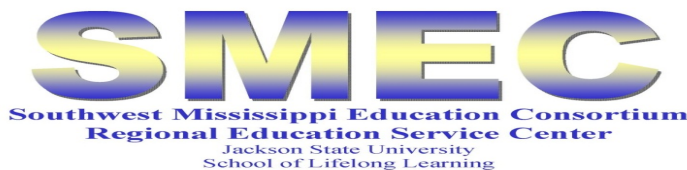


**Mississippi RESA Bulk Purchasing Upgrade and  
Sustainability: Devices  
REQUEST FOR QUOTATIONS**



**The Mississippi RESAs- Delta Area Association of Schools (DAAIS),  
East Mississippi Center for Educational Development (EMCED), Gulf  
Coast Education Initiative Consortium (GCEIC), North Mississippi  
Education Consortium (NMEC), Southwest Mississippi Education  
Consortium (SMEC), Southern Regional Education Service Agency (S-  
RESA)**



Project No: 2425-0724

**The Mississippi Regional Education Service Agencies (RESAs) are requesting quotes for bulk purchasing of devices, by school districts across the state. This is a joint effort by all RESAs, with the North Mississippi Education Consortium being the point of contact (POC).**

**NMEC  
850 Insight Park Ave. Suite 253C  
University, MS 38677  
662-915-7763**

**Contacts: Dr. Jimmy Weeks and Susan Scott  
Email: [jweeks@olemiss.edu](mailto:jweeks@olemiss.edu)  
[sscott@olemiss.edu](mailto:sscott@olemiss.edu)**

**Date of Release: September 10, 2024  
Due Date: September 26, 2024  
Intent to Award Date: September 27, 2024**

## RESA RFQ Response Checklist

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RFQ Response Checklist: These items should be included in your response to this RFQ.

- \_\_\_\_\_ 1) One electronic copy of the complete vendor response to *RFQ*
- \_\_\_\_\_ 2) *Submission Cover Sheet*, signed and dated (Section I)
- \_\_\_\_\_ 3) Vendor response to *Specifications Sheet for Products and/or Services* (Attachment A)
- \_\_\_\_\_ 4) *Subcontractors* (Attachment B)

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**SECTION I**  
**SUBMISSION COVER SHEET & CONFIGURATION SUMMARY**

Provide the following information regarding the person responsible for the completion of your response. This person should also be the person the RESAs (NMEC is the Point of Contact) should contact for questions and/or clarifications.

Name	_____	Phone #	_____
Address	_____	Fax #	_____
	_____	E-mail	_____

Subject to acceptance by the RESAs, the Vendor acknowledges that by submitting a response AND signing in the space indicated below, the Vendor is contractually obligated to comply with all items in this Request for Quotation (RFQ). This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this response.

	_____/_____ <b>Original signature</b> of Officer in Bind of Company/Date
Name (typed or printed)	_____
Title	_____
Company name	_____
Physical address	_____
	_____
State of Incorporation	_____
Taxpayer Identification Number	_____
DUNS Number	_____
	_____

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**Vendor must deliver its response to NMEC by September 26, 2024. This document must be uploaded to [www.northmsec.com](http://www.northmsec.com) (RFQ) before 9:00 a.m. NMEC WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF DOCUMENTS. It is solely the responsibility of the vendor that the document reaches NMEC on time. Documents received after the deadline will be rejected.**

## **SECTION II**

### **QUOTATION INFORMATION AND REQUIREMENTS**

The objective of the Quotation Information and Requirements section is to provide Vendors with the information required to submit a response to this Request for Quotations (RFQ).

#### **1. General Overview and Background**

##### **The Need**

In 2020, the State of Mississippi launched "Mississippi Connects," a bulk device procurement program aimed at facilitating virtual learning during the COVID-19 pandemic. Four years later, as we navigate the post-COVID era, the Mississippi Regional Education Service Agencies (RESAs) have developed a sustainable, recurring bulk device refresh program. This initiative builds on the success of Mississippi Connects, which significantly enhanced the educational landscape, elevating student learning and performance to levels surpassing pre-pandemic benchmarks.

Over the past four years, students and teachers have embraced the transformation brought about by one-to-one device programs in schools. There's no reverting from this tech-integrated educational model. As technology, including artificial intelligence and other emerging technologies, becomes increasingly integral to educational and professional environments, the demand for consistent access to updated devices for both students and teachers continues to grow.

##### **The Opportunity**

To sustain and expand upon the gains made through the Mississippi Connects program, the RESAs are now spearheading the transition to a sustainable, continuous, state-wide device refresh program. This initiative aims not only to ensure continuous device availability for educational stakeholders but also to streamline procurement processes, achieving meaningful savings and enhanced value for districts across the state.

This RFQ seeks to establish a robust procurement framework to equip 150 public school districts, including agricultural high schools, specialty institutions like the Mississippi School for the Deaf and Blind, the Mississippi School of the Arts, the Mississippi School for Mathematics and Science, and public charter schools – along with several other education `partners (including the RESAs themselves, community colleges and institutions of higher learning) – with the necessary technology (i.e., laptops and/or tablets). These devices are intended for use by students and teachers, both at home and in the classroom.

The RESAs are looking for more than just a supplier; we seek a strategic partner. This partnership will help transition from one-time pandemic-related funding to a stable, ongoing device refresh program. This program will adapt to rapid technological advancements and the emergence of new educational technologies, preparing our students to thrive as productive, digitally fluent citizens in an increasingly connected world.

## **Defining Success**

The RESA bulk purchasing program will be considered a success if the following outcomes are achieved:

- 1.1 Districts have access to an easier procurement process than purchasing independently.
- 1.2 Districts have access to the options and flexibility – in terms of devices, add-ons and delivery – through the structured choice of the bulk procurement program.
- 1.3 Districts have access to better pricing through a bulk procurement program than purchasing independently.
- 1.4 Districts have access to needed technical support and other professional services through this bulk procurement program.
- 1.5 Districts see greater overall value in terms of products, services, and efficiencies by purchasing through a bulk procurement program than purchasing independently.
- 1.6 Districts have a sustainable path for device refresh through a bulk procurement program.
- 1.7 NMEC can manage the bulk procurement program with strong partnerships with the winning vendor's assigned project management resources.
- 1.8 The RESAs receive a 2% administrative fee that covers their associated expenses.

