

RFP

Chromebook RFP



Proposals due: November 26,
2018

Proposals to be electronically
submitted to:
taflamme@naperville203.org

Questions may be directed to:
csmolinski@naperville203.org

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i. Introduction

Naperville Community Unit School District 203 (hereinafter referred to as “the District” or “Naperville 203”) requests proposals from qualified vendors for a student Chromebook (“CB”) device for deployment at the high school level in the 2019-2020 school year. Pending satisfactory device performance and vendor support, the same device or its successor models will be deployed at the junior high level for school year 2020-2021. Continued levels of satisfactory performance and support will indicate deployment of this device or its successor models at the elementary level for school year 2021-2022, resulting in an enterprise-wide deployment of a Naperville 203 standard CB.

During the 2014-2015 school year, Naperville 203’s Digital Learning Initiative (DLI) studied the teaching and learning benefits provided by the use of electronic devices in the classroom that come home with the student. Following a successful pilot, in May 2015, the Board of Education voted to approve the Digital Learning Initiative recommendations over a three-year roll out period. Year one of the DLI roll out began in the 2015-2016 school year. Naperville 203 implemented the Google Apps for Education ecosystem (GAPE) at both high schools. Every Naperville 203 high school student was issued a Chromebook. Year two of DLI continued in the 2016-17 school year, with students at all five junior highs receiving a Chromebook. In year three of DLI, all grade 2-5 elementary students received a CB for the 2017-18 school year, while K-1 students received an Apple iPad at a 2:1 student/device ration, completing the full roll out of the Digital Learning Initiative.

The CB devices deployed at the high school level for year one of DLI are at end of life. The District is planning to select a new CB manufacturer and model by the end of February 2019. The CB devices must be delivered to the District on or immediately after July 1, 2019, for student deployment in early August 2019. The expected lifespan of this CB device will be three years or through the end of the 2021-2022 school year.

This document provides details regarding the RFP process. A second package – ***Chromebook RFP Response Forms*** – includes all of the forms except the Requirements and Pricing forms that need to be completed and submitted by the vendors. The Requirement and Pricing forms can be found in the Excel file: ***NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx***.

Please read the entire RFP document, complete the Forms, and submit your response in accordance with the instructions provided.

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ii. RFP Timetable

Below is a listing of all of the major dates corresponding with this RFP.

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1. Instructions for Submitting Responses

Below is listed information regarding the RFP and proposal submission. Please read through the information carefully.

1.1 General

Responding to the RFP. Please read and follow the RFP instructions. Provide responses for each item requested in the forms provided in the package *Chromebook RFP Response Forms* and in the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**. If the information requested does not apply to your product or organization and the instructions do not provide guidance, please enter "N/A".

- 1.1.1 **Publication of RFP Information.** The *Chromebook RFP* and related *Chromebook RFP Response Forms* and **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx** are published on the District website under the Bids and Proposal page on the Business Services Department page. RFP updates will also be published through the website. vendors are responsible for monitoring the website and noting updates to the RFP.
- 1.1.2 **Registration.** All vendors that are planning to submit RFPs are asked to inform the District of their intent to submit. Vendors are asked to register their company by submitting their company name, product name, primary contact and contact information to Tracey Laflamme at **tlafamme@naperville203.org**. Include in the e-mail subject line: *Company Name/ Chromebook RFP*.
- 1.1.3 **Submissions.** All responses shall be made on the forms provided in the *Chromebook RFP Response Forms* and the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**. Responses are to be submitted electronically in MS Word or Excel, as indicated, to: **tlafamme@naperville203.org** on or before 2:00 P.M. CST on November 26, 2018. Include in the e-mail subject line: *Company Name/ Chromebook RFP*. All file names should include vendor name. All RFP submissions must be properly marked with the company name, title of the RFP, date and time of submission. Oral, telephone or facsimile-transmitted responses will not be accepted.

It is recommended that an email be sent under separate cover to **tlafamme@naperville203.org indicating that an RFP submission has been sent and requesting receipt confirmation.** Please include in the e-mail subject line: *Company Name/ Chromebook RFP submitted/ Response Confirmation Requested*

For further information about RFP submissions, see the *Chromebook RFP Response Forms* Submission Checklist for a listing of all forms to be completed and Section 5: RFP Response Format and Contents in this document for complete submission details.

- 1.1.4 **Signatures.** Electronic signatures will be accepted for the RFP responses, but the awarded vendor will need to provide signed and notarized (where required) documents for District records. Note: Unsigned submissions will not be considered.

