



## **SCHOOL BOARD ACTION REPORT**

**DATE:** October 19, 2017  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** John Krull, Chief Information Officer, [jkrull@seattleschools.org](mailto:jkrull@seattleschools.org)  
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**For Intro:** November 15, 2017  
**For Action:** December 6, 2017

### **1. TITLE**

BTA IV: Approve purchase of mobile computer devices for certificated staff

### **2. PURPOSE**

The purpose of this Board action is to approve the purchase of new mobile computer devices for certificated staff (teachers, librarians, counselors, social workers, nurses, and education staff associates – Seattle Education Association (SEA) Certificated Non-Supervisory Employees) excluding substitutes.

### **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to execute purchase orders through RFP No. 06792 with ~~XXXX~~ [Dell/Thornburg](#) for Not-To-Exceed (NTE) amount of \$5,500,000.00, which includes Washington State Sales Tax, over fiscal year 2017-2018, in the form of the draft purchase orders attached to the Board Action Report, with any minor additions, deletions, and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the purchase orders.

### **4. BACKGROUND INFORMATION**

- a. **Background** Daily, teachers and other certificated staff are carrying out vital functions from attendance and grading to communication and collaboration with students, families, and colleagues.

Computer devices are used to leverage instructional tools necessary to meet student need within a Multi-Tiered Systems of Support (MTSS) framework. New devices will allow rapid access to different sources of data used to make sound instructional decisions that enhance whole group, small group, and individual instruction.

The last district computer rollout occurred from 2008 through early 2010. Because current workstations are between seven to nine years old, they are unreliable, unable to run current operating systems, and will soon be completely unsupported. The current computers limit opportunities for instruction, collaboration, and professional growth that

current mobile solutions would provide. Today, computers are often, a static device on a desk, used primarily for writing and not for more dynamic instruction or mobile work.

Community engagement for certificated staff computer replacement was thorough during the Buildings, Technology and Academics/Athletics (BTA) IV Levy campaign which was passed overwhelmingly. The supporting document for the ballot measure states:

**Instructional Support and Delivery: \$27.2 million**  
**Modernize and expand classroom audio-visual presentation systems and faculty workstations, modernize network access, and provide state-of-the-art instructional services including online learning environments to help prepare students for life in the 21st century.**

Further engagement occurred at the 2015 Technology Summit, board meetings, meetings with principals, with teachers, and with Teaching and Learning leadership. The Department of Technology Services (DoTS) completed a "Road Show" with devices brought to different parts of the district to elicit feedback and did a district wide survey to teachers. Furthermore, DoTS coordinated teacher cohorts the last two summers to learn about using technology in the classroom to support teaching and learning.

Most of our peer districts, such as Kent and Renton, have been providing laptops for their teachers since 2009. Providing mobile solutions for our teachers brings us in line with common practice and allows our teachers access to collaboration tools essential to meet student need.

- b. **Alternatives:** Keep existing computers. This is not recommended because the teacher computers will keep failing and can only be replaced with donated systems which are not always available.
- c. **Research:** On August 11, 2017, RFP No.06792 was published to the public, which secured volume pricing for the purchase of computers that meet district requirements for capability, compatibility, and support.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be the one-time cost for the purchase of ~~XXXX~~ Dell laptops for a NTE \$5,500,000.00. When going to the school board for introduction, DoTS will have the final cost for the equipment.

The revenue source for this motion is BTA IV.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

## 6. COMMUNITY ENGAGEMENT

With guidance from the district's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

In February 2013, 72% of Seattle voters approved supported the BTA IV Capital levy. This levy supports the district's long-range plans to upgrade and renovate aging technology and was the culmination of an eighteen-month long process analyzing the technology needs of the district. The process included countless hours of planning, coordinating efforts throughout the district, community engagement and feedback, extensive Seattle School Board guidance and input that lead to a unanimous Seattle School Board vote in November 2012 that approved the BTA IV projects list.

Further engagement occurred at the 2015 Technology Summit, board meetings, meetings with principals, with teachers, and with Teaching and Learning leadership. DoTS completed a "Road Show" with devices brought to different parts of the district to elicit feedback and did a district wide survey to teachers. Furthermore, DoTS coordinated teacher cohorts the last two summers to learn about using technology in the classroom to support teaching and learning.

## 7. EQUITY ANALYSIS

The district intends to provide the same device model to each full-time certificated staff member. Organized support, training, and professional development (PD), in the context of curriculum, assessment, and instruction, will be more easily accessible through the efforts of the Department of Technology Services and the Instructional Technology team. Extra PD will be provided to those in greater need. In doing so, teachers will be provided an equitable foundation for growth resulting in elevated student learning.

The selection of projects in the BTA and Building Excellence (BEX) programs were designed to provide equitable access to schools across the city. As the district planned, it looked at needs through the equity toolkit to determine which projects should be prioritized.