## **2. Specifications**

- 2.1 Vendor must include a copy of their registration with the Federal Government's System for Award Management (SAM) with their RFQ response.
- 2.2 It is the responsibility of the Vendor to clearly identify all costs associated with any item or series of items in this RFQ using the "Pricing Sheets" (Appendix A)
- 2.3 The Vendor must include and complete all parts of the quotation in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Vendor's quotation may be grounds for rejection of the Vendor's response.
- 2.4 Costs that are not clearly identified will be borne by the Vendor. In addition, the Vendor must take into consideration that 2% of the total costs will be rebated to the RESAs for their services in this project.
- 2.5 The Vendor must complete the Bid Form in this RFQ, which outlines the minimum requirements for providing cost information. The Vendor should supply supporting details as described in the Bid Form.

2.6 The Vendor must provide a Certificate of Liability Insurance.

### 3. Questions and Clarifications

- 3.1 Upon issuance of the RFQ and to ensure equal treatment for each responding Vendor, all questions regarding this RFQ must be submitted in writing to the RESA's contact person for the selection process, and not later than September 18 at 9:00 a.m.
- 3.2 All such questions will be answered officially by NMEC in writing. Vendors failing to comply with this requirement will be subject to disqualification.
- 3.3 All such questions and answers will become addenda to this RFQ, **and they will be shared directly with the responding Vendors via email.**
- 3.4 Vendors may list any questions or items needing clarification discovered in its response. All questions will be compiled and answered, and a written document containing all questions submitted and corresponding answers will be **shared with the responding Vendors via email by 5:00 p.m. CDT on September 20.**
- 3.5 The RESA's contact person for the selection process is: Jimmy Weeks and Susan Scott, North Mississippi Education Consortium (NMEC), 850 Insight Park Ave Suite 253C, University, MS 38677, [jweeks@olemiss.edu](mailto:jweeks@olemiss.edu), [sscott@olemiss.edu](mailto:sscott@olemiss.edu)

### 4. Scoring Methodology

- 4.1 An Evaluation Team composed of RESA staff will review and evaluate all components of the specifications within the Vendor response.
- 4.2 The RESAs reserve the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with the RESAs.
- 4.3 The specific criteria that shall be used in evaluating the merits of the solicitation are listed below. The criteria are weighted to yield a total of 100 points and shall include the following: Point total 100 points Scoring Criteria.

Evaluation Factors	Points
<b>Overall Approach to Program</b>	<b>20</b>
1. Completeness, Comprehensiveness and Feasibility of Plan	10
2. Project Management Plan, including staffing resources and ability to execute	10
<b>Devices / Costs</b>	<b>35</b>
3. Device Unit Pricing (based on requested models and specifications, for minimum requirements see---)	15
4. Project Costs (based on program services total costs)	20
<b>Ordering Strategy and Delivery Services</b>	<b>30</b>



Evaluation Factors	Points
5. Strategy for Ordering Delivery, and Adjustments for Changes to Device Availability over Time	10
6. Premium/White Glove Services	10
7. Training, Support, and Professional Development plan	10
<b>Experience and Expertise</b>	<b>15</b>
8. Experience with similarly sized and scoped projects (at least 150,000 devices)	15
<b>TOTAL POINTS</b>	<b>100</b>
<b>Additional Bonus Suggestions:</b> Added value services that will increase likelihood of successful implementation/use of devices	Up to 10 Additional Pts

#### 4.4 Factors to discuss in Vendor response:

- 4.4.1 The vendor will provide two versions of the pricing:
  - 4.4.1.1 All expenses rolled into the unit price of each device, including cases and accidental damage protection (with underwriter)
  - 4.4.1.2 All expenses broken out individually
  - 4.4.1.3 The RESAs will receive 2% rebate from all device sales.
- 4.4.2 The vendor pricing will reflect its Best and Final Offer (Note: Utilize the device specifications (Attachment A1 or A2) that apply to your proposal.)
- 4.4.3 The vendor experience with similar projects
- 4.4.4 The vendor approach to the work broadly
- 4.4.5 The vendor approach to project management, including change management and communications
- 4.4.6 The vendor approach to providing technical support to districts
- 4.4.7 The vendor approach to other training and support for district staff, including business managers
- 4.4.8 Optional- The RESAs may conduct vendor interviews to aid reviewers as they score proposals. Please include a contact person and phone number to be available on September 27. This will only be needed if there are questions concerning a particular proposal.
- 4.4.9 The vendor will designate a lead [e.g., a “program director”] who will be responsible for overseeing the execution of the contract and its requirements, as well as coordinating with the RESA Project lead

(staffed by NMEC) and cross partner project managers to align reporting on an on-going, semi-weekly basis and include reporting of progress, status, issues, risk, deliverables, milestone, etc.

- 4.4.10 A detailed project and delivery timeline – assuming an intent to award no later than September 27, 2024 – with ordering/delivery windows (fall and spring). Note that some districts will need to issue purchase orders by September 30, 2024 if they are planning to use remaining ESSER funds.
- 4.4.11 The vendor should have a process to accept direct orders (Purchase Orders) from school districts and invoice them directly.
- 4.4.12 The critical success factors
- 4.4.13 Dependencies and potential efficiencies- What are potential problems. Also, provide suggestions for innovations to the plan to reduce risks.
- 4.4.14 Understanding that this project will require extensive interactions between the vendor and the RESA Project Lead/RESA team
- 4.4.15 Roles and responsibilities of vendor and the RESA team
- 4.4.16 The delivery of devices and services. If the product becomes discontinued, how will this be replaced with next generation devices in terms of availability, timing and pricing.
- 4.4.17 What presence the vendor will have in Mississippi directly and/or indirectly through local partners and what districts can expect in terms of in-person v. remote support.
- 4.4.18 How much interaction with RESAs/RESA Project Lead and school districts that the vendor deems essential, as well as how the vendor will manage those intersections and the outcomes of those interactions will produce.
- 4.4.19 How the vendor will determine site readiness of schools and how the vendor will support districts based on local technical skills/expertise, including tagging, configuration, imaging.
- 4.4.20 Ensuring that the devices – along with all necessary software and support -- will remain in place and operational 3 years after delivery date. The devices should be covered with an accidental damage protection plan, underwritten by separate insurance coverage.
- 4.4.21 How the districts, teachers, parents and students will obtain support through the deployment and throughout the life of the devices.
- 4.4.22 Value-Added Services: additional products, services, professional development, buy-back program, web content filters, partners that

the vendor can bring to this project that create no additional costs for the RESAs or districts/schools

## 5. **Scoring Sheets**

There are three scoring sheets contained in the attached Excel File.

