

# **Union County**

# **Board of Education**

## **Request for Proposal**

Issue Date: 01/07/2008

Due Date: 02/04/2008

## **Table of Contents**

### **1.0 INTRODUCTION**

- 1.1 Union County Board of Education Information
- 1.2 Objective

### **2.0 PROCESS**

- 2.1 Response Format
- 2.2 Confidentiality
- 2.3 Vendor E-mail Address
- 2.4 Clarifications/Questions
- 2.5 Response Submission
- 2.6 Timetable

### **3.0 PRICING, TERMS, AND CONDITIONS**

- 3.1 Freight on Board (F.O.B.) Point
- 3.2 Discounts
- 3.3 Compliance with Laws and Regulations

### **4.0 SERVER SPECIFICATIONS**

- 4.1 Specifications
- 4.2 Warranty / Service

### **5.0 ADDITIONAL REQUIREMENTS**

- 5.1 Delivery
- 5.2 Quality Control
- 5.3 Vendor Profile
- 5.4 Vendor Default
- 5.5 Proof of Financial and Business Capability
- 5.6 Acceptance
- 5.7 Bid Evaluation and Award

## **1.0 INTRODUCTION**

### **1.1 The Union County Board of Education**

The Union County Board of Education (referred to as UCBOE or the County for purposes of this document) is responsible for seven schools consisting of approximately 3000 students in Union County, Tennessee. The County has approximately 1,800 computers in use. Having a student to computer ratio of over 2:1, the County is considered excellent by Tennessee State Standards. The UCBOE's web site is [www.ucps.org](http://www.ucps.org).

The Technology Department supports the core networking, computer and telecommunications infrastructure for the schools in the county.

During the main academic year, the County's network has high usage and demand by the students and faculty. Quality of components and construction, durability, and quiet and safe operation in this heavy-use environment will all need to be important elements of the successful vendor's proposed server/equipment configuration.

### **1.2 Objective**

The objective of this Request for Proposal is:

To select a preferred vendor for new servers and internal connection equipment purchases for the E-RATE funding for the 2008/2009 school year.

There is an ongoing need to upgrade and purchase servers to serve the various schools in the county. UCBOE hopes to secure direct savings relating to the procurement of these systems, based on economies of scale and a focused relationship with a single supplier.

## **2.0 PROCESS**

The UCBOE welcomes and encourages any ideas or suggestions that might result in more advantageous purchasing of the goods and services listed in the RFP and subsequent business for your company. The proposals should contain creative and effective solutions designed to achieve the County's goals as stated in this RFP. In order to select the most qualified vendor, the UCBOE seeks detailed information concerning your organization, proposed solutions, technical qualifications, capabilities, historical experience, business strategy, and strategic directions. Please feel free to include any other information or documentation that you feel will offer the County value and differentiate your company from the competition.

### **2.1 Response Format**

All proposals must be submitted in a sealed envelope and clearly marked "UCBOE – 2008/2009 ERATE Technology RFP". Responses may be mailed to: Brandi Fox, Technology, Union County Board of Education, P.O. 10, Maynardville, TN 37807 or submitted in person at the Central Office, 3006 Maynardville Highway, Maynardville, TN 37807.

Proposals submitted by facsimile will not be considered. Proposals received after the closing time and date may be returned unopened to the sender. An authorized company representative must sign all proposals submitted.

Proposals may be for one or all of the requested equipment. Bids for individual goods/services will be considered along with those for all listed in this proposal.

Any terms or conditions that cannot be fulfilled are to be clearly articulated on the Vendor's letterhead and included within the proposal.

The submitted proposal should take the following form:

- The main text of the proposal should be structured according to the format of sections 4 through 6 of this RFP. In each sub-section, the vendor should indicate how they will meet the requirements outlined and any specific requirement or performance obligation that they do not intend to meet.
- A spreadsheet summarizing the requested configuration and the vendor's proposal for each component must be completed and submitted as part of the response.
- Other materials that the vendor wishes to provide as part of their response can be organized in additional, but separate sections to the above requirements.