## 8. STUDENT BENEFIT

Explicit and implicit benefits to students, because of appropriating functional mobile devices to teachers and other certificated staff, include improved instructional quality, increased collaboration to meet student need, equity of resources, and ultimately improved student achievement.

### **Instructional Quality**

As teachers leverage the mobility and accessibility afforded by a mobile laptop they will have greater opportunity to connect to Seattle Public Schools online resources such as Schoology, Office 365, MTSS tools, gradebook, Online Library Resources, and numerous educational applications. With increased access to online resources, teachers can efficiently craft engaging and responsive lessons in ways that more closely mirror the 21st century workplace. The new laptop has the capacity to connect remotely to presentation stations allowing teachers to visually address on-the-fly questions and model collaborative problem solving. With a mobile laptop in hand, teachers can move about the classroom to more closely observe student progress. These real-time observations facilitate a responsive feedback loop to students and families and provide critical information for lesson planning.

### **Certificated Staff Collaboration and Professional Development**

Opportunities for increased collaboration amongst colleagues is a major benefit to teachers, staff, and students. Laptops are a valuable tool to enhance professional learning opportunities in a variety of settings. Staff will be able to bring their device, replete with digital professional materials, to their Professional Learning Communities (PLCs) and staff meetings. Having mobile computing devices allows teachers to share work samples and calibrate grading procedures, resulting in equitable assessment practices across sections. In addition, staff can efficiently share and discuss concepts learned during out-of-district professional development experiences. Laptops increase opportunities for real-time access and sharing of information amongst staff, enabling effective and responsive lesson planning. Additionally, as a community using the same device, staff will support one another as they become more fluent with their use of the laptop and district tools such as Office 365 and Schoology.

### **Student Achievement & Eliminating the Opportunity Gap**

By providing teachers with technology-based resources, networks, and supports, our district can continue to address the opportunity gaps affecting historically underserved students. With the technical foundation of the district's move to digital MTSS tools, the device will enable effective analysis of student data, access to digital curriculum and tracking interventions. The combination of these opportunities will exponentially strengthen staff's ability to make instructional decisions, interact in professional learning contexts, resulting in improved teacher practice with an eye toward closing the opportunity gap.

## **9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item

Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Board Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Curriculum and Instruction meeting on November 7, 2017. The Committee reviewed the motion and moved the item forward to the full Board with a recommendation for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon Board approval of this motion, purchase orders will be executed to begin the procurement process. Teachers will begin to receive their new computers beginning 2018.

**13. ATTACHMENTS**

- RFP #06792 Packet ~~(to be attached prior to December 6 Action)~~
- Draft Purchase Orders ~~(to be attached prior to December 6 Action)~~

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Seattle Public Schools  
Contracting Services  
2445 Third Avenue South  
Seattle, WA 98134  
Telephone: (206) 252-0566  
Fax: (206) 743-3018  
[contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org)

**Request for Proposal No. RFP06792**

**Computers and Support Services**

**for**

**Seattle Public Schools' Department of Technology Services**

**Submittal Deadline:**

**Date: September 1, 2017**

**Time: 10:00 a.m.**

***Instructions***

Table of Contents

1.0 INTRODUCTION ..... 4

2.0 SCHEDULE..... 5

    2.1 Schedule of Activities.....5

    2.2 Pre-Proposal Conference.....5

3.0 QUESTIONS AND COMMUNICATION..... 5

4.0 BACKGROUND ..... 6

5.0 PROJECT INFORMATION..... 6

    5.1 Technical Specifications.....7

    5.2 Additional Services .....8

6.0 SELECTION PROCESS ..... 10

    6.1 Method of Selection .....10

    6.2 Notifications .....11

    6.3 Seattle Schools Right to Reject .....12

    6.4 Procedures Requirements .....12

7.0 SUBMITTAL REQUIREMENTS..... 12

    7.1 General Submittal Requirements.....12

    7.2 Contents of the Proposal.....12

8.0 CONTRACTING PROVISIONS ..... 15

    8.1 Standard Form of Contract .....15

    8.2 Term .....15

    8.3 Additional Contract Document Requirements.....15

    8.4 Protest Procedures .....16

ATTACHMENTS

- Attachment 1: Technical Specifications – Student Laptop
- Attachment 2: Technical Specifications – Teacher Laptop
- Attachment 3: Technical Specifications – Desktop Computer
- Attachment 4: Sample Standard Form of Contract
- Attachment 5: Price Form

**Attachments 1 – 5 are available to view at [Builders Exchange of Washington](#)**

**REQUEST FOR PROPOSAL NO. RFP06792**

**PROPOSAL CERTIFICATION FORM**

TO: Diane T. Navarro, Contracting Services Manager

The undersigned provider hereby certifies as follows:

- 1. That he/she has read the Seattle School District's Request for Proposal No. RFP06792 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

Addenda Number	Issue Date
_____	_____
_____	_____
_____	_____

- 2. That he/she has had the opportunity to ask questions regarding the Request for Proposal, and that if such questions have been asked, they have been answered by the District.
- 3. That the proposer's response is valid for 90 days.