- 5.1 The first tab is the “Device Cost Sheet”: fill out this sheet for all devices that will be part of the vendor offering and that address the needs listed in the Device Refresh Survey Results. See Attachment A for more details.
  - 5.1.1 List all devices included in the vendor offering, as identified by the Device Refresh Survey Results. For each device, specify the type (Chrome, Windows, Apple), manufacturer, model, and SKU.
  - 5.1.2 Attach the specifications document for each device listed (e.g., OEM specifications sheet). Mark the corresponding entry in the Device Cost Sheet to indicate the attachment to the proposal.
  - 5.1.3 For each device, provide the Manufacturer's Suggested Retail Price (MSRP), any discount rate offered, and the base unit cost.
  - 5.1.4 Include all Required Add-Ons for each device: case, warranty, other support services or programs (for three years), and necessary software for enterprise use. List all associated costs, including any additional add-ons necessary for operation.
- 5.2 The second tab is the “Optional Cost Sheet”: Use this sheet for all optional a la carte options or add-ons that districts may choose to include in their orders. These options should be listed separately as they are not considered in the proposal's cost evaluation but are available for districts to add. See Attachment B for more details.
- 5.3 The third tab is the “Program Cost Sheet”: Fill out this sheet with all costs associated with program supports for districts and/or the RESA that are not directly tied to a specific device. Itemize costs for project management, professional services, technical support, etc. Include services offered at no cost, specifying their value. See Attachment C for more details.
- 5.4 Provide a narrative to help reviewers understand the breakdown of costs. Utilize the structured format of the three tabs to assist reviewers in comparing responses from different vendors.

## **6. Negotiations**

- 6.1 All contractual issues must be successfully negotiated within 3 calendar days from the Vendor's initial receipt of the project contract from NMEC, unless NMEC consents to extend the period.
- 6.2 Failure to complete negotiations/inability to meet expectations within the stated time period constitutes grounds for rejection of the Vendor's response to this RFQ. NMEC may withdraw the award and begin negotiations with the next ranked Vendor immediately or pursue any other option.
- 6.3 Negotiations shall be limited to items to which the Vendor has noted as exceptions in their response, as well as any new items that the RESAs may require.

## **7. Contract Documents**

- 7.1 NMEC will be responsible for all document creation and editorial control over all contractual documentation related to each procurement project. The following documents will normally be included in all contracts between NMEC and the Vendor.
  - 7.1.1 Contracts which have been signed by the Vendor and NMEC;
  - 7.1.2 NMEC's Request for Quotation, including all addenda;
  - 7.1.3 Official written correspondence from NMEC to the Vendor;
  - 7.1.4 Official written correspondence from the Vendor to NMEC when clarifying the Vendor's response; and
  - 7.1.5 The Vendor's response to the RESA RFQ.
- 7.2 **Approved Contract**  
It is understood that this contract is approved once all parties have signed. The contract shall be a two-year contract with the option to renew for two more years.
- 7.3 **Order of Contract Execution**  
Vendors will be required to sign contracts then RESAs.
- 7.4 **Prime Contractor**  
The selected Vendor will be designated as the prime contractor(s) in the response, and as such, shall be solely responsible for all products/services offered in the response and for the fulfillment of the contract with the RESAs.
- 7.5 **Sole Point of Contact**
  - 7.5.1 RESAs will consider the selected Vendor(s) to be the sole point of contact with regard to contractual matters.

- 7.5.2 The Vendor must acknowledge and agree that in matters of responses, clarifications, negotiations, contracts and resolution of issues and/or disputes, the Vendor represents all contractors, third parties and/or subcontractors the Vendor has assembled for this project. The Vendor's commitments are binding on all such parties and consequently NMEC is only required to negotiate with the Vendor.
- 7.5.3 Furthermore, the Vendor acknowledges and agrees to pass all rights and/or services related to all general consulting, services leasing, software licensing, warranties, hardware maintenance and/or software support to the NMEC from any contractor, third party or subcontractor without the RESAs having to negotiate separately or individually with any such parties for these terms or conditions.
- 7.5.4 Should a responding Vendor wish to assign payment of any or all charges resulting from this contract to a third party, Vendor must disclose that fact in his/her response, along with the third party's name, address, nature of business, and relationship to the responding Vendor, the reason for and purpose of the assignment, and all conditions of the assignment, including but not limited to a copy of an assignment document to be executed by the RESAs/School Districts, the Vendor, and the third party. Such assignments will be accepted or rejected at the sole discretion of the RESAs.
- 7.5.5 Vendor must clearly and definitively state in his/her response whether the response is contingent upon the requested assignment of payments. Whenever any assignment of payment is requested, the response, contract, and assignment document must include language specifically guaranteeing that the responding Vendor is solely and fully liable and responsible for the performance of its obligations under the subject contract. No assignment of payment will be considered at the time of purchase unless such assignment was fully disclosed in the Vendor's response and subsequently accepted by the RESAs.

## 7.6 Approval of Subcontractor Required

- 7.6.1 Unless provided in the contract, the Vendor shall not contract with any other party for furnishing any of the contracted work or services without the consent, guidance, and written approval of the RESAs.
- 7.6.2 The RESAs reserve the right of refusal and the right to request replacement of a subcontractor due to unacceptable work or conduct.
- 7.6.3 The Vendor shall not replace an approved subcontractor without written consent from RESAs. This provision should not be interpreted as requiring the approval of individual contracts of

employment between the Vendor and personnel assigned for services under the contract.

7.7 Inclusion of Subcontract Agreements

Copies of any agreements to be executed between the Vendor and any subcontractors must be included in the Vendor's response.

7.8 Negotiations with Subcontractor

In order to protect the State's interest, RESAs reserve the right to attempt to resolve the contractual disagreements that may arise between the Vendor and its subcontractor after award of the contract.

7.9 References to Vendor to Include Subcontractor

All references in the RFQ to "Vendor" shall be construed to encompass both the Vendor and its subcontractors.

