



**Adelanto Elementary School District  
11824 Air Expressway  
Adelanto, CA. 92301  
(760) 246-8691 Fax 760-246-4201**

***REQUEST FOR PROPOSAL RFP #16/17-04***

**SMARTER BALANCED AND RENAISSANCE  
ASSESSMENT MOBILE DEVICES**

Date Issued: Wednesday, April 12, 2016  
Deadline for Submission: Thursday, May 5, 2016

NOTICE CALLING FOR PROPOSALS  
FOR  
SMARTER BALANCED AND RESAINNANCE ASSESSMENT MOBILE DEVICES

RFP #16/17-04

SUBMISSION DEADLINE:                      May 5, 2016                      2:00 pm

PLACE OF SUBMISSION:                      Adelanto Elementary School District  
Purchasing Department  
11824 Air Expressway  
Adelanto, CA. 92301  
lori\_mcmillen@aesd.net

Notice is hereby given that the Adelanto Elementary School District, hereinafter called the DISTRICT, is seeking the services of qualified firms or individuals (VENDORS) to provide Smarter Balanced and Renaissance Assessment Mobile Devices.

All proposals must be directed to Lori McMillen, Purchasing , 11824 Air Expressway, Adelanto, CA. 92301, and be clearly marked on the outside of the envelope in the lower left-hand corner: PROPOSAL ENCLOSED FOR SMARTER BALANCED AND RENAISSANCE ASSESSMENT MOBILE DEVICES (RFP #16/17-04.

For information and RFP package, please contact Lori McMillen, Purchasing , Adelanto Elementary School District

TO BE ADVERTISED:

April 12, 2016  
April 19, 2016

## PROJECT BACKGROUND

The ADELANTO ELEMENTARY SCHOOL DISTRICT (AESD) has an on-going strategic plan to support Smarter Balanced Assessments. The District is seeking to leverage its investment in device specific hardware purchasing to achieve maximum operating efficiencies and cost savings.

## PROJECT GOALS

The DISTRICT (AESD) is seeking to provide access for every school to fulfill Assessment Schedules.

## QUALIFICATIONS

Please provide responses to the following questions as well as details to offer a comprehensive representation of your company and its services.

	Yes/No
1. The vendor must provide complete satisfaction of hardware requirements at the same time attempt to exceed those requirements adding value to the purchase.	
Please elaborate:	
2. Does your company provide RMA support for a reasonable time period expected for deployment?	
Please elaborate:	
3. Can your company assure all devices will be identically programmed as specified by the Adelanto Elementary School District?	
Please elaborate:	
4. Provide details regarding your company's service center, including, but not limited to, staffing experience, process and priority service.	
Please elaborate:	
5. Your company will provide a non-performance policy with AESD which provides AESD a monthly credit equal to two times the monthly rate multiplied by the percentage of monthly outage to any site within AESD, when such faults, outages or anomalies are due to the oversight neglect or unreliability of your company's services.	
Please elaborate:	

6. The vendor must provide information of the manufacturer of the equipment, including the website and their United States service headquarters.	
Please elaborate:	
7. Does your company agree that AESD can reserve the option to terminate service, without penalty and full expectation of refund of any and all proceeds paid prior to date of termination of contract or services for balance of devices not delivered?	
Please elaborate:	
8. Can your company provide detailed shipment tracking information and notify Adelanto Elementary School District Technology Department of any expected logistical issue that may arise?	

The Proposal Opening Date will be May 5, 2016 The bid will be awarded on May 17, 2016 and delivery will be accepted no later than **TBD**.

### Customer Requirements

**2176 Mobile Devices** (Must be designated “ChromeBook” by their manufacturer):

Item	Requirement
Memory:	DDR3 or greater minimum 2GB Expandable to not less than 4GB.
Hard Drive:	SSD (Solid State Drive) 16GB or Greater.
Processor:	Intel Celeron 1.6Ghz+ OR AMD/EXYNOS Dual Core or Greater
Networking:	Built-in 10/100 Ethernet LAN + Wireless Networking AC
Operating System:	ChromeOS Version 49 or higher preloaded.
Screen:	11.6" or Larger - >1023 x >767
Preparation:	A single unit must be delivered for preparation; remaining units will be duplicated before delivery.
Manufacturer:	Manufacturer must have an established sales record in the United States no less than five years.

### 68 Mobile Carts:

Bretford NETBOOK36-CT 36- Unit UL-Listed Device Cart	Bretford TCOREX36 36- Unit UL-Listed Device Cart
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## **Evaluation Criteria**

The District reserves the right to waive any irregularities or defects in any of the submissions. The District reserves the right to reject all proposals, cancel this RFP, postpone this RFP, or change the timeline for this process at any time. Submitted proposals shall not be treated as public records under the California Public Records Act (CA Govt. Code sec. 6250 et seq.) until an approved vendor is selected or an approved list of vendors is generated.

A representative committee will review and assess all proposals submitted. Proposals will be evaluated pursuant to minimum experience and components of the proposal. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of organizational capability. AESD may request further information from an applicant(s) before making a final decision.

## **Instructions to Vendors**

### **General Information**

All responses shall conform to instructions provided in this Request for Proposal (RFP) document.

### **Delivery Timeline**

Provide documentation supporting quantities ready for delivery via drop shipment or direct delivery.

### **Deadline for Request for Proposal Submittal**

Vendors must submit all required documents prior to the deadline. All proposals shall be complete and final with no additional information required after the close of the submittal date, unless specifically requested by the District. Responses received after the deadline will be returned unopened as not meeting the RFP requirements. Proposals need to be signed by authorized

### **Request for Proposal Preparation Cost**

Costs for preparing responses and any other related material is the responsibility of the VENDOR, and shall not be chargeable in any manner to the DISTRICT. The DISTRICT will not be held liable for any cost incurred by VENDORS in responding to the RFP.

### **Vendor Qualifications**

Any individual firm submitting a proposal must be able to provide evidence that the individual or firm and its personnel carrying out the responsibilities have expertise and experiences in all areas identified in the Services Required section of this RFP. The vendor shall provide three (3) K-12 references consisting of similar work and scope.

### **Request for Proposal Submission Requirements**

All responses to this RFP should be submitted in hard copy form (no email or other electronic submission), no later than 2:00 PM on May 5, 2016 and clearly marked "Smarter Balanced Assessments RFP 16/17-4," delivered to:

**Adelanto Elementary School District  
ATTN: Lori McMillen  
11824 Air Expressway  
Adelanto, CA 92301**

All other inquiries should be submitted in writing to:

Lori McMillen via e-mail at [lori\\_mcmillen@aesd.net](mailto:lori_mcmillen@aesd.net)

All submissions meeting the deadline requirement is the property of AESD and will not be returned. All information submitted in the proposals will be kept confidential and accessed only by those employees of the DISTRICT reviewing the proposals.

All responses to this RFP should be submitted in hardcopy form (no email or other electronic submissions).

The content and sequence of the proposal will be as follows:

1. Cover Letter/Letter of Interest
2. Table of Contents
3. Vendor Company Data
4. Experience and Client References
5. Technical Capabilities
6. Cost Proposal (**Signed**), including shipping to AESD District Office.
7. Expected Delivery Time Frame

### **References**

Before awarding any contract, the DISTRICT reserves the right to require the vendor to submit evidence of qualifications, as it may deem appropriate. This evidence may be concerning financial, technical, and other qualifications as well as relevant experience and skills of the vendor.