



***Lake Station Community Schools
Interactive Digital Display
RFP***

Request for Proposal

October 12, 2021

*Prepared By
Ralph Girgenti
Kathy Brown*

FOR: INTERACTIVE DIGITAL DISPLAY

SCOPE AND SPECIFICATIONS OF THE PROPOSAL SCOPE:

Lake Station Community Schools (LSCS) is seeking proposals from highly experienced and professional firms to provide and install Interactive Digital Displays. As part of this RFP, the submitter also agrees to uninstall LSCS's current fleet of Interactive Digital Displays. This includes but not limited to removing current wiring, junction boxes, faceplates, and wiring conduit that connects our current whiteboards and disposing of all equipment and pieces.

Lake Station Community Schools reserves the right to modify the Scope and Specifications as circumstances require, including but not limited to adding, changing, or deleting proposed locations.

PROPOSAL SUBMITTED BY:

(Company Name)

(Address)

(State/Zip Code)

(Typed Name of Person Authorized to Submit the Proposal)

(Phone #)

(Fax #)

(Date of Proposal Submission)

IMPORTANT DATES:	
RFP Released	October 14, 2021
Pre-Proposal Zoom Conference Zoom Invite Link Passcode: 693472	October 21, 2021 at 10:00 AM CST
Optional In Person Walk Through Begin at Edison Jr. Sr. High School (Door D)	October 27, 2021 at 2:00 PM CST
Last Day for Questions	November 1, 2021 by 10:00 AM CST
Last Addendum Issued	November 3, 2021 by 10:00 AM CST
Proposal Due Date	November 10, 2021 by 1:00 PM CST
Proposal Finalization by Selection Committee	Week of November 17, 2021
Contract Executed / PO Issued	End of November 2021
Project Completion <i>Estimate</i>	April 14, 2022

All dates are subject to change.

SEALED SUBMITTAL REQUIREMENTS:

(1) original and (1) electronic copy in PDF and MS Excel format with the original for a total of (2) complete sets of the Proposal for Whiteboard installation shall be **SEALED** and submitted on or before November 10, 2021 by 1:00 PM CST. Send proposals to the following address:

ATTN: Interactive Whiteboard RFP Lake Station Community Schools 2500 Pike Street Lake Station, IN 46405 Email to: RFP@lakes.k12.in.us

Lake Station Community Schools (LSCS) reserves the right to request additional information or clarifications; to allow corrections of errors or omissions; to waive any defects or technicalities in any proposal received; to accept the proposal or proposals which, in its judgment, is in its own best interest; to reject any and all proposals; and to re-advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined by LSCS to be in its own best interest. LSCS also reserves the right to choose the proposal or proposals that is deemed in the best interest of LSCS based on any or all criteria, etc. LSCS is not obligated to award the contract to the lowest responsible Respondent. In addition, LSCS reserves the right to negotiate any or all items and terms of proposal and contract.

Proposal is to be signed only by persons authorized to enter into a contract with Lake Station Community Schools.

RESPONDENT'S SIGNATURE AND DATE

COMPANY NAME

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SUBMITTAL REQUIREMENTS AND PROPOSAL FORMAT

- 1 **Proposal Clarification Questions:** After reviewing all proposals received in response to this RFP, LSCS may develop a list of clarification questions to be addressed by the Respondent. LSCS shall send these questions to the Respondent for clarification. The Respondent shall provide a response within three (3) working days following the inquiry. Failure to do so will result in rejection of the bid.
- 2 **Submittal Requirements:** Proposals shall be submitted by tab number as instructed below. The Respondent agrees and shall comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Exceptions section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Exceptions section. Failure to respond to these requirements may result in the proposal being considered non-responsive.

