

Revised: PROGENY ACADEMY CHARTER SCHOOL

**2021-2022 Technology Equipment
Request for Proposal**

RESPONSE DUE: April 10, 2021

Progeny Academy Charter School Request for Proposal

1. COMPANY BACKGROUND

Progeny Academy Charter School is an Independent School District located in the suburb of Brooklyn Center, a first ring suburb of Minneapolis. The district serves approximately 55 students and 10 faculty and staff members.

2. PROJECT DESCRIPTION

The Progeny Academy Charter School District is seeking proposals for various desktop and laptop options, staff computers, office technology, classroom technology, and student support equipment to fill the district's budget needs for the 2021-2022 school year. Vendors may bid on all or any portion of the items listed below.

3. BID REQUIREMENTS

3.1. Vendor Information

Provide contact information for the principal individual(s) to be contacted regarding the information in this RFP. Include Name, title, email address and phone number.

3.2. Bid Detail

Bid pricing for Chrome devices must include a Chrome Management License for each device and 4-year warranty option.

Where a 5 year warranty option is listed bidders should include options for up to 5 years of warranty coverage as a separate line item.

All equipment must be new and not refurbished.

Price quoted must include shipping, licenses, permits, and any other expenses required to deliver the proposed product.

4. TECHNICAL AND FUNCTIONAL REQUIREMENTS

4.1. Solution Required

Item	Estimated Quantity Requested	Notes to Bidders
Apple M1 256GB Macbook 8-Core CPU Apple M1 Chip	5-7	Bids for non-MAC branded products must meet the system requirements listed If specific mounting hardware is available please list as a separate line item
Apple or Dell Desktop Computer Apple-256GB Storage Dell-3880GB Desktop 27 inch monitor to be included	3	Bids for non-MAC branded products must meet the system requirements listed If specific mounting hardware is available please list as a separate lineitem

Progeny Academy Charter School Request for Proposal

<p>Oklahoma Sound Charging Cart Chromebook charging cart-30 stations Charging cord separation</p>	<p>3</p>	<p>Station sizes must be compatible with Dell, Toshiba, Google Chromebooks, Desk Notebooks</p>
<p>Promethean-ActivPanel Titanium Interactive Display Bundle Maximum size 70"</p>	<p>2</p>	<p>Bids for non-Prometheon branded products must meet the system requirements listed</p>
<p>Konica Minolta Bizhub Copier 4-way paper feed with bypass tray/500 sheet tray Color & Black and White Copier Automatic duplexing 3 hole punch/stapler ability</p>	<p>2</p>	<p>Location of Copiers: Main office staff room, upper level staff room Must have fax faxing and scanning ability. Potential needs may include maintenance and material order support.</p>
<p>USB Mouse</p>	<p>40-65</p>	<p>Must be Compatible with Dell, Toshiba, Google Chromebook, Desk Notebooks</p>

5. ASSUMPTIONS AND AGREEMENTS

5.1. Confidentiality

The Progeny Academy Charter School District expects the Supplier to respect the confidentiality of the Progeny Academy Charter School District’s information. As a result of its participation in relation to this RFP, the Supplier may gain access to information regarding the Progeny Academy School District business or on the use, development, and acquisition of other services by the district. The Supplier shall treat all information as confidential and shall not use or disclose the information beyond the intended purpose, being the Supplier’s preparation and response to this RFP. The Supplier shall not disclose the information to any third party, except where the information exists in the public domain and/or is exempt from protection under applicable law.

If the Supplier is required to release any of the information to a third party for the purposes of preparing for its proposal, the Supplier is required to solicit at least the same confidentiality obligations from this third party prior to releasing the information.

5.2. Marketing References

All Suppliers responding to this RFP shall be prohibited from making any reference to The Progeny Academy Charter School District in any literature, promotional material, brochures, or sales presentations without the express written consent of the Progeny Academy Charter School District, as applicable.

5.3. Proposal Validity

Proposals must be valid for 90 days from the Proposal Due Date.