### **SECTION III RESPONSE SUBMISSION**

1. The Vendor must conform to the following standards in the preparation of the Vendor's response.
  - 1.1 The vendor must complete the *Submission Cover Sheet & Configuration Summary*.
  - 1.2 The Vendor is required to submit an electronic copy of the complete quotation, including all sections and exhibits.
  - 1.3 Respond to the sections and exhibits in the same order as this RFQ.
  - 1.4 Where a minimum requirement has been identified, respond by stating the item (e.g., device name/model number, guaranteed response time) proposed and how it will meet the specifications.
  - 1.5 The Vendor must fully respond to each requirement within the Specifications by fully describing the manner and degree by which the response meets or exceeds said requirements.
  - 1.6 Vendors may request additional information or clarifications to this RFQ using the Questions and Clarifications procedure.
2. RESAs reserve the right to reject any Vendor response, including those with exceptions, prior to and at any time during negotiations.
3. RESAs reserve the right to waive any defect or irregularity in any quotation/proposal procedure.
4. RESAs reserve the right to request additional information or clarification of a vendor's response. The Vendor's cooperation during the evaluation process in providing RESA staff with adequate responses to requests for clarification will be considered a factor in the evaluation of the Vendor's overall responsiveness. Lack of such cooperation or failure to provide the information in the manner required may, at the RESA's discretion, result in the disqualification of the Vendor's response.

## **SECTION IV VENDOR INFORMATION**

The objective of the Vendor Information section of this RFQ is to provide Vendors with information required to respond to the RFQ successfully.

**1. Vendor's Responsibility for Delivery**

Vendors must ensure, through reasonable and sufficient follow-up, proper compliance with, and fulfillment of all schedules and deliverables specified within the body of this RFQ. NMEC will not be responsible for the failure of any delivery medium for submission of information to or from the Vendor, including but not limited to, public and private carriers, Internet Service Providers, or e-mail.

**2. Evaluation Criteria**

The RESAs' intent in issuing this RFQ is to award a contract to the lowest and best responsive Vendor who meets specifications, considering price and other factors. The Vendor's past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process. More specific information concerning evaluation criteria is presented in *Technical Specifications*.

**3. Multiple Awards**

RESAs reserve the right to make multiple awards.

**4. Right to Award in Whole or Part**

RESAs reserve the right to approve an award by individual items or in total, whichever is deemed to be in the best interest of the school districts in Mississippi.

**5. Price Changes During Award**

A price increase will not be accepted during the award period, unless stipulated in the contract. However, the RESAs will always take advantage of price decreases.

**6. Right to Request Information**

RESAs reserve the right to request information relative to a vendor's references and financial status and to visit a vendor's facilities during normal working hours. The RESAs also reserve the right to request a current financial statement, prepared and certified by an independent auditing firm, and reserves the right to require that Vendors document their financial ability to provide the products and services proposed up to the total dollar amount of the Vendor's quotation. The RESAs reserve the right to request information about the Vendor from any previous customer of the Vendor of whom the RESAs are aware, even if that customer is not included in the Vendor's list of references.

**7. Vendor Personnel**

7.1 For RFQs including professional services specifications, the Vendor will be required to provide and/or certify the following for each individual included in the Vendor's response.

7.2 A direct telephone number and contact name in which the individual may be contacted for a telephone interview, if needed.



- 7.3 That, if onsite interviews or negotiations are required, the individual can be at the specified location in Mississippi within the timeframe specified. All costs associated with onsite interviews, if needed, will be the responsibility of the Vendors.
- 7.4 That the individual is proficient in spoken and written English
- 7.5 That the individual is a U.S. citizen or that the individual meets and will maintain employment eligibility requirements in compliance with all United States Citizenship and Immigration Services (USCIS) regulations. The Vendor must provide evidence of identification and employment eligibility prior to the award of a contract that includes any personnel who are not U. S. citizens.
- 7.6 That the personnel assigned to a project will remain a part of the project throughout the duration of the contract as long as the personnel are employed by the Vendor, unless replaced by the Vendor at the request of the State. This requirement includes the responsibility for ensuring all non-citizens maintain current USCIS eligibility throughout the duration of the contract.
8. **Vendor Imposed Constraints**  
The Vendor must specifically document what limitations, if any, exist in working with any other Contractor acting in the capacity of the RESA's business partner, subcontractor or agent who may be managing any present or future projects; performing quality assurance; integrating the Vendor's software; and/or providing web-hosting, hardware, networking or other processing services on the RESAs behalf. The project relationship may be based on roles as either equal peers; supervisory – subordinate; or subordinate – supervisory, as determined by the RESAs. The RESAs recognize that the Vendor may have trade secrets, intellectual property and/or business relationships that may be subject to its corporate policies or agreements. The RESAs must understand these issues in order to decide to what degree they may impact the ability to conduct business for this project. These considerations will be incorporated accordingly into the response evaluation and selection process. The understanding reached between the Vendor and the RESAs regarding this business relationship precludes the Vendor from imposing any subsequent limitations of this type in future project undertakings by the RESAs.
9. **Restriction on Advertising**  
The Vendor must receive written approval from the RESAs before advertising or referencing the award of the contract or the services being provided. The Vendor must agree not to refer to awards in commercial advertising in such a manner as to the RESAs or imply that the firm or its services are endorsed or preferred by the RESAs.
10. **Rights Reserved to Use Existing Product Contracts**  
The RESAs reserve the right on turnkey projects to secure certain products from other existing contracts if it is in its best interest to do so. If this option is exercised, then the awarded Vendor must be willing to integrate the acquisition and implementation of such products within the schedule and system under contract.
11. **Additional Information to be Included**  
In addition to answering each specification within this RFQ, the Vendor must include complete product/service information, including product pictorials and technical/descriptive literature relative to any product/service offered with the response.

Information submitted must be sufficiently detailed to substantiate that the products/services offered meet or exceed specifications.

12. **Valid Contract Required to Begin Work**

The successful Vendor should not commence any billable work until a valid contract has been executed. Any work done by the successful Vendor prior to the execution of the contract is done at the Vendor's sole risk. The RESAs are under no obligation to pay for work done prior to the execution of a contract.

13. **Outstanding Vendor Obligations**

13.1 The RESAs, at its sole discretion, may reject the response of a Vendor with any significant outstanding financial or other obligations or who is in bankruptcy at the time of response submission.

14. **Equipment Condition**

For all RFQs requiring equipment, the Vendor must furnish only new equipment in response to RESAs specifications, unless an explicit requirement for used equipment is otherwise specified.