<u>TAB 1</u>	<p>MINIMUM CRITERIA</p> <ol style="list-style-type: none"> 1. Cover letter – with overall price, any special conditions, and signature 2. A brief profile of the firm, including the following: <ol style="list-style-type: none"> a. A brief history of the business b. Financial Stability c. The overall qualifications of the business to provide the services requested including: <ol style="list-style-type: none"> i. Industry experience ii. List any experience the business has in implementing Interactive Digital Displays in a K12 environment iii. Product knowledge and experience iv. Project Management 3. Interactive Digital Display Manufacturer Profile <ol style="list-style-type: none"> a. Provide an overview of the Manufacturers including the following: <ol style="list-style-type: none"> i. A brief history of the business ii. Financial Stability
<u>TAB 2</u>	<p>REQUIRED DOCUMENTS</p> <ol style="list-style-type: none"> 1. Proof of required insurance 2. Certifications and/or letter from manufacturer(s) that the firm is an authorized installer and maintenance provider. 3. Seven-year maintenance support guarantee from manufacturer and authorized dealer. 4. Contractor Certification of Non-Suspension or Debarment Form (<i>See Appendix A</i>) 5. Addenda – Any addenda issued subsequent to the release of this solicitation must be signed and returned with the firm’s proposal. Failure to return signed addenda may be cause for the proposal to be considered non-responsive.

<u>TAB 3</u>	<p>EXECUTIVE SUMMARY/OVERVIEW</p> <ol style="list-style-type: none"> 1. Written summary of the understanding of the scope of work to be performed.
<u>TAB 4</u>	<p>TECHNICAL SUMMARY</p> <ol style="list-style-type: none"> 1 Technical summary of the system proposed 2 Manufacturer 3 Inventory availability 4 Vendor 5 Solution Specifications
<u>TAB 5</u>	<p>EXCEPTIONS TO RFP</p> <ol style="list-style-type: none"> 1 Respondents may find instances where they must take exception with certain requirements or specifications of the RFP. Written explanations shall include the scope of the exceptions, the ramifications of the exceptions for LSCS, and a description of the advantage to be gained or disadvantages to be incurred by LSCS as a result of these exceptions.
<u>TAB 6</u>	<p>COST WORK SHEET AND BILL OF MATERIALS SEE APPENDIX B</p>
<u>TAB 7</u>	<p>REFERENCES</p> <ol style="list-style-type: none"> 1 List K-12 Schools which the submitter has recently completed like projects. 2 List of subcontractors which will be used and in what project phase.

3. Respondent Contact/Questions about the RFP

- A. It shall be the Respondent’s responsibility to learn all aspects of the RFP requirements. Should any details necessary for a clear and comprehensive understanding be omitted or any error appear in the RFP documents, or should the Respondent note facts or conditions that in any way conflict with the letter or spirit of the RFP documents, it shall be the responsibility of the Respondent to obtain clarifications before submitting a proposal.
- B. Questions may be submitted up until the date and time shown under the Important Dates section of this RFP to Ralph Girgenti at rfp@lakes.k12.in.us.

4. Addenda: It is incumbent upon each Respondent to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information shall be made in writing, through an addendum. LSCS shall not be responsible for any oral representation(s) given by any employee, representative, or others. The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information can be given. No addenda shall be issued later after the date listed in the important dates section except an addendum postponing or withdrawing the request for proposals. Respondents must acknowledge receipt of addenda in their proposals.

5. **Request for Proposal:** It is the sole responsibility of the Respondent to ensure that they have received the entire Request for Proposal.
6. **Descriptive Material:** LSCS is not responsible for locating or securing any information that is not identified in the Respondent's proposal and reasonably available to LSCS. To ensure that sufficient information is available, Respondent must furnish as a part of the proposal all descriptive material necessary for LSCS to (1) determine whether the product offered meets the requirements of the RFP, (2) establish exactly what the Respondent proposes to furnish in terms of supplies, materials, and services, and (3) to ensure that the finished project performs at the performance levels described in this RFP.
7. **Subcontractors:** If Respondent's organization will use subcontractors, they must be identified under the References tab of your response.
8. **After Hours Cost:** The installation will take place between the hours of 4:00 PM CST and 7:00 AM CST the following morning Monday through Friday and non-school days. LSCS is not responsible for additional costs associated with these hours of work.
9. **Denial of Reimbursement:** LSCS shall not reimburse Respondents for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
10. **Gratuity Prohibition:** Respondents shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Lake Station Community Schools for the purpose of influencing consideration of this proposal.
11. **Rights to Submitted Material:**
 - A. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Respondents shall become the property of Lake Station Community Schools when received.
 - B. LSCS reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this Request for Proposal.
12. **Right to Accept/Reject:** LSCS reserves the right to request additional information or clarifications; to allow corrections of errors or omissions; to waive any defects or technicalities in any proposal received; to accept the proposal or proposals which, in its judgment, is in its own best interest; to reject any and all proposals; and to re-advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined by LSCS to be in its own best interest. LSCS also reserves the right to choose the proposal or proposals that is deemed in the best interest of LSCS based on any or all criteria, etc. LSCS is not obligated to award the contract to the lowest responsible Respondent. In addition, LSCS reserves the right to negotiate any or all items and terms of proposal and contract.

