



LLOYDMINSTER PUBLIC SCHOOL DIVISION

Request for Proposal

for

Laptop Refresh

**Closing Date: Wednesday, September 20,
2017**

Closing Time: 4:00 p.m. Alberta Time

1. General Provisions

1.1. Purpose

The Lloydminster Public School Division by way of this request for proposal is seeking an educational technology partner capable of providing laptops to complete a Division-wide hardware refresh.

1.2. Client Background

The Division is a legal body charged with the responsibility of providing educational services to children within the City of Lloydminster. Services are also provided to students in designated attendance areas surrounding Lloydminster. An elected seven member Board governs the Division. Regular meetings of the Board are held once a month from September to June.

The Division employs approximately 575 full-time, part-time and casual staff. As of September 30, 2016, enrolment totaled 4,163 students. The Division consists of five kindergarten to grade six elementary schools, one kindergarten to grade nine school, two middle year schools (grade seven to nine), one comprehensive high school and one outreach school. The annual budget for the Division is in excess of 42 million dollars.

1.3. Vendor Response

The vendor's proposal must, at a minimum, respond to all requirements of the "Firm Profile" contained in section 2 below. All RFPs must be received in full on or before the closing time and date indicated on the cover page. **RFPs RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.** All costs associated with the preparation of this RFP will be borne by the vendor.

The RFP will be evaluated on the following basis:

Criteria	Weight
Ability to provide all products and services listed in each section	40%
Cost	30%
Time and resource requirements	10%
Other Value Added Services	10%
Experience in the K-12 Industry	10%
Total	100%

1.4. Release of Information

Up until the RFP closing date, no information will be released with respect to the various vendors who put forth a RFP submission. Immediately after the closing date has passed, all RFPs submitted will be acknowledged by vendor only. Once all vendors have been acknowledged, the Division will begin to review and analyze all RFPs to determine their suitability in providing Chromebooks and Carts. Once a RFP has been approved, the Division will notify all vendors as to whether or not they were the successful bidder.

The Division anticipates that vendors may wish to treat certain elements of their submissions as confidential or proprietary. However, the freedom of information requirements currently legislated in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Wherever possible, the Division will maintain strict confidentiality of all RFP submissions, unless written consent is obtained by the Division from the vendor to release any and/or all parts of the information contained in the RFP. RFPs submitted to the Division will become property of the Division and will not be returned.

1.5. Key Milestone Dates

September 1, 2017	RFP is released
September 15, 2017	Last day for inquiries
September 20, 2017	RFP Closes
September 28, 2017	Successful vendor announced
September 28, 2017	Introduction Call
October 2017	Delivery of first school equipment
November – December 2017	Delivery of remaining school equipment

1.6. Communication During RFP Process

All RFP submissions shall be submitted electronically to the email provided below with **“CONFIDENTIAL – LAPTOP REFRESH”** in the subject line.

All inquiries, questions, and requests for clarifications regarding this RFP should be directed to:

Lloydminster Public School Division
5017 46 Street
Lloydminster, AB
T9V 1R4
Attn: Randy Finlay
purchasing@lpsd.ca

NOTE

LPSD will respond to all inquiries within 48 hours. These responses will be posted onto the school division website (www.lpsd.ca) under the ‘RFPs’ section.

1.6.1. Informal Communications

No requests from/to Vendors or Vendors' representatives in any kind of capacity, to/from any Lloydminster Public School Division employee or representative of any kind or capacity with the exception of Randy Finlay for information, comments, speculation, etc.

Inquiries for clarification and information that will not require addenda may be submitted verbally/email to Randy Finlay at any time.

1.7. RFP Acceptance

Any RFP may be accepted in whole or in part. The Division expressly reserves the right to accept or reject any or all proposals. The Division also reserves the right to negotiate the terms of any submitted proposal after its receipt, as well as modify the scope of the request described herein at its discretion. The lowest quoted RFP does not guarantee acceptance and the Division has the right to cancel the call for RFPs.

2. Value Added Services

As part of all final responses, vendors may provide additional information regarding value added services they can deliver or contribute to the Lloydminster Public School Division. Examples of, but not limited to, standard Value Added Services may include items below:

- Pre-imaging of computers at plant/warehouse using LPSD-provided image (SCCM will be used)G Suite for Education – related training materials
- Asset tagging of equipment using LPSD or vendor-supplied asset tags
- Additional AC Adapters available to Staff Laptops at discounted rate (for purposes of keeping second power adapter at home for staff use)
- Decommissioning of laptops including hardware removal and DoD level drive erasing

3. Firm Profile

The following information shall be provided on behalf of the Vendor as part of the Mandatory Requirements to be provided:

- Number of years your firm has been in business,
- Number of years you have served the AB/SK market,
- Number of years and level of expertise in the K-12 education sector,
- Number of warranty/maintenance staff and their respective qualifications,
- Number of years as a re-seller of proposed manufacturer,
- Any other additional services covered in the fee quote, and
- Any other services offered by your firm which you feel would be beneficial to the Division that would not be covered under the fee quote.

