

Windsor Central Unified Union School District

RFP 23-001

Request For Proposal:

Interactive Displays

PROPOSAL DUE DATE

RFPs must be submitted by

May 10, 2023

Before 3:00 PM

SUBMIT RESPONSE TO

Windsor Central Unified Union School District
Raphael Adamek, Director of Technology and Innovation

radamek@wcsu.net

70 Amsden Way
Woodstock VT 05091

Notice to Responders

NOTICE IS HEREBY GIVEN that the Windsor Central Unified Union School District, hereinafter referred to as “the District” will receive up to, but no later than May 10, 2023 at 3:00 PM sealed RFPs from qualified responders for the award of contracts for the following:

RFP 23-001 Interactive Displays

Questions

All questions regarding this RFP are due on or before May 3, 2023 by 4:00 PM via email to radamek@wcsu.net with the subject line of “WCUUSD RFP 23-001 questions”. Only questions submitted through this process will be accepted. All responses to questions regarding this RFP will be posted on our website May 5, 2023 by 5:00 PM. It is the responsibility of the prospective responder to check the website:

<https://wcsu.net/requests-for-proposals>

Due Date

RFPs are due on or before May 10, 2023 at 3:00 PM. RFP responses must be emailed to radamek@wcsu.net with the subject “WCUUSD RFP 23-001 Submission” with a read receipt confirmation email. Sole responsibility rests with the Responder to see that their RFPs are received on time at the stated location. If no RFP responses are received, applicant reserves the right to proactively solicit for RFP responses. Faxed or mailed RFPs will not be accepted.

The RFP will be posted to the District website under <https://wcsu.net/requests-for-proposals> . Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.

The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the District to award a contract. The District may cancel this RFP, or may reject in whole or in part any and all Proposals if the District determines that cancellation or rejection is in its best interest. The District also reserves the right to award a contract based on certain portions of the proposed Scope of Work. Decisions to award contract(s) as a result of this RFP are final and without appeal.

The Windsor Central Unified Union School District reserves the right, in its sole discretion, to determine the criteria and process whereby RFPs are evaluated and awarded.

The following documentation is required in the RFP Submittal:

1. Cost Proposal
2. Training Plan

3. Client References

Purpose

The Windsor Central Unified Union School District is soliciting quotes for interactive displays at the following locations:

- Barnard Academy
- Killington Elementary School
- Reading Elementary School
- The Prosper Valley School
- Woodstock Elementary School
- Woodstock Union High School Middle School
- Windsor Central Supervisory Union Office

The District reserves the right to retain all of the RFPs and to use any ideas in a RFP regardless of whether the proposal is selected.

The District reserves the right to reject any or all proposals on the basis of being unresponsive to these guidelines or for failure to disclose requested information.

Marking of the entire proposal or entire sections of the proposal (e.g., pricing) as confidential will neither be accepted nor honored.

Materials, equipment, or hardware identified in the RFP are intended to establish a standard. Any material, equipment, or hardware of other manufacturers which will perform the same duties imposed by the general design may be considered equally acceptable if, in the opinion of the District, the material or equipment is of equal substance and function. Any substitutions must be approved in writing by the District, who shall have sole discretion to determine the acceptability of the proposed substitute.

Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs, but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals.

Compliance with Laws

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

RFP Schedule

April 26, 2023	RFP is released
May 3, 2023	Question deadline
May 5, 2023	Responses to questions posted
May 10, 2023	RFP responses are due
May 10, 2023	RFP/Bid opening
Mid - May 2023	RFP/Bid selection
Mid - May 2023	Purchase orders

About the District

The Windsor Central Unified Union School District serves six schools and a little over 1,000 students in central Vermont. You can learn more about the district and each of the schools by visiting the Windsor Central Supervisory Union website at: www.wcsu.net

Scope of Proposal

The Windsor Central Unified Union School District is seeking a total of **97 Newline Q Series Displays**. Devices need to be shipped to each school location. Liftgate service will be required at each location:

Barnard Academy
5979 VT Route 12
Barnard VT 05031

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	6
Newline Wall Mount	EPR8A88700-000	6
Newline Mobile Stand	EPR8A50500-SQR	6
Newline Tango Camera		6