SELECTION CRITERIA:

Proposals shall be evaluated based on, but not limited to, the following criteria as well as other criteria determined by LSCS:

Solution Cost
<p>The proposal must include a good faith projection of a seven (7) year total cost of ownership based on:</p> <ol style="list-style-type: none"> 1. Warranty (manufacturer warranty or manufacturer warranty combined with an extended service contract) covering each board and associated components for a period of at least seven (7) years. The warranty/service contract must provide a zero (0) dollar deductible for service and parts. 2. Advanced component replacement including the board as well as free shipping to and from the warranty provider. All software and firmware updates must be free to the district for a minimum period of seven (7) years.
Board (System)
System (Capabilities)
<ol style="list-style-type: none"> 1. Remote accessibility 2. Remote management including over-the-air software and firmware updates 3. Remote troubleshooting 4. Integrated instructional technology 5. Google SSO integration 6. Multi touch capabilities
Display (Capabilities)
<ol style="list-style-type: none"> 1. Must use a minimum of 4mm thick heat tempered safety glass 2. Must support at a minimum of two 20-watt integrated speakers 3. Minimum board resolution 3840x2160 (4K UHD) 4. Must support an external sound bar 5. Must include proximity sensors to put the system to sleep and also to wake the system. 6. Must include integrated temperature and humidity sensors that allow for real-time measurement and recording of the environmental conditions surrounding the display. 7. Must be ENERGY STAR rated 8. Must use InGlass touch technology 9. Must be able to differentiate between pen, finger, and palm for multiple users 10. Must support at least 20 simultaneous interaction points using Windows or Mac operating systems. 11. Must automatically and simultaneously recognize at least six different passive pens including unique colors, thickness, and styles. 12. Must track the orientation of eraser objects/tools 13. Must support up to 10 simultaneous touch points using the Chrome operating system. Kernel version 4.4 or higher 14. System must be based on Android 8 or higher operating system. 15. Must support at least 4GB of RAM and 32 GB of storage 16. Ability to sign-in to the display and access: <ol style="list-style-type: none"> a. Customized applications and settings b. Customized home screen including background and wallpaper image.

Wiring Specifications

1. The primary cabling between the classroom workstation and Interactive Digital Display must be HDMI.
2. All cabling must be plenum rated.
3. Cabling must include all necessary hardware such as connectors, conduits, shielding, enclosures, plate covers, and mounting hardware.
4. There shall be no exposed cabling in the classroom. All cabling runs must be enclosed in surface mounted conduit and terminate in surface mounted boxes with faceplates. All faceplates and jacks must be identified and labeled.
5. Conference room cabling must be fished through the walls and terminate in flush mounted fixtures.
6. All cabling must be supported throughout the cable run by approved support fixtures such as wire rings, J Hooks, cable tray, etc. The cable support fixtures must fasten to building load bearing support structures. Under no circumstances, can cabling lay atop drop ceiling grids.
7. All cabling runs must meet state and local codes.
8. All wall penetrations must be properly cored and fire-stopped and meet all state and local codes.

