

Huntingdon Area School District

Request for Proposal

Interactive Panel Project

March 8, 2023

SCOPE:

The Huntingdon Area School District (HASD) is requesting proposals for the purchase, installation, and training for the equipment listed below. The District will not accept any substitution for the equipment and part numbers listed below. We will not accept any bid for a different manufacture of interactive panels.

We are replacing our Smartboard/projector systems with interactive panel systems.

We are using ESSER funds for this project so any bidder must use the Federal purchasing guidelines. Any labor will be rated and must comply with all State and Federal requirements.

The District reserves the right:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- District intends to award a single contract for all equipment/services; however the District reserves the right to award a contract for any or all parts of the RFP to one or more **service providers**.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request providers to clarify their RFP proposals

Issuing Officer and Technical Contact for Questions and Information

David Myers
Director of Technology Services
Huntingdon Area School District
dmyers@huntsd.org
Direct number: 814 641-2162

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "Interactive Panel RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

If the RFP was downloaded from a web site link, Vendors are responsible for periodically monitoring the web site for any updates relating to this RFP

The issuing officer will be available during the bidding process to answer questions regarding the project.

Evaluation Process:

- 1.0** The District will review the proposals for compliance with the procedural requirements and may reject any proposal that materially fails to comply.

The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price services will be most heavily weighted in the review of proposals.

1.1 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.

1.2 All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

1.3 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor.

1.4 Reasons for Disqualification of Proposals

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

1.4.1 Vendor's proposal is submitted after proposals have been opened and reviewed by the District.

1.4.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.

- 1.4.3 Vendor is not authorized to do business in Pennsylvania.
- 1.4.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 1.4.5 Vendor cannot provide all equipment and services listed.

INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

Provide a description of the nature and scope of your firm's business endeavors, including history of company.

Provide a description of your firm's previous and ongoing relationship, if any, with the District.

Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.

Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.

Provide federal Tax JD Number, and FCC Registration Number (FCCRN).

Provide certification that the Vendor currently is not subject to the Red Light.

Provide electronically an inventory of the equipment including serial numbers, location (building and room number), as well as, the delivery date and installation date. This can be given in Excel format.

Equipment List:

Qty	Model/Description	Unit Price	Extension
9	Cti-6065K+uh20		
161	Cti-6075k+uh20		
9	Cti-exwty-6065-2y		
161	Cti-exwty-6075-2y		
13	Cto-stand-adjust-v4		
170	Cp-aocu31/cc-25		
170	25 foot HDMI Cable		
170	16 foot usb 2 cable		
170	Cti-pcmod-pc65-stw		
104	Otbm Mounts		

Extended service plan – please provide an extended service plan for the equipment.

Training – Please provide a training plan for the equipment. Both onsite and virtual. We need training for approximately 150 people. These trainings would not be conducted the same day. The district will arrange various days to train the staff with a class size of no more than 15 people.

In addition to staff training include IT staff training of 3 people, if that type of specific training is offered.

Installation – Please provide an installation plan for the equipment. Plan should include the costs (including labor at rated rates). Please provide the costs for removing the old smartboard projector systems, as well as, the installation and setup of the new panels. Please include items that the district would be responsible for. Electronic record – The winning bidder will be required to

submit electronically an inventory of the equipment including serial numbers, location (building and room number), as well as, the delivery date and installation date. This can be given in Excel format. Please note: Installation cannot include Friday, Saturday or Sunday.

We need the pricing for installation to be a separate line item in the bidding process. We will have to separate equipment costs and installation costs.

Submission:

One complete copy must be delivered to the Huntingdon Area School District Business Office, at 2400 Cassady Ave, Huntingdon PA 16652 by noon EST on April 7, 2023. Mark the package with “Interactive Panel RFP”.