Killington Elementary School
 686 Schoolhouse Road
 Killington VT 05751

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	12
Newline Wall Mount	EPR8A88700-000	12
Newline Mobile Stand	EPR8A50500-SQR	12
Newline Tango Camera		12

Reading Elementary School
 632 VT Route 106
 Reading VT 05062

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	4
Newline Wall Mount	EPR8A88700-000	4
Newline Mobile Stand	EPR8A50500-SQR	4
Newline Tango Camera		4

The Prosper Valley School
 1071 Pomfret Road
 South Pomfret VT 05067

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	9
Newline Wall Mount	EPR8A88700-000	9
Newline Mobile Stand	EPR8A50500-SQR	9
Newline Tango Camera		9

Woodstock Elementary School
 15 South Street
 Woodstock VT 05091

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	21
Newline Wall Mount	EPR8A88700-000	21
Newline Mobile Stand	EPR8A50500-SQR	21
Newline Tango Camera		21

Woodstock Union High School / Middle School
 100 Amsden Way
 Woodstock VT 05091

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	43
75" Newline Q Series Display	TT7521Q	1
Newline Wall Mount	EPR8A88700-000	44
Newline Mobile Stand	EPR8A50500-SQR	44
Newline Tango Camera		44

Windsor Central Supervisory Union
 70 Amsden Way
 Woodstock VT 05091

Item	Part	Number
65" Newline Q Series Display	TT-6521Q	1
Newline Wall Mount	EPR8A88700-000	1
Newline Mobile Stand	EPR8A50500-SQR	1
Newline Tango Camera		1

Additional Requirements

- All Newline displays will have a minimum 5 year warranty with options for onsite repair. A 7 year warranty is preferred.
- Bid includes at least 2 years of training on using the Newline interactive displays. Training plans should include at least one onsite training session and at least 20 remote training sessions. Onsite training session should occur sometime between August 7th and August 24th, 2023.
- All bids will include licenses to the Newline Engage Software Suite and IdeaMax.
- All bids will include the networking module with Wi-Fi 6 for the Newline Q Series board.
- Vendor must certify the equipment is neither manufactured by, nor contains any components from, either Huawei or ZTE.

Proposal Format

Proposals shall include the following as a minimum:

1. Cost proposal
2. Training plan
3. Client references

Evaluation Criteria

The Windsor Central Unified Union School District reserves the right to select the firm that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the RFP.

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Responders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District's technology needs.

Proposals will be evaluated on the following:

- Cost proposal, including shipping, warranty, and training (60% of the score)
- Extent of experience with the District (20% of the score)
- Client references from other education agencies where equal services have been provided for projects of a similar size and complexity (10% of the score)
- Quote preparation, thoroughness, and responsiveness to the RFP requirements (10% of the score)

The successful responder will be chosen based upon best value. The district reserves the right to reject any or all bids.

Prohibited Discrimination

The District has adopted a Non-Discrimination Policy that is set forth in policy A22 of the District Code and is available for review on the Windsor Central supervisory Union website at <https://www.wcsu.net/wcmuUSD-policies>. As a condition of entering into the Definitive Agreements that may result from this RFP, the Proposer agrees to comply with the Non-Discrimination Policy, and consents to be bound by the award of any arbitration conducted thereunder. As part of such compliance, the Proposer shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, suppliers, or commercial customers in connection with a District contract solicitation process, nor shall the Proposer retaliate against any person or entity for reporting instances of such discrimination. The Proposer shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all its subcontracting and supply opportunities on contracts, if nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace.

As a condition of entering into an Agreement that may result from this RFP, the Proposer agrees to: (a) promptly provide to the District all information and documentation that may be requested by the District from time to time regarding the solicitation, selection, treatment and payment of subcontractors in connection with the Agreement; and (b) if requested, provide to the District within sixty (60) days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the Proposer has used on [Group] member contracts in the past five (5) years, including the total dollar amount paid by the Proposer on each subcontract or supply contract.

The Proposer agrees to provide to District from time to time on District's request, payment affidavit detailing the amounts paid by the Proposer to subcontractors and suppliers in connection with the Definitive Agreements within a certain period of time. Such affidavits shall be in the format specified by District. The Proposer understands and agrees that violation of this Commercial Non-Discrimination provision shall be considered a material breach of the Definitive Agreements and may result in contract termination, disqualification of the Proposer from participating in [Group] member contracts and other sanctions.