Additional Specification Requirements

1. Must include onscreen inking application allowing access to annotation tools outside of any presentation or whiteboarding software. Must support:
 - a. Support for the use of simultaneous tools and auto-input recognition when using a web-browser, Adobe PDF and presentation software.
 - b. Ability to write into Microsoft Office applications such as Word, Excel and PowerPoint and save annotations in the native file format (e.g. .docx, .xlsx & .pptx)
 - c. Integration with Adobe Acrobat Reader allowing users to write in, draw in, and erase digital ink directly from PDF files
 - d. Ability to write with a pen over multiple active web browser tabs and use a finger to switch between tabs and other desktop applications without saving or discarding their annotations
 - e. Presentation tools including spotlight, customizable stamps, screen shade, magnifier, shape recognition and handwriting to text conversion
2. Must include a magnetic pen tray on the front of the display
3. Must include at least two battery-free pens that attach magnetically to the pen tray and support the ability to assign different ink colors to each pen.
4. Must include two physical erasers that attach to the pen tray magnetically.
5. Must include ability to add additional educational technology tools.
6. Integrated Instructional Technology Educational Software licensing, training, setup solution
7. The primary connection method between the classroom workstation and the Interactive Digital Display must be HDMI 2.0 which supports HDCP 1.4 and HDCP 2.0
8. Board must include ports for: minimum of 3 HDMI inputs, USB 3.0 inputs for touch, minimum of 2 USB device inputs, minimum 1 VGA input, minimum 1 RCA type audio input, minimum 1 RCA type audio output, minimum 1 RS-232 input and minimum 1 RS-232 output, minimum 1 S/PDIF out, minimum 1 USB Type-C @60Hz Display Port Alternate Mode, USB3 Dual Role Data Transfer Functionality, touch, and digital audio, 60W power delivery, and minimum of 1 HDMI output.
9. Board must provide ethernet and Wi-Fi connectivity to our network.
10. If USB to ethernet convertors or similar convertors are required, they must be included in the quote.
11. Mobile solutions must be height adjustable (motorized lift) and be able to fit through a 32" x 82" door.
12. External device (such as but not limited to laptop/chromebook/ipad) must be able to connect remotely and wirelessly for display. External device (such as but not limited to laptop/Chromebook/iPad) must be able to connect remotely and wirelessly for display.

Manufacturer
<ol style="list-style-type: none">1. Profile (Tab 1)2. Product Life Cycle Status3. Product Support4. Industry Ranking
Vendor
<ol style="list-style-type: none">1. Profile (Tab 1)2. Project Understanding & Implementation Process3. Ability to provide and install all Interactive Digital Display systems.4. References5. Service and Support6. Project and Maintenance Teams7. Past experience implementing Interactive Digital Displays in a K-12 environment in K12 environments

Selection Committee:

Proposals will be evaluated by a Selection Committee. The Selection Committee will request any or all Respondents to provide demonstrations of the proposed system. Evaluation Matrix is in Appendix C.

Submittal of Qualifications:

Respondents shall submit experience and qualifications as described in the RFP. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.

TERMS AND CONDITIONS:

1. **Contract:** Any award of a contract resulting from this RFP will be made only by written authorization from Lake Station Community Schools upon approval by the Lake Station Community Schools Board of School Trustees. The contract between LSCS and the Contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the proposal submitted by the Contractor in response to the RFP. In the event of a conflict in language between these two documents, the provisions and requirements set forth and/or referenced in the RFP shall govern.
2. **Termination/Cancellation of Contract:** LSCS may cancel the contract at any time for breach of contractual obligation, convenience, or non-appropriation of funds by providing the Contractor with a written notice of such cancellation. Should LSCS exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Contractor.
3. **Incurred Expenses:** This RFP does not commit LSCS to award a contract, nor shall LSCS be responsible for any cost or expense that may be incurred by the Respondent in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the Respondent prior to the execution of a contract agreement.
4. **Indemnification:** The Contractor agrees it shall defend, indemnify, and hold harmless LSCS, its officers, and its employees against any and all liability, loss, costs, damages, and expenses, including attorney's fees that LSCS, its officers, or its employees may hereafter sustain, incur, or be required to pay arising out of the negligent or intentional acts or omissions of the Contractor's officers or employees
5. **Insurance:** The Contractor agrees, in order to protect itself and LSCS under the indemnity provision set forth above, to at all times during the term of this Contract have and keep in force insurance policies that meet the following limits:
 - a. Certificates shall name LSCS as an additional insured on all liability policies. Prior to the start of work, the successful Bidder shall furnish certificates or adequate proof of the foregoing insurance. Certificates furnished by the successful Bidder or their subcontractors shall contain a clause stating, "LSCS is to be notified in writing at least thirty (30) days prior to cancellation of, or any material change in, the policy." Such notice is to be sent to LSCS's Purchasing Agent.
 - b. The successful Bidder shall be responsible for all losses that fall under any deductibles on required insurance coverage.
6. **Safety:** Respondent shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Respondent shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning OSHA and all applicable state labor laws, regulations, and standards. The Respondent shall indemnify and hold harmless LSCS from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on LSCS because of the Respondent's, Subcontractor's, or supplier's failure to comply with the regulations.