Dated at \_\_\_\_\_, this \_\_\_\_\_ of \_\_\_\_\_ 2017.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(UBI Number)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)



## 1.0 INTRODUCTION

Seattle Public Schools (“District” or “SPS”) intends to establish a computer standard for its Windows-based devices for the District over the next five years. The District’s Department of Technology Services (DoTS) is requesting proposals from qualified manufacturers and firms to provide various computers and support services for the District.

The successful vendor(s) shall have proven experience in providing computer device configuration, delivery, and support services to large organizations with multiple sites and a high volume of devices.

The District intends to award this contract to one vendor, however reserves the right to enter into a separate agreement for the support services listed in the RFP.

This Request for Proposal (RFP) describes the selection process and documentation required for submitting a Proposal. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

The selection of the devices and services will proceed in the following manner:

- **Seattle Public Schools shall receive proposals no later than the due date and time specified in Section 2.0 of this RFP.**
- The proposals will be followed by a determination of shortlisted devices, whereby a vendor(s) will be asked to provide sample computers to the District for further review.
- The District reserves the right to reject any vendor who is unable to comply with the District’s request for sample computers at the date and time determined by the District.
- The District reserves the right to seek clarifications about the proposals.
- The District may award based solely on the written proposals. However, the District may elect to engage in negotiations with selected vendors, in order to improve the proposals and obtain the best contract(s) for the District. The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- The final selection will be based upon the criteria set forth below. The District reserves the right to negotiate with the successful vendor(s) on pricing and other factors and may award to multiple vendors if deemed appropriate.

## 2.0 SCHEDULE

### 2.1 Schedule of Activities

Date	Selection Process
August 11, 2017	Advertisement for Request for Proposal Published. (First Notice)
August 18, 2017	Advertisement for Request for Proposal Published. (Second Notice)
August 22, 2017	Pre-proposal Conference at 11:00 a.m.
August 23, 2017	Last day for Questions from Proposers by 2:00 p.m.
<b>September 1, 2017</b>	<b>Proposal Due by 10:00 a.m.</b>
Approx. September 4-15, 2017	Initial screening of proposals
Approx. September 19, 2017	Notification sent to short list firms and request for demo notifications issued (anticipated)
Approx. week of October 9, 2017	Short list firms to submit demo computers for review
November 2017	Notification of selection to firm(s)

### 2.2 Pre-Proposal Conference

Interested manufacturers and firms are encouraged to attend a Pre-proposal conference at the date and time listed above which the particulars of the RFP will be discussed. The meeting shall be held at the John Stanford Center for Educational Excellence (JSCEE) at 2445 Third Avenue South, Seattle, WA 98134.

## 3.0 QUESTIONS AND COMMUNICATION

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

**U.S. Mail:** Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
P.O. Box 34165  
Seattle, WA 98124-1165

**Physical Location:** Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
2445 Third Avenue S.  
Seattle, WA 98134-1923

Phone: (206) 252-0566  
Fax: (206) 743-3018  
E-mail: [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org)

All questions must be submitted electronically by e-mail or fax to Contracting Services by the date and time indicated in Section 2.0. Reference the RFP number in the subject of your email. The District will consider no telephone or in-person inquiries, except at the interviews/demos for those firms making the short-list.

Answers to questions will be issued in the form of an addendum that will be provided electronically on the Builders Exchange website at [Builders Exchange of Washington](#) and on the Seattle Schools [Current Solicitations](#) website.

Proposals must be submitted electronically to Contracting Services at [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org) with the Request for Proposal number and project title included in the subject heading.

**In the event that a firm attempts to contact any official, employee, or representative of Seattle Public Schools in any manner contrary to the above requirements, said firm may be disqualified for further consideration.**

This prohibition does not apply to:

- Telephone calls to the District to request copies of this RFP, to confirm attendance, or request directions relative to an interview notification received from the District;
- Delivery of written questions about the proposal;
- Discussion at the interview/demonstration (if deemed necessary);
- Delivery of the firm's proposal.

#### **4.0 BACKGROUND**

Seattle Public Schools is the largest K-12 school system in Washington State, serving nearly 53,000 students in 100 schools. In February 2016, voters approved the Building, Technology & Academics IV Levy (BTA IV) which will fund major renovations, new construction, and improvements to various sites throughout the District. As part of the BTA IV levy, approximately \$24 million is allocated for computer equipment enhancement over a span of three years, 2017 - 2020.

#### **5.0 PROJECT INFORMATION**

The selected vendor(s) will be awarded a three (3) year agreement with the District with two (2) optional, one-year extensions based on the long-range needs of the District and mutual consent of both parties, for a total of five (5) years.