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- 1.1.5 **Timeliness of Submission.** Responses must be delivered on or before the time scheduled for the RFP submission: 2:00 P.M. CST on November 26, 2018. Late submissions will not be considered.
- 1.1.6 **Tax Information.** The District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- 1.1.7 **Pricing.** Prices quoted shall include all charges for transportation and delivery, licensing, hardware/software, Naperville 203 technician training or certification, and any other associated costs.
- 1.1.8 **Awarding of Contract.** A contract will be awarded to the vendor(s) that best meets the needs of Naperville District 203. Proposals will be reviewed and evaluated in terms of their conformance to the specifications in this RFP.
- 1.1.9 **RFP Submission Inspection.** RFP submissions are available for inspection in the business office by appointment after the award of the contract.
- 1.1.10 **New Submissions Only.** All items submitted shall be new unless otherwise specified.

1.2 Errors and Omissions

All proposals shall be submitted with each space properly completed. Special attention of vendors is directed to the policy that no claim for relief due to errors or omissions in the RFP process will be considered, and vendors will be held strictly to the proposals as submitted. Should vendors find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, they shall advise the District's Purchasing Agent who will issue the necessary clarifications to all prospective vendors by means of addenda published on the website.

1.3 Questions Regarding RFP Documents

All inquiries throughout the RFP response period must be submitted via email to Carrie Smolinski at csmolinski@naperville203.org by 2:00 P.M. CST, November 12, 2018. Vendors must not directly contact any other District personnel. Failure to follow this communications policy may result in disqualification.

Responses to questions will be provided to all vendors via the District Website. The District shall not be bound by, and vendors shall not rely on, any oral interpretation or clarification of the RFP documents.

As mentioned in Section 1.2 above, where RFP interpretation or clarification requires a change to the RFP Documents, the RFP Team will issue an addendum via the District's website.

1.4 Firm Proposal Pricing

All proposal pricing will be considered to be firm for a July 1, 2019 purchase date.

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1.5 Withdrawal of RFP Submissions

RFP responses may be withdrawn by letter, facsimile or in person within 48 hours prior to the final time and date established for RFP submission.

1.6 Investigation and Reliability of Vendors

To ensure reliability, each vendor is asked to complete two questionnaires regarding their company, product and experience. These can be found at **Chromebook RFP Response Forms** RESPONSE FORM III-A: Company & Product Overview. In addition, vendors are asked to provide three references on RESPONSE FORM III-B: References.

- 1.6.1 **Vendor Information.** The vendor shall furnish all information requested by the District to determine the vendor's ability to fulfill RFP requirements. The vendor shall also be prepared to demonstrate successful supply and support of devices similar in type and quantity to those included in the RFP.
- 1.6.2 **Vendor Investigation.** The District reserves the right to investigate the qualifications of all firms under consideration and to confirm any or all parts of the information furnished by a vendor. The District also may require vendors to submit other evidence of managerial, financial or other capabilities which are considered necessary for the successful completion of a long-term contract.
- 1.6.3 **Right to Reject Vendors.** The District and its Board of Education reserves the right to reject any submission if it is determined that the vendor is not properly qualified to carry out the obligations of the contract.

1.7 Reservation of Rights by the Institution

The District and its Board of Education reserves the right to reject any or all submissions, to waive irregularities and to accept that submission which is considered to be in the best interest of the institution. Any such decision shall be considered final.

1.8 Compliance with Legislation

It shall be mandatory upon the vendor to whom the contract is awarded and upon any subcontractor thereof to pay to all laborers and workmen employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workman needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor. Vendors are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

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1.9 Signature Constitutes Acceptance

The signing of the RFP response forms, including electronic signatures, shall be construed as acceptance of all provisions contained herein.

1.10 Contracts

The successful vendor will be required to enter into a contract incorporating the terms and conditions of this RFP submission.

1.11 Equal Employment Opportunity

1.11.1 Nondiscrimination. The vendor will not discriminate against any employee or applicant for employment for any unlawful reason, including age, race, creed, color, sex, national origin or unfavorable discharge from military and will take affirmative action to ensure that employees are treated equally during employment. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

1.11.2 Consideration of Employment. The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the contract of, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, nation of origin, unfavorable discharge from the military or any other unlawful reason.

1.11.3 Furnishing of Information. The vendor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his/her books, records and account by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations and orders.

1.11.4 Noncompliance with Nondiscrimination. In the event of the vendor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further government contracts or federally assisted construction contract, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.

1.11.5 Subcontracts. The vendor shall include the provisions of paragraphs 1.11.1 through 1.11.2 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Sec. 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor

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vendor. The vendor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the vendor may request the United States to enter into such litigation to protect the interest of the United States.

