



## **Request for Proposal**

2 Montessori Way

Camden, South Carolina 29020

Phone: 803.432.6828 Fax: 803.432.6422

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# **CHROMEBOOK COMPUTERS (For Students)**

**FY 2021-2022**

**Issue Date: March 8, 2022**

**Issued By: The Montessori School of Camden**

## **Proposals to be Received By**

Date: March 21, 2022

Time: 3:00PM

Contact: Deborah Cyrier

Email: [hos@montessori-camden.com](mailto:hos@montessori-camden.com)

## PROPOSER INFORMATION

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

## **Purpose of the Request for Proposal**

The Montessori School of Camden (MSC) is in need of Chromebook computers for students and is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified source to provide this technology.

The objective of this RFP is to locate a source that will provide the best overall value to MSC. While price is a significant factor, other criteria will inform the basis of our award decision, as more fully described in the Evaluation Factors section below.

## **Instruction and Information to Proposers**

The deadline for submission of proposals is 3:00pm local time, Monday, March 21, 2022,. Proposals will be accepted via email at [hos@montessori-camden.com](mailto:hos@montessori-camden.com) or physically mailed. If mailing your proposal should be delivered or addressed to Deb Cyrier, Head of School, The Montessori School of Camden, 2 Montessori Way, Camden, SC 29020. Please indicate on the envelope of the sealed bid that a "Proposal for Chromebook Computers" is enclosed. Any proposals received later than the specified time will not be considered.

Evaluation of each proposal will be made as soon as possible, with the award contingent upon approval of the Head of School.

MSC reserves the right to reject any or all proposals or to cancel this request in its entirety. Any questions relating to this proposal must be submitted in writing (FAX is acceptable, 803-432-6422 or via email [hos@montessori-camden.com](mailto:hos@montessori-camden.com)) through Monday, March 21, 2022 . If an email response verifying receipt of request is not received within 24 hours, please call Deb Cyrier (803) 432-6828. A listing of questions and answers will be supplied to all proposers upon request.

In case of duplicate, similar, or equal proposals, the decision of The Montessori School of Camden will be final.

## **Submission Guidelines and Requirements:**

The following submission guidelines and requirements apply to this Request for Proposal:

- First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
- Bidders intent on submitting a proposal must notify the representative identified on the cover page no later than Monday, March 21, 2022.
- This price proposal should indicate the overall fixed price for all components of the project, as well as pricing for individual components.

- Proposals must be signed by a representative that is authorized to commit the bidder's company.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received by 3:00PM, Local Time on Monday, March 21, 2022 to be considered.
- Provide key person's contact information (email and direct phone number) to answer questions regarding the submitted proposal.
- All proposals must be accompanied by a complete W-9 form.
- All proposals must be valid for a period of at least 3 months.

## **Project Scope:**

MSC requires Chromebook computers for students. The required specifications are listed below:

Brand: any

Model: any

CPU: any

RAM: minimum 4GB

Hard Drive: minimum 16GB

Screen: minimum 11" HD

Operating System: Chrome

Other requirements: Chrome OS bundled with Chrome Education Upgrade

Quantity Required: 20 Touch Screen Models, 65 regular screen models

## **RFP & Project Timelines:**

All proposals in response to this RFP are due no later than 3:00 pm EST Monday, March 21, 2022.

Evaluation of proposals will be conducted from March 22 - March 24, 2022. If additional information is needed with any bidders during this period, the bidders will be notified. The selection decision for the winning bidder will be made no later than March 31, 2022.

## **Proposal Evaluation Criteria**

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for this Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the schop and needs included herein and presented in a clear organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.

- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- MSC reserves the right to award the bidder that presents the best value to MSC as determined by MSC in its absolute discretion.