



2022 RFP for Chromebooks and Laptops for Kaizen Education Foundation (KEF)

Submission Details:

The Kaizen Education Foundation (KEF) is seeking proposals in order to facilitate the procurement of chromebooks and teacher computers to fulfill the need for incoming students and teachers. Interested vendors are invited to submit one original proposal in PDF format to Leona's Director of Information Technology, J Finley, at J.Finley@leonagroup.com. This Request for Proposals (RFP) does not commit The Leona Group to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. **The Leona Group reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP.** The Leona Group further reserves the right to accept the proposal that it considers to be in the best interest of the District. All requirements must be addressed in your proposal. All proposals, whether selected or rejected, shall become the property of the Foundation. Vendors are responsible for checking the website periodically for any updates or revisions to the RFP. This is for the 2022-2023 school year, Purchase Orders will be submitted July 1st, 2022. After the RFP is approved, vendors will be asked to break down their bids by school. **Note that vendors who pose a conflict of interest will not be considered for this RFP.**

Introduction & Executive Summary:

The board has been operating 9-12 charter schools in Arizona since 1997. What began as two high schools in the East and West Valleys has grown to 11 total high schools in Tucson and the Phoenix-Metro Area. Our organizational mission is to "Empower all students to own their futures by creating schools that redefine what is possible". This RFP seeks to provide a competitive means in which to select a single qualified provider for chromebooks and laptops for our schools.

Background:

Our 11 high schools span a broad spectrum of programs and communities in Phoenix, Tucson, Peoria, Avondale, Gilbert, Mesa, Apache Junction, and San Tan/Queen Creek. The overall goal is to continue to provide the best possible education for our students and teachers. During these trying times technology has played an important role in continuing the education for our students to ensure they are successful during their time at our schools and in the future. New laptops will allow the teachers to keep up with the technology demand that this time has brought on and ensure they are able to run the newest and latest software on their computers.

Proposal Contents:

Proposals should be concise and in PDF, Word, or Google Doc formats. Failure to provide all of the information requested may result in disqualification from consideration:

- **Submittal letter** including the KEF chromebook and laptops RFP and submission date along with the name, email address, and telephone number of the responding firm.
- **Details of the quote** should contain the following.
 - (550) HP G8 11 inch Chromebooks
 - (550) UV Printing School logo
 - (550) White glove (asset tagging, inventory, enroll)
 - (290) HP 14 inch Chromebooks
 - (290) UV Printing School logo
 - (290) White glove (asset tagging, inventory, enroll)
 - (500) Google EDU licenses
 - (2) Chromebook Carts
 - (65) Microsoft Surface Laptop 4 13.5" Touch-Screen – Intel Core i5 - 8GB - 512GB
 - (48) HP, ELITEDESK 800 G4, MINI DESKTOP, I5 8500T, 2.1 GHZ, DDR4, 16 GB RAM, SSD 256GB, GB NIC
 - (13) EPSON, PowerLite 982W Projector
 - (4) IPEVO VZ-R - Document camera - color - 8 MP - 3264 x 2448 - HDMI - USB IPEVO - Part#: 5-898-4-01-00
 - (2) AVERDL30 (Aver Media)
- **Cost proposal** that provides line-item expenses for the product described in this RFP. This must include all costs associated
- with the proposal listed in the details section.

Selection Criteria with Detailed Specs & Requirements:

Contract Award may be considered for the qualified provider who rates the highest in the categories outlined below and who best matches the needs of The Leona Group. The maximum number of points is 100.

- Contractor's Proposal - Proposals should include a detailed list of products and services the vendor is able to provide. A detailed list of pricing on each item, shipping, and software chargers if it applies. **20 pts**
- Experience and Qualifications - Experience with similar projects and client recommendations. **10 pts**
- Ability to Implement the project - The vendor is able to fulfill all aspects of the RFP process Items available to ship within 4 weeks of PO submittal on July 1st 2022 **30 pts**
- Cost – The Leona Group is committed to remaining within budget parameters, and is seeking competitive bids for the project. **25 pts**
- Preference will be given to respondents ability to, white glove, uv/decal printing on chromebooks. **10 pts**

Submission Guidelines:

- Please email J Finley, Director of Information Technology, with any questions you have about this process at J.Finley@leonagroup.com The deadline for questions is May 26th, 2022.
- The release and distribution of the RFP will be on the board's website: May 12th, 2022
- Proposals are due by May 27th, 2022 at 5:00PM. Please email your PDF, Word, or Google Doc to J Finley J.Finley@leonagroup.com
- Vendor will be selected by June 15th, 2022
- Finalists will be notified on June 16th, 2022