Seattle Public Schools utilizes computing devices for all students and administrative staff. Comprised of desktop and laptop models, all variations are conducive to an established Cisco network infrastructure. Any and all new devices must be compatible with Cisco gigabit networking protocols, and Cisco wireless 802.11ac standards.

All computer systems are required to be:

- Cisco network compatible, with either gigabit RJ-45 or 802.11ac wireless connections
- Microsoft SCCM configurable, with current driver support available for every model

Additionally the District is looking for manufacturers that can provide the following for parts and services:

- ✓ All systems must carry at least a 3-year warranty, however the District prefers a 4-year standard warranty;
- ✓ Can provide next-day delivery without the District incurring any charges on ordered parts;
- ✓ A pre-paid return-shipping label is included with any repair component;
- ✓ Parts are available for all systems for a period of five (5) years after purchase date;
- ✓ Allows District technicians to access the company's Tier 2 Tech Support Services to facilitate troubleshooting procedures;
- ✓ Offers District technicians the capability to attain technical certification status with the company to perform authorized computer repairs;
- ✓ Allows District technicians to have the ability to order warranty repair parts and install them without voiding the computer warranty;
- ✓ Offers compensation/reimbursement fee for repair labor performed by District technicians for each repair occurrence;
- ✓ Company sales staff with experienced customer service representatives and dedicated to Seattle Public Schools that can handle all warranty repairs in a timely manner. They must be available by phone or e-mail during regular business hours, Pacific Standard Time;

## 5.1 Technical Specifications

### **System Descriptions:**

The following three (3) configurations serve as examples for standard systems at SPS, however the District may occasionally purchase non-standard systems from the manufacturer's catalog on an as-needed basis. Custom configurations must be allowed for non-standard systems on an as-needed basis, quoted and provided by the company with the same warranty as standard systems.

#### **STUDENT LAPTOP**

11.6" Display, 1366 x 768 Touch Screen with Camera  
 Convertible Case Design  
 Intel Core i3-7100 or -7100T Processor  
 Minimum 4GB RAM  
 Minimum 128GB Solid State Drive  
 Intel Dual Band Wireless-AC 7265 802.11AC Wi-Fi + BT 4.0 LE  
 Active Pen  
 Available Ports:

- 1 Combo Headphone/Microphone Jack
- 1 USD Card Reader
- 2 USB 3.1, Gen 1
- 1 Standard HDMI
- USB Type C charging port

***Integrated RJ-45 Ethernet Port is preferred***  
 Rechargeable 7-Hour battery  
 Nobel Wedge Lock Slot  
 4-Year Warranty

#### **TEACHER LAPTOP**

12" Display, 1920 x 1080 Touch Screen with Mic/Camera  
 Convertible Case Design  
 Intel 7<sup>th</sup> Gen Core i5-7300U DC w/ **vPro Technology** (required)  
 Minimum 8GB RAM  
 Minimum 256GB Solid State Drive

Qualcomm QCA61x4A 802.11ac Dual Band (2x2) Wireless Adapter+ Bluetooth 4.1  
 Active Pen  
 Available Ports:  
 ○ 1 Combo Headphone/Microphone Jack  
 ○ 2 USB Type-C Charging Port  
 ○ 2 USB 3.1, with PowerShare  
 ○ 1 uSD 4.0 Memory Card Reader  
 ○ 1 uSIM Card Slot  
 Rechargeable 7-Hour battery  
 Nobel Wedge Lock Slot  
 4-Year Warranty

### **DESKTOP COMPUTER**

Small Form Factor Case  
 180 Watt Power Supply  
 Intel Core i5-7500 Quad-Core Processor  
 Minimum 8GB RAM  
 Minimum 256GB Solid State Drive  
 Integrated DVD Optical Drive  
 Wired 104-Key English Keyboard  
 Wired 2-Button Mouse  
 20 Inch Monitor – Same brand as CPU  
 Available Ports:  
 ○ 6 USB 3.0 (2 front, 4 rear)  
 ○ 4 External USB 2.0 (2 front, 2 rear)  
 ○ 1 Internal USB 2.0  
 ○ 1 RJ-45 Gigabit NIC  
 ○ 1 Nine-pin Serial  
 ○ 2 Display Ports  
 ○ 1 HDMI  
 ○ 2 PS/2  
 ○ 1 Universal Audio Jack  
 ○ 1 Line-out  
 4-Year Warranty

### **DOCKING STATION**

USB Type-C Connection  
 Display Ports – One each VGA, Mini Display, HDMI  
 USB – Two 2.0, Three 3.0  
 Audio – One 3.5mm combo, One 3.5 speaker out  
 Network – One RJ-45 Gigabit Ethernet  
 AC Adapter – 130W/180W  
 Kensington Lock Slot

## 5.2 Additional Services

To assist with large deployments of desktop computers, the company will be required to provide installation services across the school district. This entails computer unboxing, organized distribution at the site, breakdown of old systems, and setup of new. Legacy systems will be moved to designated areas at the school as specified by the District technical staff. Removal of cartons and packing from the site is required, as is maintaining clean work areas in classrooms. Work is performed only after class hours and evenings until closing time.

