



Oxford School District

224 Bramlett Boulevard

Oxford, MS 38655

(662) 234-3541

www.oxfordsd.org

RFP #120319-1 – Apple iPads

Proposal Submission Deadline

Tuesday, December 3, 2019 – 10:00am

Bid Opening

Tuesday, December 3, 2019 – 10:00am

Contact

Mr. Mike Fortenberry, Director of Information Systems
mforten@oxfordsd.org

Oxford School District RFP #120619-1 – Apple iPads

To All Interested Bidders:

The Oxford School District will receive sealed proposals for Apple iPads until 10:00am on Tuesday, December 3, 2019, at the Oxford School District Central Office, 224 Bramlett Blvd., Oxford, MS 38655. Proposals may be submitted by hand, mail or electronically. Proposals received after the deadline will not be accepted. Courier delays are not an acceptable excuse for deliveries made past the deadline. All proposals must be sealed and clearly marked to avoid disclosure of the contents prior to the official proposal opening date/time. Hand-delivered and mailed proposals must be clearly marked **“RFP #120319-1: Apple iPads”**.

Proposals may also be submitted electronically via the OSD electronic bidding web site located at <https://www.centrauctionhouse.com/rfpc10448-oxford-school-district--ms.html>. Vendors may register for a free account at <https://www.centrauctionhouse.com/SignUp> or by calling 225-810-4814 for assistance.

Do Not Fax or Email Proposals.

Discussions and negotiations **may** be necessary, but are not a required component of this procurement. The successful bidder will be notified in writing. Equipment shall not be shipped until Oxford School District issues an official purchase order.

We reserve the right to reject any or all submitted proposals. The District reserves the right to conduct discussions with bidders regarding proposals determined to be potentially selected for award, but proposals may be accepted without such discussions. The award will be made to the bidder submitting the lowest, and best, proposal as determined by the Oxford School District and as approved by the Oxford School District Board of Trustees. The District reserves the right to waive informalities, as it deems appropriate.

Schedule of Events

Event	Date
RFP Release	November 8, 2019
Newspaper Advertisement	November 8, 2019 November 15, 2019
Deadline for proposal submission	December 3, 2019 - 10:00am
Opening of proposals	December 3, 2019 - 10:00am

Inquiries

All inquiries or correspondence regarding this RFP process must be sent via email to Mike Fortenberry at mforten@oxfordsd.org. All questions and answers will be posted on the OSD Requests for Proposals website at <http://www.oxfordsd.org/rfps>.

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call Mike Fortenberry at (662) 234-3541 to confirm that the email was received.

Criteria for Selection

OSD will utilize the following criteria as the basis for proposal evaluations and selection.

Factor	Weight
Total Bid Price	40%
Bidder Qualifications	20%
Bidder Experience with Oxford School District	20%
Compatibility with existing infrastructure	20%
Total:	100%

Oxford School District reserves the right to reject any or all proposals, and the right to award by line item.

This RFP package consists of the following sections:

- I. General Conditions
- II. Technical Specifications
- III. Proposal Forms

I. General Conditions

The following are General Conditions for the equipment to be purchased as outlined in the Technical Specifications.

1. Scope of Work

- 1. Provide 3800 Apple iPad Tablets
- 2. Option 1: AppleCare+ Warranty for Apple iPad, 3-year
- 3. Option 2: AppleCare+ Warranty for Apple iPad, 2-year

Modifications to this RFP are not permitted without prior written approval from Oxford School District.

2. Pricing

Vendors are expected to provide proposals that reflect their lowest and best pricing. All pricing must be clearly stated and must include any and all additional charges for shipping, handling, transportation, etc. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

It is the intent of Oxford School District to purchase new equipment. Proposals will only be considered valid if the quoted items are in new, unused condition. Additionally, OSD desires to purchase the latest version of the specified computer equipment.

In the case of discrepancy in computed proposal pricing, the unit price shall govern and the total price shall be revised accordingly.

Proposal prices shall remain valid for 120 days after the scheduled opening date.

3. Withdrawal of Proposal

Requests to withdraw a proposal after it has been submitted must be made in writing and received by OSD prior to the scheduled proposal opening time. Proposals may not be withdrawn after the scheduled opening time.

4. Delivery of Equipment

Delivery must be scheduled in advance with the Oxford School District Technology Department by calling 662-234-3541 during normal business hours of 7:30am to 4:30pm (Central Time), Monday-Friday.

II. Technical Specifications

1. Apple iPad

10.2” iPad tablet in Space Gray, Wi-Fi, 32GB

2. Option 1

AppleCare+ for iPad warranty, 3-year

3. Option 2

AppleCare+ for iPad warranty, 2-year

III. Proposal Forms

1. Proposal Submission Form

Proposal Submission Form
RFP #120319-1 – Apple iPads

Qty.	Description	Unit Price	Total Price
3800	10.2" iPad tablet in Space Gray, Wi-Fi, 32GB	_____	_____
Total of Required Items			_____
3800	Option 1: AppleCare+ for iPad, 3-year	_____	_____
3800	Option 2: AppleCare+ for iPad, 2-year	_____	_____
Total of Optional Items			_____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Printed Name: _____

Email Address: _____

Signature: _____

Date: _____