15. **Pricing Guarantee**

The Vendor must explicitly state how long the response will remain valid. Pricing must be guaranteed for a minimum of ninety (90) days.

16. **Shipping Charges**

For all RFQs requiring shipment of any product or component, all products must be delivered FOB destination to any location within the geographic boundaries of the State with all transportation charges prepaid and included in the RFQ response. Destination is the point of use.

17. **Terms of Software License**

The Vendor acknowledges and agrees that the term of all software licenses provided to the purchaser shall be perpetual unless stated otherwise in the Vendor's response.

18. **The State of Mississippi is Licensee of Record**

The Vendor must not bypass the software contracting phase of a project by licensing project software intended for State of Mississippi use in its company name. Upon award of a project, the Vendor must ensure that the State of Mississippi is properly licensed for all software that is proposed for use in a project.

19. **Compliance with Enterprise Security Policy**

Any solution proposed in response to this RFQ must be in compliance with the State of Mississippi's Enterprise Security Policy. The Enterprise Security Policy is based on industry-standard best practices, policy, and guidelines and covers the following topics: web servers, email, virus prevention, firewalls, data encryption, remote access, passwords, servers, physical access, traffic restrictions, wireless, laptop and mobile devices, disposal of hardware/media, and application assessment/certification. Given that information security is an evolving technology practice, the RESAs reserve the right to introduce new policy, based on the State's policy, during the term of the contract resulting from this RFQ and require the Vendor to comply with same in the event the industry

introduces more secure, robust solutions or practices that facilitate a more secure posture for the State of Mississippi. Vendors wanting to view the Enterprise Security Policy should contact the Technology Consultant listed on the cover page of this RFQ.

20. **Negotiating with Next-Ranked Vendor**

Should the RESAs cease doing business with any Vendor selected via this RFQ process, for any reason, the RESAs reserve the right to initiate negotiations with the next ranked Vendor.

21. **Disclosure of Response Information**

Vendors will be entitled to their proposal evaluation results. However, proposals and scoring sheets of competing vendors will not be disclosed.

22. **Risk Factors to be Assessed**

The RESAs will assess risk factors that may initially exist within a given procurement and that may develop over the course of a procurement process as facts become known. The RESAs, at its sole discretion, may employ the following mechanisms, representing school districts, in mitigating these risks: performance bonding, progress payment plan with retainage, and withholding payment for all portions of the products/services acquired until final acceptance. The Vendor must agree to incorporate any or all of the above terms and conditions into the customer agreement.

The NMEC will work with the vendor to address any concerns regarding vendor personnel assigned to the project. If any concerns cannot be remedied to the NMEC's satisfaction, the NMEC reserves the right to call for replacement personnel to be assigned to the project.

23. **Performance Bond**

Within ten (10) days of execution of contract and prior to commencement of services under this agreement, Contractor shall provide NMEC with a Performance Bond in the amount of \$1,000,000.00. This bond shall be maintained for the prompt and faithful performance of all Contractor's obligations under this agreement by a surety or sureties that are acceptable to NMEC.

24. **Responsibility for Behavior of Vendor Employees/Subcontractors**

The Vendor will be responsible for the behavior of all its employees and subcontractors while on the premises of any State agency, RESA or institution. Any Vendor employee or subcontractor acting in a manner determined by the administration of any State agency, RESA or institution to be detrimental, abusive, or offensive to any of the staff or student body of any State agency, RESA or institution will be asked to leave the premises and can be suspended from further work on the premises.

25. **Procurement Project Schedule**

<b>Task</b>	<b>Date</b>
Public Notice of RFQ	September 10, 2024
Deadline for Vendor's Written Questions	September 18 at 9:00 a.m CST
Deadline for Questions Answered	September 20, 2024 at 5:00 p.m. CST
Deadline for Submission of Responses to <a href="http://www.northmsec.com">www.northmsec.com</a> (RFQ)	September 26, 2024 at 9:00 a.m.
Evaluation of Responses	September 27, 2024
Notice of Intent to Award	September 27, 2024
Contract Executed	On or before September 30, 2024

## **SECTION V VENDOR REQUIREMENTS**

Please answer each question or provide the information as requested in this section.

1. **Certification of Authority to Sell**

The Vendor must certify Vendor is a seller in good standing, authorized to sell and able to deliver all items and related services proposed in the State of Mississippi in the time frame specified. Does the Vendor make these certifications? (A yes or no answer is required.)

2. **Certification of No Conflict of Interest**

Mississippi law clearly forbids a direct or indirect conflict of interest of a company or its employees in selling to the State. The Vendor must answer and/or provide the following:

Does there exist any possible conflict of interest in the sale of items to any institution within Mississippi's school districts' jurisdiction or to any governing authority? (A yes or no answer is required.)

If the possibility of a conflict does exist, provide a list of those institutions and the nature of the conflict on a separate page and include it in your response. The Vendor may be precluded from selling to those institutions where a conflict of interest may exist.

3. **Pending Legal Actions**

Are there any lawsuits or other legal proceedings against the Vendor that pertain to any of the software, hardware, or other materials and/or services which are a part of the Vendor's response? (A yes or no answer is required.)

Are there any criminal or civil proceedings (federal or state) pending against the Vendor or its principals or employees that pertain to any public procurement within the State of Mississippi or elsewhere? (A yes or no answer is required.)

If your answer to either of the above is "yes", provide a copy of same and state with specificity the current status of the proceedings.

The RESAs, at its sole discretion, may reject the response of a Vendor who (a) has criminal or civil proceedings pending that pertain to a public procurement within Mississippi or elsewhere, or (b) has lawsuits or other legal proceedings pending that pertain to any of the products or services which are part of the Vendor's response.

4. **Order and Remit Address**

The Vendor must specify both an order and a remit address:

Order Address:

Remit Address (if different):

5. **Certification of Liability Insurance**

Vendor must provide a copy of their Certificate of Liability Insurance with their RFQ response.

## ATTACHMENT A1 DEVICE SPECIFICATION

Device Specifications cover what districts purchasing a device through this program would need include on all orders. The elements cover not only the devices, but also what is needed to ensure that the devices are fully protected and working for students for at least three years. Teacher devices may not require the same level of protection as a student device.

The vendor's approach to protection can vary depending on experience and expertise, but the approach must be fully explained and priced.

