



# Emery School District 2024 Chromebook REQUEST FOR PROPOSAL (RFP)

Issue Date: February 27th

## Doug Johnson

Box 120  
Huntington, UT 84528  
Phone 435-687-9846

## Summary

Emery School District is seeking to purchase 115 Chromebooks to replace aging devices used in our schools. This document describes the specifications we are seeking, the method for vendors to submit questions, the due date and submission method for vendor proposals.

## RFP Due Date, Submission Requirements

Proposals are due by **March 8th at 5:00PM Mountain time**. Proposals received after this date will be late and may be ineligible for consideration. All proposals will need to be sent electronically in pdf format by email to [doug@emeryschools.org](mailto:doug@emeryschools.org), or by mail. If a vendor wishes to offer several solutions, he/she may do so either by submitting separate proposals or by including a line item cost table for each manufacture in one proposal.

## Evaluation of Proposals

All proposals shall remain valid for a minimum of 30 days after the Proposal Due Date to allow adequate time for evaluation. The District may award a contract based on initial proposals received without discussion of such proposals with suppliers. Accordingly, each initial proposal should be submitted with the most favorable price and service available. The District reserves the right to negotiate with any or all offering proposals, to reject any or all proposals, and to call for best and final offers after negotiations have concluded.

## Vendor Q&A

Please email all questions to:  
Doug Johnson  
[Doug@emeryschools.org](mailto:Doug@emeryschools.org)  
Emery School District Technology Coordinator

## References

If you are a new vendor or have not done business with Emery School District in the last 3 years, please provide at least two references (school systems) for whom you have provided equipment in similar or greater quantity and whom we may contact.

### **Award of the RFP**

Upon completion of the evaluation process, the District may award the RFP to the vendor whose proposal is determined to be most advantageous to the District. All pertinent District policies and State of Utah purchasing codes and State procurement policies and procedures apply. A Vendor will be chosen based on:

- Cost (primary factor)
- Specifications
- Warranty
- Experience with vendor or references
- Ability to deliver by requested delivery date
- Degree to which the merits of the proposal meet or exceed the requirements in this RFP

### **Quantity**

- 115 Chromebooks

### **Purchasing Timeline**

Purchasing will be done by March 31st. The option of purchasing more Chromebooks at the same pricing if the need arises should be an option.

### **Delivery**

Delivery is expected by the first week of June although the earlier the delivery date the better. Cost of delivery must be included in your proposal either as a separate line item or built into the cost.

### **Warranty**

Please include in your proposal the standard warranty description and any options that are available for an extended warranty. Also explain the warranty repair process including shipping cost if any.

### **Additional Items**

In addition to the Chromebook, shipping, and optional warranty extension, please include pricing for the Google Chromebook management console license based on the quantity of Chromebooks being purchased.

### Minimum Specifications

The Chromebooks proposed must meet or **exceed** these specifications

- 11.6" Chromebook
- 4 GB RAM
- 32 GB Flash Memory
- English Keyboard
- IEEE 802.11ac Wireless LAN Standard
- Chrome OS operating system
- Webcam with integrated microphone
- Stereo speakers, headphone/mic jack(s)
- At least 1 USB 3.0 port
- Bluetooth support
- Auto update expiration AUE after 2029
- Price as option:
  - Upgrade to 64 GB Flash Memory
  - Models with AX Wireless
  - Touch Screen Model

### Proposal Checklist

This is a checklist to make clear what we require to be included in your proposal:

- Vendor contact information
- Vendor references if needed
- Chromebook make and model, with cost
- Chromebook options, if any, and cost
- Chromebook Google management license cost
- Standard warranty description
- Delivery cost if any
- Estimated delivery date lead time

### Evaluation Matrix

Evaluation Matrix	
Factor	Points
Prices of Product or Services	50
Prior Experience with Vendor including Support	20
Specifications	20
Local Vendor	10