



Esperanza Elementary

REQUEST FOR PROPOSAL

Chromebooks

4956 W 3500 S
West Valley, UT 84102
(801) 305-1450

SECTION I

SELECTION SCHEDULE

Notice of RFP: June 2, 2020 through June 10, 2020 – published on the Esperanza Elementary website – www.esperanzaelementary.org

Submission Deadline: June 10, 2020 by 5:00 pm to Eulogio Alejandre at eulogio.alejandre@esperanzaelementary.org: Proposals must be submitted in compliance with Section IV of this RFP.

Award Date: June 12, 2020

Commented [JB1]: The timeline is just a suggestion. You can alter it how you see fit. It needs to run for at least 7 days.

SECTION II

INTRODUCTION

- A. Esperanza Elementary (the “School” or “Esperanza”) is requesting proposals for approximately 120, and the carts necessary to charge them.
- B. Esperanza Elementary provides the environment that fosters what each student needs to become biliterate, multicultural, and to acquire the skills and attributes needed to effectively serve in our local and global community. Esperanza welcomes students of all backgrounds and ethnicities. Esperanza values a diverse school community. Esperanza’s school design helps all students to be academically successful.
- C. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Esperanza, taking into consideration the price and the evaluation factors set forth in this RFP.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Esperanza Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.
- D. It is understood that Esperanza's issuance of this RFP does not obligate Esperanza to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Esperanza will in fact accept any of the said proposals. No agreement exists on the part of Esperanza and any offeror until a written contract is approved and executed by the Esperanza governing board.
- E. This RFP does not obligate Esperanza to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses and supporting documentation shall become property of Esperanza
- F. At any time during the evaluation process the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number and email address
 - e. Company's website address
 - f. Signature and position/title of company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications set forth in Section V below.
- C. Proposals must be emailed to Eulogio Alejandre at eulogioalejandre@esperanzaelementary.org on or before June 10, 2020 at 5:00 p.m. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- D. Proposals must be signed by the offeror.

SECTION V

SPECIFICATIONS

- A. Hardware Requirements
 - a. Chromebook Auto-Update Expiration through at least 06/2026
 - b. Devices must have a minimum warranty of 1 year
 - c. Devices must have a minimum Intel Celeron N4020 processor
 - d. Chromebooks must have a keyboard and touchpad
 - e. Chromebooks must have at least 4GB RAM and 16GB Storage
 - f. Chromebooks must include Chrome Education Upgrade License
 - g. Pricing must include all shipping/handling and white glove (license enrollment and cart wiring) costs

- h. Chromebooks must be new, not used/refurbished (vendor must include manufacturer partner number with bid)

B. Preferences

- a. USB-C charging
- b. Durability
- c. Serviceability
- d. Devices with a local drop off repair center for warranty considerations

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. Experience and qualifications of offeror (20 points)
- B. Scope of services (30 points). This is an evaluation of how the proposed scope of services fits the needs of Esperanza.

Criteria Related to Cost*

- C. This criterion is based on the cost proposed in section V(B)(4) above (50 Points).

Total points available based on Evaluation Criteria: 100 points.

*NOTE: Cost is evaluated and scored independently.