It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this request. The Bidder must include and complete all parts of the quotation in a clear and accurate manner. **Omissions, errors, misrepresentations, or inadequate details in the Bidder's quotation may be grounds for rejection of the bid. Costs that are not clearly identified will be borne by the Bidder.** The Bidder should supply supporting details as described.

### Windows and Chromebook Device Specifications

The following details emerged from the District Survey. Of the 149 Districts (LEAs), 70 responded and 65 expressed an interest in participating. The quantities below are not final and may increase or decrease as districts are asked to commit once the final pricing of the winning vendor has been finalized (i.e., contract finalized). If more districts participate, the more the count of devices is expected to increase. If the value to districts is less than they expect, the count of devices is expected to decrease.

The RESAs have identified a set of recommended minimum specifications and a list of sample devices from multiple manufacturers that will be the basis of cost comparison. Vendor may include additional pricing for additional devices, but they will not be included in the cost comparison for proposal scoring. Please note that vendors may offer and districts may choose to purchase devices below these recommended minimum specifications. The sample device list is based on district requests from the survey.

SURVEY RESULTS (from 65 Districts)			
Platform	Students	Teachers	Grand Total
<b>Chromebooks</b>	<b>97,427</b>	<b>2,305</b>	<b>99,732</b>
FY25	39,962	750	40,712
FY26	57,465	1,555	59,020
<b>Windows</b>	<b>10,450</b>	<b>7,887</b>	<b>18,337</b>
FY25	4,100	5,382	9,482
FY26	6,350	2,505	8,855

#### Note: Device and License Counts

The RESAs have made a good faith effort to obtain accurate counts for devices and licenses based on a survey that the RESAs and MDE sent to school districts in Mississippi. Upon selection of awardees, the RESAs will work with school districts to familiarize them with the program and direct the districts in making commitments/orders. The Vendor should be able to accept orders from districts and invoice the districts directly.

## **Recommended Minimum Device Specifications: Chromebooks and Windows Laptops**

### **Chromebooks**

Student SKU	Teacher SKU
Intel N4500, or equivalent CPU	
8GB RAM	
64GB SSD	128GB SSD
11.6" (1366 x 768) screen	14" (1366 x 768) screen
Wi-Fi 6e wireless card	
720p webcam and microphone	
Headphone jack	
8+ hour battery	
Google auto expiration date must be 2030 or later	
Asset tag with barcode	
Rugged shell for durability	
Be able to survive a drop from 30 inches onto a hard surface	
Tamper and spill resistant US English keyboard	

### **Windows Laptops**

Student SKU	Teacher SKU
Intel Core i5 or equivalent CPU	Intel Core i5 or equivalent CPU
8GB RAM	16GB RAM
128GB SSD	256GB SSD
Wi-Fi 6e wireless card	
11.6" (1366 x 768) screen	14" (1366 x 768) screen
720p webcam and microphone	
Headphone jack	
8+ hour battery	
Windows 11 Pro	
Asset tag with barcode	
Rugged shell for durability	
Be able to survive a drop from 30 inches onto a hard surface	
Tamper and spill resistant US English keyboard	

### **Device Management Specifications**

Chromebooks should each come with a Google Chrome Education Upgrade Device Management license. If a district has A3 licensing or above and wants to pre-enroll Windows devices into Intune with Autopilot, this will need to be coordinated with the district. If necessary, training and initial setup assistance shall be provided to each district for either device management solution. Additionally, assistance shall be given to each district to pre-enroll their devices in the appropriate management solution. Responses shall include methods of training and support, including any hours allocated.

**Vendor-defined protection plan:** to be included as itemized expense per device



The vendor must define its approach to ensuring the students and teachers have a working device for at least three years. This plan may include manufacturer warranty, accidental damage protection, break-fix, etc. The price for the plan must be defined itemized as a per device expense.

#### Sample Devices for Cost Comparison

#	Chromebooks for Students
1	HP Fortis G11 (replaces HP Chromebook 14 G7)
2	HP Fortis G10 (replaces HP Chromebook 11 G9)
3	Acer Chromebook 314 C936
4	Lenovo 300E Gen 4
5	Lenovo 14e Chromebook Gen 3 Touchscreen
6	Lenovo 14e Chromebook Gen 3
7	Dell 3000 Series 2-in-1
8	Dell 3100
9	ASUS Chromebook

#	Windows Laptops for Students
1	HP Pro x360 Fortis
2	HP Pro x360 Fortis Touchscreen
3	Lenovo ThinkPad E14 Gen 5
4	Lenovo 300w Yoga
5	Lenovo 500w Yoga
6	Dell Latitude 3450
7	Dell Latitude 3450 Touchscreen
8	Acer TravelMate B3
9	ASUS BR1204F

#	Chromebooks for Teachers
1	Acer Enterprise Spin 714
2	Acer Enterprise Spin 514
3	ASUS Chromebook Plus CX34
4	HP Fortis G10
5	HP Fortis G11
6	Lenovo 14e Chromebook Gen 3

#	Windows Laptops for Teachers
1	Dell Latitude 5540
2	Dell Latitude 5550
3	HP ProBook G11 14'
4	HP ProBook G11 16'
5	Microsoft Surface Pro 10
6	Lenovo ThinkPad T14
7	Lenovo ThinkPad E16 G2
8	ASUS ExpertBook B3
9	Acer TravelMate P2

## ATTACHMENT A2 DEVICE SPECIFICATION

Device Specifications cover what districts purchasing a device through this program would need include on all orders. The elements cover not only the devices, but also what is needed to ensure that the devices are fully protected and working for students for at least three years. Teacher devices may not require the same level of protection as a student device.

The vendor's approach to protection can vary depending on experience and expertise, but the approach must be fully explained and priced.

It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this request. The Bidder must include and complete all parts of the quotation in a clear and accurate manner. **Omissions, errors, misrepresentations, or inadequate details in the Bidder's quotation may be grounds for rejection of the bid. Costs that are not clearly identified will be borne by the Bidder.** The Bidder should supply supporting details as described.

### iPad and MacBook Device Specifications

The following details emerged from the District Survey. Of the 149 Districts (LEAs), 70 responded and 65 expressed an interest in participating. The quantities below are not final and may increase or decrease as districts are asked to commit once the final pricing of the winning vendor has been finalized (i.e., contract finalized). If more districts participate, the more the count of devices is expected to increase. If the value to districts is less than they expect, the count of devices is expected to decrease.