Laptop deployments require the capacity for the company to image mobile devices at their location. This entails extraction from shipping cartons, imaging and placing in carts - adhering to proper cable management practices. Recording service tag numbers and serial numbers is also a requirement, with submission to SPS central warehouse in readable format upon delivery to Receiving. The aforementioned image is provided by SPS and is applied to laptops according to District technician instructions.

The vendor must have a local Washington presence and be located in or near the vicinity of Seattle in order to provide SPS warehouse deliveries, equipment configurations, and on-site service to school sites. If the vendor does not have a local presence, vendor should explain in their submittal how they would mitigate the possible issues around deliveries and services in the proposal submittal.

The selected vendor will carry out the following scope of work:

<b>Deliverable Items</b>	<b>Vendor Responsibility – In Scope</b>	<b>District Responsibility - Out of Scope</b>
Order Carts and Equipment		X
Deliver Carts and Equipment to Vendor		X
Unbox all equipment and dispose of packing material	X	
Install Laptops in carts	X	
Laptop etching with SPS Logo	X	
Create report indicating equipment inventory (per cart)	X	
Pallet Desktops for delivery to JSCEE warehouse	X	
Pallet loose laptops for delivery to JSCEE warehouse	X	
Establish Schedule for Vendor site visits		X
Install desktops on-site at schools and verify all connections are functional. (remove old equipment to designated area)	X	

The District is also interested in learning about firms' comprehensive support service options for repairs on warranted computer systems – replacements for components, replacements for entire systems, troubleshooting, and response times from the vendor.

**While devices are in possession of the Vendor, the Vendor shall be responsible for the devices.**

The District reserves the right to delete from the scope of work any or all of the scope from any of the projects listed above. The District also reserves the right to modify the schedule, specific size or scope.

**Please note that the District will select the successful firm(s) based on the best interests of the District, all factors considered. The District reserves the right to reject any or all**

**proposals, waive minor irregularities and informalities, and make the awards in its best interest.**

## **6.0 SELECTION PROCESS**

### **6.1 Method of Selection**

The procurement of these devices will proceed as described below. All costs incurred by vendors choosing to participate in this RFP process shall be borne by the proposing vendors. The procurement of devices and services will proceed as described below.

1. It is the intent of the District to award the project listed above to one firm, however, Seattle Public Schools reserves the right to award the project to multiple firms if deemed appropriate.
2. An initial screening of the proposals will be conducted based on the criteria set forth below. Proposals that do not meet the criteria or minimum required specifications will not be considered further.
3. A short list of computer devices will be determined and devices will be requested from the vendors for further review by the Selection Team as well as District staff and students for District input.
4. Proposers will be asked provide at least two (2) of each selected computer model to SPS for evaluation purposes at the time of RFP response.
  - All computers will be evaluated for compatibility to the SPS network infrastructure and ease of use, overall functionality, among other factors.
  - Computers will be responsibly cared for by SPS Department of Technology Services.
  - Computers will be returned to the vendor after the testing period. Vendor will be responsible for reclaiming their devices after the completion of the process by either 1) picking up their devices from the District's JSCEE Building or 2) shipping the devices to the District in a reusable box with a pre-paid return label.
5. The District intends to select a firm(s) based upon the best interests of the District, all factors considered. Among the factors to be considered are the following:

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
<b>Technical Qualifications – 200 Total</b>	<b>200</b>
Comprehensive Service Plan – Competency for provision of aforementioned Additional Services in Section 5.2 (imaging, deliveries, deployments) and ability to provide those services as promised.	50
Comprehensive Support Plan – Methods fully explained to provide support for warranted computer systems – replacements for components, replacements for entire systems, troubleshooting, and response time.	40
Ability to meet all Technical Specifications Requirements	40
Warranty Coverage	20
Capacity and ability to deploy high volumes quickly	15
References	10
Local business presence	10
Replacement parts availability for standard systems beyond warranty	15
<b>Pricing – 30 Total</b>	<b>30</b>
Pricing considerations include: (1) comparative costs and services included in standard pricing; (2) any fees for additional services proposed or offered by the vendor; and (3) proposed discount percentage for non-standard devices.	30
<b>Demonstration (Shortlisted Firms Only) - 50 Total</b>	<b>50</b>
Ability to provide demo computers that match the technical descriptions of the explained systems, compatibility to the SPS network infrastructure.	30
Ease of use, overall functionality, among other factors	20

The selected shortlisted devices will be evaluated for compatibility to the SPS network infrastructure and also be included in a computer exhibition for District staff and students to review the devices and provide selection input regarding ease of use, functionality and other factors. Upon receipt of demonstration feedback, the Committee will determine finalist vendors to submit proposed pricing on the listed standard models and services.