5.4. Contract Negotiation and Execution

The Progeny Academy Charter School District and the selected vendor(s) will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of

Progeny Academy Charter School Request for Proposal

a written contract and The Progeny Academy Charter School District shall not be contractually bound to any vendor prior to the execution of such written contractual agreement.

6. SUBMISSION INFORMATION

6.1. Presentations

The Progeny Academy Charter School District may request Supplier presentations from time to time. The Progeny Academy Charter School District will notify Suppliers if any presentations are required.

6.2. Vendor Pricing and Cost Information

All costs, inclusive of product prices, shipping, installation charges, manuals, training, etc. must be fully and plainly disclosed. All prices must remain in effect for 180 days from the proposal due date. Vendors must itemize all components, products, services, costs, etc. Supplier shall state all assumptions used for pricing.

6.3. Proposal Submission

Responses must be submitted on or before **4:00 p.m. (local time) on April 10, 2021**. Proposals that are late may be rejected. Proposals must be submitted to:

Nicole Nelson
Director
Progeny Academy
5929 Brooklyn Boulevard
Brooklyn Center, MN 55429

7. FOR ADDITIONAL INFORMATION OR CLARIFICATION

7.1. Questions and Clarification

The Progeny Academy Charter School District will answer all questions by **April 9, 2021**

All inquiries, questions, and requests for clarification of the contents of the RFP must be in writing, (email is preferred) and addressed to the Progeny Academy Charter School District Contact identified below. It is the Supplier's responsibility to clarify their interpretation of any item in the RFP of which they are not certain.

Nicole Nelson - Director
Progeny Academy
5929 Brooklyn Boulevard
Brooklyn Center, MN 55429

Phone: 763-325-9150 EXT 154

Email: nicolen@progenyacademy.org

7.2. The Progeny Academy Charter School District Questions

The Progeny Academy Charter School District may seek clarification from any or all participating vendors regarding proposal information and may do so without notification to other responders.

The Supplier may be asked to re-issue their original response with the updated information included.

8. BASIS FOR AWARD OF CONTRACT

The Progeny Academy Charter School District will evaluate participating vendor proposals on all elements of each response, including costs, technology, solution's flexibility and capability, scope of the services provided, compatibility with the Progeny Academy Charter School District's environment, and other factors as described below.

8.1. Review Criteria

The Progeny Academy Charter School District will review the information provided in response to this RFP to develop a solution that fits the district's needs. Detailed evaluation criteria will not be shared with Suppliers; however, a high-level overview of important evaluation criteria follows:

- Financial: The Progeny Academy Charter School District will evaluate each of the Supplier responses considering the overall value (costs and savings) to the district to implement.

Progeny Academy Charter School Request for Proposal

- **Technical Capability:** The Progeny Academy Charter School District will analyze the responses to determine how completely the solutions proposed meet the requirements as documented in this RFP. Specifically, the proposed solution will be evaluated in terms of:
 - Service availability and support
 - Scalability, capacity and performance
 - Compatibility with existing infrastructure, systems and processes
 - Delivery / Time to implement and deploy
 - Manageability
 - Longevity of the proposed service(s)
 - Product quality
- **Value Added:** If the Supplier has services or offerings relevant to The Progeny Academy Charter School that set them above other Suppliers, please identify these services and/or offerings (be specific).

8.2. Acceptance or Rejection of Submissions

The Progeny Academy Charter School District is not obligated to accept the lowest cost or any proposal. The Progeny Academy Charter School reserves the right to:

- Reject any or all proposals
- Waive technicalities or irregularities
- Issue no contract for any of the services described within this RFP
- Award all services to one vendor
- Accept any proposals it determines to be in the corporation's best interest
- Negotiate any or all of the scope and terms of any contract that flows from this RFP
- Add or remove scope into the contract negotiation process
- Issue contract awards for any combination of services and vendors, as it sees fit

The Progeny Academy Charter School has no obligation to reveal the basis for contract award or to provide any information to suppliers regarding the evaluation or negotiation processes.

All participating vendors will be notified promptly of bid acceptance or rejection.

9. ANTICIPATED SELECTION SCHEDULE

The evaluation is expected to be complete within 30 days after the RFP submission deadline, and a contract is expected to be awarded within 60 days of the evaluation.