SURVEY RESULTS (from 65 Districts)

Platform	Students	Teachers	Grand Total
<b>MacBooks</b>	<b>12,648</b>	<b>5,708</b>	<b>18,356</b>
FY25	5,150	3,818	8,968
FY26	7,498	1,890	9,388
<b>iPads</b>	<b>16,612</b>	<b>3,375</b>	<b>19,987</b>
FY25	6,130	1,830	7,960
FY26	10,482	1,545	12,027

#### **Note: Device and License Counts**

The RESAs have made a good faith effort to obtain accurate counts for devices and licenses based on a survey that the RESAs and MDE sent to school districts in Mississippi. Upon selection of awardees, the RESAs will work with school districts to familiarize them with the program and direct the districts in making commitments/orders. The Vendor should be able to accept orders from districts and invoice the districts directly.

#### **Recommended Device Offering:**

##### **Item # Details**

1. **10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack), STM Dux Plus, w/ 3-year AppleCare+ for Schools (no service fees)**  
Part Number: BVV72LL/A

**10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack)**

Part Number: MPQT3LL/A

Quantity: 10

**3-Year AppleCare+ for Schools - iPad (no service fees)**

Part Number: S7831LL/A

Quantity: 10

**STM Dux Plus for iPad 10th Gen. - Black**

Part Number: HQF32ZM/A

Quantity: 10

2. **10.9-inch iPad Wi-Fi 64GB-Silver (Packaged in a 10-pack), Logitech Rugged Combo 4 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees)**

Part Number: BUDP2LL/A

**10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack)**

Part Number: MPQT3LL/A

Quantity: 10

**3-Year AppleCare+ for Schools - iPad (no service fees)**

Part Number: S7831LL/A

Quantity: 10

**Logitech Rugged Combo 4 Touch Case with Integrated Smart Connector Keyboard for iPad (10th gen) - Blue**

Part Number: HQ6P2ZM/A

Quantity: 10

3. **10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack), Brenthaven 360 case, w/ 3-year AppleCare+ for Schools (no service fees)**

Part Number: BVXR2LL/A

**10.9-inch iPad Wi-Fi 64GB - Silver (Packaged in a 10-pack)**

Part Number: MPQT3LL/A

Quantity: 10

**3-Year AppleCare+ for Schools - iPad (no service fees)**

Part Number: S7831LL/A

Quantity: 10

**Brenthaven 360 for iPad (10th gen, Wi-Fi models)**

Part Number: HQES2ZM/A

Quantity: 10

4. **13-inch MacBook Air: Apple M2 chip with 8-core CPU and 8-core GPU, 256GB - Space Gray (Packaged in a 5-pack)**

Part Number: MLY73LL/A

**Configuration:**

065-CCJT : Apple M2 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine  
065-CCJW : 8GB unified memory  
065-CCJY : 256GB SSD storage  
065-CD7F : 30W USB-C Power Adapter  
065-CCLY : 1080p FaceTime HD camera  
065-CCM0 : Two Thunderbolt / USB 4 ports  
065-CCM1 : MagSafe 3 charging port  
065-CCM2 : 13.6-inch Liquid Retina display with True Tone  
065-CD5W : None  
065-CD09 : Backlit Magic Keyboard with Touch ID - US English  
065-CD0T : Accessory Kit

5. **3-Year AppleCare+ for Schools 13-inch MacBook Air (M2) (no service fees)**

Part Number: SEY02LL/A

6. **13-inch MacBook Air: Apple M3 chip with 8-core CPU and 8-core GPU, 8GB, 256GB SSD - Space Gray (Packaged in a 5-pack)**

Part Number: MRXX3LL/A

**Configuration:**

065-CG8D : Apple M3 chip with 8-core CPU, 8-core GPU, 16-core Neural Engine  
065-CG8G : 8GB unified memory  
065-CG8K : 256GB SSD storage  
065-CG8P : 30W USB-C Power Adapter  
065-CGC0 : 1080p FaceTime HD camera  
065-CGC1 : Two Thunderbolt / USB 4 ports  
065-CGC2 : MagSafe 3 charging port  
065-CGC3 : 13.6-inch Liquid Retina display with True Tone  
065-CGFD : None  
065-CGDY : Backlit Magic Keyboard with Touch ID - US English  
065-CGF7 : Accessory Kit

7. **3-Year AppleCare+ for Schools 13-inch MacBook Air (M3) (no service fees)**

Part Number: SLTF2LL/A

8. **24-inch iMac with Retina 4.5K display: Apple M3 chip with 8-core CPU and 10-core GPU, 512GB SSD - Silver**

Part Number: MQRK3LL/A

**Configuration:**

065-CFQ0 : Apple M3 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 10-core GPU and 16-core Neural Engine  
065-CFQ1 : 8GB unified memory  
065-CFQ5 : 512GB SSD storage  
065-CFQW : Magic Mouse  
065-CFQ8 : Gigabit Ethernet  
065-CFQ9 : Two Thunderbolt / USB 4 ports  
065-CFQC : Two USB 3 ports

065-CG0H : None  
065-CFTM : Magic Keyboard with Touch ID - US English  
065-CFYF : Accessory Kit

9. **3-Year AppleCare+ for Schools - iMac**

Part Number: S7729LL/A  
1 \$119.00 \$119.00

10. **3-Year AppleCare+ for Schools - Mac mini**

Part Number: S7730LL/A

11. **Mac mini**

Part Number: Z16K

**Configuration:**

065-CD1Q : Apple M2 with 8-core CPU, 10-core GPU, 16-core Neural Engine  
065-CD1W : 16GB unified memory  
065-CD1Y : 256GB SSD storage  
065-CD24 : 10 Gigabit Ethernet  
065-CG13 : Two Thunderbolt 4 ports, HDMI port, two USB-A ports, headphone jack  
065-CD76 : None  
065-CD36 : Accessory Kit

