



Ravenswood City School District

Technology Department

2160 Euclid Avenue

East Palo Alto, CA 94303-1799

(650)329-2800 x60166 - phone

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Request for Qualifications and Proposal- Student Laptop

Introduction

The Ravenswood City School District (RCSD) serves about 4500 students, kindergarten through eighth grades, from East Palo Alto and East Menlo Park. The ethnic make-up of the population is dominantly Hispanic 70%, followed by African American 20%, Pacific Islanders 9%, and other 1%. The district has embarked upon an aggressive and impressive initiative to improve the educational opportunities provided for students and their families. The District consistently strives to improve the academic, social, as well as the overall health and economic conditions for the entire Ravenswood community. Ravenswood District has about an 88% free and reduced school lunch rate.

The Ravenswood City Elementary School District (RCSD) is inviting proposals from Hewlett Packard Authorized Partners to submit a proposal for **225 Hewlett Packard 5102 Mini Laptop Computers, Student Edition**

All vendor proposals for this RFP are due to the RCSD Technology Department by noon, Thursday, March 4, 2010, at which time bids will be opened in the Technology Department Conference Room.

The selection process will include review and evaluation of proposals by school district staff. Cost will be the primary factor for evaluation, and other criteria include understanding of needs as expressed in the submitted bids, and vendor experience with providing requested services. The district may bring in outside consultants and/or members of the community to assist with the review of the proposals. Selections of proposals that best meet the requirements of the District are expected to be complete by March 10, 2010.

Background

The Ravenswood City School District currently supports 12 educational sites and a District office including nearly 4500 students and an employee base of approximately 180 teachers and central office staff. The District was recently awarded an *Enhancing Education Through Technology* (EETT) Competitive grant from the California Department of Education through Federal No-Child-Left-Behind funds. This grant will focus on sixth and seventh grade mathematics and has six basic outcomes:

- Increase student technology literacy
- Increase student mathematics proficiency
- Increase teacher technology literacy
- Increase teacher integration of technology into core curriculum teaching
- Provide improved access to technology for students and teachers
- Improve home-school-community communication

Proposal Requirements

The Ravenswood City School District (RCSD) is seeking to purchase laptop computers for student use in classrooms.

The winning bidder will best (and at the least cost) fulfill the below minimum requirements for these student computers along with any associated costs identified in the Proposal document:

1. **Laptop Specification:** RCSD requires 225 new laptop computers as specified below:
 - √ Hewlett Packard model 5102 Mini, Student Edition
 - √ Windows 7 Professional 32,
 - √ Black finish
 - √ Intel N450 processor
 - √ 10.1 inch LED-backlit WSVGA display
 - √ 2GB DDR2 memory
 - √ 160 GB HDD
 - √ 2 MP Integrated camera
 - √ Ports for USB, microphone and headsets
 - √ No Bluetooth
 - √ 802.11b/g/n wireless
 - √ 6-cell battery
 - √ 1-yr Standard HP pick-up and return warranty from date of delivery to the district
 - √ No Microsoft Office
2. **Recovery Media:** 5 copies of DVD Win7 Professional 32
3. **Branded Authentic Software:** Software products must be branded authentic with licensing for each installed software copy. Acceptable verification of authenticity will be original, sealed non-OEM Microsoft retail packaging OR a copy of a valid Microsoft OEM license agreement. When assembled computers are supplied by the bidder with installed software, the accompanying shrink-wrapped software and documentation must be the EXACT same version as was used by the Vendor to complete the software installation.
4. **Included costs:** Bids should include all sales tax at 9.25%, and all shipping, handling and delivery costs. No such charges may later be added to an invoice resulting from a purchase order issued under this bid.

5. **Due Date:** Thursday, March 4, 2010, 12:00PM Pacific Standard Time. No proposals will be accepted beyond this time.

Assumptions & Bidder Requirements

1. This RFP will be posted on our Ravenswood City School District web page at the following address: <http://www.ravenswood.k12.ca.us/rfps>.
2. The scope of this contract may be scaled up or down to meet both the amount of received EETT funding and the Ravenswood City School District budget.
3. This Project will be a deliverable-based engagement.
4. Upon selection of a vendor, the District will provide access to various documents and key District personnel relevant to this project, as needed by the selected vendor.
5. The bidder must state their assumptions for this project, including how pricing was calculated and on what it was based. Include any other assumptions used to determine the amount of work necessary to ensure success.
6. Questions should be submitted in writing (preferably e-mail, to solomonh@ravenswood.k12.ca.us). Responses will be posted on the RFP webpage and e-mailed to questioner.
7. The District reserves the right to review resumes and credentials, and approve or disapprove the assignment or reassignment of Vendor personnel.
8. All work will be in accordance with drawings, specifications, and general contract conditions and subject to EETT funding at level deemed acceptable by RCSD.
9. The selected vendor will be responsible for managing this project and be expected to use the PMBOK, Project Management Body of Knowledge Best Practices standard.
10. RCSD will not award this project based solely on lowest bid. Public Contracts Code §20118.1 and 20118.2 specifically permits a school district to select **any of the three** lowest responsible bids for electronic data processing systems and supporting software based on factors which it considers to be in the best interest of the District and its students. The District may award the bid or portions thereof to one or more of the three lowest responsible bidders on the specified products and the overall % discount available on the vendor's product line who best satisfies the terms and conditions of the bid. The District's Purchasing and Technology teams shall evaluate the bids and determine the bid(s) to be recommended to the Board of Trustees for acceptance. The following factors shall be considered in determining the award:
 - a. the cost of the equipment and overall % discount across the vendors product line
 - b. the manufacturer's name and/or Vendor reputations;
 - c. warranty, service, and support; and

- d. the degree to which a proposal is responsive to specifications, general conditions, and other items included in this RFP.
11. The District reserves the right to reject any or all bids; to choose any bids; and to waive any informality, technical defect, or clerical error in any bid, as the interest of the District may require. Any apparatus, appliance, equipment, material or work not shown in the specifications or any incidental accessories necessary to make the product complete and perfect in all respects and ready for operation, even if not particularly specified, shall be furnished, configured, and delivered by the bidder without additional expense to the District. Minor details not shown or specified, but necessary for the proper configuration and operation, shall be included in the work and in the bidder's estimate, the same as if herein specified or shown.

Submittal

- All proposals must be submitted with (1) electronic copy in Microsoft Word, Excel or Project or PDF format (preferably); and (1) original hard copy, and four (4) bound copies in 8-1/2" x 11" with any supporting documentation.
- Responses must be submitted by **Thursday, March 4, 2010 by 12:00PM PST** to:

**Solomon Hill
Director of Technology
Ravenswood City School District
2160 Euclid Avenue
East Palo Alto, California 94303-1799**