- 7. Default and Cancellation:** If the Contractor fails to perform any of the provisions of this Request for Proposal or so fails to administer the work as to endanger the performance of the contract, this shall constitute default. Unless the Contractor's default is excused, LSCS may, upon written notice, immediately cancel this agreement in its entirety.
- 8. Severability:** Every section, provision, or part of this agreement is declared severable from every other section, provision, or part thereof, to the extent that if any section, provision, or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.
- 9. Third-Party Products:** Contractor agrees to assign or pass through to LSCS or otherwise make available for the benefit of LSCS, any manufacturer's or supplier's warranties applicable to any third-party software, hardware, or equipment provided by Contractor or its subcontractors under a contract resulting from this RFP.
- 10. New Material:** Unless otherwise provided for in this specification, the Respondent represents and warrants that the goods, materials, supplies, or components offered to LSCS under this RFP solicitation are new, not used/reconditioned and are current production models of the respective manufacturer.
- 11. Return of Assets:** Except as otherwise provided in the Contract, or upon termination of the Contract, the Contractor shall return all LSCS-owned assets, including but not limited to stored data and information.
- 12. Other Contract Terms:**
 - a. Compliance with Laws/Standards
 - i. General: The Contractor shall abide by all Federal, State, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs, and staff for which the Contractor is responsible.
 - ii. Licenses and Permits: The Contractor shall procure all licenses, permits, or other rights necessary for the fulfillment of its obligation under this Contract. The Contractor indemnifies, saves, and holds harmless LSCS and any agents, commissioners, officers, employees, or volunteer workers thereof from any and all claims, demands, actions, or causes of action of whatsoever nature or character arising out of, allegedly arising from, or related to the execution or performance of the services of the successful Respondent provided for herein.
 - iii. LSCS is using federal Education Stabilization Fund through the Coronavirus Aid Relief, and Economic Security (CARES) Act for the Elementary and Secondary School Emergency Relief Fund (ESSER) funds for the projects. The federal Davis-Bacon prevailing wage regulations are applicable to any construction aspects of the projects. File Contractor Certification of Non-Suspension or Debarment(Tab 2).
- 13. Payment Terms:** Payment terms shall be event based and negotiated with the successful vendor prior to contract signing. LSCS shall issue no payment until they have verified the invoice.

PROJECT SCOPE

Lake Station Community Schools (LSCS) is seeking proposals from highly experienced and professional firms to provide, installation, training, and service Interactive Digital Display installation.

1. Installation Sites

Location	Mounted Boards	Mobile Boards
Lake Station Community Schools Administration Center <i>2500 Pike Street Lake Station, Indiana 46405</i>	3	0
Thomas Edison Jr. Sr. High School <i>3304 Parkside Avenue Lake Station, Indiana 46405</i>	52	4
Alexander Hamilton Elementary School <i>2900 Lake Street Lake Station, Indiana 46405</i>	20	2
Virgil I Bailey Elementary School <i>2100 Union Street Lake Station, Indiana 46405</i>	26	2

2. Removal, Demolition and Disposal

Locations: All Sites
As part of this RFP, the submitter also agrees to uninstall LSCS’s current fleet of Interactive Digital Displays. This includes, but not limited to, removing current wiring, junction boxes, faceplates, mounting hardware and wiring conduit that connects our current whiteboards and disposing of all equipment and pieces.
New install waste removal includes, but is not limited to, cardboard boxes, cabling waste, etc from the installation of new interactive white boards.

