MFM) need to provide documentation verifying their status within the process and, if available, a recently expired certification.

3.0 EVALUATION CRITERIA AND VENDOR SELECTION

3.1 Evaluation Criteria and Process

MSDLT’s selection team will evaluate quotes received for each device category separately and select a preferred vendor (or vendors) using a two-phase scoring process. The most important criterion is price, but the District will also consider any value-added services that will streamline the process (e.g., concierge pickup, prepaid packaging/shipping, and inventory audit).

Evaluation Overview

Phase	Weight	Criterion
Response Evaluation	750	Cost
	150	Ease of Transition
	100	Vendor Qualifications
	1,000	Total Points

MSDLT’s evaluation team will assign vendors a score for each criterion. The District will then combine these component scores into a total score to identify a preferred vendor.

3.2 Phase 1 – Administrative Screening

During the initial phase, MSDLT’s selection team will evaluate all responses on a pass/fail basis. The District will review responses for completeness, adherence to the required response format as described in Section 4.0 of this RFP, and compliance with minimum requirements as listed in Form 2: Minimum Requirements of the Vendor Response Forms (Part 4). Only responses that pass this administrative screening will advance to Phase 2 of the evaluation process.

3.3 Phase 2 – Response Evaluation

The District will subsequently evaluate all responses using the criteria described below.

- Cost (750 Points)

MSDLT seeks the best value solution. The District will evaluate responses based on the unit or total cost for each distinct category of surplus equipment (section 2.1), with consideration of all three payment options, and may select multiple vendors to purchase equipment. MSDLT will use information provided by vendors in Detailed Pricing Forms (Part 5) to assign a Cost score. See the example below.

EXAMPLE

Vendor A: \$840,000

Vendor B: \$720,000

The vendor with the lowest total cost will receive the total number of points allotted for Cost (800 points). Vendors with a higher total cost will receive a proportional percentage of the total possible points for Cost, based on their deviation from the lowest total cost. See the example continued below.

EXAMPLE

Vendor A:

$$\frac{\$720,000 \text{ (lowest total cost)}}{\$840,000 \text{ (Vendor A's total cost)}} \times 700 \text{ (total possible points)} = \mathbf{600 \text{ points}}$$

Vendor B:

$$\frac{\$720,000 \text{ (lowest total cost)}}{\$720,000 \text{ (Vendor B's total cost)}} \times 700 \text{ (total possible points)} = \mathbf{700 \text{ points}}$$

- Ease of Transition (150 Points)

MSDLT prefers proposed solutions that require minimal support from the District’s technology staff. In addition, MSDLT’s Board of Trustees would like vendors to offer a one-time surplus purchase opportunity to the District’s parents, students and community members. MSDLT’s selection team will use information provided in Form 5 and 6 of Part 4 Vendor Response Forms to assign scores for this criterion.

- Vendor Qualifications (100 Points)

The District seeks relationships with vendors that are viable, stable, and committed to this line of business. MSDLT’s selection team will evaluate the vendor’s revenue and operating history, changes in ownership, available resources, client base, terminations for default, current or recent experience with similar organizations, and standard contract terms and conditions.

The District will also base a portion of this criterion’s score on vendor references. MSDLT’s selection team will consider the similarity of reference clients’ demographics, size, scope of services and support history as well as overall client satisfaction. The District may conduct in-depth phone interviews to gather additional information. MSDLT prefers references from similarly situated clients (e.g., large scale, K-12 educational organizations.)

MSDLT will use information provided in Vendor Response Forms, Form 3: Executive Summary, Form 4 Company Profile, Form 5: Ease of Transition and Form 6: One-Time Community Sale Proposal, as well as completed Reference Forms (Part 6), to assign scores for this criterion.

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 the final contract 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 meets the stated requirements or if the evaluation team deems none serves 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 QUOTE FORMAT AND CONTENT

4.1 General Directions

This Request for Quotes contains all the information and forms necessary to complete and submit a formal quote.

Vendors should account for the following parameters:

- Responses to this RFP do not bind the vendor or MSDLT to any agreement, implied or otherwise.
- All responses and accompanying documentation submitted will become the property of Metropolitan School District of Lawrence Township upon response opening.
- Vendor responses may contain information of a proprietary nature. These materials are exempt from FOIA requests. Vendors should identify each individual page of their response containing proprietary information.
- MSDLT will make this RFP document and all related information available to vendors electronically via the District's web site. The official page for all RFP documentation is <http://www.ltschools.org/services/technology-services/procurement>

4.2 Required Response Format

Vendors must submit one original and one electronic copy of the response by the due date indicated on the cover page and Section 1.4 of this RFQ. To assist in the evaluation process, all responses must follow the format outlined below. MSDLT may consider responses in any other format non-responsive and may reject them.

4.2.1 Response Cover Page

A person authorized to make a binding offer for the vendor must complete and sign the Response Cover Page (Part 3). MSDLT may deem responses that fail to include an originally signed Response Cover Page non-responsive and may reject them.

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.

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 Sales Invoice/Order Form

Vendors must submit a completed sample sales invoice/order form.

4.2.6 Proposed Agreement

Vendors must provide a copy of their proposed service agreement. However, vendors do not need to submit a separate document if their sales invoice/order form contains a complete list of relevant terms and conditions.