1.12 Evaluations

1.12.1 Summary of Vendor Evaluations. Vendors will undergo a three-stage evaluation and selection process. The first stage will consist of an evaluation of the vendors' written RFP responses on the *Chromebook RFP Response Forms* and in the Excel file, **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx** based on the following:

1.12.1.1 Company Experience. Companies will be evaluated on their experience providing and supporting CBs for students in similar sized school districts to Naperville 203 and the quality of references provided. Information will be taken from RESPONSE FORM III-A: Company & Product Overview and RESPONSE FORM III-B: References.

1.12.1.2 Device Requirements. Companies will be evaluated on their ability to meet the device requirements specified in the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**.

1.12.1.3 Technical Responses. Companies will be evaluated on the quality of their responses to RESPONSE FORM IV: Technical Responses.

1.12.1.4 Vendor Support. Companies will be evaluated on their ability to form a partnership with the District: to provide a consistent and experienced point-of-contact, and the quality of their Self-Maintainer program as specified in RESPONSE FORM V: Vendor Support.

1.12.1.5 Pricing. Companies will be evaluated based on device, licensing, accessory and other costs as specified in the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**.

From this evaluation, finalists will be invited for an optional second stage visit to observe the use of CB devices in a D203 classroom setting. At this time, vendors will have the opportunity to ask any questions regarding D203's computing environment. The third evaluation stage will consist of District review of demonstration devices and finalist on-site presentation to the CB RFP Team. See Section 4: Proposal Evaluation Process for further details on the evaluation process and demonstrations.

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1.12.2 Vendor Evaluation. The District and its Board of Education reserves the right to reject any and all submissions, to waive any technicalities in the RFP process and to award each item to different vendors or all items to a single vendor unless otherwise noted within the RFP, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate is a satisfactory substitute, (2) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is to be disregarded because of the reputation of the vendor for not meeting delivery dates, (4) a vendor is not a responsible vendor and should be disregarded and (5) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of RFP response(s).

1.13 Examination of Documents

Before submitting a proposal for work on any project, each vendor shall carefully examine the project and the contract documents, fully inform themselves of existing conditions and limitations of the project, rely entirely upon their own judgment in making the proposal, and include in their proposal all sums sufficient to provide all work required by the contract documents. After the final RFP submission date, no additional allowance will be made for changes in project scope and/or price due to work that would have been apparent by examination of the documents. By submitting an RFP proposal, each vendor shall be held to represent that they have made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

1.14 Delivery Instructions

Device deliveries shall be coordinated with the District User Support Group Manager Steven Drabik and District Asset Manager Jeffrey Petrick.

IT Infrastructure User Support Group
Attn: Steven Drabik/Jeffrey Petrick
716 W. 5th Ave.
Naperville, IL 60540-6589

Device deliveries may be scheduled in ratable quantities and delivered to multiple buildings. With the exception of finalist demonstration devices provided during the RFP evaluation period (early January), all devices are expected to be delivered in June or July 2019.

1.15 Insurance

The vendor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the institution.

1.15.1 Worker's Compensation Insurance

Coverage A – Illinois Statutory Limits
Coverage B – Employer's Liability \$500,000 Limit

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1.15.2 Automobile Liability Insurance

\$1,000,000 combined single limit per occurrence for bodily injury and property damage and include coverage for all owned, non-owned and hired automobiles.

1.15.3 Comprehensive General Liability Insurance

Provide the following limits:

Bodily Injury/Property Damage

\$1,000,000 each occurrence

\$1,000,000 in the aggregate

The policy shall include the following coverage:

1.15.3.1 Premises/Operations

1.15.3.2 Independent Vendors

1.15.3.3 Products/Completed Operations

1.15.3.4 Contractual Liability Blanket

1.15.3.5 Broad Form Property Damage

1.15.3.6 Personal Injury-Offenses A, B, C, -exclusion C deleted

Contractual Liability coverage, including the “indemnification of Institution and Architect” (hold harmless agreement), must be fully insured under this policy for the liability limits set forth above. In addition, care, custody, and control and XCU exclusions shall be removed from all policies under this contract and suitable coverage provided subject to the approval of the school institution’s insurance counselor.

The vendor is responsible for all claims arising out of sales of products on the premises and injury and/or death caused by the vendor’s delivery vehicles on and immediately adjacent to the premises.

1.15.4 Umbrella Liability Insurance

It is required that an umbrella policy be written for minimum of \$2,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the institution.