3. Equipment Summary (All Sites)

Product	Units
86” Interactive White Board	109
Mobile Stand	8
Board Warranty 7 years	109
Installation	109
Cabling Packages	109

3. Conference Rooms Requirements:

Administration Center Main Conference Room <i>2500 Pike Street Lake Station, Indiana 46405</i>
<ol style="list-style-type: none"> 1- 75 minimum inch Interactive Digital Displays 2. A ceiling mounted integrated speaker and microphone system
Thomas Edison Jr. Sr. High School Community Room <i>3304 Parkside Avenue Lake Station, Indiana 46405</i>
<ol style="list-style-type: none"> 1. 2- 86 minimum inch Interactive Digital Displays 2. 2- 86 minimum inch internet connected televisions (OLED Screens). 3. A ceiling mounted integrated speaker and microphone system. 4. A fully customizable touch-based control hub. Must allow instant reconfiguration of input/output for whiteboards, speakers, and microphones.

4. Proposed system cost quotes: should be broken to reflect at a minimum the cost of:

- a. Implementation
- b. Equipment
- c. Software
- d. Training
- e. One-time costs
- f. Renewable costs: Including Yearly & Monthly
- g. LSCS requires an seven (7) year overall system cost including maintenance, yearly, and monthly renewable accounts

5. Contractor

- a. For any items/systems/options accepted by LSCS and made part of the contract, the Contractor shall provide a turnkey solution including but not limited to delivery, installation, configuration, testing, training, cutover, and post-installation support.
- b. The Contractor and/or its subcontractors are fully authorized/certified by the manufacturer to sell, supply, upgrade, install, configure, provide warranty service, and troubleshoot/support the proposed equipment.
- c. The Contractor shall provide manufacturer trained and certified personnel who specialize in deployment of all items/systems/alternates accepted by LSCS.

6. Project Manager

- a. The Contractor shall appoint a project manager subject to LSCS approval who shall be the main point of contact regarding the project for LSCS. The project manager is responsible for the following:
 - i. Developing a project schedule that identifies in detail the exact tasks and timelines that LSCS, installers, contractors must perform and/or be responsible for in order to accomplish the delivery, and installation of the system.
 - ii. Guaranteeing the work and performance of all employees and subcontractors who have been hired by the Contractor.
 - iii. Completing and submitting all required documentation.
 - iv. Attending all project coordination and/or construction meetings throughout the duration of the project.
 - v. Maintaining the project status meeting minutes and distributing them to all participants within two days following the meeting.
 - vi. Informing LSCS of all unexpected conditions and problems that may result in delay or expense. The Contractor must report issues immediately upon discovery and must provide LSCS with the option(s) for resolving them.
 - vii. Arranging for provided training and coordination of scheduling for all training classes.
- b. LSCS reserves the right to request a new project manager during the course of the project if the project manager does not perform to LSCS's satisfaction.

7. Permission to Proceed

- a. Prior to ordering, furnishing, or installing any equipment, the Contractor shall obtain LSCS's written approval of equipment, locations, layout, and installation.

8. Ordering and Delivery

- a. The Contractor shall take responsibility for proper ordering, shipping charges including lift gate charges, storage and delivery of all component parts. This includes any components to be ordered from any third-party companies. The Contractor shall be responsible for proper storage of delivered equipment. This includes checking to ensure that all equipment is complete and fully functional.
- b. Quantities included in this RFP are estimates. Any change in quantities shall be adjusted and priced at the pre-order quoted cost. Any additional increases in components prior to acceptance shall be at pre-order quoted costs, and deletions shall not be charged restocking fees.
- c. The Contractor's project manager shall inform LSCS's project manager of decisions that they need to make regarding the items/systems/alternates being installed including any changes that would increase cost or are outside of LSCS standards shall need the written approval of LSCS's project manager.