## 6.2 Notifications

The District will provide timely notifications to firms responding to the Request for Proposal upon selection of the recommended firm.



### 6.3 Seattle Schools Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the RFP at any time prior to approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. **Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.**

The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

### 6.4 Procedures Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

## 7.0 **SUBMITTAL REQUIREMENTS**

### 7.1 General Submittal Requirements

The submittal requirements shall be as follows:

**SUBMITTAL METHOD:** The proposing vendor, firm, joint venture or other form of association (“firm”) shall submit an electronic copy of their Proposal to Contracting Services at [contractingservices@seattleschools.org](mailto:contractingservices@seattleschools.org). The District prefers that the proposal is sent in (one) 1-.PDF document, with bookmark tabs noted for each section below.

**Each proposal is to be a maximum of fifteen (15) pages (8-1/2” x 11”) single sided, not smaller than 12 point type. Please combine sections below into one PDF with each section bookmarked within the PDF.**

1. The cover letter, Proposal Certification Form, table of contents, tabs and attached forms (including appendices included with the forms) do not count toward the page limits.
2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
3. **Please Note:** In preparing the firm’s submittal, the proposing firm shall clearly identify the designated person of record responsible for any referenced project. If the proposing firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be clearly identified.

### 7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFP). This does not count towards the page limit.
2. Table of contents (maximum 1 page).
3. Separate section: Executive Summary.

- Provide a summary highlighting the vendor's qualifications and special expertise to provide the services requested in the Request for Proposal.
4. Separate section: Company Profile.
    - a. Identification of vendor (or vendors, if a joint venture or association) including address, telephone number, email address and date vendor (s) were established.
    - b. Areas of specialization.
    - c. If your proposed device line is currently available through a purchasing consortium (i.e. NASPO and/or KCDA), please provide the name of the consortium(s) and the Interlocal agreement contract number(s).
  5. Separate section: Project Experience and Past Performance.
    - a. Provide at least three (3) examples of experience of your ability to quickly deploy high volumes of devices within a short time frame.
    - b. Provide examples of past experience of your ability to provide asset tags using customer's specific specifications.
    - c. You may, in list form, provide additional K-12 school districts and/or large public entities your firm has supported over the past three years. Include a brief summary of project size and scope for each.
  6. Separate section: References.
    - a. Provide a minimum of three (3) references, two of which must be K-12 school districts. Include name of school district, contact name, title, email address, phone number and a brief description of the business relationship.
  7. Separate section: Technical Features.
    - a. Provide detailed device specifications to show that your proposed device(s) meets each of our system specifications.
    - b. Insert your completed **Attachments 1-3, Technical Specifications Forms** in this section. These attachments will not count towards your page limit. **Attachments 1-3, Technical Specifications Forms are available to view at [Builders Exchange of Washington](#)**
    - c. Describe your online marketplace capabilities specifically for District devices.
    - d. Provide a website link or catalog that describes your breadth of device offerings other than the devices listed.
  8. Separate section: Availability and Capacity.
    - a. Please provide your typical standard delivery timeframe and process for various quantity levels.

- b. State your local service location in order to provide SPS warehouse deliveries, equipment configurations, and on-site service to school sites. If you do not have a local presence, explain how you would mitigate the possible issues around deliveries and services.
  - c. Describe the availability of your customer service representatives and if the District would have a dedicated account manager. Include your business hours (Pacific Time) and whether they are available by phone or email.
9. Separate section: Warranty, Services and Support.
- a. Warranty: Provide responses to the following warranty questions:
    - Do all of your systems carry at least a 3-year warranty? Are you able to offer a 4-year standard warranty?
    - Can you provide next-day delivery without the District incurring any charges on ordered parts?
    - Is a pre-paid return-shipping label included with any repair component?
    - Are parts available for all systems for a period of five (5) or more years after purchase date?
    - Do you allow outside/District technicians to access your company's Tier 2 Tech Support Services to facilitate troubleshooting procedures?
    - Do you offer outside/District technicians the capability to attain technical certification status with the company to perform authorized computer repairs?
    - Do you allow outside/District technicians to have the ability to order warranty repair parts and install them without voiding the computer warranty?
    - Do you offer compensation/reimbursement fees for repair labor performed by outside/District technicians for each repair occurrence?
  - b. Services: Describe how you would address the District's additional service needs for large deployments as noted in Section 5.2.
  - c. Support: Describe your firm's comprehensive, full-service support plan. Explain how your firm would provide support for warrantied computer systems, such as replacing components, entire devices, troubleshooting and response time.
10. Separate section: Pricing.