The vendor shall provide a list of three organizations where similar devices and services have been provided, along with a contact person from each organization.

4. Terms & Conditions

Up until the closing time and date, any required additions/deletions/amendments to the original request for proposal will be issued in the form of an addendum.

RFPs will be open for acceptance for a period of 90 days following the closing date.

5. Reservations

- The Division reserves the right to adjust quantities to meet its requirements.
- The Division reserves the right to reissue this RFP or any Section of this RFP at a later date.
- The Division reserves the right to include or exclude specific items from the overall RFP or a single item from a component.
- Lowest price will not necessarily be used to determine the vendor of choice.

6. Local Authorities Freedom of Information and Protection of Privacy Act

The school division is subject to the Province of Saskatchewan Local Authorities Freedom of Information and Protection of Privacy Act. All documents submitted by the respondents to the school division become the property of the school division. All documents will be received and held in confidence by the school division and the information will not be disclosed, except to the extent necessary for carrying out the school division's purposes or as required by law.

7. Confidentiality

Information about the school division obtained by a respondent must not be disclosed unless authorized by the school division in writing. By submitting a response, the respondent agrees that this obligation of confidentiality will survive the termination of the RFP and any contract that might arise between the parties.

8. Use of Subcontractors

- Vendors may use subcontractor or subcontractors as part of their RFP submission.
- Vendors must explicitly identify all subcontractors it intends to use in the RFP.
- The Vendor must take the role as prime contractor and assume overall responsibility for the successful interconnection of all functions and aspects of the RFP.
- References outlining the qualifications and experience of the subcontractor must be submitted with the RFP.

9. Specifications

9.1. Overview

LPSD is undertaking a hardware refresh to replace our current fleet of HP Probook 4540s laptops. These machines have reached end-of-life, and will be replaced in a refresh project that will use the technology procured through this RFP and start at our first school (to be determined) late October 2017. LPSD will then undertake the sequential rollout of all remaining schools on a schedule that is mutually agreed upon with the successful vendor and LPSD. Our current machines utilize the built-in BIOS hard drive lock. As part of this refresh, we will require that the machines be capable of running bitlocker encryption.

The information below represents approximate quantities. Final quantities will be made available to successful vendor 30 days prior to delivery to each respective school.

School	Approx Laptops Needed	Approx Docking stations needed
LCHS	117	4
AV	11	1
CP	66	2
BL	67	2
ESL	66	2
QE	30	2
JK	47	2
WC	44	2
BC	41	2
RP	47	2
DO	18	15
	Total	Total
	554	36

9.2. Refresh Components

9.2.1. Laptop Requirements

Successful vendor will provide configuration and pricing that meet or exceed the following desktop configuration requirements.

- 15.x in screen preferred
- Touchscreen not a priority
- Intel i5/i7 7th Gen Processor
- TPM – Used for BitLocker Encryption
- Integrated graphics preferred
- Minimum 4GB RAM. Indicate options for 8GB
- Minimum 256GB SSD internal drive
- Standard English keyboard with Number Pad (multilingual or CDN Multilingual keyboard will not be accepted)
- Minimum VGA and HDMI ports
- Minimum 2 USB 2.0/3.0 ports
- Optional USB-C port
- DVD drive
- Integrated Speaker(s)
- Minimum audio in/out port
- RJ-45 (Ethernet) port – 1GB
- Minimum 802.11-AC wireless and Bluetooth
- Integrated Webcam
- Replaceable long life battery with minimum 3 year warranty
- Optional docking station (see qty numbers in table above)
- Optional second AC adapter for at home use
- No requirement for fingerprint reader or option to remove
- Lowest version of Windows license as LPSD already has a MVLS agreement
- Minimum 3 year parts and labour warranty, with options of 4 and 5 year

9.2.2. Delivery Requirements

LPSD will deploy the laptops over the course of October, November, and December of 2017. The rollout will begin with the first school (to be determined), scheduled for October 2017. The rollout schedule will be flexible and as such, LPSD requires the flexibility of the vendor to provide the equipment in stages, whereby each LPSD site allotment will be delivered on an agreed-upon schedule, directly on the site.

- Per school site delivery over course of October to December 2017
- Agreed-upon rollout schedule to coincide with vendor delivery of equipment directly to school site (FOB)

10. Costs

10.1. Overview

Successful vendor will provide all costs upfront, including, but not limited to: equipment, software, licensing and ongoing maintenance, support, update costs, and any services offered in the Value Added section. All costs should be considered FOB (Freight On Board), whereby delivery and taxes are included in the response to this RFP.