9. Training Requirements

- a. All costs for training shall be included in the proposals.
- b. Applications End User: The Contractor shall conduct webinar training sessions and record them for future access on the utilization of all applications purchased by LSCS as a result of this RFP.
- c. Training shall include familiarization with features of all hardware components and systems.
- d. Training shall include familiarization with integrated educational technology software.
- e. Training shall include familiarization with management and client software installation.
- f. Configuration details of purchased applications, and how to configure new users, groups, and reports
- g. Overview of system documentation and use of all system manuals
- h. Process for obtaining technical support

PROJECT CLOSEOUT AND ACCEPTANCE

- 1. Punch List:** Work or materials found to be incomplete, of unsatisfactory quality, failing to meet the specifications in the RFP package and resulting contract, and/or unacceptable to LSCS shall be documented in a punch list by LSCS and provided to the Contractor to rectify.
- 2. Punch List Approval:** The punch list shall be considered complete only after having been signed by LSCS.
- 3. Acceptance:** Acceptance shall occur after all the following conditions have been met:
 - a. All items/systems have been delivered, installed, configured, tested, and transitioned into service.
 - b. All the work has been completed in accordance with the contract and RFP specifications (including testing procedures as outlined in the accepted response).
 - c. The system operates in conformance with manufacturer's published specifications.
 - d. The system, including all ancillary devices, applications, and options made part of the contract, has had 30 consecutive days with 100 percent availability.
 - e. Training as specified is complete.
 - f. All the documentation requirements have been met.
 - g. All outstanding punch list items have been completed.
 - h. The Contractor has certified in writing to LSCS that the system is installed and operational in accordance with these specifications.

APPENDIX A: CONTRACTOR CERTIFICATION OF NON-SUSPENSION OR DEBARMENT

**CERTIFICATION THAT CONTRACTOR, ITS PRINCIPALS OR
SUB-RECIPIENTS ARE NOT SUSPENDED OR DEBARRED FROM
DOING BUSINESS WITH THE FEDERAL GOVERNMENT**

By signing below, respondent certifies that the responding contractor, its principals and/or sub-recipients are not suspended or debarred by the Federal Government, nor is any known suspension or debarment procedure pending. Contractor agrees to notify Lake Station Community Schools in writing of any suspension or debarment, or potential suspension or debarment proceeding. Failure to report any suspension or debarment, or any potential suspension or debarment will be sufficient cause to terminate this contract and report such termination to Federal Authorities. The contractor representative certifies that s/he has the authorization to make such certification and to bind the contractor to all representations herein.

Respondent's Company

Date

Respondent's Company FEIN#

DUNS#

Respondent's Printed Name

Title

APPENDIX B: LSCS INTERACTIVE DISPLAY PANEL RFP COST WORKSHEET

Item	Item Detail	Cost Per Board	Cost Total Project
Interactive Display Panel			
Cabling Package			
7 year Warranty			
Speaker Package			
Educational Technology Software			
Labor			
7 Year Total Cost of Ownership			
Mobile Stands			
Wall Mounts			
Existing Demo			
Additional Items (list per line) Add additional rows if needed			

Notes

APPENDIX C: LSCS EVALUATION MATRIX

Evaluation of Interactive Display Panel

School District: Lake Station Community Schools

Service: Interactive Display Panel Procurement

Evaluator and Date:

			Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6
Date Proposal was received:								
Evaluation Item	Max Point Value	Points	Points	Points	Points	Points	Points	Points
Total Cost of Ownership over 7 year	Cost: Total project cost	35						
	Cost: The level of service, support, and maintenance provided in the proposed service without additional cost	30						
Other	Compliance with specification or RFP document	15						
	Satisfactory previous business/working relationship with the provider	15						
	References from other school districts supporting satisfactory performance of the service from the vendor	5						
Total:	100	0	0	0	0	0	0	0

Notes