With respect to the insurance required herein, the vendor shall provide such insurance naming the institution, the Board of Education and its members individually, and its employees and agents as “additional named insured.” The vendor shall also purchase and maintain such insurance as will protect the institution from and against all claims, damages, loss, and expenses, including attorney’s fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the

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work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by a negligent act or omission of the vendor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award that the Certificate(s) of Insurance shall be submitted to the insurance agent for the institution.

1.16 Hold Harmless and Indemnification

The vendor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

1.16.1 **Infringement.** Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the vendor under this contract or by reason of anything to be supplied by the vendor pursuant to this contract.

1.16.2 **Bodily Injury.** Bodily injury, including death, to any person or persons (including vendor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:

1.16.2.1 Caused in whole or in part by an act, error or omissions by the vendor or any subcontractor anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.

1.16.2.2 Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.

1.16.2.3 Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

1.17 Late RFP Submissions

RFP submissions received after the time specified in the RFP will not be considered. The method of transmittal of the RFP submission is at the vendor's risk of untimely receipt by the institution. The use of institution equipment for transmission of submissions is prohibited.

1.18 Child Sex Offender and Murder Community Notification Act

Any vendor or contractor is prohibited from bringing to any school building or school property any employee or agent who is a child sex offender or murderer as defined in the child sex offender and murderer community notification law. At least quarterly, the vendor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the

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list of registered felons who have committed child sex offenses or murder. The vendor shall also provide the district with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history background investigation.

Any person hired by the District, as well as any person who is an employee of a person or firm holding a contract with the district and who works in a school building or on school property, shall submit to a criminal history background investigation according to state law and District Policy 5:30, hiring process and criteria.

2. Chromebook Proposals

This section provides background information on Naperville 203 and discusses the overall expectations for the Chromebook device performance and vendor support.

2.1 Overview of Naperville District 203

Naperville 203 is the tenth largest K-12 District in Illinois. It is located approximately 28 miles west of Chicago and draws students from DuPage and Will Counties. The District's boundaries include much of the City of Naperville, parts of the Village of Lisle, and single subdivisions lying within the communities of Bolingbrook and Woodridge.

The District covers 22 schools – two high schools; five junior high schools; fourteen elementary schools; and one early childhood center – and serves approximately 16,600 students. Of these, approximately 5,500 are in grades 9 - 12, the grades covered in this RFP.

The District's plan for Digital Learning is driven by the Focus 2020 Strategic Blueprint which guides the District's priorities as set by the community through the year 2020. The Digital Learning Initiative (DLI) began in the 2015-2016 school year with the deployment of CB's to each high school student. Each junior high student was issued a CB in the 2016-2017 school year, followed by all elementary students in grades 2-5 receiving a device in the 2017-2018 school year.

2.2 Purpose of RFP

The DLI Chromebooks initially deployed at the high school level will be at the end of life after the current (2018-2019) school year. Through this RFP, the District is seeking proposals from qualified vendors for the supply of 6000 Chromebooks to deploy at the beginning of the 2019-2020 school year to all D203 high school students. The District reserves the right to adjust the quantity of CB's by up to plus or minus 10% at time of purchase. The expected life span of these devices is to be three years.

2.3 RFP Goals

The District's primary goals for this RFP process are:

1. **Device Performance and Longevity.** To select a CB device with a three-year lifespan that will satisfy District needs at the high school level.

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2. **Cost of Ownership.** To obtain a complete understanding of the total cost of ownership, including CBs, peripherals, licensing, technician training/certification.
3. **Product Strategy & Support History.** To select a vendor with a product strategy, technology roadmap, and support history that will meet the District's needs throughout the life of the device usage by the District.

2.4 Device and Support Goals

Vendors may submit up to three device models for consideration. The District CB RFP Team recommends proposing a base-model device which meets the minimum requirements and proposing up to two additional devices with extra features. At least one of these additional devices should include a world-facing (forward-facing) camera and the capability for pen input. Items exceeding the minimum requirements will be duly noted during the RFP evaluation process. The District device requirements are listed in the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**.

The District goal is to form a partnership with the CB vendor to provide the highest level of digital learning benefits to the students over the three-year device life. District Technicians will be trained and/or certified as necessary to perform warranty repairs on site. Vendors are asked to respond to a series of questions regarding the technology surrounding their CB device and support history in **Chromebook RFP Response Forms RESPONSE FORM IV: Technical Responses and RESPONSE FORM V: Vendor Support**.

3. Price Quotations

Vendors are to complete pricing information as requested in the Excel file: **NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx**. The District shall not be liable for any costs beyond those proposed in this RFP and awarded. Time and materials quotes are not acceptable. Vendors must include all royalties and applicable customer, use, and other taxes in their price quotations. Please note that Naperville CUSD 203 is exempt from all sales taxes.

