

Regional School District # 19 and Mansfield Public School District

REQUEST FOR QUOTE (RFQ)

STUDENT CHROMEBOOKS

March 2021

SUBMISSION/CONTACT ADDRESS

Information Technology Department

Attn: Yvette Gauthier

technology@mansfieldct.org

Quotes will be accepted in electronic format only.

Summary

Regional School District # 19 and the Mansfield Public School District are seeking Chromebooks for use by students in our schools.

Core Specifications

Student Chromebooks

The two Districts are seeking quotes for Chromebooks to be used by students. Specifically:

- The quote **must** include the following **required** items:
 1. Chrome OS Management License Education for these Chromebooks
 2. The Chromebook itself.
 - The following two model options are highly preferred:
 - Dell Chromebook 3100: Celeron N4020, 4GB Memory, 16 GB eMMC, 11.6” Screen 1366 x 768, UHD Graphics 600, Wi-Fi, Webcam, USB-C power adapter included.
 - HP Chromebook 11 G8 Education Edition: Celeron N4020, 4GB Memory, 32 GB eMMC, 11.6” Screen 1366 x 768, UHD Graphics 600, Wi-Fi, Webcam, USB-C power adapter included.
 - While the above two model options are highly preferred, a vendor can optionally quote a different brand and/or model as an alternate and it will be considered.
 - The quote should specify what minimum initial warranty is included with the new device.
- Additionally, the quote **must** include the following **optional add-on** items (meaning we

can choose to add each and/or all and/or none to the order):

1. White glove service. The vendor should specify what their white glove service includes (i.e. does it include enrollment or not; does it include OS upgrade or not; does it include putting on the case or not; does it include asset tagging or not; does it include a spreadsheet or serial and asset number or not, etc.).
2. Protective case for the Chromebook
 - The case must snap onto the Chromebook (not a sleeve and not a stick-on case; it must snap onto the Chromebook – commonly referred to as a “clamshell case”). We will need to read/scan a barcode on the Chromebook through the case so the bottom of the case should have some portion (or all of it) as a clear transparent case mostly free of texture plastic to allow for scanning of a barcode label on the bottom of the Chromebook.
 - For example, cases such as below meet these requirements:
 - Gumdrop SlimTech for Dell Chromebook 3100 (Clamshell) part # 06D000.
 - Gumdrop Slimtech for HP Chromebook 11 G8/G9 EE (Clamshell) part # 06H008
 - We will consider other cases as well that meet these requirements.
3. Additional warranty options.
 - It should explain the options for length of time (i.e. year(s)); what circumstances/causes the warranty covers; and who fulfills the warranty (i.e. the brand manufacturer of the Chromebook vs. 3rd party). If selected, we will then consider what is involved in the customer experience of submitting and tracking claims (i.e. request a product document of how the process works or a video on the customer experience, etc.) so that we are clear as to how the warranty process works.

Proposal Submission Requirements

1. The quote must be good for at least 21 days. The quote should specify the length of time until the quote expiration.
2. During the first 21 days of the quote, we anticipate that we will purchase 430 or more Chromebooks, however the exact quantity may vary somewhat and might be placed in two separate orders (one for Regional School District 19 and one for the Mansfield Public School District). There will be two different delivery addresses as follows:
 - A portion of the order (estimated to be at least 330 devices) will be for Regional School District 19 and will be delivered to 1235 Storrs Road, Storrs Mansfield, CT 06268. A standard-height loading dock is available at this address.
 - A portion of the order (estimated to be at least 100 devices) will be for the Mansfield Public School District and will be delivered to 134 Warrenville Rd, Mansfield Center, CT 06250. There is no loading dock at this address.
3. If there are any additional costs for shipping or otherwise, it should be listed on the quote as a shipping and/or handling charge.
4. The vendor must explain if the quoted items are either (1) currently in-stock and/or (2)

currently back-ordered with an approximate anticipated timeline until in-stock (in both cases, this answer is as of the initial date of the quote).

5. After the quote expires, we may choose to reach out to the vendor with a desire to order additional quantity of the product, however we accept that the pricing might by necessity change if the vendor can no longer meet that price (or models) after the initial quote expires.
6. Quotes will be accepted in electronic format only to the email address and name on this RFQ document (see the beginning of this document). Vendors may use a format of their own choosing for the quote. Questions about the process should be directed to the same email address as well.
7. The vendor is responsible for submitting a quote for consideration in a timely manner with a desired deadline of Monday, March 22, 2021 at 3:00pm.

Selection Process

Pricing is a key factor in the selection process, however it is not the only factor as the Department will consider the vendor's ability to fulfill this product request. We reserve the right to reject any or all submissions, to select an applicant in a manner that is advantageous to the school, and to waive all formalities in the bidding. The vendor is responsible for submitting a quote for consideration in a timely manner with a desired deadline of Monday, March 22, 2021 at 3:00pm. If a sufficient number of proposals are not received by the deadline, we reserve the right to extend the deadline. Additionally, we reserve the right to extend the deadline to request additional information from vendors.

We do not expressly state or imply any obligation to reimburse responding applicants for any expenses incurred in preparing submissions in response to this request. The selected firm is expected to meet any relevant state and federal legal requirements. We are an equal opportunity employer.