## **2.2 Confidentiality**

The information within this document pertains to this specific Request for Proposal for equipment. The information provided in this document is for the sole use of the UCBOE and the invited vendors must treat this information as confidential. This RFP may not be used for purposes other than to solicit proposals for equipment.

## **2.3 Vendor E-mail Address**

Immediately upon receipt of the RFP, each vendor must send to Brandi Fox, representative of the Union County Schools Technology Department, the E-mail address for the vendor's primary contact. Brandi Fox's email address is [brandi@ucps.org](mailto:brandi@ucps.org).

## **2.4 Clarifications/Questions**

All requests for clarification and/or questions regarding the RFP must be directed to Brandi Fox via E-mail.

Responses to requests for clarification or questions will be distributed to all vendors, through the vendor's primary contact, via E-mail, in a timely fashion.

Requests for clarification and/or questions will be accepted until 3:00 P.M. on 01/31/2008.

## **2.5 Response Submission**

Proponents shall promptly examine all the RFP documents upon receipt and report to the person named above any errors, omissions or ambiguities discovered herein, as soon as possible prior to the Closing Date. If you have requested and/or received a copy of the RFP but decide not to respond, please advise Brandi Fox, via E-mail, before the close of the RFP that you will not be submitting a response.

All material submitted regarding the RFP becomes the property of UCBOE and will be returned to the Proponent(s) only at the County's option. The County has the right to use any or all information/material presented in reply to the RFP, subject to limitations agreed to under proprietary/confidential information. Proprietary/confidential information must be clearly identified and indication stated in your proposal submission. Disqualification of a Proponent does not eliminate this right. Any expenses incurred by the Proponents in preparation, submission, and presentation of any proposals are the responsibility of the Proponents and may not be charged to UCBOE as a separate charge or as part of the services provided.

## **2.6 Timetable**

### RFP Announcement and Distribution

\*\*\*\*\*January 7 Initial publication of RFP solicitation  
 \*\*\*\*\*January 31 Last opportunity for questions / clarifications (3:00 p.m.)  
 \*\*\*\*\*February 4 RFP responses due (4:00 p.m.)

### Evaluation & Decision

\*\*\*\*\*February 4 Evaluation and final vendor selection made

Delivery of other system or peripheral purchases

After the final vendor selection is made, these orders will be managed through Purchasing on a case-by-case basis, meeting the standard delivery turnaround-time commitments outlined in vendor's response to section 7.1.

**2.7 Vendor Selection**

The UCBOE reserves the right to accept or reject any proposal received, and the County may terminate this RFP for any reason. Please note that the lowest-priced submission may not necessarily be accepted.

**3.0 PRICING, TERMS, AND CONDITIONS**

The volume of business information contained herein regarding usage figures is intended only to reflect the approximate expenditures and does not represent any guarantee of business volume to any selected vendor. Standard UCBOE payment terms are Net 30 days upon receipt of invoice. The prices quoted will be applicable to any volume of business up to and exceeding the quantity stated unless noted otherwise by vendor.

**3.1 Freight on Board (F.O.B.) Point**

Prices quoted must be F.O.B. and delivered, at UCBOE Central Office or requested school.

**3.2 Discounts**

Quantity and/or volume discounts offered which might be advantageous to the County and to subsequent business with your company will be considered. Please indicate any discounts or conditions that would apply for early payment of invoices.

**3.4 Compliance with Laws and Regulations**

It is agreed that the goods supplied, and that the terms, conditions and instructions relating to this RFP shall comply with all laws and statutes.

**4.0 SERVER SPECIFICATIONS**

These specifications will act as requirements for this proposal. Proposal submissions must be presented and laid out in the order and referenced to the specifications as presented herein.

UCBOE assumes that the Vendor's responses will represent their commitments to quality, consistency, service performance, turnaround times, etc. for at least the duration of the warranty period. The Vendor should clearly indicate any exceptions to this in their response.