12. **APS IPAD PACKAGE1 DEPLOY SERVICES-USA**

Part Number: DA3E2LL/A

13. **APS IPAD PACKAGE2 DEPLOY SERVICES-USA**

Part Number: DA3G2LL/A

14. **APS IPAD PACKAGE3 DEPLOY SERVICES-USA**

Part Number: DA3J2LL/A

15. **15 APS IPAD PACKAGE4 DEPLOY SERVICES-USA**

Part Number: DD632LL/A

16. **APS MAC PACKAGE1 DEPLOY SERVICES-USA**

Part Number: DA3F2LL/A

17. **APS MAC PACKAGE2 DEPLOY SERVICES-USA**

Part Number: DA3H2LL/A

18. **APS MAC PACKAGE3 DEPLOY SERVICES-USA**

Part Number: DA3K2LL/A

19. **APS MAC PACKAGE4 DEPLOY SERVICES-USA**

Part Number: DD642LL/A

20. **Configuration Services 1day (non-prepaid)**

Part Number: D4698LL/A

21. **Getting Started with Apple School Manager (Remote)**  
Part Number: D8536LL/A
22. **Getting Started Deploying iPad (Remote)**  
Part Number: D8537LL/A
23. **Apple Professional Learning Virtual Support: Educator Coaching (Non-Prepaid Offering)**  
Part Number: DD372LL/A
24. **Apple Professional Learning Virtual Support: Leadership Coaching (Non-Prepaid Offering)**  
Part Number: DD362LL/A
25. **Mosyle Manager for iOS, macOS and tvOS Subscription License (3 year)**  
Part Number: HM7B2LL/A
26. **Mosyle OneK12 for iOS, MacOS, and tvOS Subscription License (4 year)**  
Part Number: HQXM2LL/A
27. **Jamf Pro iOS/tvOS (EDU) Subscription License (3 Year) (100-9,999 licenses)**  
Part Number: HLWZ2LL/A
28. **Jamf Pro macOS (EDU) Subscription License (3 Year) (100-9,999 licenses)**  
Part Number: HLX12LL/A
29. **Jamf School Enhanced Bundle, 4-Year Subscription License (Per device)**  
Part Number: HQGW2LL/A
30. **Apple Professional Learning One Day Non-Prepaid Offering (Not available in Alaska or Hawaii)**  
Part Number: DD302LL/A
31. **Apple Professional Learning Two Day Non-Prepaid Offering**  
Part Number: DD312LL/A
32. **Apple Professional Learning Three Day Non-Prepaid Offering**  
Part Number: DD322LL/A

## ATTACHMENT B DEVICE OPTIONAL ADD-ONS

The Vendor may propose additional, optional a la carte options or add-ons that districts may choose to include in their orders. These options should be listed separately as they are not considered in the proposal's cost evaluation but are available for districts to add to their orders/

It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this request. The Bidder must include and complete all parts of the quotation in a clear and accurate manner. **Omissions, errors, misrepresentations, or inadequate details in the Bidder's quotation may be grounds for rejection of the bid. Costs that are not clearly identified will be borne by the Bidder.** The Bidder should supply supporting details as described.

Examples of Options Add-Ons include the following:

- Premium services such as kitting, white glove, and green delivery services. Upgrades to the required services, such as device etching may be offered to districts. Software installation, configuration, and enrollment in management platform may be performed prior to delivery.
- Additional Licenses for Device and/or Education services, such as Mobile Device Management, Learning Management, Web/Content Filters, Learning Management Systems, etc. Licenses should be for lifespan of the devices.
- Initial Setup and Training: Districts across the state have all levels of technical maturity. The vendor shall make initial setup and training available to all districts who opt-in.
- Vendors should list any value adds or complementary services that would be made available to the RESAs or districts to assist in implementation, configuration, training, and/or reporting to assist in a successful digital learning solution.
- Vendors may include a select list of products available that districts may feel valuable in enhancing their digital learning program. These products, while beyond the scope of the reimbursement program, may be made available to the districts as a separate purchase. Examples of such products that may be included are laptop carts, document cameras, and graphic drawing tablets.

## **ATTACHMENT C PROGRAM SERVICES**

Describe required program supports for districts and/or the RESA that are not directly tied to a specific device. Itemize costs for project management, professional services, technical support, etc. Include services offered at no cost, specifying their value.

It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this request. The Bidder must include and complete all parts of the quotation in a clear and accurate manner. **Omissions, errors, misrepresentations, or inadequate details in the Bidder's quotation may be grounds for rejection of the bid. Costs that are not clearly identified will be borne by the Bidder.** The Bidder should supply supporting details as described.

### **Technical Support**

The vendor should detail how on-going support will be provided to the districts. The vendor should detail what support tier, if any, the districts will receive. Additionally, any SLAs should be detailed.

### **Professional Development**

Vendors should provide professional development administrators, business managers and technical staff involved in the implementation of this program to ensure that all devices are well managed and that all districts have a sustainable strategy to maintain and refresh the devices on a predictable schedule.

### **Vendor Requirements:**

Responses from vendors must provide documentation addressing their capabilities in the following areas:

**Logistics** – Vendor must explain how their logistics is resistant to interruption or significant delay to forces outside its control such as natural disaster or global pandemic. Additionally, demonstration of ability to deliver to districts throughout the state that have various receiving capabilities that may or may not include loading docks.

**Procurement** – Vendors should detail how they plan on districts placing, acknowledging, and tracking orders. Vendors should have the resources to provide, at minimum, net 45-day terms to districts placing purchase orders.

**Experience** – Vendors should demonstrate prior experience successfully implementing a large learning solution deployment across a variety of platforms (ChromeOS, Windows, MacOS, etc.) simultaneously across approximately 150 entities with varying levels of technical maturity.

**Project Management** – Vendors should detail their approach to project management, including change management and communications. The vendor will designate a lead [e.g., a “program director”] who will be responsible for overseeing the execution of the contract and its requirements, as well as coordinating with the RESAs and cross partner project managers to align reporting on an on-going, semi-weekly basis and include reporting of progress, status, issues, risk, deliverables, milestone, etc.



**Partnerships** – Vendors should list any partners to which they plan on sub-contracting portions of this response, their qualifications, and how they fit into the complete response.

## **ATTACHMENT D SUBCONTRACTORS**

### **Subcontractors**

The Vendor's response must identify any subcontractor that will be used and include the name of the company, telephone number, contact person, type of work subcontractor will perform, and the number of certified employees to perform said work.

Please return the following Subcontractor Reference Form.

## **SUBCONTRACTOR REFERENCE FORM**

**Complete a separate form for each subcontractor proposed.**

Contact Name:  
Company name:  
Address:  
Phone #:  
E-Mail:

Scope of services/products to be provided by subcontractor:

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**Complete Reference Forms for each Subcontractor.**

Contact Name:  
Company name:  
Address:  
Phone #:  
E-Mail:  
Description of product/services/project, including start and end dates:

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