4. Proposal Evaluation Process

Vendors with a complete RFP submission will undergo a three stage evaluation and selection process. The first stage will consist of an evaluation of the vendors' written RFP responses. The Naperville 203 CB Team will apply a numerical rubric to evaluate the vendor responses and determine the finalists. The finalists will have the opportunity to attend an optional Stage 2 on-site classroom visit. Stage 3 of the process will consist of demonstration unit evaluations by the CB Team and selected stakeholders.

4.1 Stage 1: Proposal Evaluation

Vendor written responses and reference feedback will be evaluated based on a numerical rubric. Any proposals that are incomplete or that do not comply with the instructions may be rejected by District

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203 and excluded from further consideration. Vendors earning the highest scores will be invited to continue the RFP process as finalists.

4.2 Stage 2: Optional Vendor Classroom Visit

During December, the finalist vendors will have the option to observe the use of CB devices and technology in a District 203 classroom. This session will be attended by the CB RFP Technical Team and vendors will be given the opportunity to ask any questions regarding the classroom experience.

4.3 Stage 3: Finalist Demonstration Device Evaluation and Presentation

Each finalist will be asked to provide ten demonstration devices to D203 for stakeholder use and evaluation. These devices will be delivered to the District on Tuesday, January 8th for an evaluation period of at least three weeks. The demo devices will be evaluated by stakeholders (including students) during the month of January. In late January or early February, finalist vendors will be invited on-site for a presentation to the full CB RFP Team.

4.4 Vendor Selection

The District is looking for the vendor proposal and CB device that will deliver the best value, price, and support with all factors being considered. The District's CB RFP Team will combine scores of all components for the vendor finalists including the RFP packages, device demonstration scores, on-site presentation, and stakeholder evaluations to prepare a selection recommendation. A contract will be negotiated with the selected vendor subject to Board of Education approval.

5. RFP Response Format and Contents

To maintain comparability and enhance the review process, proposals shall be organized in the sequence shown below and shall include all of the elements and information described in the following sections. These forms are to be completed and submitted electronically in MS Word or Excel as specified to: tlafamme@naperville203.org on or before 2:00 P.M. CST on November 26, 2018. Include in the e-mail subject line: *Company Name/ Chromebook RFP*. File names should include vendor name.

Forms available in the [Chromebook RFP Response Forms:](#)

5.1 Submission Checklist

Complete and submit the checklist.

5.2 Signature Document [Form I]

The Signature Document provides the name of the products included in the RFP submission, company information, and the RFP response-preparer information. An electronic signature will be accepted for the RFP submission, and the awarded vendor must provide a signed original document for District records.

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5.3 District Affidavits and Forms [Form II-A through II-E]

The District requires five (5) affidavits and forms to be completed, signed and submitted as part of the RFP submission process. Electronic signatures will be accepted for the RFP submission, and the awarded vendor must provide signed original documents (notarized where required) for District records.

5.4 Company and Product Overview [Form III-A]

This form is used to collect information about your company and provides space for you to include an overview of the company, what you do and why you believe your product would be a valuable resource for the District.

5.5 References [Form III-B]

Use this form to provide reference contacts from three customers who are currently using your device (or a very similar model). School District references that are similar in size and technological enablement to Naperville CUSD 203 are strongly preferred.

5.6 Technical Responses [Form IV]

Please answer the series of questions regarding the technology surrounding your device(s).

5.7 Vendor Support [Form V]

Describe in detail your company's proposed approach to the project to achieve successful device deployment and on-going support. Include a description of your company's proposed certified technician training plan, if applicable.

5.8 Additional Items (Optional)

Vendors may include whitepapers, testimonials, case studies or other appropriate information here.

Forms available in the Excel file: [NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx](#):

5.9 Requirements (Tab 1)

A spreadsheet specifying the Device Requirements can be found in the Excel file: **[NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx](#)**. Please read the instructions provided and complete the fields as indicated for up the three device models.

5.10 Pricing (Tab 2)

A spreadsheet specifying the unit pricing for Chromebook model(s) can be found in the Excel file: **[NCUSD 203_Chromebook RFP REQUIREMENTS AND PRICING.xlsx](#)**. Please read the instructions provided and complete the fields as indicated for up to three device models.

Chromebook RFP

Please see the *Chromebook RFP Response Forms* and the Excel file: [NCUSD 203 Chromebook RFP REQUIREMENTS AND PRICING.xlsx](#). Complete the forms as specified.