**All systems must be constructed as specified in the system configuration guidelines. Vendor must identify manufacturer. Serial Number Bar-coding of individual systems is preferred for future quick warranty management and service assessment.**

**4.1 Specifications**

**We will be purchasing approximately 8 servers of these specifications. The following are the required system components:**

**IBM System x3500**

**Model – 7977AC1**

**(6824) Performance Package - IBM Recommended**

**1 - (3604) Quad-Core Intel Xeon Processor X5450 (3.0GHz 12MB L2 1333MHz 120W**

- 2 – (0544) 2GB PC2-5300 CL5 ECC DDR2 Chipkill BDIMM 667MHz (9067) Internal RAID - Setup by Customer**
- 4 - (5162) 146GB 15K 3.5" Hot-Swap SAS**
- 1 - IBM 16X RAM-Read DVD-ROM IDE Drive**
- Dual integrated 10/100/1000 Mbps Ethernet (Standard)**
- 1 - IBM Preferred Pro Keyboard USB - US English 103P**
- 1 - IBM 3 Button Optical Mouse - Black – USB**
- 1 - x3400/x3500 Redundant Power and Cooling Option**

#### **4.2 Warranty / Service**

A minimum three (3) year On-Site warranty on parts and labor is required on all components of the systems, including external attachments (monitor, keyboard, mouse, microphone, and headset) with the exception of: Ram and Motherboard must come with a Lifetime Warranty. Vendors must specify type of warranty, identify the organizations that could possibly provide warranty repairs (e.g. UCBOE IT staff, Vendor's own organization, Manufacturer, 3rd-party Service Organization, etc.), and indicate the maximum on-site response time that will apply to any service calls. Proponents must provide details on how warranty service shall be provided, i.e. resident technician, staff levels, and location of parts and service depots.

Vendors must identify the process (e.g. repair or replace) and commitment to turnaround time for resolution when dealing with units that are "dead on arrival" (DOA) as part of the shipping process, and describe what constitutes DOA.

Vendors must indicate if other support features are available - such as toll-free telephone support hotlines, E-mail, Internet access for technical support and software downloads - noting both the accessibility of the services and response times.

### **5.0 ADDITIONAL REQUIREMENTS**

#### **5.1 Delivery**

Vendor should outline:

- a. The expected delivery process and turnaround time commitments.
- b. The process for communicating the status of an order and for sharing information about delivery issues or problems in the process.

#### **5.2 Quality Control**

Please outline the quality control processes that are in place and the value that you expect that UCBOE would receive from them. Include all relevant quality processes, including burn-in procedures, testing processes, desktop set-up, DOA performance benchmarks, etc.

#### **5.3 Vendor Profile**

Please submit the information as below, or include company literature that includes this information.

Company Name

Point of Contact Name

Phone Number

Company Address

Years in Business (**MUST be no less than 10 years**, please submit a copy of business license as evidence of such)

Total Annual Sales

Location of Service & Parts Provision

**References:**

Three references for similar arrangements should be provided to demonstrate your ability to fulfill UCBOE's requirements and demonstrate vendor's ability to maintain satisfied customers.

References should include the following information:

Business Name

Contact Name

Contact Title

Contact Phone Number

Please provide any further details about your company, products or services that may highlight areas where your company can offer value to the UCBOE or differentiate itself from the competition. Add additional sheets or information as necessary.

**5.4 Vendor Default:**

UCBOE reserves the rights, in case of vendor default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby. Should the vendor default be due to failure to perform or due to a request of price increase, UCBOE reserves the right to remove the vendor from the County's bid list for twenty-four months.

**5.5 Proof of Financial and Business Capability:**

Bidders must, upon request, furnish satisfactory evidence of their ability to provide satisfactory evidence of their ability to furnish products and/or services in accordance with the terms and conditions of these specifications. UCBOE will make the final determination as to the bidder's ability.

**5.6 Acceptance:**

Vendors shall hold their price firm and subject to acceptance by UCBOE for a period of sixty days from the date of the bid opening, unless otherwise indicated on their bid.

**5.7 Bid Evaluation and Award:**

The UCBOE may disqualify a bidder for any one or more of the following reasons:

1. Lack of responsibility as revealed by submitted information on either financial, experience or equipment statements.
2. Lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history.
3. Uncompleted work/purchase orders currently held by the UCBOE.
4. Non-compliance with the RFP as outlined.