

New Albany School District 2023 Request for Proposals

Subject:

Requests for Quotations/Proposals for digital devices for New Albany School District.

General Requirements:

The New Albany School District is seeking quotations for complete solutions to provide students, school staff, and library patrons, who would otherwise lack to engage in remote learning, an iPad or equivalent device.

Terms used throughout this RFP

New Albany School District

Complete Solution to provide students, school staff, and library patrons, who would otherwise lack to engage in remote learning, an iPad or equivalent device.

2 Ways to submit a bid

1) Mail in a bid

Directions for Bidding via mail:

Envelopes containing bids must be sealed, marked "Bid for 1640 Digital Devices – **5/19/2023**" and addressed to: Jake Miller.

Mailing Address:

Jake Miller, Director of Technology - New Albany School District 1112 Wesson Tate Drive New Albany, MS 38652

Physical Address:

Jake Miller, Director of Technology - New Albany School District 1112 Wesson Tate Drive New Albany, MS 38652

Do Not Fax Proposals. Proposals will be received by The District at the address shown above until **4:00 PM CST, May 18, 2023**. If the vendor chooses the mail-in option, proposals must be mailed to the address above in time for delivery before the closing date or hand delivered.

- No bids may be withdrawn after the scheduled closing time for the receipt of bids for a period of 90 days. The owner reserves the right to reject any or all bids and to waive informalities.
- All mail-in bids must have "Bid for 1640 Digital Devices " written on the exterior of the sealed envelope.

2) Reverse Auction Information

The reverse auction for this RFP will be conducted on **May 19, 2023 from 10AM - 10:30AM CST**. Bidders can call in their bids during this time. They can call 662-534-1800 to place a bid. Additionally, bidders can attend the reverse auction in-person at 1112 Wesson Tate Drive New

Albany, MS 38652. All bidders can view the live bidding on our reverse auction [website linked here](#).

Also, if vendors would like to email their bid during the reverse auction they can do so by emailing their bid to jmiller@nasd.ms. VENDORS CAN ONLY EMAIL THEIR BID IN DURING THE REVERSE AUCTION WINDOW on **May 19, 2023 from 10AM - 10:30AM**. EMAILED BIDS RECEIVED BEFORE OR AFTER THE REVERSE AUCTION WILL NOT BE ACCEPTED.

If a vendor has emailed a bid in, and they do not see it appear within 5 minutes of bidding, they should call 662-534-1800 to inquire. The email may have been routed to SPAM. It is the vendors responsibility to follow-up if they are not seeing their bid.

If a vendor attempts to call in a bid, and there is no answer, they can call our alternate number 662-316-8809 and ask for Jake Miller.

All mailed-in bids will be placed on the reverse auction website at 10AM on May 19, 2023. All subsequent bids will be added to the website as soon as they are received. All vendors will have access to the reverse auction website and can bid against their own mailed in bid if they choose to use the bidding methods in the paragraph above.

Vendors who show up in person can submit their bid in person and their in-person bid will immediately show on the reverse auction website.

All bidders who participate in the reverse auction, can make multiple bids.

Reverse auction website URL - <https://tinyurl.com/2p8kfpaf>

Schedule of Events:

Event

Release of RFP – **4/14/2023**

Deadline for Receiving of mailed-in Proposals **4:00 PM CST, May 18, 2023**

Opening of Proposals (NASD Central Office) – **5/19/2023 @ 9:45AM and placed in the reverse auction website.**

Reverse Auction - **10:00-10:30 AM CST 5/19/2023**

Inquiries

Date(s)

4-14-2023 - 5-18-2023 04:00 PM CST

All correspondence and inquiries regarding this RFP must be done via Email: jmiller@nasd.ms

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Jake Miller at 662-534-1800 and confirm that the email message was received.

Items being Requested

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Scope of Work, Professional Development, and Technical Specifications:

1. Must provide (1,640) iPad 64GB(Model Number: A2602) (Part Number: (BT7H2LL/A). Or equivalent.
2. Must provide Qty.(1,640) factory services- USA – Asset tagging or equivalent.
3. Pricing must be good for up to 90 days.
4. Must provide a Tax-exempt dollar out lease.

Service providers/vendors may respond to this proposal by individual item.

3. Prices:

Bids, unless otherwise specified, shall be net, including transportation and handling charges fully paid by the vendor. All prices must: (1) be shown clearly, (2) be firm prices and free of any escalator, and (3) include all applicable taxes. The New Albany School District will furnish a tax exemption letter for State and Federal taxes where applicable.

Basis of Award:

1. Overall quality of proposal.
2. Vendor's qualifications, knowledge, experience, past work.
3. References of at least three installations of similar size, complexity, infrastructure design and installation method as proposed.
4. Compatibility with existing infrastructure and technology plan.
5. Price of proposal.

The New Albany School District reserves the right to reject all or none, and the right to award by line item.

The New Albany School District reserves the right to reject all bids or proposals for any reason.

In addition to pricing information, please include the following information:

- Description of the Service Provider's capacity to provide support including:
 - o names,
 - o position titles, and
 - o locations of technical support staff, sales staff, professional development staff and management staff (i.e.: John Smith, Director of Sales – Jackson, MS)
- 3 References for similar installations as described in the specifications.

Newspaper information

The New Albany School District is requesting proposals for 1,640 Apple iPad's for Staff and Student Remote Learning Capabilities.

The proposal can be found at this link. <https://tinyurl.com/5ebmft2r>

The reverse auction website for the proposal is at this link - <https://tinyurl.com/2p8kfpap>

If you have questions please visit the RFP website here <https://tinyurl.com/5ebmft2r> or call 662-534-1800

Questions asked by vendors and answered.