Provide your proposed pricing using **Attachment 5 – Price Form** for the District's standard devices and services that offers the most competitive pricing for the duration of the agreement. Note if pricing meets or exceeds purchasing consortium discounts (i.e. NASPO). **Attachment 5 – Price Form is available to view at [Builders Exchange of Washington](#)**

Include Unit Pricing and Discount percentages for any future upgrades for the following:

- Student Laptop
- Teacher Laptop
- Desktop Computer
- Docking Station
- In-Scope Deliverables listed in Section 5.2 Additional Services

Provide pricing for comprehensive, full service support. Include what services are covered within this cost.

11. Separate section: Terms and Conditions.

Include any comments or proposed changes to the District's terms and conditions (Attachment 4 to this RFP). **Please note that the District reserves the right to reject any firm not willing to accept the District's terms and conditions as shown in the standard form of contract.**

Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications, and to engage in negotiations with a selected short list of firms.

**8.0 CONTRACTING PROVISIONS**8.1 Standard Form of Contract

The District's Contract for Consulting Services is included as Attachment 4. **Attachment 4 is available to view at [Builders Exchange of Washington](#).** The proposal should include any comments or requested changes. **Please note: The District reserves the right to reject any firm that is not willing to accept the District's terms and conditions as noted in the standard form of contract.**

8.2 Term

The initial term of this contract is expected to be approximately September 2017 to August 2020, with two (2) optional, one-year extensions, for a total not to exceed five (5) years.

8.3 Additional Contract Document Requirements

The selected firm shall be required to provide the following documents to the District prior to execution of the contract:

- W-9 Form
- Washington State Business License
- Certificate of Insurance, including endorsement pages, with the following limits:

workers' compensation	statutory
employer's liability (stop gap)	\$1,000,000 each accident \$1,000,000 disease-policy limit \$1,000,000 each employee
commercial general liability	(per occurrence/aggregate)
bodily injury and property damage	\$1,000,000/\$2,000,000
personal and advertising injury	\$1,000,000/\$2,000,000
products and completed operations	\$1,000,000/\$2,000,000
fire legal liability	\$100,000
automobile liability (owned, non-owned, leased or hired)	\$1,000,000 per occurrence
umbrella/excess coverage	\$2,000,000 per occurrence
professional liability	\$1,000,000 each occurrence

#### 8.4 Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

JoLynn Berge  
 Assistant Superintendent for Business and Finance  
 Seattle School District No.1  
 MS 33-300  
 P.O. Box 34165  
 Seattle, WA 98124

Or delivered to:

JoLynn Berge  
 Assistant Superintendent for Business and Finance  
 Seattle School District No.1  
 MS 33-300  
 2445 3<sup>rd</sup> Avenue South  
 Seattle, WA 98134

And shall be labeled: "Protest"

3. Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to the Superintendent by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent's decision shall be final and conclusive.

4. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.
5. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

### **End of Request for Proposal**

#### **ATTACHMENTS**

Attachment 1: Technical Specifications – Student Laptop

Attachment 2: Technical Specifications – Teacher Laptop

Attachment 3: Technical Specifications – Desktop Computer

Attachment 4: Sample Standard Form of Contract

Attachment 5: Price Form

**Attachments 1 – 5 are available to view at [Builders Exchange of Washington](#)**



**Seattle School District No. 1**

Purchasing Services  
 Mail Stop 23-376  
 PO Box 34165  
 Seattle, WA 98124-1165

Purchase Order	
P.O. Number	8200001890
P.O. Date	11/30/2017
Ship Via	Surface, Prepay & Add
Deliver By	01/05/2018
Contact	Anja Markovic
<b>Ph: 206 252-0713</b>	Fax: 206-252-0505
Email: almarkovic@seattleschools.org	

Vendor
<b>THORNBURG COMPUTER SERVICES, L            ATTN: TIM FIELDSSEND</b> P.O. BOX 11455 OLYMPIA, WA 98508-1455 Fax: 866-370-2522 Tel: 360-705-2840 orders@thornburgcs.com

Deliver Items To:
<b>SSD#1 C/O THORNBURG</b> Department: DOTS/ROBERT SHORE 7511 TERMINAL STREET SOUTHWEST TUMWATER WA 98501 P.O. Number: 8200001890

Send Invoice To:
<b>Seattle School District No 1.</b> Accounts Payable Mail Stop 33-343 PO Box 34165 Seattle, WA 98124-1165 Email:accountspayable@seattleschools.org

Item	Material/Description	Quantity	UM	Unit Price	Total
	<p>Terms: Net 30 days, Currency USD</p> <p>By accepting this purchase order/contract, the above named firm certified that they are not currently debarred from participating on any federal, state or similarly funded transaction.</p> <p>PLEASE PROCESS THIS ORDER ASAP, ADVISING US IF INDICATED PRICING, DELIVERY, TERMS CANNOT BE MET.</p> <p>NOTE:            A) SUPPLY AS A SINGLE COMPLETE SHIPMENT, FULL QUANTITIES, ALL ITEMS            B) NO BACKORDERS, NO PARTIAL SHIPMENTS            C) A "DISTRIBUTION LIST" WILL BE SUPPLIED WITH THIS ORDER. DISTRIBUTION LIST WILL DETAIL DISTRICT END USER SCHOOLS/PROGRAMS AND ANY PRIORITY DELIVERY SEQUENCE REQUIREMENTS            D) REF SSD#1 RFP06792. VALID DEC 2017 THRU AUG 2020. POSSIBLE/ADDITIONAL EXTENSION OF TWO (2) ONE (1) YEAR PERIODS</p>				
00010	RFP06792 DELL TCHR DOCK STATION  WD15 with 130W adapter (450-AFGM)  VENDOR QUOTE #8472	3,500	EA	105.00	367,500.00

