

Midlands STEM Institute

REQUEST FOR PROPOSAL (RFP)

We Are Seeking A Vendor To Provide Chromebooks And Laptops For Our Students And Teachers. We Need Them For The 2020-2021 School Year.

CHROMEBOOK AND LAPTOPS

Midlands STEM Institute

112 Crane St

Winnsboro, South Carolina 29180

Phone: (803) 815-1524 | Fax: (803) 712-4958

Cprince@midlandsstem.org

Prepared By: Cynthia Prince

Date: November 2, 2020

REQUEST FOR PROPOSAL
CHROMEBOOK AND LAPTOPS
Winnsboro - South Carolina

PROPOSAL SUBMISSION DEADLINE: December 28, 2020, 4:00 pm

QUESTION SUBMISSION DEADLINE: November 23, 2020

Questions may be submitted in written form to:

Contact Name: Cynthia Prince
Contact Address: 112 Crane St
Winnsboro, South Carolina 29210
Telephone Number: (803) 815-1524
Email Address: Cprince@midlandsstem.org

INTRODUCTION

Midlands STEM Institute invites and welcomes proposals for their Chromebook and Laptops project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 112 Crane St, Winnsboro, South Carolina 29180.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Equipment, contact:

Name: John Pitzer
Title: IT Coordinator
Phone: (803) 815-1524
Fax: (803) 712-4958
Email: Jpitzer@midlandsstem.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is we are looking to procure additional

chromebooks and laptops for our students and teachers..

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

We are looking to secure at least 20 new Chromebooks to replace older ones that can no longer keep up with current software and state testing demands.

We are looking to secure at least 10 new Laptops for new employees and to replace older models that are not operating at full capacity.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

2020-2021 School Year:

DATE

November 2, 2020

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Midlands STEM Institute shall award the contract to the proposal that best accommodates the various project requirements. Midlands STEM Institute reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Midlands STEM Institute no later than 4:00 pm on December 28, 2020 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Midlands STEM Institute reserves the right to cancel, suspend, and/or discontinue any proposal

at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in South Carolina (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.