Purchase order number must appear on all invoices, shipping labels, packing lists and correspondence.

This purchase order is subject to Seattle School District No. 1 standard terms and conditions. These can be referenced by clicking on the "Terms and Conditions" link at [www.seattleschools.org/procurement](http://www.seattleschools.org/procurement)



**Seattle School District No. 1**

Purchasing Services  
 Mail Stop 23-376  
 PO Box 34165  
 Seattle, WA 98124-1165

Purchase Order	
P.O. Number	8200001890
P.O. Date	11/30/2017
Ship Via	Surface, Prepay & Add
Deliver By	01/05/2018
Contact	Anja Markovic
<b>Ph: 206 252-0713</b>	Fax: 206-252-0505
Email: almarkovic@seattleschools.org	

Vendor
<b>THORNBURG COMPUTER SERVICES, L</b> <b>ATTN: TIM FIELDSEND</b> P.O. BOX 11455 OLYMPIA, WA 98508-1455 Fax: 866-370-2522 Tel: 360-705-2840 orders@thornburgcs.com

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Send Invoice To:
<b>Seattle School District No 1.</b> Accounts Payable Mail Stop 33-343 PO Box 34165 Seattle, WA 98124-1165 Email:accountspayable@seattleschools.org

Item	Material/Description	Quantity	UM	Unit Price	Total
	DES Contract No. SC-05815-003				
	Total net value excl. tax:				367,500.00
	Wash.St.Sales Tax:				37,117.50
	Freight:				0.00
	Total:				404,617.50

Purchase order number must appear on all invoices, shipping labels, packing lists and correspondence.

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AUTHORIZED SIGNATURE *A Markovic*  
 (Buyer)





**Seattle School District No. 1**

Purchasing Services  
 Mail Stop 23-376  
 PO Box 34165  
 Seattle, WA 98124-1165

Purchase Order	
P.O. Number	8200001889
P.O. Date	11/30/2017
Ship Via	Surface, Prepay & Add
Deliver By	01/05/2018
Contact	Anja Markovic
<b>Ph: 206 252-0713</b>	Fax: 206-252-0505
Email: almarkovic@seattleschools.org	

Vendor
<b>THORNBURG COMPUTER SERVICES, L ATTN: TIM FIELDSSEND</b> P.O. BOX 11455 OLYMPIA, WA 98508-1455 Fax: 866-370-2522 Tel: 360-705-2840 orders@thornburgcs.com

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Item	Material/Description	Quantity	UM	Unit Price	Total
	<p>Terms: Net 30 days, Currency USD</p> <p>By accepting this purchase order/contract, the above named firm certified that they are not currently debarred from participating on any federal, state or similarly funded transaction.</p> <p>PLEASE PROCESS THIS ORDER ASAP, ADVISING US IF INDICATED PRICING, DELIVERY, TERMS CANNOT BE MET.</p> <p>NOTE:            A) SUPPLY AS A SINGLE COMPLETE SHIPMENT, FULL QUANTITIES, ALL ITEMS            B) NO BACKORDERS, NO PARTIAL SHIPMENTS            C) A "DISTRIBUTION LIST" WILL BE SUPPLIED WITH THIS ORDER. DISTRIBUTION LIST WILL DETAIL DISTRICT END USER SCHOOLS/PROGRAMS AND ANY PRIORITY DELIVERY SEQUENCE REQUIREMENTS            D) REF SSD#1 RFP06792. VALID DEC 2017 THRU AUG 2020. POSSIBLE/ADDITIONAL EXTENSION OF TWO (2) ONE (1) YEAR PERIODS</p>				
00010	RFP06792 Dell Latitude 5289 TCHR Laptops  REF VENDOR QUOTE# 8468	4,000	EA	996.45	3,985,800.00

Purchase order number must appear on all invoices, shipping labels, packing lists and correspondence.

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Item	Material/Description	Quantity	UM	Unit Price	Total
	Total net value excl. tax:				3,985,800.00
	Wash.St.Sales Tax:				402,565.80
	Freight:				0.00
	Total:				4,388,365.80

Purchase order number must appear on all invoices, shipping labels, packing lists and correspondence.

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AUTHORIZED SIGNATURE *A Markovic*  
 (Buyer)